

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