

Researcher's Manual
Outline Development Meeting
Monday, June 01, 2009

Attending: Robert Troy, Michael Ferraro, Dominic Esposito, Stephanie Endy
Information from Janet Munch included, though she is unable to attend.

- Lehman College
 - ORSP
 - RF
- University of Buffalo <http://www.smbs.buffalo.edu/grantcentral/>
- Keene State College http://www.keene.edu/grants/manual/manual_4.cfm
- California State University, Long Beach
<http://www.foundation.csulb.edu/departments/grants/pdm.htm>
- Burlington County College <http://www.bcc.edu/docs/GrantManagementManual-FINAL.pdf>
- El Camino College <http://www.elcamino.edu/administration/grants/projdirector.asp>
- Princeton University <http://www.princeton.edu/~orpal/>
- University of Washington <http://www.washington.edu/research/main.php?page=frPolicy>
- University of Chicago <http://researchadmin.uchicago.edu/>
- Harvard University <http://vpf-web.harvard.edu/osp/>
- Yale University <http://www.yale.edu/grants/>
- Johns Hopkins University
http://webapps.jhu.edu/jhuniverse/research/resources_for_researchers/

1. The Lehman College Research Environment
 - a. Definitions
 - i. Grant
 - ii. Contract
 - iii. PI
 - iv. Sponsor
 1. Federal, State, & City
 2. Non-Federal
 - a. Profit
 - b. Non-profit
 - v. Proposal
 1. Solicited Proposals
 2. Unsolicited Proposals
 - vi. Facilities & Administrative Costs (Overhead, IDC, etc.)
 - vii. Cost Sharing
 - b. Institutional Support
 - i. Putting the Roles & Responsibilities together
 - ii. Finding Funding
 - iii. Building a Budget
 - iv. Using the resources on campus
 1. Research Foundation
 - a. Financial Regulation
 2. Export Control
 3. Space
 4. Facilities & Renovation
 5. Institutional Review Board (IRB)
 6. Institutional Animal Care and Use Committee (IACUC)
 7. Institutional Biosafety Committee
 8. Stem Cells
 9. Responsible Conduct of Research
 10. Conflict of Interest
 11. Sexual Harassment
 12. Equipment
 13. Intellectual Property
 14. Technology Transfer
 15. Cost Sharing
 - a. Voluntary/Mandatory
 - b. Committed/Uncommitted
 - c. Participant Roles and Responsibilities
 - i. Principal Investigator

1. Finding Funding
 2. Understanding Sponsor Requirements & Guidelines
 3. Proposal Development
 4. Proposal Routing
 - ii. ORSP
 1. Assistance with Proposal Development (business parts only)
 2. Proposal Review
 3. Proposal Approval
 4. Proposal Submission
 - iii. Research Foundation
 - iv. Department Chair
 - v. Divisional Dean
 - vi. Sponsor
 - vii. Federal Government
2. Proposal Development
 - a. Proposal Routing and Approvals
 - i. Internal Forms
 1. Routing Form
 2. Conflict of Interest form
 - ii. Timeline
 - b. Proposal Parts
 - i. Cover Page
 - ii. Abstract/Summary
 - iii. Project Description
 1. Introduction
 2. Statement of Problem
 3. Goals & Objectives
 4. Methods & Timeline
 5. Evaluation
 - iv. Biosketch
 - v. Current & Pending Support
 - vi. Budget
 - vii. Budget Justification
 - c. Proposal Routing and Approvals
 - d. Submission
 - i. Electronic
 - ii. Paper
3. JIT/Award Negotiation
 - a. RF
 - b. ORSP
 - c. PI
4. Post Award

- a. Financial Management
 - i. Personnel Management
 - ii. Non-Personnel Spending
- b. Record Keeping
 - i. PI
 - ii. ORSP
 - iii. RF
- c. Interim Reporting
 - i. Financial
 - ii. Project Status
 - iii. Patents & Inventions
- d. Close Out
 - i. Financial
 - ii. Project Accomplishments
 - iii. Patents & Inventions
 - iv. Equipment
 - v. Records Retention