

Research Orientation: Conducting Research at UMass Boston

Presented by the
Offices of the Vice Provost for
Research and Graduate Studies

September 21, 2016

INTRODUCTIONS

Name	Title
Matthew Meyer	Associate Vice Provost for Research & Director of the Office of Research and Sponsored Programs (ORSP)
Shala Bonyun	Assistant Director, ORSP
Laura Hayman	Associate Vice Provost for Research and Graduate Studies & Professor of Nursing
William Brah	Assistant Vice Provost for Research & Director of the VDC
Attendees: New/Continuing Faculty and Research Staff	

INTRODUCTIONS

Attendees

Name

Department

Role/Title

Time at UMass Boston

Research interests

AGENDA

1. Office of Research and Sponsored Programs: Purpose/Structure (Meyer)
2. Proposal Submission Process (Bonyun)
3. Research Development, Training & Mentoring (Hayman)
4. Supporting Innovation and Entrepreneurship (Brah)
5. Q&A – how can we help you?

AGENDA

1. Office of Research and Sponsored Programs (ORSP) - Purpose and Structure

Matthew Meyer

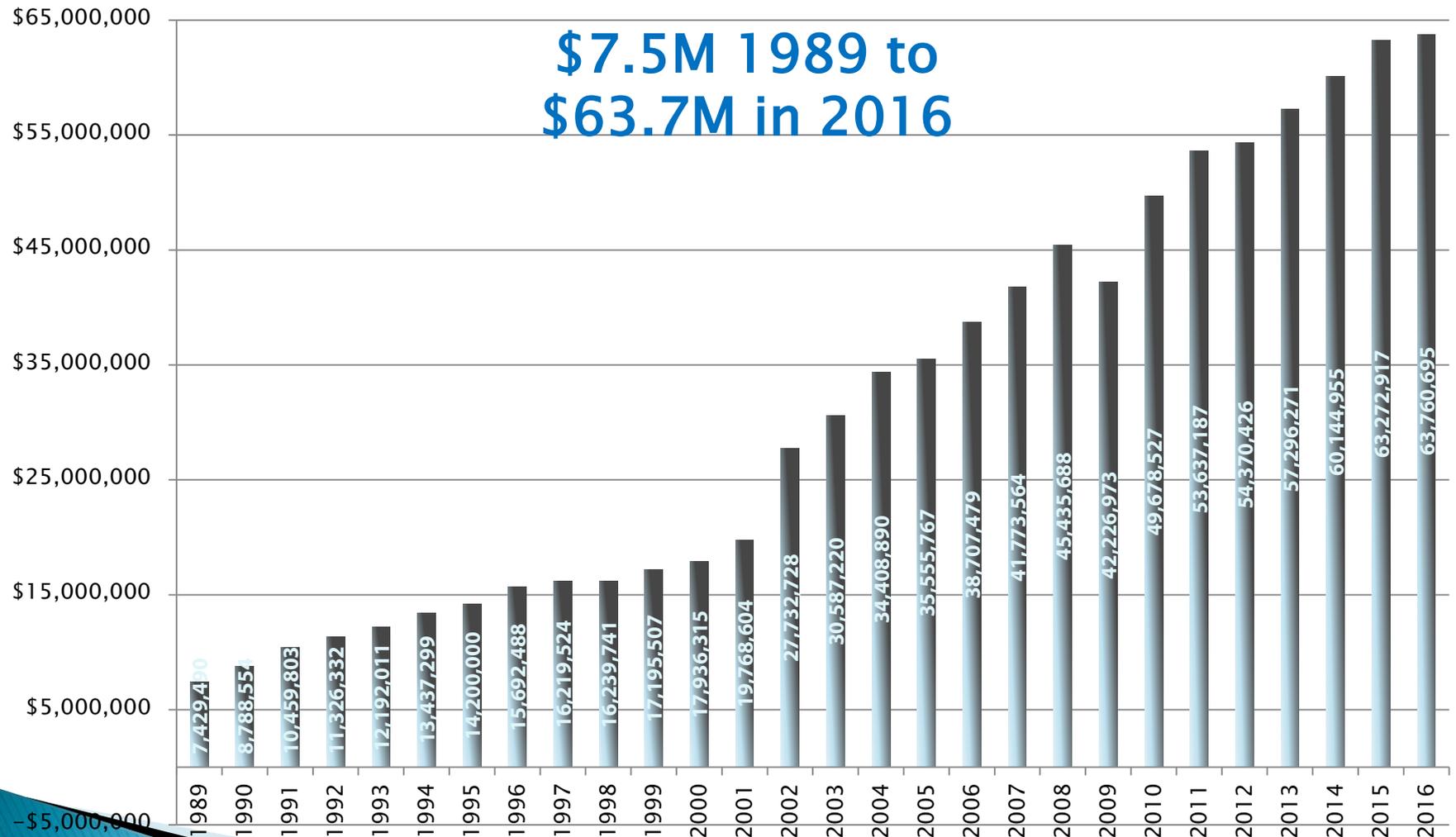
Associate Vice Provost for Research &

Director, Office of Research and Sponsored Programs

Purpose of the Office of Research and Sponsored Programs?

ORSP is a team of “research administrators” that encourages, supports and guides **proposals submitted** and ensures compliance on **funded grants/contracts.**

Annual UMass Boston External Funding 1989–2016



Purpose of an ORSP?

ORSP adds value to all areas of the 'Life Cycle' of an award

1. Make tools available to find potential funding opportunities
2. Communicate policy and procedure updates (internal and sponsors)
3. Assist with proposal development (guidance) & manage electronic submissions

Purpose of an ORSP?

ORSP adds value to all areas of the 'Life Cycle' of an award

4. Negotiate grant/contract awards
5. Ensure timely account set-up in our accounting system (PeopleSoft)
6. Oversee project performance and manage award modifications and issues
7. Invoicing, cash collections, financial reporting to sponsor, project close-out

Purpose of an ORSP?

ORSP adds value to all areas of the 'Life Cycle' of an award

8. Manage sponsor audits; Record retention
9. Institutional reporting
10. Training
11. Administrative structure reviews of units
(Colleges, Departments, Centers & Institutes)
12. Research Core Facilities (ie, Genomics Core,
Animal Facility)

Structure of ORSP?

ORSP has 4 areas of responsibilities:

1. Pre-Award Support Services
2. Post-Award Support Services
3. Research Compliance
4. Training

Purpose of an ORSP?

PreAward Support Services

Funding opportunities	Subscriptions to: SPIN database; NIH weekly opportunities; Grants Advisor Plus. Funding E-newsletter
Proposal development	Hayman workshops; support for grant writing trainings; internal grants programs (Healey); project manage large submissions (Stone)
Budget development/ Indirect Costs	Trainings
Award/subaward negotiation and modification	Need to be well versed on UMB and UM policies procedures and sponsor regulations

Purpose of an ORSP?

PostAward Support Services

Project/Account set-up in PeopleSoft

Billing/Collections

Financial, invention reporting to sponsor

Project/account close-out; Record retention

PI/College/Dept Reporting

Institutional Reporting

Purpose of an ORSP?

Research Compliance

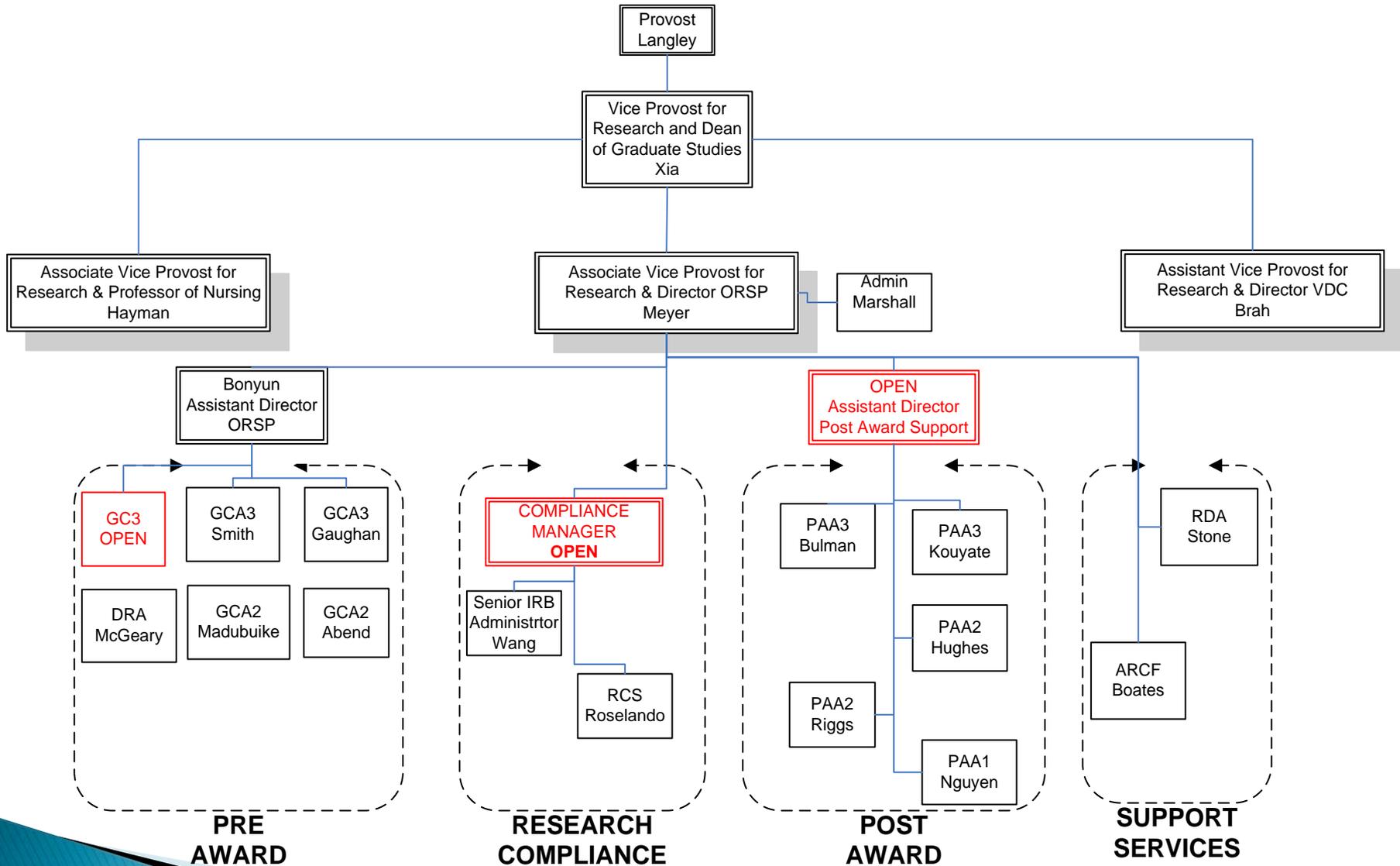
Coordination of human and animal subject research – IRB and IACUC approval prior to conducting research

Effort Certification (ECRT), Conflict of Interest; Export Controls; Cost Sharing; Subrecipient Monitoring

Purpose of an ORSP?

Training	
Policies and Procedures	IRB, COI, ECRT; overall strategic training plan being developed for Faculty and Administrators
Funding Opportunities	
Roles and Responsibilities	ORSP, Department Business Managers, Deans, Assistant Deans, PIs
Proposal Preparation	Budgeting workshop
Award Financial Oversight	

Research Organization Chart



ORSP Assignments

Unit/ College	PreAward (Manager: Bonyun)	PostAward (Manager: Open)
CAPS	Jeff Smith	Ed Bulman
CEHD	Jeff Smith	Abdoulaye Kouyate
CLA	Michael Gaughan/ Emeka Madubuike	Abdoulaye Kouyate
CM	Michael Gaughan	Ed Bulman
CNHS	Katie McGeary/ Emeka Madubuike	Ed Bulman
CSM/SFE	Shala Bonyun/Alan Abend	Ed Bulman
CPCS	Michael Gaughan	Abdoulaye Kouyate
MGS	Michael Gaughan	Abdoulaye Kouyate
Other Institutes & Centers; VPASS	Jeff Smith/ Emeka Madubuike	Abdoulaye Kouyate

None of this is in isolation – Research Administration needs a talented team of:

Investigators	Writing applications; developing ideas; networking; performing research; responsible for research and conduct (scientific ; financial; compliance)
Chairs/Deans	Identifying administrative support; creating research environment
Department Administrators	Assist with proposal development; knowing internal rules and processes; collaborate with ORSP contacts
ORSP Pre	Assist with proposal development; knowing internal and external rules and processes; collaborate with ORSP contacts
ORSP Post	Ensure financial oversight; Collaborate with DAs regarding accounts setups, transactions, billing, reporting, cash collections; experts on internal and external rules and processes;
Compliance and Training	Ensure sponsor rules and regulations; develop/coordinate training sessions to build knowledge base

AGENDA

2. Proposal Submission Process

Shala Bonyun
Assistant Director,
Office of Research and Sponsored Programs

Proposal Submission Process

1. Interpreting Sponsor guidelines
2. Understanding University Policies and Rules
3. Assembling a Complete and Responsive Application
4. Routing and Submitting your Application

Proposal Submission Process

1. Interpreting Sponsor Guidelines– Decoding the Message

Proposal Submission Process

Interpreting Sponsor guidelines

- Understanding the Request for Applications (RFA), Announcement or Solicitation that applies
 - required registrations, deadlines and submission method
- Thorough review of guidelines, terms, conditions and requirements
 - eligibility concerns, applicable regulations, budget limits
- Recognizing and noting the required institutional elements of your proposals
 - certifications, signoffs and letters
- Identifying format guidance, content limitations and restrictions
 - page limits, figures, fonts and margins

Proposal Submission Process

Interpreting Sponsor guidelines

What should you do?

- Forward your RFP, announcement or solicitation to your ORSP contact person for institutional review and advice
- Highlight any questions or concerns
- Make special note of any terms or conditions that impact your proposal
- Identify support or resources you will need to secure for proposal elements (i.e. dept. letters, documentation, certifications)
- Schedule a meeting to discuss a game plan

Proposal Submission Process

2. University Policies and Guidelines – House rules apply

Proposal Submission Process

University Policies and Guidelines

- Project team
 - PI participation agreement and IP policy
 - PI, Co-PI's Memorandum of Understanding (MOU)
 - Faculty efforts, buyouts and additional compensation
- Budget Development
 - Hiring at UMB: Graduate students, professional staff
 - Equipment policy
 - Federally negotiated indirect rates and fringe rates
 - Allowable cost

Proposal Submission Process

University Policies and Guidelines

- Recognizing appropriate and applicable campus and system policies governing project activities
 - Travel
 - Procurement
 - Contracts
 - Research Compliance
- Institutional Resources, Facilities and Equipment
 - **Will I access them**
 - **Can I leverage them**
 - **Do I commit them**

Proposal Submission Process

University Policies and Guidelines

What should you do?

- Contact the appropriate departments and offices for current policies and procedures and advice for your activities
- Confirm with the responsible offices and departments that the information you have presented in your application is accurate and described correctly
- Touch base with your department heads and administrators to make sure you are consistent with your department or center's policy and practices

Proposal Submission Process

3. Assembling a Complete and Responsive Application – Getting down to business

Proposal Submission Process

Assembling your Application

- Narrative Elements
 - Project summaries and abstracts
 - Specific Aims
 - Project Narratives and Statements of Work
- Sponsor Required Forms and Certifications (making sure they are accurate, complete and signed appropriately)
- Research Team Information
 - CV's, Biosketches, Resumes
 - Lists of Current and Pending Support
 - Performance Sites Information

Proposal Submission Process

Assembling your Application

- Budgets and Budget Justifications
 - Detailed budget in sponsor approved formats
 - Budget justification narratives
 - Attached exhibits and documentation of costs (i.e. F&A agreements, vendor quotes)
- Subcontractor, Consultant and Collaborator documentation
 - Sub recipient administrative concurrence and endorsement
 - Securing necessary documentation from Subrecipients (budgets, justifications, statement of intent, scopes of work, financial conflict of interest disclosures)

Proposal Submission Process

Assembling your Application

- Required commitments
 - Cost share
 - Letters of support
 - Institutional commitments
 - External resources (space, facilities, equipment)
- Supplementary elements
 - Facilities and Resources
 - Appendices and Permits and Plans
 - Special requirements
- Optional and conditional documentation
 - IRB and IACUC

Proposal Submission Process

Assembling your Application

- Develop a checklist so you don't miss anything
- Create deadlines for materials you need from others including dept chairs and collaborators
- Distribute the required materials and forms along with your requests
- Circulate drafts for advise and answer questions along the way

Proposal Submission Process

4. Routing and Submitting your Proposal – signed, sealed delivered

Two processes, one goal: Internal and External Submission Process

Proposal Submission Process

Routing and Submitting your Proposal

- Secure University Concurrence and Approval
 - PI's and Co-PI's, department heads, Deans and Directors and University/ORSP
- Route your Application
 - Circulate your application with all necessary materials
- Application Review
 - ORSP review, feedback and critical edits, deliver the final package
- Proposal submission
 - Confirming: who, what, where, when and *how*

Proposal Submission Process

Routing and Submitting your Proposal

- Develop a routing timeline
 - Applications are due to ORSP 5 Business days *before due date*. This allows for planning, thorough review and critical edits!
 - Identify signatories and confirm their availability to sign off on your application with time to spare
- Circulating Required Forms and Attachments
 - Proposal Routing Form (PRF)
 - UMB Fiscal Year Budget Workbook and Justification Narrative
 - Financial Conflict of Interest Disclosure (PHS and non-PHS)
 - Project Narrative or Summary
 - Documentation

Proposal Submission Process

Routing and Submitting your Proposal

- Review and Finalize
 - ORSP reviews and checks application and all components for compliance with university, state, federal and most especially sponsor regulations and guidelines.
 - Suggests important edits and revisions and cross checks information throughout the application package for accuracy and consistency
 - Confirms application is complete and finalized.
 - The final *once-over* and *hand-off*
- “Pressing the Button”
 - ORSP submits or assists in coordinating submission to sponsor
 - Confirm required submission process details including electronic modules, email mailboxes and addressees, courier delivery service
 - Due dates and time and final package details (file, media types and number copies)
 - Confirms delivery, acceptance of applications and proposals to sponsors (validations, status checks and time stamps)

Proposal Submission Process

Resources

- Department Administrator/Assistant Dean
- Your ORSP contact person!
 - They can help you make sense of difficult rules and regulation, federal and state guidelines
 - Highlight important concerns and uncover the facts
 - Point you in the right direction on campus (who does what)
 - Navigating scary submission modules
 - Advise you on coordinating and developing a plan to assemble your application
 - Be a second set of eyes along the way

AGENDA

3. Research Development, Training & Mentoring

Laura L. Hayman

Associate Vice Provost for Research and
Graduate Studies; Professor of Nursing

Office of the Vice Provost for Research and
Graduate Studies

Research Development and Training Activities

Goals and Background:

- Provide “developmentally” appropriate and timely research development and training activities for faculty, students, fellows and research staff
- Expand the reach, capacity for development/ continuing development of investigators

Academic Council Meeting / Meeting with Deans

- Plans for Follow-up

Research Development and Training Activities: Fall 2016

Research Workshops:

- **Finding Funding Opportunities:** www.umb.edu/training
September 22, October 20, November 17, December 12 (11–12/ORSP conference Room)
- **National Science Foundation Graduate Research Fellowship Program (NSFGRFP):** Monday, September 26, 2–4 PM, Quinn 1 conference room (Register: graduate.studies@umb.edu and laura.hayman@umb.edu)
- **Individual National Research Service Awards (NIH–NRSA) Pre-doctoral Workshop (F31):** Wednesday, November 9, 1–3 PM, Quinn 1 conf room)
- **National Institutes of Health (NIH) Workshop** , November 21, 1–3:30, Quinn 1 conference Room
- **National Science Foundation (NSF) Workshop** : December 8, 1–3 PM, Quinn 1 conference Room

Research Development and Training Activities: Fall 2016

- ▶ Six-week Series on Developing and Refining Grant Writing Skills & Competencies
 - ▶ Six consecutive Tuesdays, beginning September 20, 10–12 noon, Quinn 1 conference room
 - ▶ **Target audience: New faculty/Assistant Professors**

Research Development and Training Activities: Planned 2016/2017

- Two Six-week Series Grant Writing Sessions:
 - Basic Grant Writing Series:
Target Audience: New Investigators/ Assistant Professors
 - Advanced Grant Writing Series
Target Audience “ Seasoned” Investigators
- “Internal” Funding Sources/Mechanisms: UMass Boston; Clinical & Translational Science Awards (UMass-CTSA); other
- National Science Foundation (NSF): CAREER Awards
- Grant Writing for Graduate Students (in collaboration with the Graduate Student Assembly [GSA])
- Individual Sessions Focused on External Funding Agencies: TBA

AGENDA

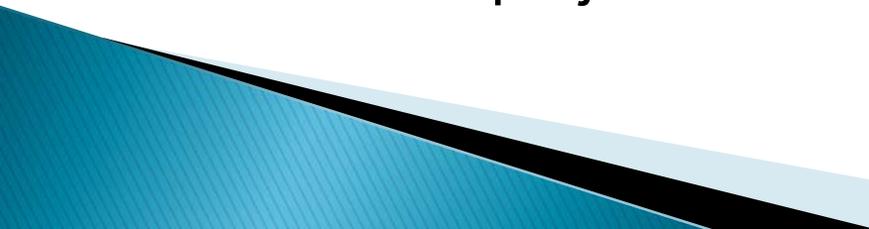
4. Supporting Innovation and Entrepreneurship: UMass Boston Venture Development Center

William Brah

Assistant Vice Provost for Research &

Director of the Venture Development Center

VDC Helps You Transition from Research to Market

- ▶ We protect and commercialize intellectual property
Invention disclosures, copyright, material transfer, and confidential disclosure agreements
 - ▶ We help find proof of concept funding
President's Office Tech Development Funds allow you to make the technology attractive
 - ▶ We advise you how to work with industry
Corporate sponsored research, Small Business Innovation Research grants
 - ▶ We incubate student and faculty companies from across Boston
113 entrepreneurs, 27 companies, in biotech, digital health, big data, robotics, education, finance
 - ▶ We lend entrepreneurs to lecture and mentor student classroom projects
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Contact the VDC



Third Floor, Wheatley Hall
Susan Hanlon Daudelin
Director of Industry Relations
susan.daudelin@umb.edu
617.287.5710

AGENDA

5. Questions and Answers

- How can we help?
- What are the services you need to get started?
- Who do you contact?

Contacts

<https://www.umb.edu/research>

<https://www.umb.edu/orsp>

- ▶ Matthew Meyer- Associate Vice Provost for Research and Director ORSP:

ORSP@umb.edu

matthew.meyer@umb.edu

Shala Bonyun- Assistant Director of ORSP

shala.bonyun@umb.edu

- ▶ Laura Hayman- Associate Vice Provost for Research and Graduate Studies

laura.hayman@umb.edu

▶ Susan Daudelin- Director of Industry Relations

susan.daudelin@umb.edu

Training Schedule – Fall 2016

Trainings, workshops and seminars are offered by the Office of Research & Sponsored Programs (ORSP) and the Office of the Vice Provost for Research and Graduate Studies

For a complete listing, descriptions and to self-register, go to the [UMass Boston training portal](#).

Course Type	Course Name	Course Date	Course Time	Course Location
September				
Office of Research & Sponsored Programs	Finding Funding Opportunities	9/22/2016	11:00-12:00 PM	Quinn 2nd floor, ORSP Conference Room
October				
Office of Research & Sponsored Programs	Effort Reporting and the ECRT System	10/19/2016	11:00-12:00 PM	Healey Library, UL #3
Office of Research & Sponsored Programs	Finding Funding Opportunities	10/20/2016	11:00-12:00 PM	Quinn 2nd floor, ORSP Conference Room
November				
Office of the Vice Provost for Research and Graduate Studies	Individual National Research Service Awards (NIH-NRSA): Pre-doctoral Research Workshop (F31)	11/9/2016	1:00-3:30 PM	Quinn 1st floor, VPR Conference Room
Office of Research & Sponsored Programs	Finding Funding Opportunities	11/17/2016	11:00-12:00 PM	Quinn 2nd floor, ORSP Conference Room
Office of the Vice Provost for Research and Graduate Studies	National Institutes of Health (NIH) Grant Workshop	11/21/2016	1:00-3:30 PM	Quinn 1st floor, VPR Conference Room
December				
Office of the Vice Provost for Research and Graduate Studies	National Science Foundation (NSF) Grant Workshop	12/8/2016	1:00-3:30 PM	Quinn 1st floor, VPR Conference Room
Office of Research & Sponsored Programs	Finding Funding Opportunities	12/15/2016	11:00-12:00 PM	Quinn 2nd floor, ORSP Conference Room