

FIU

FLORIDA
INTERNATIONAL
UNIVERSITY
Research

2014-2015

Research Guide for Faculty New to FIU



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On the cover: FIU Arctic Research July 2013—Mark Barton, graduate research assistant; FIU drones at eMerge Americas Conference May 2014; FIU Aquarius Reef Base Mission April 2014

Introduction

The Office of Research and Economic Development (ORED) welcomes you to Florida International University (FIU). Our primary commitment is to support the University's research mission and lead the University's efforts in research development.

FIU continues building research infrastructure to support the goals of research breakthroughs and discoveries. Research at FIU focuses on addressing scientific challenges, as well as the social and economic needs of Florida and the nation. Fiscal year 2013-2014 marked the fifth consecutive year with research awards above \$100 million.

Interdisciplinary research is vital to accelerate new knowledge and discoveries, as innovations usually transcend a single discipline. In order to promote and support integration of ideas, we have established interdisciplinary research networks. Through this effort, we join faculty with common interests in specific research areas so they are better prepared to respond to external research funding opportunities. We expect this initiative to flourish and expand as opportunities arise.

Worlds Ahead research at FIU has identified new ways that arsenic enters human cells, developed groundbreaking nanotechnology capable of non-invasive neural network stimulation, developed a prototype of a low cost handheld optical imager for cancer tumor detection, developed and tested devices for neural interfaces for prosthetic control in upper limb amputees, developed a revolutionary method to tie a shooter to the ammunition used to commit a crime, influenced the Florida Building Code through testing at the Wall of Wind, and launched a clean water program in West Africa, among many others.

ORED Mission

The mission of the Office of Research and Economic Development is to provide leadership in research administration, support the endeavors of the University's research community, and ensure the responsible stewardship of research activities. ORED accomplishes its mission by minimizing the impediments to research activity, promoting research conduct that meets the highest standards of ethical integrity, and ensuring that research activity is compliant with all local, state, and federal regulations.

Senior Leadership

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Name	Title	Phone	Email Address
Maureen Pelham	Director, Research Development	305-348-0485	mpelham@fiu.edu
Aida Reus	Director, Post-Award	305-348-2133	reusa@fiu.edu
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Susan Webster	Director, Training and International Research Initiatives	305-348-2349	websters@fiu.edu

Structure

It is important to understand how the Office of Research and Economic Development (ORED) is structured to assist you as you develop your research interests. Conducting research and applying for funding are two of the most challenging aspects of your career. The next few pages will guide you as you grow your research at FIU.

ORED has several administrative groups that collaborate to serve the progressive needs of FIU's research community.

- Research Development
- Sponsored Research Administration
 - Pre-Award
 - Post-Award
- Research Information Systems
- Research Operations and External Partnerships
- Research Integrity
- Technology Management and Commercialization
- Budget and Cost Analysis
- Training and International Research Initiatives
- Laboratory Animal Research

Research Development

The Research Development Unit strives to strengthen research and scholarship activities at FIU by offering an array of support services tailored to the identified needs of research faculty. For faculty interested in securing external funding, the Unit identifies grant opportunities and assists with proposal preparation. To foster multidisciplinary collaboration and team science, the Office of Research and Economic Development stimulates professional interest areas and networking groups. A robust professional development program, offered in partnership with senior leadership from FIU's colleges, provides FIU faculty with the tools needed to hone their skills as researchers, and with guidance that aligns their research efforts with their departments' requirements for tenure and promotion. On-line resources are available to provide assistance to investigators at all stages of their research careers.

To achieve these goals, the Research Development Unit provides the following services:

Communication:

- Maintains a research calendar on the Office of Research and Economic Development website to advise faculty of research seminars, visits from funding agency officials, and other notable research-oriented events
- Publishes a monthly newsletter to inform the research community of new awards, funding opportunities, and updates from funding agencies
- Publishes a quarterly newsletter that provides in-depth coverage of research programs

Finding Funding

- Distributes announcements to investigators with specific research interests and expertise
- Manages limited submission competitions <http://research.fiu.edu/funding/pages/limited-submissions.html>
- Provides internal funding to FIU researchers through a competitive grant program

Initiatives

- Collaborates with Faculty Mentoring Program to offer professional development programming to assist research faculty in their efforts to secure tenure and promotion
- Collaborates with the Research Operations and External Partnership Unit to support interdisciplinary research and networking groups composed of faculty from across the University with similar research interests

Resources

- Provides a large collection of grant writing materials to help researchers in the early stages of their research careers
- Through the generosity of established FIU researchers, successful proposals are available to help junior and midlevel faculty interested in applying for funding.

Services

- Nontechnical grant writing, project management, budget preparation, and resubmission response services are available to faculty by appointment
- Internal scientific reviews are facilitated for interested faculty
- External scientific reviews may be organized for investigators on grant proposals
<http://research.fiu.edu/dor/pages/ord.html>

For more information on Research Development, please contact Maureen.Pelham@fiu.edu or call 305-348-0485.

Pre-Award

The Pre-Award group assists faculty with all aspects of the proposal submission and award acceptance process. Pre-Award is divided into two core groups composed of the Electronic Proposal Routing Approval Form Group (ePRAF Representatives) and the Central Pre-Award Group (Pre-Award Representatives).

The ePRAF Representative will assist you with all aspects of application development and electronic routing including:

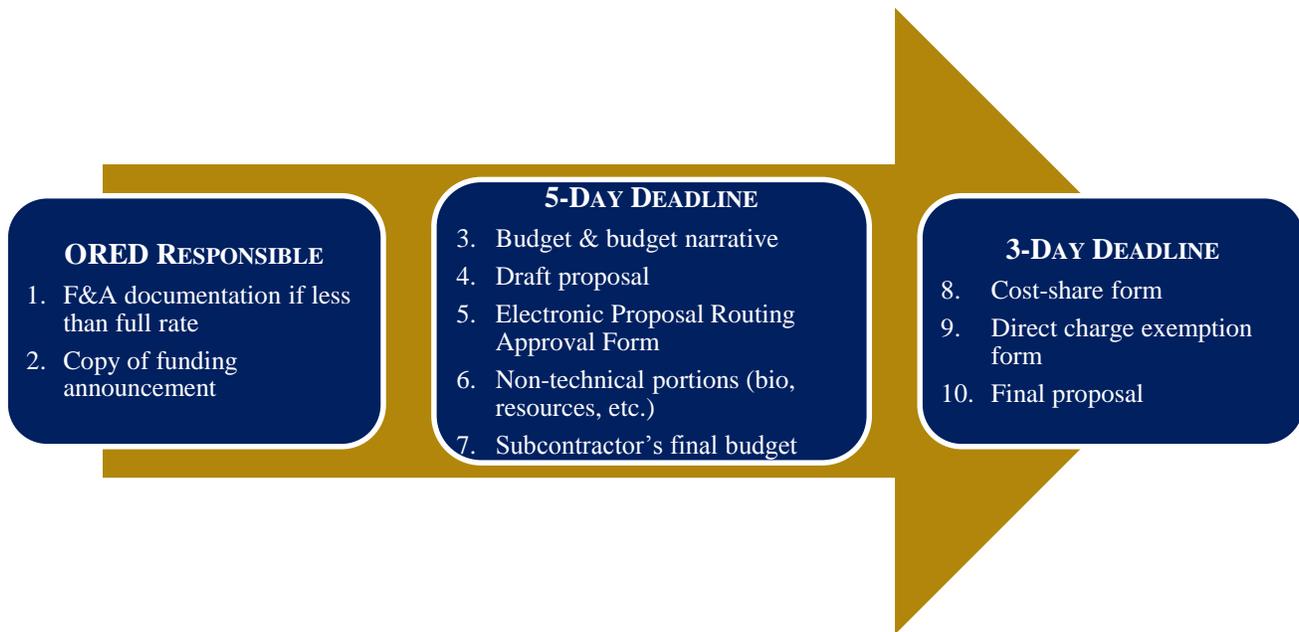
- Budget development
- Assistance with filling out agency forms
- Assistance with filling out internal submission forms
- Uploading documents into the electronic Proposal Routing Approval Group (ePRAF)
- Securing approvals via ePRAF from department chair and dean

The Pre-Award Representative will assist you with the submission of your application including:

- Reviewing the application for consistency with federal, state and institution regulations as well as sponsor specific guidelines and requirements
- Submitting all electronic applications via the prescribed submission method (grants.gov, Fastlane, NSPIRES, etc.) or providing you with signed hard copies for paper submissions
- Assisting you with post application items such as budget revisions requested in anticipation of an award, negotiation of award terms and conditions, drafting subcontracts and consulting agreements, assistance with export control related items, non-budgetary sponsor prior approval actions, and no-cost extensions

All proposals must be routed to the Office of Research and Economic Development with all signatures in place a **minimum of five business days prior to the sponsor's submission deadline**. The table below indicates the items needed at the five-business-day mark.

A detailed listing of Pre-Award Coordinators is available at <http://research.fiu.edu/dor/pages/pre-award.html>. For more information, please contact Robert.Gutierrez@fiu.edu or call 305-348-8312.



ORED RESPONSIBLE

1. F&A documentation if less than full rate
2. Copy of funding announcement

5-DAY DEADLINE

3. Budget & budget narrative
4. Draft proposal
5. Electronic Proposal Routing Approval Form
6. Non-technical portions (bio, resources, etc.)
7. Subcontractor's final budget

3-DAY DEADLINE

8. Cost-share form
9. Direct charge exemption form
10. Final proposal

Post-Award

Post-Award works with the Principal Investigator and their staff to monitor the financial progress of all awards from the initial project set up to the final project closeout. Information on award management is available at <http://research.fiu.edu/award-management/>

The award management site provides information on the following:

- Establishing a new award and obtaining a Project ID
- System access
- Budget
- Deadlines
- Restrictions
- Cost share
- Other special conditions
- Budget exceptions
- Participant payment
- Program income
- Progress reports

A detailed listing of Post-Award staff is available at <http://research.fiu.edu/dor/pages/post-award.html>. For more Post-Award information, please contact Aida.Reus@fiu.edu or call 305-348-2133.

Research Information Systems

Research Information Systems (RIS) provides internal consultative support to the Office of Research and Economic Development in matters relating to technology and business process optimization. The team has a high degree of technical expertise in research information systems as well as extensive experience providing decision and implementation support for key projects affecting the FIU research community.

Below is a listing of technology solutions that have been implemented and are supported by RIS:

- PeopleSoft Financials Grants Suite for Pre and Post Award Processes & research reporting
- ecrt (effort certification and reporting technology system)
- Topaz Electronic Protocols (Animal, Human, Biosafety) & Granite Animal Care Facility Software
- FIU Office of Research and Economic Development website and intranet
- KSS Techtrac innovation management system

For additional information, contact David.Driesbach@fiu.edu or call 305-348-7256.

Research Operations and External Partnerships

The Research Operations and External Partnerships Unit assists investigators and research centers in obtaining the resources and collaborations necessary to successfully maintain and expand their research operations. The unit focuses on several key areas of research support to FIU faculty, listed below.

Physical Resource Optimization - This includes facilitating the identification of research laboratories, equipment and core facilities. The Unit works with Facilities Management to help coordinate renovations and other modifications to research space. During fiscal year 2012-2013, we renovated more than 37,000 square feet (at MMC, BBC, and Engineering Center), at a cost of over \$4.268M. Some of the renovations included the anatomy and biology labs, biomedical engineering labs, and confocal core laboratories. We currently have over 12,000 square feet of renovations in progress, with an estimated total cost of \$4M.

Recently, the group has been actively involved with the administrative/operational aspects of off-site facilities, such as acquiring leased space for specific grants.

Research Administration – Provides administrative assistance to faculty and research centers with time sensitive projects. The Unit's VIP Service assists FIU researchers who are responsible for large research operations by directly assisting in the execution of grants and contracts in areas pertaining to Human Resources, Purchasing, Travel and other grant-related activities that require interaction and support from other FIU service units. The goal of this service is to work with the PIs, departments and colleges to assure that project timelines are not jeopardized by unnecessary and avoidable delays.

External Partnerships' Networking - The Unit maintains broad interactions with federal, state and other funding agencies to facilitate access to program officers and to keep the FIU research community abreast of agency initiatives and funding opportunities as soon as they become available. Additionally, the Unit fosters communication with industry and business partners to identify opportunities for collaboration and to further faculty research endeavors. In these endeavors, we coordinate with the Office of Governmental Relations with an emphasis on communication and interaction with federal research funding agencies.

For more information, please contact Henry.Artigues@fiu.edu or call 305-348-0163.

Research Integrity

The Research Integrity Unit provides assistance in the following areas of research compliance:

- For **research involving human subjects** (or human subjects data), approval from the Institutional Review Board (IRB) is required. There are two IRBs: a Social and Behavioral IRB (SB-IRB) and a Health Sciences IRB (HS-IRB). <http://research.fiu.edu/irb/>
- For **research, teaching and training involving animals** (or animal tissues), approval from the Institutional Animal Care and Use Committee (IACUC) is required. <http://research.fiu.edu/iacuc/>
- For **research involving recombinant DNA** (rDNA), approval from the Institutional Biosafety Committee (IBC) is required. <http://research.fiu.edu/ibc/>
- Training for the **responsible conduct of research** (RCR) is provided utilizing the CITI Online Training website to disseminate information to faculty, staff, and students. Continuing education workshops are also offered throughout the year. <http://research.fiu.edu/rcr/>

For more information, please contact Christopher.Grayson@fiu.edu or call 305-348-8379.

Technology Management and Commercialization

The Technology Management and Commercialization Unit is primarily responsible for the evaluation and management of inventions and the overall patenting process for FIU innovations. They manage the evaluation of disclosed technology through assessment of patentability, economic value, and other factors that could affect its commercialization. The staff also handles the negotiations and licensing of FIU innovations. Additionally, they

work with the University community to foster collaboration with industry with particular focus on promoting research, student research opportunities, and economic development.

The Technology Management and Commercialization Unit is responsible for:

- Receiving and managing invention disclosures from members of the FIU community
- Assisting FIU faculty, staff, and students with all phases of intellectual property protection and commercialization of technology
- Discussing with inventors potential patent filings and matters dealing with patentability
- Evaluating ideas for possible intellectual property protection and marketability
- Discussing with FIU faculty, staff, and students the potential for corporate spin-outs of their innovations
- Discussing and assisting with potential licensing opportunities and collaboration
- Managing the filing and prosecution of patent applications
- Handling licensing negotiations and licensing of FIU technology
- Training groups within FIU regarding the different aspects of technology management and commercialization

For more information, please contact Pedro.Hernandez7@fiu.edu or call 305-348-3051.

Budget and Cost Analysis

The Budget and Cost Analysis staff manages the budget for the Office of Research and Economic Development and areas it supports, and resolves issues pertaining to budget exceptions on grants. They are also responsible for managing timely reporting of effort for research faculty and staff.

Effort Reporting

Faculty and researchers are required to report the amount of effort they dedicate to research projects every semester. It is essential that salaries charged to sponsored projects are reasonable in relation to the work performed, and that faculty and staff have met their commitments to sponsored projects. FIU utilizes the ECRT effort reporting system.

Budget and Cost Analysis is also responsible for:

- Managing the distribution of the facilities and administrative (F&A) funds to colleges/centers and applicable investigators
- Approving and monitoring research recharge centers and performing cost analysis for the Office of Research and Economic Development
- Providing administrative support to the FIU Research Foundation

For more information on the Budget and Cost Analysis office, please contact Mirtha.Alberto@fiu.edu or call 305-348-0166.

Training and International Research Initiatives

The Training and International Research Initiatives Unit primarily assists with management and administration of grant-funded research training programs as well as international sponsored projects and programs. Specific activities include:

- Providing management and administrative assistance for large or complex research or sponsored projects aimed at training students, university fellows, or faculty
- Providing management and administrative assistance to large or complex international research or sponsored projects (e.g. selected USAID funded projects)
- Interacting with federal, state, and private funding sources to assist with the development of future programs
- Working with multiple community, organizational, and academic partners in support of the goals of the programs
- Assisting with the coordination and development of trainings and events for the programs
- Providing supporting capabilities in key areas such as compliance and reporting requirements, as well as assessment of funding opportunities for continuation and enhancement of existing projects

Presently, the Unit has specific management responsibilities for the following:

- *Minority Biomedical Research Support (MBRS) Programs*: MBRS programs are federally funded (NIH) programs aimed to increase the number of underrepresented faculty, students, and investigators performing research in the biomedical sciences.
- *Bridge to the Doctorate Program (BDP)*: The BDP is an NSF initiative to provide eligible baccalaureate degree graduates with funding support for graduate studies. The ultimate goal is to increase the number of underrepresented students that obtain PhD degrees in a STEM field.

For additional information, please contact Susan.Webster@fiu.edu or call 305-348-2349.

Researcher's Timeline

The timeline below outlines typical milestones in the funding process, from early conceptualization of the project to the closeout of the project, and shows which group within ORED specializes in each area.

Grant & Research Timeline	ORED Groups							ORED Contact	Telephone
	Development	Pre-Award	Post-Award	Integrity	Budget	Operations & Partnerships	Tech Mgmt. & Com.		
I have an idea for a project								Maureen Pelham	305-348-0485
I am looking for collaborators								Maureen Pelham	305-348-0485
I need to find a funding opportunity								Maureen Pelham	305-348-0485
I have written a draft and want someone to review it								Maureen Pelham	305-348-0485
I need a template on University resources for my grant application								Maureen Pelham	305-348-0485
I want to find colleagues who share my professional interests								Maureen Pelham	305-348-0485
I am ready to submit a proposal								Robert Gutierrez	305-348-8312
I need help filling out an Electronic Proposal Routing Approval Form (ePRAF)								Robert Gutierrez	305-348-8312
I need help preparing a budget								Robert Gutierrez	305-348-8312
I need help preparing my proposal package for submission								Robert Gutierrez	305-348-8312
I am ready to submit my proposal to the sponsor								Robert Gutierrez	305-348-8312
I need to draft a subcontract or consulting agreement								Robert Gutierrez	305-348-8312
I would like to conduct research with humans, animals or rDNA								Christopher Grayson	305-348-8379
I need help setting up my award so I can access the funds								Aida Reus	305-348-2133
I need assistance to hire staff								Diana Taveras-Larrosa	305-348-6224
I need space and/or equipment for my funded research								Henry Artigues	305-348-0163
I need help with travel on my grants								Henry Artigues	305-348-0163
I need help reporting effort on my grant								Mirtha Alberto	305-348-0166
I may have an invention								Pedro Hernández	305-348-3051

Researcher's Timeline

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Grant & Research Timeline	ORED Groups							ORED Contact	Telephone
	Development	Pre-Award	Post-Award	Integrity	Budget	Operations & Partnerships	Tech Mgmt. & Com.		
I would like to apply for a no cost extension								Robert Gutierrez	305-348-8312
I need help modifying my budget								Aida Reus	305-348-2133
I need help understanding my balance								Aida Reus	305-348-2133
I need guidance processing an expense								Aida Reus	305-348-2133
Who approves my travel authorization?								Aida Reus	305-348-2133
Who can help with proper expenses?								Aida Reus	305-348-2133
Who can help with participant payments?								Aida Reus	305-348-2133
Who collects the money from sponsor?								Aida Reus	305-348-2133
My project funding is ending, who can help me with the close out								Aida Reus	305-348-2133
I need to find collaborators from other universities, community stakeholders and/or industry partners								Henry Artigues	305-348-0163
I would like to schedule a visit to a funding agency to meet with program officers								Henry Artigues	305-348-0163
I would like to invite a program officer to make a presentation at FIU								Henry Artigues	305-348-0163



Think differently,
go beyond the **world** you know.

Do something great
with the opportunity you are given.

***Be Worlds
Ahead***



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