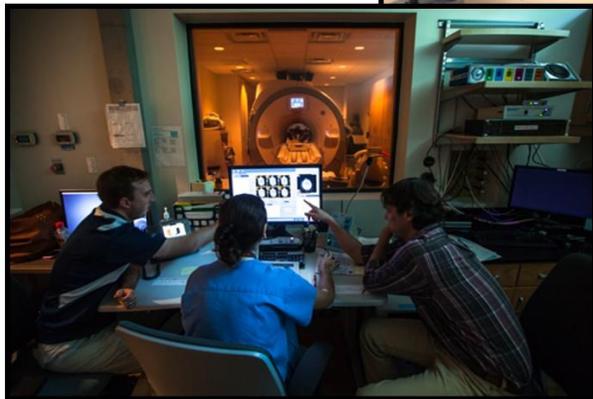




**Research
& Economic
Development**

2017-2018

Research Guide for Faculty New to FIU



OFFICE OF RESEARCH & ECONOMIC DEVELOPMENT (ORED)
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On the cover: FIU’s Summer Transportation Camp, FIU MangoHacks 2017, FIU’s West Africa Water Supply program, FIU’s Center for Imaging Science

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.

As South Florida's only public R1: Doctoral University—Highest Research Activity, we are proud of our record of service to the South Florida community and to our students. The face of higher education is changing, and with our *FIU BeyondPossible2020* strategic plan, we are charting a course to fulfill our destiny as a world-renowned university. FIU represents the future of American public universities, a glimpse into what our community, our nation and the world will experience in years to come.

FIU BeyondPossible2020 is the roadmap to our future. Its focus on student success, preeminent programs, expanding our financial base and increasing efficiency reflects our new normal. We are preparing our students to graduate in a timely manner so that they can take good jobs, create good jobs and make a good life. We will build on the unique programs that have enhanced the FIU brand throughout the world. We will reach the next level in research and creative activity. To do all this we must be innovative and think outside the box in obtaining the necessary support to make FIU a leading urban public research university.

Research at FIU focuses on addressing scientific challenges, as well as the social and economic needs of Florida and the nation. FIU faculty produces research that is linked to local economic development and problem solving. Research provides high-skill, high-wage jobs for our communities. As an urban research university, we are committed to investing now to foster the next generation of scientists and innovation, which will be the key to global competitiveness, new and better jobs, a resilient economy, and the attainment of essential national goals.

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

Name	Title	Phone	Email Address
Andrés G. Gil	Vice President for Research & Economic Development, Dean of the University Graduate School	305-348-0556	Andres.gil@fiu.edu
Tonja Moore	Associate Vice President for Research Strategic Planning & Operations	305-348-3049	Tonja.moore@fiu.edu
Luis P. Salas	Associate Vice President for International Research, Space & Compliance	305-348-5952	Luis.salas@fiu.edu
Mirtha Alberto	Director, Budget & Cost Analysis	305-348-0166	Mirtha.alberto@fiu.edu
Henry Artigues	Director, Research Partnerships & Economic Development	305-348-0163	Henry.artigues@fiu.edu
David Driesbach	Assistant Vice President, Research Information Systems	305-348-7256	David.driesbach1@fiu.edu
Christopher Grayson	Director of Research Integrity	305-348-8379	Christopher.grayson@fiu.edu
C. Emily Gresham	Assistant Vice President for Research Innovation & Economic Development	305-348-0474	Emily.gresham@fiu.edu

Name	Title	Phone	Email Address
Robert Gutierrez	Assistant Vice President for Research Development & Pre-Award	305-348-8312	Robert.gutierrez@fiu.edu
Robert Hacker	Director, StartUP FIU	305-348-3927	Robert.hacker@fiu.edu
Pedro Hernández	Director, Technology Management & Commercialization	305-348-3051	Pedro.hernandez7@fiu.edu
Regnier Jurado	Director, Research Management Solutions	305-348-0176	Regnier.jurado@fiu.edu
Diana Oliva	Assistant General Counsel—Research	305-348-2494	Diana.oliva@fiu.edu
Maureen Pelham	Director of Research Development	305-348-0485	Maureen.pelham@fiu.edu
Aida Reus	Director of Post-Award	305-348-2133	Aida.reus@fiu.edu
Kate Sackman	Director, Empower Accelerator	847-858-5525	kate.sackman@fiu.edu
Horatiu Vinerean	Director, Laboratory Animal Research; Attending Veterinarian	305-348-2494	Horatiu.vinerean@fiu.edu
Susan Webster	Director, Training and International Research Initiatives	305-348-2349	Susan.webster@fiu.edu

Structure

Understanding the structure of the Office of Research and Economic Development (ORED) will 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 various components that provide up-to-date knowledge and expertise. These include:

- Research Services—Robert Gutierrez, Assistant Vice President
 - Research Development—Maureen Pelham, Director
 - Pre-Award—Robert Gutierrez, Assistant Vice President
 - Research Management Solutions—Regnier Jurado, Director
- Innovation and Economic Development—Emily Gresham, Assistant Vice President
 - Partnerships & Economic Development—Henry Artigues, Director
 - Technology Management & Commercialization—Pedro Hernández, Director
 - StartUP FIU—Robert Hacker, Director
 - Empower Accelerator—Kate Sackman, Director
- Strategic Planning and Operations—Tonja Moore, Associate Vice President
 - Budget & Cost Analysis—Mirtha Alberto, Director
 - Human Resources—Diana Taveras, Associate Director
 - Post-Award—Aida Reus, Director
- International Research, Space Optimization & Compliance—Luis P. Salas, Associate Vice President
 - Laboratory Animal Research—Horatiu Vinerean, Attending Veterinarian and Director
 - Research Integrity—Christopher Grayson, Director
 - Training & International Research Initiatives—Susan Webster, Director
- Research Information Systems—David Driesbach, Assistant Vice President

In addition, the University Graduate School (UGS), the Applied Research Center (ARC), the Faculty-Student Research Training and Access (FSRTA) office, the Center for Leadership, the STEM Transformation Institute, and the Extreme Events Institute (EEI), which includes the International Hurricane Research Center (IHRC), report to the Vice President for Research and Economic Development and the Dean of the University Graduate School.

Research Services

The Research Services group provides comprehensive support services to faculty from identification of grant opportunities to the submission of proposals and award acceptance.

Research Development 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 staff 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 research development program, offered in partnership with FIU's Faculty Mentoring Program, 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, Research Development provides the following services:

- **Outreach**
 - ✓ 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 <http://research.fiu.edu/events/>
 - ✓ Publishes a monthly newsletter to inform the research community of new awards, funding opportunities, and updates from funding agencies <http://research.fiu.edu/publications/#toggle-id-1>
- **Finding Funding**
 - ✓ Enables faculty to create research profiles that generate notifications of funding opportunities <https://spin.infoedglobal.com/Authorize/Login>
 - ✓ Maintains funding opportunities website (<http://research.fiu.edu/funding/#current>) with time-sensitive Calls for Proposals and specialized funding opportunities for early career investigators (<http://research.fiu.edu/funding/early/>) and faculty in the arts, humanities, and social sciences (<http://research.fiu.edu/funding/funding-ahs/>)
 - ✓ Manages limited submission competitions <http://research.fiu.edu/funding/limited-submissions/>
- **Pre-Proposal Preparation**
 - ✓ Collaborates with the Faculty Mentoring Program to offer professional development programming to assist research faculty in their efforts to secure tenure and promotion
 - ✓ Collaborates with Research Operations and External Partnerships to support interdisciplinary research and networking groups composed of faculty from across the University with similar research interests
 - ✓ Promotes cross-college collaboration
 - ✓ May provide small awards to jumpstart collaborative research projects
 - ✓ Provides a large collection of grant writing materials to help researchers in the early stages of their research careers <http://research.fiu.edu/proposal-preparation/guides/>
 - ✓ Through the generosity of established FIU researchers, shares successful proposals to guide early career and midlevel faculty planning to apply for funding
 - ✓ A decision tree for gifts, grants and other externally sponsored research activities is available at <http://research.fiu.edu/documents/faqs/documents/research-and-training-process-flow-chart-112116.pdf>
- **Grant Preparation Support 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/documents/ored/documents/2015-external-grant-review-service.pdf>

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

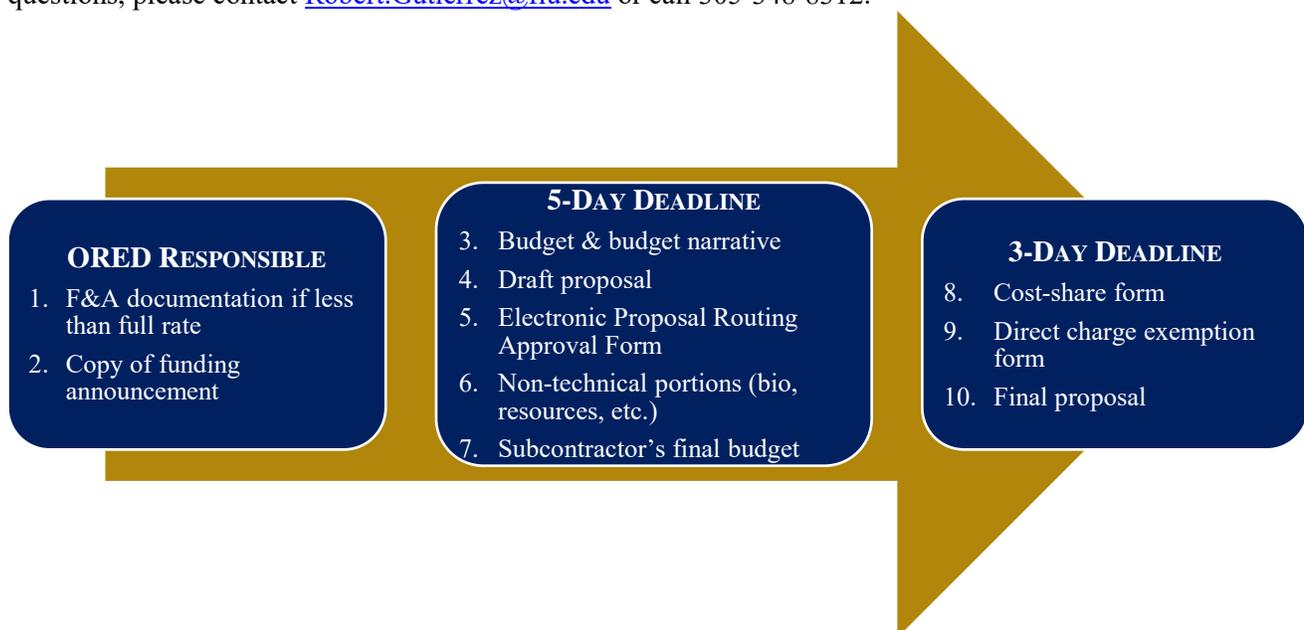
Pre-Award assists faculty with all aspects of the proposal submission and award acceptance process.

The Pre-Award Representative will assist you with the submission of your application 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
- 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/ored/staff-directory/>. Requests for assistance with proposal submissions should be sent to preaward@fiu.edu. For additional information or questions, please contact Robert.Gutierrez@fiu.edu or call 305-348-8312.



Research Management Solutions

The focus of the Research Management Solutions (RMS) group is on serving preeminent and emerging preeminent research centers and faculty in strategic research areas with functions such as finance, purchasing, travel, human resources, facilities, and overall post-award project administration. The RMS team is available to assist with questions related to project management and can provide support through interaction with other FIU service units. The RMS team is also responsible for providing guidance and coordinating training to research administrators across the University.

RMS provides administrative assistance to faculty and research centers with time sensitive projects. The group 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 unnecessary and avoidable delays do not jeopardize project timelines.

For more information on Research Management Solutions, please contact Regnier.Jurado@fiu.edu or call 305-348-0176.

Innovation and Economic Development

The group encompasses four major initiatives: research partnerships, StartUP FIU, technology management and commercialization, and research advocacy. All are geared towards promoting economic development for the South Florida community. The Innovation and Economic Development group fosters, supports and coordinates innovation and entrepreneurship activities at the University. Staff supports projects that have complex industry/university research, technology transfer components, commercialization, and startup companies. They also facilitate relationships with industry and agency partnerships, and oversees research advocacy, helping translate the University's major research accomplishments for external audiences.

For more information, please contact Emily.Gresham@fiu.edu or call 305-348-0474.

Partnerships and Economic Development represents FIU research in Washington D.C. The office maintains broad interactions with federal, state and other funding agencies to seek out opportunities for FIU researchers. The Partnerships staff keeps the FIU research community abreast of federal initiatives and funding opportunities and coordinates events in Washington DC and Miami to position faculty researchers for success in obtaining research funding. The group also engages industry and federal contractors to identify opportunities for collaboration.

For more information, please contact Henry.Artigues@fiu.edu or call 202-558-3464.

StartUP FIU is a university-wide initiative to foster and develop innovation and entrepreneurship to pursue opportunities in The Fourth Industrial Revolution. Every industrial revolution is characterized by a new widespread, low cost innovation (i.e., electricity in The Second Industrial Revolution) that changes the way humans interact within their environment. The low cost of technology and the speed with which it is adopted, is unprecedented in human history and is a key characteristic of The Fourth Industrial Revolution. StartUP FIU is where the University experiments and tests innovations to support curriculum development, faculty research and economic development. Additionally, anyone who has an idea or invention can come to StartUP FIU to learn how to get to the next level.

The programming focuses on three principles—engage, empower, enrich. Engage allows students, faculty and the community to explore entrepreneurship through workshops, speakers and hackathons. Empower offers two incubators and an accelerator where entrepreneurs can leverage unique University resources and experienced advisors to develop scalable companies. Enrich supports curriculum, program and degree development across the schools and colleges to provide students, faculty and the community with latest thinking and best practices in innovation for both social and traditional entrepreneurship. Faculty interested in participating in innovation or entrepreneurship from any perspective are encouraged to reach out.

For more information, please contact Robert.Hacker@fiu.edu or call 305-348-7156.

Empower Accelerator is StartUP FIU's comprehensive, 14-week program to develop scalable traditional and social entrepreneurship ventures. The program provides a wide range of unique University resources, programming and experienced entrepreneurs as coaches in a cutting-edge workspace. At no cost to participants, the program is open to first time as well as entrepreneurs who are more accomplished. The program finishes with Pitch Day where every cohort company pitches to angel and seed investors to secure growth capital.

For more information, please contact Kate.Sackman@fiu.edu or visit <http://startup.fiu.edu/accelerator/>

StartUP FIU FOOD is the premier local program for food entrepreneurs looking to scale their businesses with limited resources located at the Biscayne Bay Campus. The program's partner, the Chaplin School of Hospitality and Tourism Management, makes available its state-of-the-art commercial kitchen and expert faculty to support the

entrepreneurs. Outside mentors compliment the programming and focus on marketing, finance and best practices. Local food industry experts provide an additional real world perspective through talks and workshops for participants. This program is supported by a grant from Citi Foundation.

For more information, please contact Anna.Etienne1@fiu.edu or visit <http://startup.fiu.edu/accelerator/>

The **StartUP FIU West Kendall** program bridges the gap between the community and the private sector in South Florida. Located in the Dell/Alienware Headquarters in West Kendall and across from the Tamiami Airport, this initiative aims to provide FIU students, faculty and community members of all ages with the space to create high-tech, sustainable solutions to industry problems. We are working closely with industry and University partners to create the ideal hub where knowledge, expertise, University resources and talent collide to create the experiments, prototypes and companies that are responsive to the needs of society.

For further information, please contact Daniela.Cadena@fiu.edu or visit <http://startup.fiu.edu/accelerator/>.

Technology Management and Commercialization is primarily responsible for the evaluation, invention disclosures, management of inventions and the overall patenting process for FIU innovations. The staff manages 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 collaborations with industry with particular focus on promoting research, student research opportunities, and economic development.

The Technology Management and Commercialization staff is responsible for the following:

- 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.

Strategic Planning and Operations

The Strategic Planning and Operations provides a comprehensive support services to faculty for all grant management administration. The group also provides financial analysis for research strategic initiatives.

For more information, please contact Tonja.Moore@fiu.edu or call 305-348-3049.

Post-Award representatives work 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:

- Activating a new award and 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 information contact Aida.Reus@fiu.edu or call 305-348-2133.

Budget and Cost Analysis manages the budget for ORED and direct report areas. The staff resolves issues pertaining to budget exceptions on grants and activity numbers in research-related IDs; coordinates month and year-end closing procedures; manages the distribution of facilities and administrative (F&A) funds; oversees the development/approval of recharge centers and associated rates; performs cost analysis; creates and administers non-sponsored project IDs; performs annual reporting to the National Science Foundation on the Higher Education Research and Development Survey (HERD), and manages the Faculty Research Initiatives Program (FRIP) bonus program.

The group is also responsible for managing timely reporting of effort for research faculty and staff. 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](#) and the Budget and Cost Analysis Office offers one-on-one training, which can be arranged by contacting ecrt@fiu.edu.

For more information, please contact Mirtha.Alberto@fiu.edu or call 305-348-0166.

International Research, Space Optimization & Compliance

Training and International Research Initiatives 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
- 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 group has specific management responsibilities for the following:

- *Minority Biomedical Research Support (MBRS) programs*, a federally (NIH) funded program aimed to increase the number of underrepresented faculty, students, and investigators performing research in the biomedical sciences.

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

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

- **Research involving human subjects** (or human subjects' data) requires approval from the Institutional Review Board (IRB) <http://research.fiu.edu/irb/>

- **Research, teaching and training involving animals** (or animal tissues) requires approval from the Institutional Animal Care and Use Committee (IACUC) <http://research.fiu.edu/iacuc/>
- **Research involving recombinant DNA** (rDNA) or Synthetic Nucleic Acid Molecules requires approval from the Institutional Biosafety Committee (IBC) <http://research.fiu.edu/ibc/>
- **Dual use research of concern** (DURC) requires approval from the Institutional Review Entity <http://research.fiu.edu/ire/>
- 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/>
- Review the **Boating Safety Program** requirements, training courses, policies and procedures at <http://research.fiu.edu/boating-safety>
- Review the **Diving Safety Program** requirements, training courses, policies and procedures at <http://research.fiu.edu/diving-safety>

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

Space Optimization manages research space, which includes facilitating the allocation and adaptation of research laboratories, equipment and core facilities. Staff works with Facilities Management and Environmental Health and Safety to coordinate renovations and other modifications to research space.

For more information, please contact Luis.Salas@fiu.edu at 305-348-5952 or Stephanie.Mitjans@fiu.edu at 305-348-0167.

Research Information Systems

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

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
- ecr (effort certification and reporting technology system)
- Topaz Electronic Protocols (Animal, Human, Biosafety) & Granite Animal Care Facility Software
- FIU Research (research.fiu.edu) website and intranet
- KSS Techtrac innovation management system

For additional information, contact David.Driesbach1@fiu.edu or call 305-348-7256.

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
	Developmt.	Pre-Award	Post-Award	Integrity	Budget	Admin	Lab Space	Partnerships	Tech Mgmt. & Comm.		
Have project ideas										Maureen Pelham	305-348-0485
Identify collaborators										Maureen Pelham	305-348-0485
Find a funding opportunity										Maureen Pelham	305-348-0485
Draft reviews										Maureen Pelham	305-348-0485
Obtain University templates										Maureen Pelham	305-348-0485
Find colleagues who share my professional interests										Maureen Pelham	305-348-0485
Fill out an Electronic Proposal Routing Approval Form (ePRAF)										Robert Gutierrez	305-348-8312
Prepare a budget										Robert Gutierrez	305-348-8312
Prepare proposal package for submission										Robert Gutierrez	305-348-8312
Submit proposal										Robert Gutierrez	305-348-8312
Draft a subcontract or consulting agreement										Robert Gutierrez	305-348-8312
Apply for a no cost extension										Robert Gutierrez	305-348-8312
Conduct research with humans, animals or rDNA										Christopher Grayson	305-348-8379
Hire staff										Tonja Moore	305-348-3049
Help with travel, purchasing issues on my grants										Tonja Moore	305-348-3049
Obtain space and/or equipment for my funded research										Luis Salas	305-348-5952
Reporting effort on my grant										Mirtha Alberto	305-348-0166
I may have an invention										Pedro Hernández	305-348-3051
Set up my award to access the funds										Aida Reus	305-348-2133
Modifying my budget										Aida Reus	305-348-2133

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
	Developmt.	Pre-Award	Post-Award	Integrity	Budget	Admin	Lab Space	Partnerships	Tech Mgmt. & Comm.		
Understanding my available balance										Aida Reus	305-348-2133
Guidance processing an expense										Aida Reus	305-348-2133
Help understand who approves my travel authorization										Aida Reus	305-348-2133
Help understand if an expense is allowable on the project										Aida Reus	305-348-2133
Establish and process participant payments?										Aida Reus	305-348-2133
Collection of funds from sponsor										Aida Reus	305-348-2133
Help me with the close out										Aida Reus	305-348-2133
Find external collaborators										Henry Artigues	305-302-0323
Schedule a visit to a funding agency to meet with program officers										Henry Artigues	305-302-0323
Invite a program officer to make a presentation at FIU										Henry Artigues	305-302-0323



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