

# 3 things you need to know about the Office of the Vice President for Research



Office of the Vice President for Research

120 Fairchild Hall

1601 Vattier St, Manhattan, KS 66506-0500

785-532-5110 | [research@k-state.edu](mailto:research@k-state.edu)

Hans Coetzee, BVSc, Ph.D.

Interim Vice President for Research

August 2024

# 1. Who are we?

Research Support	Research Development	Research Compliance	Intellectual Property /Communications	BRI
<ul style="list-style-type: none"> <li>• OSPA</li> <li>• Pre-award services</li> <li>• Post-award management</li> <li>• Reporting</li> <li>• Contract negotiations and contract administration</li> </ul>  <p><b>Paul Lowe</b></p>	<ul style="list-style-type: none"> <li>• GRIP Proposals</li> <li>• Constellation Hires</li> <li>• Equipment Grants</li> <li>• Research Weekly</li> <li>• Seek Magazine</li> <li>• FDA and USRG Grants</li> </ul>  <p><b>Beth Montelone</b></p>	<ul style="list-style-type: none"> <li>• IACUC, IRB, IBC</li> <li>• Conflict of Interest</li> <li>• Export Controls and Export Compliance</li> <li>• Institutional biosafety and biosecurity</li> <li>• Research Integrity and Responsible Conduct of Research</li> </ul>  <p><b>Brad Woods</b></p>	<ul style="list-style-type: none"> <li>• Intellectual Property → Licensing → Technology Transfer → Commercialization</li> </ul>  <p><b>Chris Brandt</b></p> <ul style="list-style-type: none"> <li>• Strategic Research Communications</li> <li>• Research Weekly, Seek Magazine</li> </ul>  <p><b>Erin Pennington</b></p>	<ul style="list-style-type: none"> <li>• Select agent permitting</li> <li>• Background checks</li> <li>• Access controls</li> </ul>  <p><b>Steve Higgs</b></p>

# 2. What do we do?

## FACULTY RESOURCES

*As a K-State faculty member, you are our university's greatest asset. We want you to have the tools you need to succeed. Find funding opportunities, proposal preparation tips, information about intellectual property and other resources here.*

**Funding**

**Proposals**

**Policies**

**Awards**

**Research security**

**Research Compliance**

**Biomanufacturing training and education**

**Cayuse**

**Other resources**

[www.k-state.edu/research/faculty/](http://www.k-state.edu/research/faculty/)

# Office of Research Development

- 102 Fairchild Hall
- Funding opportunities
- Training and events
- 1-on-1 staff support for proposal development
- Internal small grants
- Limited submissions
- Global Food Systems activities
- GRIP (Game-Changing Research Initiation Program)
- Biomanufacturing



## **Find Funding**

Start the process of funding your research by investigating our curated list of external funding opportunities, exploring internal grant opportunities, and more.



## **Establish a Collaboration**

Looking for potential K-State or industry collaborators? Start here.



## **Prepare a Proposal**

View important proposal preparation information such as frequently used numbers, improve your proposal with grant writing tips specific to your field or agency, and find information on broader impacts, data management plans, evaluation, and more.



## **Submit a Proposal**

View proposal routing procedures and find links to electronic submission sites.

# Office of Sponsored Programs

## Proposal submission support, 103 Fairchild Hall

- Grant administrators assigned by discipline to assist with submission and processing
- Budget development and analysis support
- Assist with sponsor submission requirements
- Help upload submission and assure completeness
- Authorized to submit proposals to external sponsors
- Paul Lowe serves as authorized organizational official and signatory official



Contact: Mollie Robbins-Wint, [mollierobbins@k-state.edu](mailto:mollierobbins@k-state.edu)

# Office of Sponsored Programs

## **Contract/subcontract development, negotiation, and sign-off**

- Responsible for reviewing and negotiating all non-funds and funded agreements
- Responsible for the development, negotiation and issuance of all subcontracts, and consulting and service agreements
- This office authorized to execute legal sponsored project award instruments

## **Post Award Administration (Sponsored Programs Accounting (SPA))**

- This office provide fiscal administration services for grants and contracts funded from external sources

Contact: Paul Lowe, [plowe@k-state.edu](mailto:plowe@k-state.edu) or Lisa Duer, [duer@k-state.edu](mailto:duer@k-state.edu)



# Communicating and Promoting Research

- Strategic communications plan for research
- Notes from the VPR, announcements, and more in Research Weekly, and our award-winning biannual magazine, Seek
- K-State named APLU Innovation & Economic Prosperity University



Share your research stories: [erin120@k-state.edu](mailto:erin120@k-state.edu)

# Office of Research Integrity, Compliance and Security (ORCIS)



## IRB

*human subjects  
research*

- Biomedical research
- Social, Behavioral, and Educational Research



## IBC

*infectious disease and  
recombinant DNA  
research*

- Biosafety stewardship
- Select agent, dual use research of concern



## IACUC

*animal subjects  
research*

- Biomedical, agricultural, and veterinary research
- Wildlife and field research
- Teaching



## RCR/COI

- Education in conducting ethical and responsible research
- Manage perceived conflicts in research and outside activities



## Export Control

- International travel registration
- Compliance with federal export control regulations
- Restricted party screening
- Controlled unclassified information



# K-State Research Foundation (KSURF)

## Kansas State University Research Foundation (KSURF) provides:

- Intellectual property management services:
  - Identification, protection, marketing, licensing
- Education and in-reach
- Confidentiality & material transfer agreements
- Industry relationships
  - Sponsored research facilitation
  - Strategic partnership development
- Startup company support



# K-State Research Foundation (KSURF)

**KSURF** assists K-State's researchers in developing and protecting their discoveries and inventions to return the greatest advantage to the creators, K-State, and the public.

## Invention Disclosure Process

- Report an invention (<https://www.k-state.edu/research/faculty/other-resources/ip-inventions/report-invention/>)
- KSURF evaluates inventions to explore intellectual property protection opportunities
- Responsible for the protections of inventions with commercial potential with appropriate types of intellectual property
- KSURF negotiates and licenses inventions with interested companies

Contact K-State IP, [tech.transfer@k-state.edu](mailto:tech.transfer@k-state.edu)

# 3. Take Home Messages: Start-up

- Start-up funding period starts on July 1st (start of the fiscal year)
- The OVPR allocation to your start-up funding **only lasts 3 years**
- Colleges submit receipts from start-up expenditures to the OVPR for reimbursement on or before October 1<sup>st</sup> for the previous fiscal year. In other words, funds are not disbursed until the dollars are spent.
- OVPR reimburses a proportional share of actual eligible expenses based on the OVPR share of the university commitment.
  - The exception to this is if the OVPR has agreed to reimburse a specific expense (such as lab renovations and large equipment purchases).
- If you have funds remaining after Year 3, these will be reduced by the portion provided by the OVPR (Typically 20%)
  - College and Department may extend unit funding independent of the OVPR

# 3. Take Home Messages

## How do I find funding opportunities?

July 17, 2024



### Funding opportunities

View all new opportunities or select your discipline:

- [Agriculture](#)
- [Arts and humanities](#)
- [Education](#)
- [Engineering, mathematics, and physical sciences](#)
- [General](#)
- [Health and life sciences](#)
- [Social sciences](#)
- [International/](#)

### Featured opportunities

#### USDA Nutrition Hubs

The Department of Agriculture, NIFA's [USDA Nutrition Hubs](#) will support projects that provide effective, translatable, and scalable approaches to advance food and nutrition security and reduce the burden of diet-related chronic diseases, especially in underserved, at-risk communities through a coordinated approach involving Extension, Education, and Research activities.

#### Translation Project Fellowships

Through fellowships to published translators, the National Endowment for the Arts supports projects for the translation of specific works of

## How do I manage my proposal submission?



Johann C

My Dashboard More

#### Proposal Dashboard

[Start New Proposal](#)

1 [My Proposals](#)

[Proposals In My Unit](#)

[Overdraft Spending Inbox](#)

#### Award Dashboard

[My Awards](#)

[Awards In My Unit](#)

#### Certifications/Approvals

1 [PI Certification Inbox](#)

[Unit Approval Inbox](#)

PreAward Services  
2 Fairchild Hall, 1601 Vetter St.,  
Manhattan, KS 66506-1103  
Phone: 785.532.8904  
Fax: 785.532.5344  
Email: [casar@ksu.edu](mailto:casar@ksu.edu)

#### Welcome to Sponsored Projects

##### Use the Proposal Dashboard to:

- Start a new proposal.
- Edit and track proposal records you have created or on which you are named as a contributing member.
- View proposal records in administering units to which you have been granted Proposal Data Access.
- Authorize preliminary award requests in your role as a Pre-Award Spending Approver.

##### Use the Award Dashboard to:

- View awards on which you are listed as a member of the Research Team.
- View awards in administering units to which you have been granted Award Data Access.

##### Use the Certifications/Approvals Dashboard to:

- Certify proposal records on which you are cited as the Lead PI or PI.
- Authorize proposal records in your role as a unit IPF Approver.

##### Administrative Support

If you are needing assistance with any of the following please do not hesitate to contact us

- [Office of Research Development \(ORD\)](#): Finding funding opportunities and collaborators, technical proposal reviews, managing training and logistics and diversity/education for larger, multidisciplinary submissions, developing data management plans and more. Email: [ord@ksu.edu](mailto:ord@ksu.edu)
- [PreAward Services \(PAS\)](#): Proposal preparation, including budget development, preparation of forms, editing, review, final document submission, preparation and negotiation of award agreements (as well as subaward agreements), obtaining campus approvals and more. Email: [preaward@ksu.edu](mailto:preaward@ksu.edu)
- [Sponsored Programs Accounting \(SPA\)](#): Fiscal administration services for grants and contracts involving invoicing and financial reports, review of expenditures for compliance with federal, state and sponsor guidelines and regulations, monitoring of subawards, maintenance of effort reporting and cost sharing systems. Email: [spac@ksu.edu](mailto:spac@ksu.edu)
- [University Research Compliance Office \(URCO\)](#): Assist researchers with regulatory oversight and guidance on research involving human subjects, laboratory animal care and use and recombinant or synthetic nucleic acid molecules or biohazard materials. URCO oversees institutional biosafety and export controls programs and also administers institutional and sponsor required trainings. Email: [comrb@ksu.edu](mailto:comrb@ksu.edu)

See [EUGOIPR notice](#) for details regarding personal information.

# 3. Take Home Messages

## What must I do before my research can start?

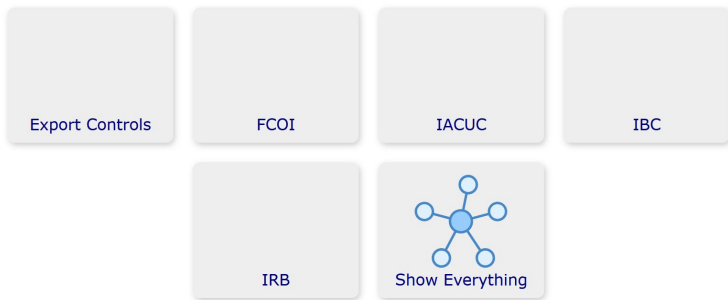
### IRBManager for Submitting Research Protocols

IRBManager is an electronic protocol submission and management system. It utilizes electronic application forms that make it easier for researchers to make necessary edits and collaborate with other K-State investigators and/or students. Protocol information for each researcher is organized on their individual dashboards within the system.

To get started, simply visit the [IRBManager website](#) and log in with your K-State credentials. You will be brought to your user dashboard where you will be able to see all of your current research protocols as well as links to the application form to submit a new protocol.

More information on how to use IRBManager to submit and manage protocols can be found in the [Investigator Guide](#).

What do you want to focus on?



### CITI Training

Training is a key part in creating and maintaining a culture of compliance. K-State maintains a subscription to online compliance training courses offered through Collaborative Institutional Training Initiative (CITI) Program. The program is targeted for species or procedures specific to your proposed activity.

Who is required to complete CITI training?

- Those submitting IACUC, IRB, IBC and DURC applications must complete training prior to approval.
- Certain categories of employees identified in the [Export Controls Training Plan](#) must complete Export Controls Training.
- PHS Financial Conflict of Interest training is required for all K-State personnel involved in PHS funded research.
- Responsible Conduct of Research is mandatory for all K-State personnel involved in research activities.

Compliance training must be updated every three years, except in the case of PHS FCOI training



# 3. Take Home Messages

## Where do I find core facilities on campus?

### View a full list of our core facilities

- [Beocat](#)
- [Biosecurity Research Institute](#)
- [Bulk Solids Innovation Center](#)
- [Confocal Microscopy Facility](#)
- [Electronics Design Laboratory](#)
- [Flow Cytometry Laboratory](#)
- [Geographic Information Systems Spatial Analysis Laboratory](#)
- [Integrated Genomics Facility](#)
- [Kansas Lipidomics Research Center](#)
- [Molecular Biology Facility](#)
- [NMR Laboratory](#)
- [Nuclear Reactor Facility](#)
- [Protein and Biopolymer Analysis Core Lab](#)
- [Stable Isotope Mass Spectrometry Lab](#)
- [Statistics Consulting Laboratory](#)



### **Ruth Welti**

Director of core facilities

508 Ackert Hall

785-532-5756

[welti@k-state.edu](mailto:welti@k-state.edu)

<https://www.k-state.edu/research/about/centers-institutes/>

# 3. Take Home Messages

## Conflict of Interest Reporting

### Three Levels of Compliance & Reporting:

#### Federal, State, and University

- **Federal:** All investigators applying for federal funding from Public Health Service (PHS) agencies are required to file Conflict of Interest forms at least annually through the K-State Office of Research Compliance
- **State of Kansas:** Statement of Substantial Interest (SSI) must be filed annually by state employees on the State of Kansas website.
- **University:** Kansas Board of Regents policy requires all full-time faculty and staff to file Conflict of Interest and Conflict of Time Commitment forms annually through K-State's Conflict of Interest system

<https://www.k-state.edu/conflict/documents/Fac-Staff-COI-Training-December-2021.pdf>

# Thank you!

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