

LSI Information Update for Principal Investigators

January 2009

As your primary research support services center at Peabody, the LSI staff are eager to provide you assistance in acquiring external support for research projects and to help you operate your project effectively once funded. The purpose of this Update letter is to reaffirm the services offered by the LSI staff and to highlight some new services and procedures available to PIs or aspiring PIs.

The LSI's Mission and Research Support Services: An Overview

The mission of the Learning Sciences Institute (LSI) is to support the advancement of research on policies, practices, and procedures that influence human learning and development. To accomplish this mission, the LSI staff facilitates the acquisition of external funds for research and offers investigators from across the university needed technical and methodological support to enable them to conduct research and advance the quality and impact of their science.

The LSI support services are organized into three strands: Proposal Development & Dissemination, Budgetary, and Data Services. The key services provided in each of the core service strands include:

Proposal Development & Dissemination Services

- ◆ Proposal writing support
- ◆ Consultation regarding human subjects & IRB requirements
- ◆ Website development and information management and dissemination

Budgetary Services

- ◆ Development of budgets & budget justification narratives
- ◆ Management of post-awards for large & complex projects
- ◆ Consultation with departments & PIs on post-award fiscal regulations for small projects

Data Services

- ◆ Consultation on design & data file management
- ◆ Design or selection of data collection tools & scoring services
- ◆ Video-based data collection
- ◆ Data cleaning and input assistance
- ◆ Data analysis consultation
- ◆ Data storage assistance

Currently, there are 55 active projects listed on the LSI website that cluster into five areas: (a) learning studies (18 projects), (b) assessment studies (8 projects), (c) intervention studies (12 projects), (d) policy & management studies (11 projects), and (e) doctoral and post-doctoral research training (6 projects). Clearly, the LSI is functioning as a research support services center for a diverse array of investigators to advance inquiry and research in their domains of interest!

New Services, New Staff

In fall 2008, the LSI hired two new staff: Ryan J. Kettler and Thomas Garrison. Dr. Kettler serves as the LSI's Data Services Coordinator, while Thom Garrison is our new Grants Resource and Information Officer. Both of these staff have offices on the 4th floor of Wyatt Center and are available daily to meet with aspiring PIs or existing PIs to assist them with project needs.

Ryan Kettler earned his PhD in Educational Psychology at the University of Wisconsin-Madison and was on faculty at California State University - LA before coming to Vanderbilt. Ryan has expertise in measurement, statistics, and data management applications and is available to help with both pre-award and post-award data and design issues. He also has significant experience with the Vanderbilt IRB. For data service questions or assistance with IRB related data management issues, contact Ryan at: 405 Wyatt; 343-5702; ryan.j.kettler@vanderbilt.edu.

Thom Garrison earned his MS in Counseling/Human Development at Troy University and has spent over 20 years working in the mental health field with at risk children/youth and their families. For the past 5 years, he worked with the State of Tennessee as a grants administrator. For proposal preparation and website services, contact Thom at: 410S Wyatt; 343-6018; thom.garrison@vanderbilt.edu.

LSI Website Updated and Growing (visit <http://peabody.vanderbilt.edu/LSI.xml>)

The LSI website is our major communication tool regarding people, procedures, and projects. We no longer publish the Eye on the LSI newsletter due to costs and limited circulation. Instead, we are committed to maintaining a highly accessible and up to date website. To accomplish our goals of current and accurate project information for every project that goes through the LSI, we need cooperation from PIs or a member of each research team. Over the next couple of weeks, you will be contacted by Thom Garrison, our website manager, to update your project's website.

Help us Help You to Disseminate Project Information. To facilitate the dissemination of information about your project, it is our hope that each year you will share with us electronic copies of your annual performance report and at the end of the project, your final report. Please also consider having us post paper presentations and manuscripts related to your project on your project's website at the LSI. Send your materials to Thom Garrison as soon as they are available or even in advance of a meeting to facilitate prompt and ready access to interested colleagues.

Investigators' Advisory Committee

The Investigators' Advisory Committee consists of five Peabody faculty investigators who have used LSI services over the past several years. The IAC's objectives are twofold: (1) Discuss and evaluate LSI's research support services and (2) Explore ways for the LSI to enhance a scholarly community. The committee members are:

- ◆ Bethany Rittle-Johnson, Assistant Professor of Psychology & Human Development
- ◆ Kathleen Lane, Associate Professor of Special Education
- ◆ Leona Schauble, Professor of Teaching & Learning
- ◆ Thomas Smith, Associate Professor of Leadership, Policy, & Organizations
- ◆ Matthew Springer, Research Assistant Professor of Leadership, Policy, & Organizations

Please feel free to share your thoughts with any of these IAC members about ways to improve LSI services or possible new services that the LSI could provide to enhance your research support.

Meeting Space for Grant Planning

Meeting room space has become a little more difficult to acquire on the Peabody campus as of late. Therefore, we can offer PIs and aspiring PIs room 410Y in Wyatt for grant planning meetings involving 6 or fewer people. The room has a conference phone and a large white board. There is always coffee down the hall too! For larger groups up to 12 people, we often can arrange the use of 144 Wyatt. Contact Diane Nelson: 343-1473 or diane.nelson@vanderbilt.edu to reserve one of these rooms.

IES Research and Research Training Grant Programs: Future Competitions

The busiest times of the year for the LSI staff are always the 6 to 8 weeks preceding an Institute of Education Sciences application deadline. The IES has not officially posted the competitions or their associated deadlines for 2009, however, given that IES accepts applications twice each year for its research and research training grant programs – generally, the fourth Thursday in June and the first Thursday in October. The anticipated due dates listed on the IES website for 2009 are:

Competition Round	Letter of Intent	Application Package Available on Grants.gov	Application Due Date
June	April 27, 2009	April 27, 2009	June 25, 2009
October	August 3, 2009	August 3, 2009	October 1, 2009

Actual deadlines and availability of the application package on Grants.gov will be announced in the Federal Register and on the Institute's website (<http://ies.ed.gov/funding/futureComp.asp>).

Our Proposal Submission Steps & Timelines

The submission of an application for external funding involves time sensitive teamwork and expertise. Following the LSI's 9-step proposal development and submission procedure is essential to ensure a high quality application. The steps and corresponding timelines have changed slightly because of new requirements for electronic submissions. The 9-steps for submitting a proposal through the LSI are as follows:

Step 1. Notification of Intent: Contact LSI Director or Administrative Officer of intention to submit a proposal. This notification should include information on Funding Agency and Number/Title of specific grant competition. [45 days prior to submission deadline]

Step 2. Meet to Coordinate: Meet with LSI Administrative Officer and Grants Resource Officer to review the application requirements and discuss needed communication and data support services, human subjects, and any potential conflicts of interest. At the conclusion of this meeting, draft budget justification. [35-40 days prior to submission deadline]

Step 3. Develop Basic Documents: PI submits to the Grants Resource Officer his/her project Abstract, refined budget justification, draft of project goals/activities table with timelines, and brief CVs and effort reports for current and pending projects for all key personnel. [30 days prior to submission deadline]

Step 4. Send Request Letters for Support/Participation: Communicate with any external co-PIs, consultants, and potential participating sites to request letters of commitment and name of contact person to develop subcontracts. [25-28 days prior to submission deadline]

Step 5. Draft Proposal Narrative: Submit draft of proposal narrative for review by the Grants Resource Officer. [20-25 days prior to submission deadline]

Step 6. Finalize Budget & Compliance Documents: Communicate with LSI Administrative Officer and Administrative Assistant to finalize budget and to complete compliance documents for internal approvals. [15 days prior to submission deadline; this is a critical step that effectively "freezes" the budget]

Step 7. Submit Final Narrative & Appendices: Entire application package is assembled and reviewed by LSI Grants Resource Officer and an Administrative Assistant. [10 days prior to submission deadline]

Step 8. Review Complete Application: PI reviews complete application package and approves for submission. Application is forwarded to dean's office and Sponsored Research [7 **WORKING** days prior to submission deadline].

Step 9. Submit Proposal: Approved proposal is submitted electronically by PI with the assistance of LSI staff. [1-2 days prior to submission deadline]

Contacts for Proposal Development

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(615) 322-2520

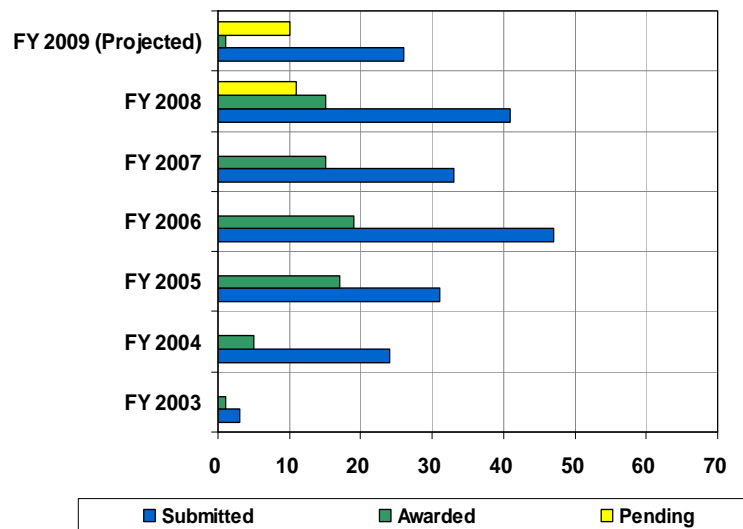
Palmer Payne, Administrative Officer
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(615) 343-4476

2008 Data for Projects Submitted Through the LSI

The faculty submitting proposals through the LSI have been highly successful over the six years with an acceptance rate of 47% and an average award amount of \$1, 218,424.

The figure on the following page provides a summary of the number of proposals that have been submitted and awarded over the past 6 years. Just this week, the total dollars awarded to LSI investigators since 2003 exceeded \$104,000,000. We are eager to help you and your co-investigators continue this success in the coming year.

Learning Sciences Institute Submitted, Awarded and Pending Grant Applications



NOTE: Projections for Fiscal Year 2009 are based on actual FY 2009 submitted (11) and in process (3) grant applications through October 2008.

Please download this LSI Information Update and save it for use as you plan a new grant proposal. We look forward to working with you!

Thank you,
Steve Elliott, Director