



**Research
& Economic
Development**

2015-2016

Research Guide for Faculty New to FIU



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On the cover: NASA’s NEEMO Mission on board FIU’s Aquarius, July 2014; FIU’s Cognitive and Neuroscience Imaging Center hosted the Miami Brainhack Conference in October 2014; How the imbalance of sharks and sea turtles changes global ecosystems, August 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.

As South Florida's only public research university, we are proud of our record of service to the South Florida community and to our students. With our 2010-2015 Worlds Ahead strategic plan we built on our faculty's research and creative energies to form a strong foundation for competitiveness in the twenty-first century knowledge economy, and engaged with local and global communities in collaborative problem solving. The face of higher education is changing, and with our *FIU Beyond Possible 2020* 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 Beyond Possible 2020 is the roadmap to our future. Its focus on student success, preeminent programs, achieving the Carnegie Very High Research designation, 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	305-348-0556	Andres.gil@fiu.edu
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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

Name	Title	Phone	Email Address
C. Emily Gresham	Assistant Vice President for Research Innovation & Economic Development	305-348-0474	Emily.gresham@fiu.edu
Robert Gutierrez	Assistant Vice President for Research Development & Pre-Award	305-348-8312	Robert.gutierrez@fiu.edu
Pedro Hernández	Director, Technology Management & Commercialization	305-348-3051	Pedro.hernandez7@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
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

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 various components that provide up-to-date knowledge and expertise. These include:

- Research Development and Pre-Award— Robert Gutierrez, Assistant Vice President
 - Research Development—Maureen Pelham, Director
- Innovation and Economic Development—Emily Gresham, Assistant Vice President
 - Partnerships & Economic Development—Henry Artigues, Director
 - Technology Management & Commercialization— Pedro Hernández, Director
- Strategic Planning and Operations—Tonja Moore, Associate Vice President
 - Budget & Cost Analysis—Mirtha Alberto, Director
 - Human Resources—Diana Taveras-Larrosa, Associate Director
 - Post-Award –Aida Reus, Director
 - Research Management Solutions
- 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 Applied Research Center (ARC), the Faculty-Student Research Training and Access (FSRTA) office, the Center for Leadership, the Center for Research on U.S. Latino HIV/AIDS and Drug Abuse (CRUSADA), 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.

Research Development and Pre-Award

The Research Development and Pre-Award unit provides a comprehensive support service 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 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
- **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>
- **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 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.



Innovation and Economic Development

The unit encompasses research partnerships, economic development and the office of technology management and commercialization. It coordinates and connects innovation activities at the University, particularly ones that involve complex industry/university research projects, technology transfer, commercialization, and start-up companies. It also facilitates relationships with industry and agency partnerships, and oversees strategic communication and marketing of major research accomplishments.

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

Partnerships and Economic Development maintains broad interactions with federal, state and other funding agencies to facilitate access to program officers and 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, the unit coordinates with the Office of Governmental Relations with an emphasis on communication and interaction with federal research funding agencies, University Advancement as it relates to broader corporate strategies, and the Office of Engagement with respect to community and economic development.

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

Technology Management and Commercialization 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 staff 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.

Strategic Planning and Operations

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

Research Management Solutions (RMS) is focused on serving emerging research units, 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.

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:

- 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 information contact Aida.Reus@fiu.edu or call 305-348-2133.

Budget and Cost Analysis manages the budget for the Office of Research and Economic Development and direct report areas. They resolve issues pertaining to budget exceptions on grants, manage the distribution of facilities and administrative (F&A) funds, oversee the development/approval of recharge centers and associated rates and manage the research 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](#).

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 (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.

Research Integrity 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. <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) or Synthetic Nucleic Acid Molecules**, 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 **boating safety**, review the requirements, training courses, policies and procedures on the Boating Safety Program web page at <http://research.fiu.edu/boating-safety-committee/>

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

Space Optimization manages research space allocations, which includes facilitating the identification of research laboratories, equipment and core facilities. The unit works with Facilities Management 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 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.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

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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	305-348-0163
Schedule a visit to a funding agency to meet with program officers										Henry Artigues	305-348-0163
Invite a program officer to make a presentation at FIU										Henry Artigues	305-348-0163



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