

THE RESEARCH REVIEW

A Monthly Newsletter by The Office of Research Administration

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PRE-AWARD MANAGER SAMANTHA ELLITHORPE RECEIVES "FUTURE OF THE FIELD" AWARD

Congratulations to Samantha Ellithorpe, pre-award manager in the Office of Research Administration! Samantha's hard work has been recognized by the Society of Research Administrators International (SRAI) by being named as a recipient of the 'Future of the Field' award. [Read the full story here.](#)

Research Data Dive

[View the Data of WCU's Research Pursuits](#)



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Administration

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PRE-AWARD SERVICES NEWS

Make a SciENcv Account

SciENcv allows you to create proposal documents that comply with NIH, NSF, and other federal proposal requirements. Use SciENcv to build biosketches or the Current and Pending Support Documents.

You can access SciENcv at <https://www.ncbi.nlm.nih.gov/sciencv/> and login using your Research.gov credentials.

Create Your ORCID iD

ORCID, which stands for Open Researcher and Contributor ID, is a free, unique, persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities.

Go to [ORCID.org](https://orcid.org) and register to create a personal account. You'll provide basic info and confirm your email to complete setup.

Looking for Funding Opportunities? Use SPIN!

Access SPIN by logging into MyWCU, go to "All Apps," then "Research Administration" to access InfoEd. On the left toolbar, select "SPIN." Use Text, Keyword, or Advanced Search to find opportunities. You can filter search by eligibility, sponsor type, or other parameters. Then you can save searches and set up email alerts that will be delivered to your inbox daily or weekly.

Contact Samantha Ellithorpe at sellithorpe@wcu.edu or Matt Salerno at msalerno@wcu.edu to schedule a one-on-one SPIN session.

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POST-AWARD NEWS

Procurement Guidance

The Post Award team has put together a helpful guide to support Principal Investigators, Departmental Administrative Support Associates, and Project Coordinators in navigating the university's procurement systems with confidence.

[You can find helpful guidance documents and examples by clicking this hyperlink!](#)

Whether you're using Catamart, Emburse Enterprise, Talent Management, or P-Cards, the goal is to make sure your documentation is complete, accurate, and aligned with your project's Awarded Budget of Record (ABOR). By following these best practices – like using the right budget codes and providing clear business purposes – you'll help streamline approvals, avoid delays, and stay in compliance with university and funding agency requirements.

Each system has its own set of expectations, and these guides break them down in a clear, approachable way. For example, Catamart requisitions need detailed vendor and budget info, while Pcards are best for small purchases and require itemized receipts and monthly reconciliation. Emburse Enterprise is your go-to for travel and expense reimbursements, and Talent Management handles hiring and professional services, with a focus on aligning proposals with your ABOR and budget justification. Across all platforms, clarity and specificity are key – especially when describing purchases, travel, or hiring needs.

Before you hit submit, take a moment to run through this final checklist:

- Is your business purpose clearly stated and tied to your budget?
- Are your receipts, invoices, and quotes itemized that are legible?
- Have you used the correct fund and account codes?

Ensuring these details are in place not only helps your request move smoothly through the system but also supports the integrity of your sponsored project. With this guidance, WCU is here to help you succeed in managing your project funds with ease and confidence.

Spring 2026 Academic Effort Preparation Underway

As the fall semester is over halfway done, Post Award is starting to prepare the entries for academic effort for the upcoming Spring 2026 semester. Faculty can expect an email from us within the next month to confirm the grant effort. Our goal is to ensure accurate and timely booked entries on your grants.

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COMPLIANCE NEWS

IRB and IACUC Meetings

There is one additional (tentative) meeting scheduled for both the IRB and IACUC committees before the end of the semester. Please plan accordingly to prevent delays in your research:

- IRB: November 19th – Deadline to submit for review is November 5th
- IACUC: November 18th – Deadline to submit for review is November 4th

For questions, contact: Mallory Ball mball@wcu.edu

NIH RCR & RST Training

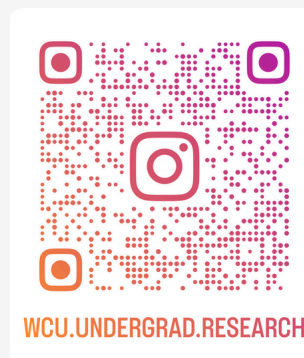
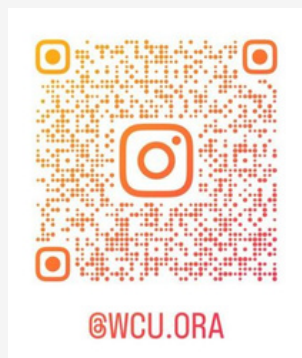
Beginning January 25, 2026, NIH will require all senior/key personnel to complete federally approved **Research Security Training (RST)** covering cybersecurity, foreign interference, international collaboration, and disclosure/conflict obligations.

- NIH continues to require **Responsible Conduct of Research (RCR)** training for trainees, fellows, scholars, and career development awardees under specific programs (e.g., training grants, K awards, R25).
- Note: **Investigators must complete RCR, RST, and Export Control training for NSF proposals**

Training Provider: citiprogram.org

For questions, contact: Mallory Ball mball@wcu.edu

FOLLOW US ON INSTAGRAM!



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COMPLIANCE NEWS

Post-Approval Monitoring (PAM) Visit

The Office of Research Administration's Research Compliance may be selecting you for a random Post-Approval Monitoring (PAM) visit.

- The audits will be conducted on a random selection of non-exempt studies that have not been closed.
- To find protocols on which you are listed as PI, you can log into InfoEd (wcu.infoedglobal.com) and click the **"Locate my records"** tab at the top of the screen. If you would like to find any protocols on which you are listed as personnel but not necessarily PI, you will need to click **"Locate Records"** then search by **"Record Personnel"** and enter your name. See below:

The screenshot displays the 'Locate Records' interface within the InfoEd system. The top navigation bar includes 'Home', 'My Profile', 'Locate My Records', 'Locate Records', 'Contacts', 'Calendar', 'Messages', and 'Assignments'. The 'Locate Records' tab is active. On the left, a sidebar lists various modules: Grant Proposals, Award Tracking, Financial Tracking, Compliance Protocols, Conflict of Interest, and SPIN. The main content area shows a 'Messages' section with a list of actions, including 'ACTION REQUIRED: C Under Review', 'New IRB Protocol Sub...', 'New IRB Protocol Sub...', 'New IRB Protocol Sub...', 'CLOSED - Record Num...', 'CLOSED - Record Num...', 'CLOSED - Record Num...', 'New IRB Protocol Sub...', and 'Modifications- Submis...'. A 'SPIN™ Search the' section is also visible. The 'Assignments' section at the bottom shows a table with columns for 'Record', 'Assignment', and 'Record'. A modal window titled 'Select 'Locate' Criteria' is open, allowing users to choose modules and fields for searching. The 'Modules available for searching across:' section includes checkboxes for 'Account', 'Award', 'Compliance Protocols' (checked), and 'Conflict of Interest'. The 'Available fields to search by' section includes checkboxes for 'Current Project Status', 'Record Associated Department', 'Record Classification Codes', 'Record Creation Date', 'Record Key Words', 'Record Number', 'Record Owner', 'Record Owner Primary Department', 'Record Personnel' (checked), 'Record Personnel Department', 'Record Primary Department', 'Record Primary Sponsor', 'Record Primary Sponsor Type', 'Record Status', 'Record Title', and 'Record Type'. The 'Selected fields' section shows 'Record Personnel' selected, with a text input field for the search term. The modal window has 'Save', 'Get', 'Help', and 'Close' buttons.

For questions, contact: IRB@wcu.edu

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STUDENT RESEARCH NEWS

Academic Project Grants (APG) and the National Conference on Undergraduate Research (NCUR)

Academic Project Grants (APGs) support undergraduate research and creative work efforts at Western Carolina University. Any student or group of students working with a faculty sponsor is eligible to apply for a grant.

Funding Uses:

- Equipment, materials, and supplies
- Individual or group travel to present at conferences
- Support for travel to NCUR

*Awards are competitive, with limited funds awarded

Upcoming Cycle Deadlines:

- Cycle 3: January 22, 2026
- Cycle 4: February 19, 2026

[Discover APG proposal guidelines, the template, and more.](#)

Students accepted to NCUR have the opportunity to present their undergraduate research along with peers from across disciplines. This year's conference will be held in person in Richmond, VA, April 13 – 15, 2026.

Important NCUR Dates:

- Abstract Submission Portal Opens: September 9, 2025
- Abstract Submission Portal Closes: December 5, 2025
- Abstract Acceptance Notifications: January 14, 2026
- Registration Portal Opens: January 14, 2026
- Early Bird Registration Deadline: January 30, 2026
- Final Registration Deadline: March 6, 2026
- NCUR 2026: April 13–15, 2026



Contact Suzanne Melton, Research Programs Coordinator, at scmelton@wcu.edu for more information.

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PROGRAMS & MORE

Office of Research Administration Workshop Series

ORA is still offering sessions this fall, and, to meet growing interest, Grants 101 will return with two more sessions this spring! Don't miss these opportunities to build your grants knowledge and connect with peers.

- **Financial Management (10/29/2025):** designed for our more experienced faculty & staff who want to learn more about shadow budgets, personnel costs, and purchasing rules and guidelines to help manage their grant.
- **Grant Seeking (11/05/2025):** designed to help faculty search and locate funding opportunities using the SPIN database and other grant-seeking resources.
- **Grants 101 (2/12/2026) and (3/31/2026):** designed for the entry-level knowledge-based faculty who want exposure to the world of grants. It covers the who, what, and how...a great place to start!

Register Now. Seats are limited.

RASC

RESEARCH FOR ALL
SAVE THE DATE

March 25 – 26, 2026

**The 28th Annual Undergraduate Exposition, the
34th Annual Graduate Research Symposium, and
the Annual Faculty Scholarship Celebration's
combined event returns through the Research and
Scholarship Conference (RASC)**

This year, the Research and Scholarship Conference (RASC) will return with in-person exhibitions of student and faculty research, scholarship, and creative inquiry. The event will host various scholarly content, including posters, exhibits, performance presentations, a keynote address, faculty 3MR, two celebrations, and awards for scholarly activities.

Undergraduate and Graduate students, **and faculty** will be able to register their academic work and present it at this showcase event; additionally, faculty scholarly accomplishments are highlighted at the annual Faculty Scholarship Celebration.

Save the date to attend RASC, WCU's largest showcase for graduate, undergraduate, and faculty academic work.

Registration opens November 19, 2025.

Contact Suzanne Melton, Research Programs Coordinator, at scmelton@wcu.edu for more information.