

College of Education and Human Ecology Office of Research Overview

Mission:

The overarching mission of the College of Education and Human Ecology (EHE) Office of Research (OR) is to foster an environment that facilitates and celebrates faculty and research staff scholarship. Scholarship includes, in part, engagement in original research, defined as a “systematic investigation, including development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” (according to DHHS regulations [\(45 CFR 46.102\(d\)\)](#).” We also recognize that evaluation and survey studies often provide the basis for scholarly activity. With this in mind, the stated goal will be achieved through a comprehensive program that includes the following services:

- Regular communication and celebration of scholarly success to create an outstanding research community;
- Continued development of faculty, research staff and graduate students as successful scholars;
- Pre- and post-award administrative support to faculty and research staff.

Services Provided:

Enrichment Activities

- Travel award programs to support faculty (international travel only) and graduate student presentations at professional meetings;
- Research award programs for faculty and graduate students;
- Faculty seed grant program with targeted areas to be announced annually;
- Quarterly college-wide research forum to discuss diverse topics related to scholarly success and the development of greater understanding of research conducted by faculty;
- Sponsor faculty workshops for advanced proposal development;
- Annual graduate student research symposium;
- Three newsletters per year.

Pre- and Post-award Administrative Support

One primary goal of this office to assist the faculty and their research support staff with the development and submission of grants and contracts through OSURF and OARDC, and the efficient and effective management of the administration of funded projects focused on research and research related projects to alleviate as much administrative burden as possible. This will enhance scholarly productivity, leading to greater local, national and international visibility for contributions to the body of knowledge, increased success with the development, submission and awarding of extramural support for scholarly endeavors, and an enhanced research environment. To this end, OR is committed to partnering with academic units and faculty to provide the list of services and incentives indicated below.

- Pre-Award
 - Assist faculty with identification of appropriate sources of funding and notify faculty of grant opportunities;

College of Education and Human Ecology Office of Research Overview

- Actively participate in recruitment efforts and orientation of new faculty regarding the infrastructure for development, submission and management of extramural support of research;
- Develop accurate budgets (including interpretation of allowable direct/indirect costs), and assist PIs with justification of budgetary items;
- Provide standardized “help sheet” to assist faculty and research staff develop budgets (e.g. benefits rates, tuition rates, release time guidelines);
- Package electronic proposal submissions (10 day advance notice);
- Review and approve authorization to seek off-campus funding (ePA-005 form);
- Provide resources for external expert review of revised proposals having received high priority scores from panels but without funding;
- Inform faculty, research staff and graduate students about local workshops pertaining to grantsmanship.

• Post-Award

We acknowledge that many post-award services are provided by OSURF, OARDC and staff in EHE. Rather than duplicating efforts, OR will provide the services listed below. Regarding compliance related activities, we will assist faculty with satisfactory resolution of issues to decrease risk of adverse audit or expenses to units and college;

- Periodically review budgets as requested by PI;
- Act as a facilitator or “single point of contact” for PIs to address administrative issues that arise in the performance of research:
 - Review detailed checklist on project initiation and management with PI and research staff upon award notification;
 - Monitor compliance issues, including eCERTS, eCOI, audit requirements, human subjects, animals in research, biosafety/OSHA;
 - Approve release time, cost-sharing, research related supplemental compensation, faculty paid external consulting, authorization of expenditures/commitments in excess of funds available (sponsored projects), preliminary project number request;
 - Monitor PETs > 90 days (after cost is incurred), aged account receivables (sponsored projects), cost overruns (sponsored projects), cost transfers (sponsored projects);
 - Other: grant transfers, PI status request for new faculty, PI portal security access (PIs, fiscal/HR staff), project close-out, intellectual property

College of Education and Human Ecology
Office of Research Overview

(copyrights/patents), offer assistance in resolving issues with RIFs on sponsored projects (upon request), review budget on funded projects (upon request).

- Initiate, approve and monitor OARDC budget, distribution and transfers
- Assist as appropriate with mediation and resolution of administrative issues with OSURF and other units;
- Provide faculty with financial summaries required for progress reports and termination of sponsored projects;
- Assist college, schools and departments with space needs for conduct of funded projects, including, but not limited to, assessment of need, identification of options, brokering for existing space, infrastructure requirements and acting as liaison with other units.