Memo

To: Mary Papazian, Provost
From: Stephanie Endy
Date: 6/17/2009
Re: Research Advisory Board Recommendation

Formal Recommendation from the Research Advisory Board

At the June 3 meeting of the Research Advisory Board, the membership voted recommended that they be charged with the drafting of a Researcher’s Manual based loosely on the attached outline. It is anticipated that the drafting of such a manual will lead to in-depth exploration of the many topics and resources that are required for a successful research environment and that these explorations will in turn lead to independent specific recommendations for stability or change.
Researcher’s Manual Outline

1. Introduction

2. The Lehman College Research Environment
   a. Definitions
      i. Grant
      ii. Contract
      iii. PI
      iv. Sponsor
         1. Federal, State, & City
         2. Non-Federal
            a. Profit
            b. Non-profit
   v. Proposal
      1. Solicited Proposals
      2. Unsolicited Proposals
   vi. Facilities & Administrative Costs (Overhead, IDC, etc.)
   vii. Cost Sharing
   b. Institutional Support
      i. Process Overview
      ii. Finding Funding
         1. Intramural Lehman College opportunities
         2. Intramural CUNY opportunities
         3. Extramural
      iii. Building a Budget
      iv. Using the resources on campus
         1. Research Foundation
            a. Financial Regulations
         2. Export Control
         3. Space
         4. Facilities & Renovation
         5. Release/Reassigned Time
         6. Summer Salary
         7. Institutional Review Board (IRB)
         8. Institutional Animal Care and Use Committee (IACUC)
         9. Institutional Biosafety Committee
         10. Stem Cells
         11. Responsible Conduct of Research
         12. Conflict of Interest
         13. Sexual Harassment
         14. Equipment
         15. Intellectual Property
16. Technology Transfer
17. Cost Sharing
   a. Voluntary/Mandatory
   b. Committed/Uncommitted
c. Participant Roles and Responsibilities
   i. Principal Investigator
      1. Finding Funding
      2. Understanding Sponsor Requirements & Guidelines
      3. Proposal Development
      4. Proposal Routing
   ii. ORSP
      1. Assistance with Proposal Development (business parts only)
      2. Proposal Review
      3. Proposal Approval
      4. Proposal Submission
   iii. Research Foundation
   iv. Department Chair
   v. Divisional Dean
   vi. Sponsor
   vii. Federal Government
3. Proposal Development
   a. Tips for Increasing your Chances of Success
      i. Mentoring
      ii. Workshops
      iii. Contacting the sponsor
      iv. Program Evaluation
      v. Grantsmanship
   b. Proposal Routing and Approvals
      i. Internal Forms
         1. Routing Form
         2. Conflict of Interest form
      ii. Timeline
   c. Proposal Parts
      i. Cover Page
      ii. Abstract/Summary
      iii. Project Description
         1. Introduction
         2. Statement of Problem
         3. Goals & Objectives
         4. Methods & Timeline
         5. Evaluation
iv. Biosketch
v. Current & Pending Support
vi. Budget
vii. Budget Justification
d. Proposal Routing and Approvals
e. Submission
   i. Electronic
   ii. Paper
4. Rejections and what to do
5. JIT/Award Negotiation
   a. RF
   b. ORSP
   c. PI
6. Post Award
   a. Financial Management
      i. Personnel Management
      ii. Non-Personnel Spending
   b. Record Keeping
      i. PI
      ii. ORSP
      iii. RF
   c. Interim Reporting
      i. Financial
      ii. Project Status
      iii. Patents & Inventions
d. Close Out
   i. Financial
   ii. Project Accomplishments
   iii. Patents & Inventions
   iv. Equipment
   v. Records Retention