

The mission of the Office of Sponsored Programs and Research (OSPAR) of New York Institute of Technology (NYIT) is to assist faculty and administration in obtaining funding in support of scholarship and research, teaching, institutional infrastructure, and student services; and to manage the Institutional Review Boards, which review research involving human participants and ensure that these studies are conducted in a safe and ethical manner in compliance with Federal human-subject regulations.

OSPAR's purview encompasses all of the campuses, divisions, schools, and departments of NYIT, including the College of Osteopathic Medicine and global campuses. As an arm of NYIT's Office of Academic Affairs, OSPAR operates under the supervision of NYIT's Provost and Vice President for Academic Affairs, and is directed by NYIT's Senior Director of Sponsored Programs and Research.

As the grants and contracts office, OSPAR helps to identify promising sources of external and internal funding, assists in preparing grant and contract proposals, promotes interdisciplinary and multi-site collaborations, works cooperatively with sponsor agencies and NYIT post-award offices to manage grant and contract funds, and administers internal grant programs on behalf of NYIT and its faculty.

Identification of Funding Sources

OSPAR can assist NYIT faculty and staff with funding prospect research, furnish access to search engines, and provide advisement as to eligibility for specific funding opportunities. Upon completion of an online registration, NYIT faculty and staff may receive access to OSPAR's subscription to **SPIN**, the Sponsored Programs Information Network of InfoEd International, which is a proprietary database of national and international, governmental, and private funding sources. Registrants may obtain access to SPIN through any Web-enabled computer, on-or off campus. Users can search the database manually using key words, or they can set up a profile that enables them to receive daily e-mail alerts containing new funding opportunities meeting criteria they have specified. **SPIN Portal:** <https://spin.infoedglobal.com>

Pre-and Post-Award-Services

OSPAR assists NYIT faculty and staff with all phases of proposal development, from the earliest idea phase through the application, award, and post-award phases. Office staff are very experienced in proposal and budget preparation, and are able to read applications critically to perform compliance checking and provide input. By virtue of NYIT's designation as a private nonprofit educational institution under section 501(c)(3) of the Internal Revenue Code, OSPAR is authorized to apply for, and to accept, sponsored project funds on behalf of the Institute and its faculty and staff. OSPAR assists with all aspects of application preparation and assembly, and with traditional paper, as well as electronic, submissions via Grants.gov, NSF FastLane, and other systems after the application has been approved internally at NYIT.

NYIT Proposal Submission Policy

The Principal Investigator (PI) bears primary responsibility for preparing proposals and pre- proposals to external sponsors. Timely assembly of a complete application, including the collection of any and all required subcontract documents, is the responsibility of the PI. Chairs and Deans should review and approve the complete proposal before it is submitted to OSPAR. A complete proposal should reach OSPAR no later than 5 business days before the sponsor deadline. Please see our Deadline Policy on the OSPAR website. The PI or a designee should remain available prior to submission. All parties must sign the NYIT Data Sheet for Grant Proposals, please contact OSPAR for more information.

Once an award is made, OSPAR works in cooperation with NYIT's Office of Financial Affairs to manage the grant or contract funds,

...serving as a liaison with sponsor agencies and helping to ensure institutional compliance. As the office responsible for administering and directing the conduct of all sponsored research programs carried out at NYIT, OSPAR provides a bridge between the NYIT faculty member or administrator and those wishing to support his or her work, whether it be a federal, state, or other government entity, an industry or foundation, or a combination of sponsors. OSPAR is unique in its ability to forge collaborations and to create synergies. It accomplishes all of this in fiscally sound manner.

Internal Grant Programs

OSPAR administers two small-grant programs on behalf of NYIT: the **Institutional Support of Research and Creativity (ISRC) Grant Program**, and the **Teaching and Learning with Technology (TLT) Grant Program**.

Both programs involve a competitive peer-reviewed application process each Spring and provide seed money, typically in the \$2,000-\$15,000 range, in support of faculty research and other creative endeavors. Full-time, tenured or tenure-track faculty on NYIT's domestic campuses are eligible to apply for ISRC and TLT grants. Other full-time (including global) faculty of NYIT may collaborate in Co-PI, Co-Investigator, Collaborator, or Consultant roles. Multiple-PI and interdisciplinary applications, and projects involving students, are encouraged.

Institutional Review Boards

Under the terms of its Federalwide Assurance (FWA), approved by the Office for Human Research Protections of the US Department of Health and Human Services (HHS), NYIT is committed to complying with the requirements of the federal regulations for the protection of human subjects at 45 CFR part 46, also known as the Common Rule. NYIT's FWA covers all non-exempt human subjects research in which the Institute is engaged that is HHS-conducted or supported or is funded by any other federal department or agency that has adopted the Common Rule and relies upon the FWA. In addition, NYIT has voluntarily extended its FWA to cover all human subjects research at NYIT regardless of the source of support for the particular research activity.

Two **Institutional Review Boards (IRBs)** review all research involving human subjects conducted at NYIT: **the Education, Social Science, and Behavioral Research IRB (ESB-IRB)**, and **the Biomedical and Health Sciences Research IRB (BHS-IRB)**. These boards are managed by OSPAR, and are overseen by NYIT's Provost and Vice President for Academic Affairs and by OSPAR's Senior Director, who serves as NYIT's Human Protections Administrator.

Investigations at NYIT intending to conduct exempt or non-exempt research involving human subjects must apply to an NYIT IRB, through OSPAR, for exemption or approval. All project personnel, including students, who intend to engage in human subjects research, must complete an online training program before beginning their research. OSPAR staff provide assistance with the IRB application and review process please visit: <http://www.nyit.edu/ospar/irb>.

OSPAR also registers clinical trials in public registries including ClinicalTrials.gov. Registration, prior to enrollment, is mandatory for certain clinical trials of drugs, biologics, and devices (US Public Law 110-85) and is required by the International Committee of Medical Journal Editors.

Research involving animal subjects at NYIT is reviewed and approved by **the Institutional Animal Care and Use Committee (IACUC)** of the NYIT College of Osteopathic Medicine. For details, please contact Kurt Amsler kamsler@nyit.edu.

Office of Sponsored Programs and Research New York Institute of Technology			
Northern Boulevard, PO Box 8000 Old Westbury, NY 11568-8000 USA http://www.nyit.edu/ospar			
Dawn Grzan Senior Director Tel: 516 686-7737 dgrzan@nyit.edu	Eileen Gazzola, Senior Grants Coordinator and IRB Administrator Tel: 516 686-7488 egazzola@nyit.edu	Sarah Pennacchio Grants Director College of Osteopathic Medicine Tel: 516 686-7648 spennacc@nyit.edu	Juliet Vizbaras Grants Manager Tel: 516 686-7713 jvizbara@nyit.edu