



## OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)

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[HTTP://WWW.WCUPA.EDU/RESEARCH](http://www.wcupa.edu/research)

### STAFF

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### MISSION

We provide guidance and resources to faculty, staff, and students who are developing proposals for research, scholarly and creative activities that are internally and/or externally supported. We also support the development of other externally sponsored administrative programs. We provide information on funding opportunities from federal, state, and private-sector sponsors. We coordinate all pre-award activities, external proposal submissions, and the intellectual property development process. We collaborate with Finance and Business Services and other offices responsible for post-award management to ensure that grant-funded activities are implemented effectively and that Principal Investigators are knowledgeable of mandatory policies and procedures. We formulate and execute research-related policies and strategic plans for WCU.

### SERVICES

- Customized external funding searches, based on individual and/or group research interests
- Detailed intelligence information on federal, state, and private-sector funding agencies
- Facilitation of networking and communications with sponsoring agency program managers
- Personalized assistance with proposal development, including review of sponsors' guidelines, budget development, proposal assembly, and submission of completed proposals
- Workshops and training on all aspects of proposal development and grants management
- Assistance with post-award procedures
- Development of undergraduate and graduate student research opportunities
- Guidance on intellectual property development and technology transfer procedures

### DEADLINES

- Prospective applicants interested in responding to a call for proposals should contact the ORSP staff at least 30 calendar days prior to the submission deadline.
- All proposals being submitted to external funding agencies must include a signed WCU Grant/Contract Cover Sheet and must be transmitted to ORSP at least 10 working days prior to the submission deadline.

**Anyone who is planning to submit a proposal to an external funding agency should contact ORSP as soon as possible so we can offer better assistance throughout the proposal development and submission processes.**

Creating an account in PIVOT will allow you to create e-mail alerts, update your personal profile, save searches, track opportunities, share opportunities and search other scholar profiles (both inside and outside of the University). To create an account in PIVOT, follow the steps below:

Log on at <http://pivot.cos.com>

- Click on Log In in the upper right hand corner
- Click on Login help on the popup
- Click on create your Pivot account
- Fill in the fields and select West Chester University from the Affiliated Member Institution dropdown menu
- You will receive a verification e-mail from Pivot. Your WCU email will then be your username

### Funding Search Tips

- If you are unsure what field to search in, use the **All Fields (Quick Search)** search box. This will search for the terms you enter across all text fields in each record.
- Many grant sponsors do not mention specific kinds of work they will fund. Instead, they state broader disciplines within which they will consider applications. Some topics may not get any results in searching, but that does not necessarily mean there are no grants for which the project may be eligible. If this happens, try searching for grants in the broader field(s) within which your project falls.
- Keywords 'Explode' function: Use this to expand your Keyword search. For example, if you are searching on the Keyword 'Education' and Explode it, the system will automatically search for all the more specific 'educational' terms under it in the Keyword hierarchy, such as 'Higher Education', 'Literacy', etc. For more details, see the **Keyword section**.
- To select multiple terms from any pick list (e.g. Sponsor Type, Citizenship, etc.), click the check box to the left of each term.
- Use Boolean, Truncation (**Asterisk**), Proximity Operators (**pre/#**, **w/#**), Exact Phrase Searching (**Double Quotes**), and Precedence (**Parentheses**) to give your search more flexibility. Examples:
  - Mouse AND Genome will retrieve all records containing both the words mouse and genome
  - Mouse OR Genome will retrieve all records containing either the words mouse or genome
  - Mouse NOT Genome will retrieve all records containing the word mouse without the word genome
  - Compute\* searches for computers, compute, computing,
  - "mouse genome": searches for the exact phrase "mouse genome."
- Searches are case *insensitive*. Using either upper or lower case letters will yield the same result set.
- With the exception of the hyphen, do not use punctuation marks (slashes, commas, etc.). Punctuation marks in most cases will retrieve erroneous results. This also applies to the **Amount Field**. For monetary amounts, leave out any commas or periods. E.g.: \$10,000 = 10000.
- Do not use the articles *a*, *an*, or *the*. The search engine does not search for these.

**Please contact your Office of Research and Sponsored Programs representative if you have any questions.**

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