

# 2024 New Faculty Orientation

## Administrative Support for Research and Scholarship

Presented by

**Brian Prindle**

**Executive Director, Research Administration and Integrity**

# Research Administration and Integrity

<https://www.uvm.edu/ovpr/research-administration>



The business of conducting research and scholarship can be complicated. Research Administration is here to help facilitate those complications. We will simplify, assist and get it done leaving our faculty, staff, and students to the business of discovery, innovation, and impact.

## Research Protections Office

- Human Subjects Research
- Vertebrate Animal Research
- Biosafety Oversight
- Controlled Substances Oversight
- CITI Training
- RPO News

## Electronic Research Systems

- UVMClick Help Desk
- PI Portal - Fiscal Reports
- ORCID iD at UVM



## Sponsored Project Administration

- Proposals and Awards
- Subawards
- Closeouts
- SPA News

## Research Data Management

- Research Data Policy
- Research Computing
- Data Use Agreements

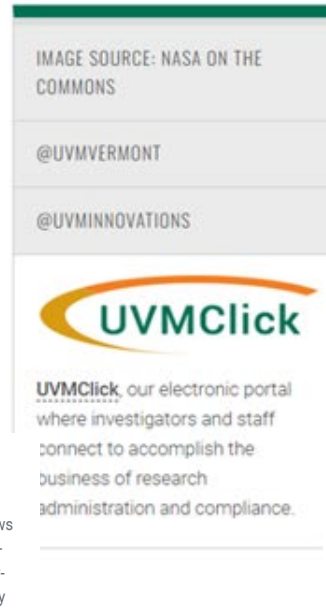


## Research Integrity

- Research Conflict of Interest
- Export Controls
- Controlled Unclassified Information
- Foreign Gift/Contract Reporting
- RCR Training
- Research Misconduct

## Research Administration Overview (PDF)

Our research administration business follows industry standards used by research institutions nationwide to ensure that proper stewardship of sponsored awards and regulatory compliance is maintained.



### 1. OFFICE OF THE EXECUTIVE DIRECTOR

### 2. SPONSORED PROJECT ADMINISTRATION

### 3. RESEARCH PROTECTIONS OFFICE

### 4. RESEARCH COMPLIANCE & INTEGRITY

### 5. ELECTRONIC RESEARCH SYSTEMS



# Research Administration

Brian Prindle, Executive Director  
Research Administration and Integrity

## Research Protections Office

Donna Silver  
Managing Director

Jennifer Dulin  
IRB Reliance  
Administrator

Melanie Locher  
IRB  
Director

Aubrie Clas  
IACUC/IBC  
Director

Karen Crain  
Research Review  
Analyst

Abbey Dattilio  
Monitoring &  
Compliance Specialist

**Vacant**  
Research Review  
Analyst

Linda Mei  
IACUC/IBC/CSC Research  
Review Analyst

Coralee Tye  
Research Review  
Analyst

## Research Integrity

Victoria Jones  
Research Compliance Officer

Julie Macy  
Assistant Director  
Proposal Submissions  
Award Administration

Deb Cannon  
Team Lead,  
Pre-Award Admin

Josh Tyack  
Research  
Administrator Sr.

Amy Santos  
Research  
Administrator

Austin Cregger  
Research  
Administrator

Sandra MacDonald  
Research  
Administrator

Nadia Arodak  
Unit Pre-Award  
Admin—RSENR

Stephanie Glock  
Unit Pre-Award  
Admin—CEMS

Amelia Wilson  
Unit Pre-Award  
Admin—CEMS

Rachel Drew  
Unit Pre-Award  
Admin—CNHS

Christina Chant  
Unit Pre-Award  
Admin—CESS

Jennifer Le  
Senior Pre-Award  
Admin—RSENR

Jenna Brown  
Unit Pre-Award  
Admin—CALS

Elisa Ziglar  
Unit Pre-Award  
Admin—CALS

Hannah Schoenberg  
Unit Pre-Award  
Admin—CAS

Emma Seehafer  
Unit Pre-Award  
Admin—CAS

## Sponsored Project Administration

Lana Metayer  
Director

Schuyler Dunn  
Operations  
Office Support

Emily Trantum  
Assistant Director  
Award Acceptance  
Set up and Subawards

Molly Epstein  
Award Acceptance  
Officer

Christopher Butz  
Award Acceptance  
Officer

**Vacant**  
Award Acceptance  
Officer

Travis Morrison  
Award Acceptance  
Officer

Kerry Lavalette  
Award Acceptance  
Officer

Sally Roberts  
Outgoing Subaward  
Specialist

Nicole Schwartz  
Subaward & Research  
Support Specialist

Linda Serrantonio  
Assistant Director  
Research Finance  
Reporting

Tiffany Stewart  
Financial Analyst

Heather Bullett  
Financial Analyst

Sara Baciak  
Financial Analyst

Tam Truong  
Financial Analyst Sr.

Denise Humphries  
Financial Analyst Sr.

Shari Westman  
Financial Analyst

**Vacant**  
Financial Analyst

Angela Tweedy  
Unit Post-Award  
Admin—CALS

Fareed Ahmadi  
Unit Post-Award  
Admin—CALS

Donna Brown  
Unit Post-Award  
Admin—CALS

Rhonda True  
Unit Post-Award  
Admin—CALS

Deb McAdoo  
Unit Post-Award  
Admin—CNHS

Anthony Fouche  
Unit Post-Award  
Admin—RSENR

Cyndi Snyder  
Unit Post-Award  
Admin—RSENR

Sara Powell  
Unit Post-Award  
Admin—CEMS

**Vacant**  
Unit Post-Award  
Admin—CEMS

Deb McAdoo  
Unit Post-Award  
Admin—CNHS

Deb McAdoo  
Unit Post-Award  
Admin—CNHS

John Fenney  
Assistant Director  
Sponsored Revenue  
Cash Management

Mike Ballard  
Senior Compliance  
Analyst

Ken Viglucci  
AR/BI Subject  
Matter Expert

Maggie Hall  
Billing Analyst

Paul Sebastiano  
AR Specialist

Cole Frangiosa  
Cash Management  
Analyst

Jennifer Lovell  
AR Specialist

## Electronic Research Systems

Lynn Tracy  
Director  
Project Manager, UVMClick

Richard Del Pizzo  
Senior IT Professional

Cathy Ruley Condon  
Business Systems  
Analyst

Casey Rock  
IT Professional

Sponsored Project Administration 2.0

Updated 5/28/24

# Research Administration and Integrity

## FY23 Research by the Numbers



PRINCIPAL  
INVESTIGATORS



PROPOSALS  
SUBMITTED



AWARDS  
ACCEPTED



ACTIVE  
PROJECTS



TOTAL AWARD  
AMOUNT



FY22 HERD RESEARCH  
EXPENDITURES



## Research Administration and Integrity

1



### UVM's electronic Research Administration System

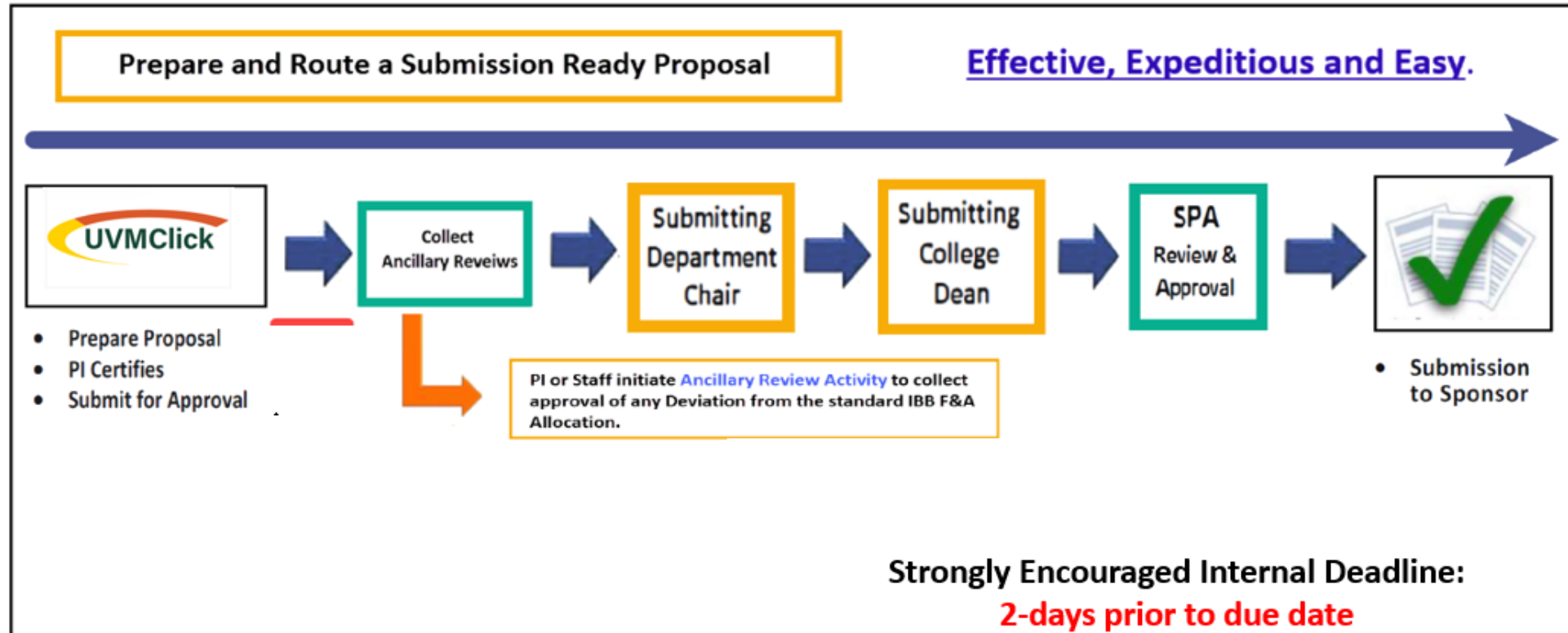
UVMClick is where UVM researchers and administrators conduct business

- IRB Protocols
- IACUC Protocols
- Biosafety Registrations
- Proposal Submissions
- Award Set-up
- Award Modifications
- Integration to PeopleSoft
- COI Disclosures
- no Money Agreements

## Research Administration and Integrity

2

### – Prepare and Submit



# PI Portal

On-line Banking for Grants

Your Gateway to PI Friendly Sponsored  
Project Expenditure Reports

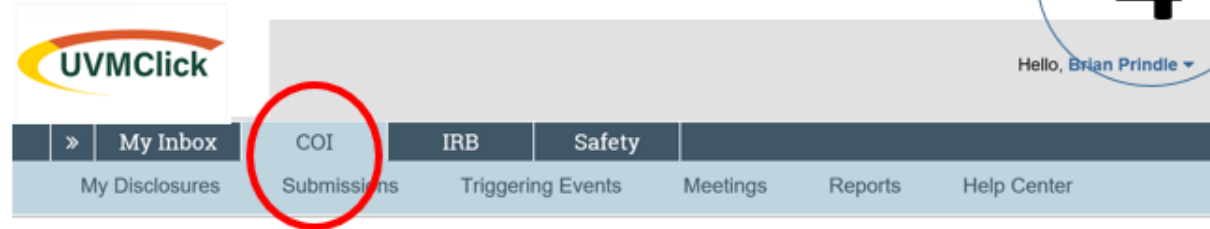
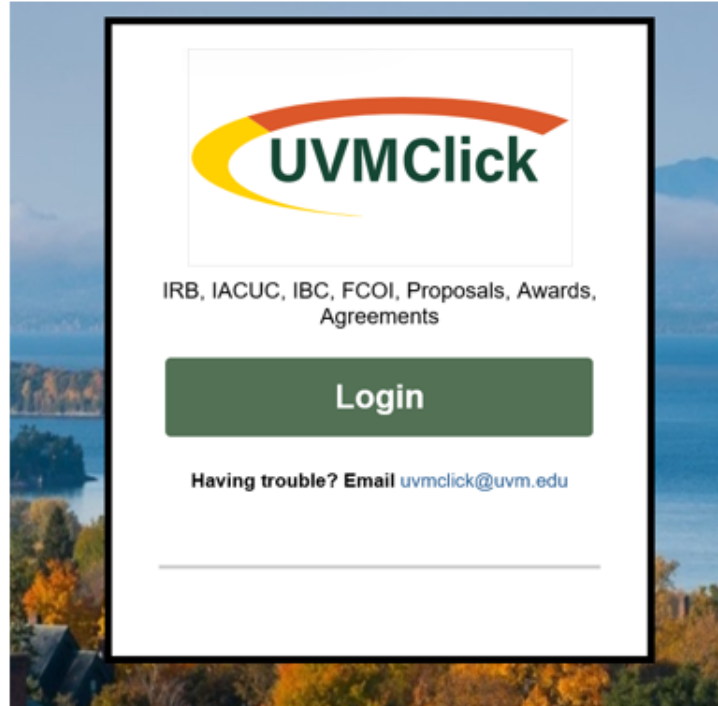
Web Based  
Intuitive-Quick-Easy

- Data Refreshed Nightly
- Project Expenditures
- Payroll Expenditures
- Payroll Distributions
- Non-Payroll Expenditures
- Time Commitments



## Research Administration and Integrity

4



### Homework

1. **Complete your first annual FCOI Disclosure**
2. **Complete the FCOI Training**
3. **Direct thru CITI: Complete Research Security Awareness Training**



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# 2024 New Faculty Orientation

## Research Protections

Presented by

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**Executive Director, Research Administration and Integrity**

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- RPO News



# Research Protections Office March 2024

Donna Silver, CIP  
RPO Director  
(Classified Executive)

Melanie Locher, CIP  
IRB Director  
(Admin Service Manager)

Jennifer Dulin  
IRB Reliance Administrator  
(Admin Analyst/Planner Senior)

Aubrie Clas  
IACUC/IBC Director  
(Admin Service Manager)

Karen Crain  
IRB Regulatory Analyst  
(Admin Analyst/Planner)

Abbey Peterson  
Monitoring & Compliance  
Specialist  
(Admin Analyst/Planner)

Coralee Tye  
IRB Regulatory Analyst  
(Admin Analyst/Planner)

Linda Mei  
IACUC/IBC/CSC Regulatory  
Analyst  
(Admin Analyst/Planner)

Diana Naser  
IRB Regulatory Analyst  
(Admin Analyst/Planner)

Jennifer Ather  
IRB Regulatory Analyst  
(Admin Analyst/Planner)

## HAVE A QUESTION?

213 Waterman Building

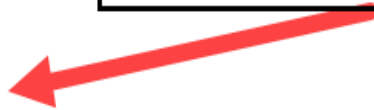
Hours: 8:00 AM - 4:30 PM

Monday - Friday

[All contact info >>](#)

To find out which IRB Research Analyst is assigned to your department, select your department in the dropdown menu below and click the "Who's My Research Analyst" button.

Choose your department:



If your department is not in this dropdown, contact your IRB Research Analyst ▼

Who's My Research Analyst

# Research Development

2024 New Faculty Orientation

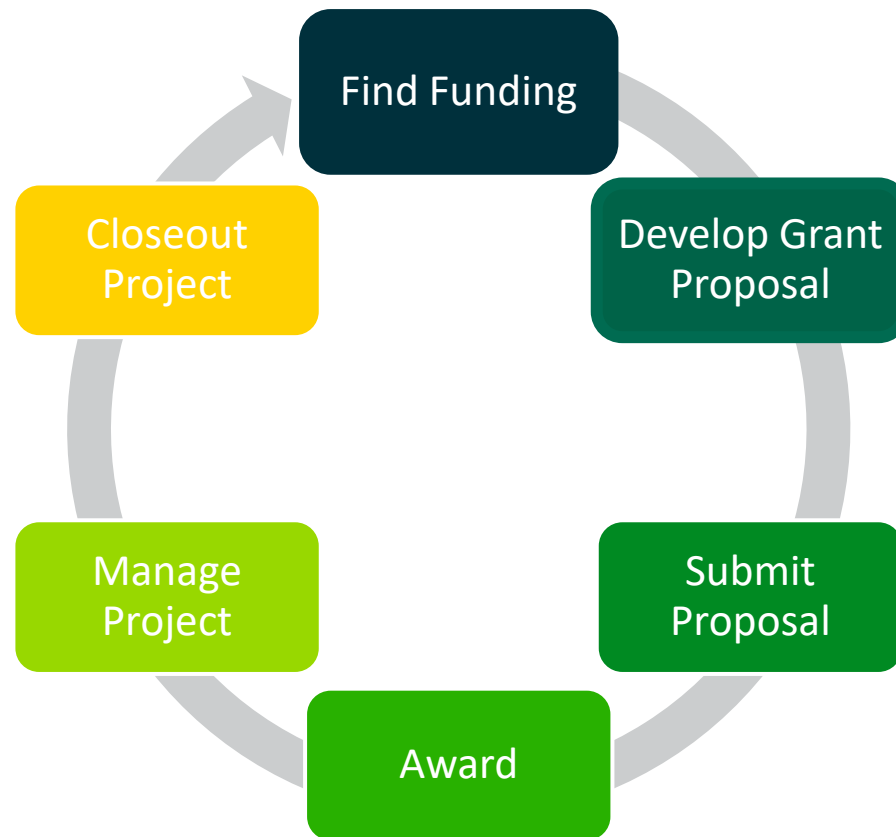
Jeralyn Haraldsen, PhD

*Director*



# What Support Does Research Development Offer?

**REQUIRED**  
**Sponsored  
Projects  
Administration**



## **OPTIONAL**

### **Research Development**

- Share Funding Opportunities
- Manage Limited Competition Process
- Provide Grant Writing/ Development Support
- Offer Grant Writing Resources, Programs, Tools

# Funding Opportunities & Limited Competitions

- Weekly **Limited Competitions Newsletter**

<https://www.uvm.edu/ovpr/resdev/limited-submissions>



- **Pivot-RP Funding Database**
  - Curated searches by discipline, career stage, identities
  - Create your own search
  - Newsletter groups – COMING SOON
- **Targeted outreach to individual researchers**

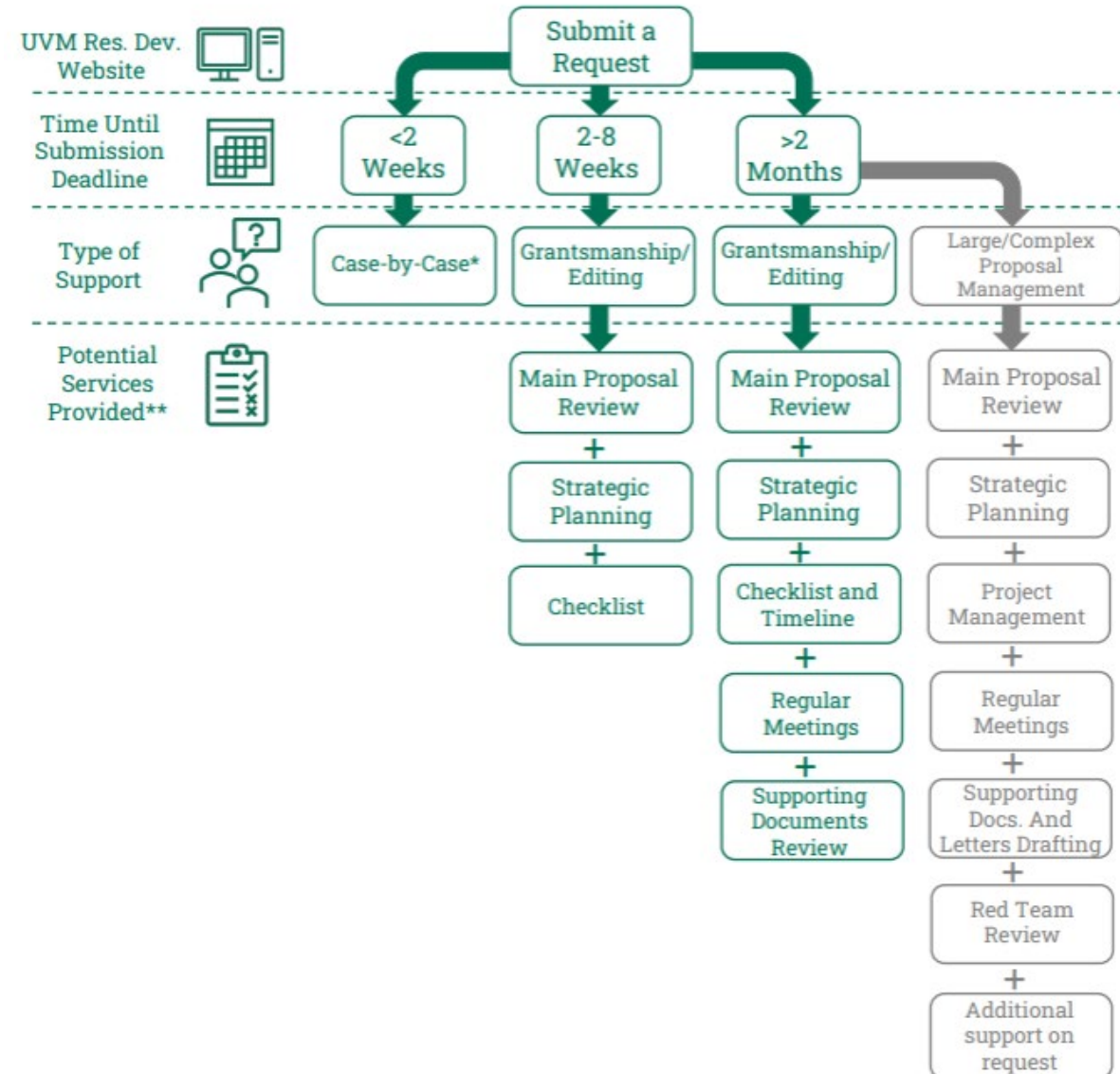
# Grant Proposal Development

- **Grant proposal review and grantsmanship critique**
  - Annotated feedback and suggestions re: alignment with sponsor
  - Review for responsiveness to RFA, and/or reviewer critiques
- **Grant proposal writing assistance and editing**
  - Substantive editing of draft text
  - Editing to improve clarity, flow, formatting, presentation
  - Assist with drafting non-technical proposal components
- **Project Management during proposal preparation (*Limited Service*)**

# How are Research Development Services Prioritized?

**Factors** taken into consideration include:

- Timeliness of request
- **New faculty member, or new to grant writing**
- Complexity - Large, complex, multidisciplinary
- Alignment with areas of institutional priority
- Current and projected workload of grant proposal developers



# How to Request Research Development Support:

- Initiate contact early – **8-12 weeks in advance\*** of your deadline
- **Complete intake form** on website with info about your **funding opportunity** and **deadline**

<https://www.uvm.edu/ovpr/resdev>

Contact us to set up a Teams call or coffee meeting:

- Meet our team – tell us about your research!
- Help with using Pivot funding search database
- Early consult to answer questions, or assist with navigating the process

# INTERNAL FUNDING: OVPR "EXPRESS"

## (Early Extra Promotion of Research and Scholarly Success)

- **\$3000 award** offered by the **VP for Research** to aid in initiating your research, scholarship, and creative activity
- **Eligibility:** new **tenure-track** faculty who began appointment on/after January 1, 2024
- **Application:**
  - One-page description of how funds will be used
  - One page budget
  - Letter of support from Dept. Chair or Dean
- **Deadline:** Oct., 2024 (to be announced)

# SPONSORED PROJECT ADMINISTRATION

Julie Macy, Assistant Director,  
Proposal Submission and Award Administration



# Sponsored Project Administration

- SPA is an integral part in the UVM's research enterprise.
- We support the University's research mission by
  - providing excellent administrative support and customer service to investigators in their pursuit of research and other scholarly activities;
  - ensuring responsible stewardship of sponsored funds via a comprehensive compliance program;
  - continuously improving the systems, tools, and procedures that support effective award management and
  - developing talented and knowledgeable experts in the field of research administration.

# UVM SPONSORED RESEARCH ENTERPRISE

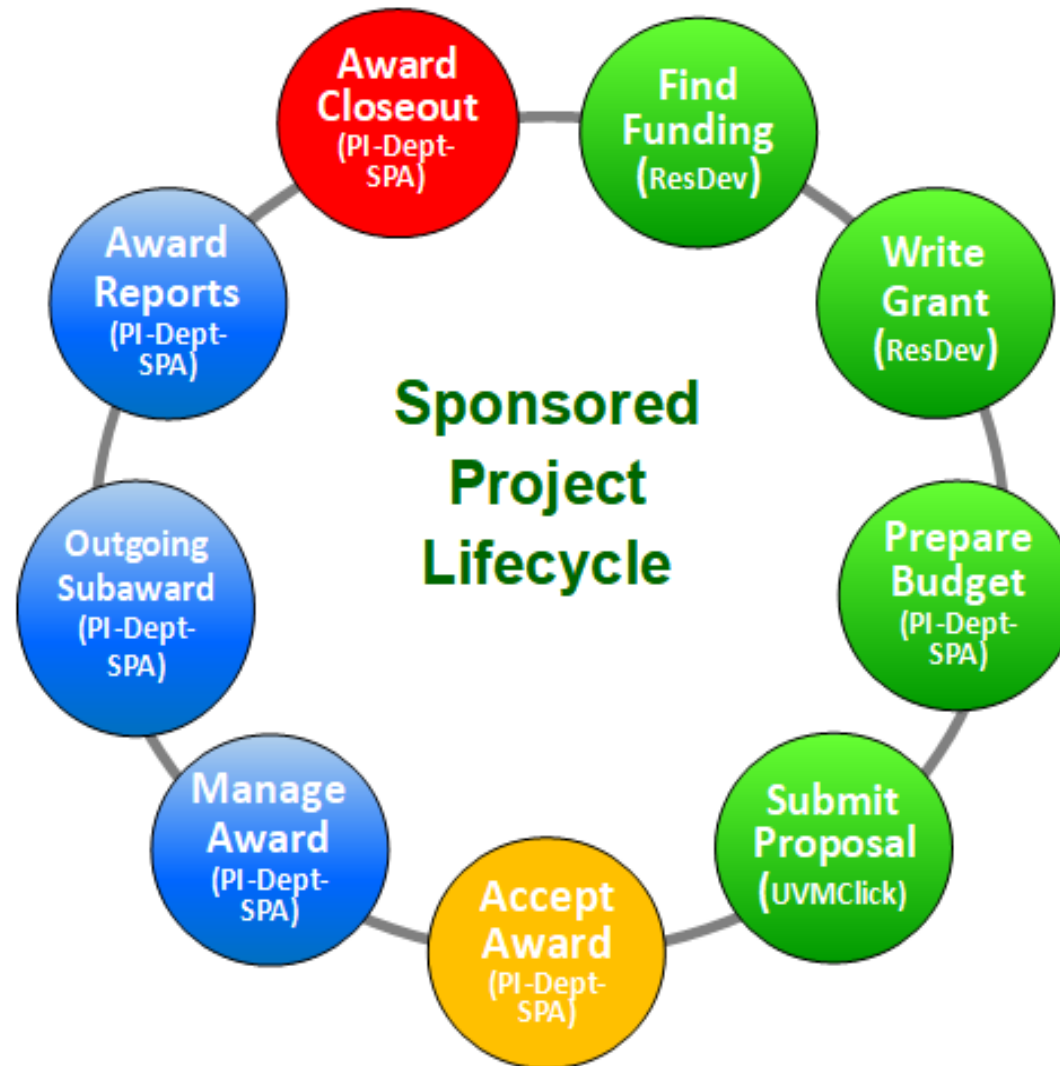
## SPONSORED PROJECT ADMINISTRATION

Customer  
Service

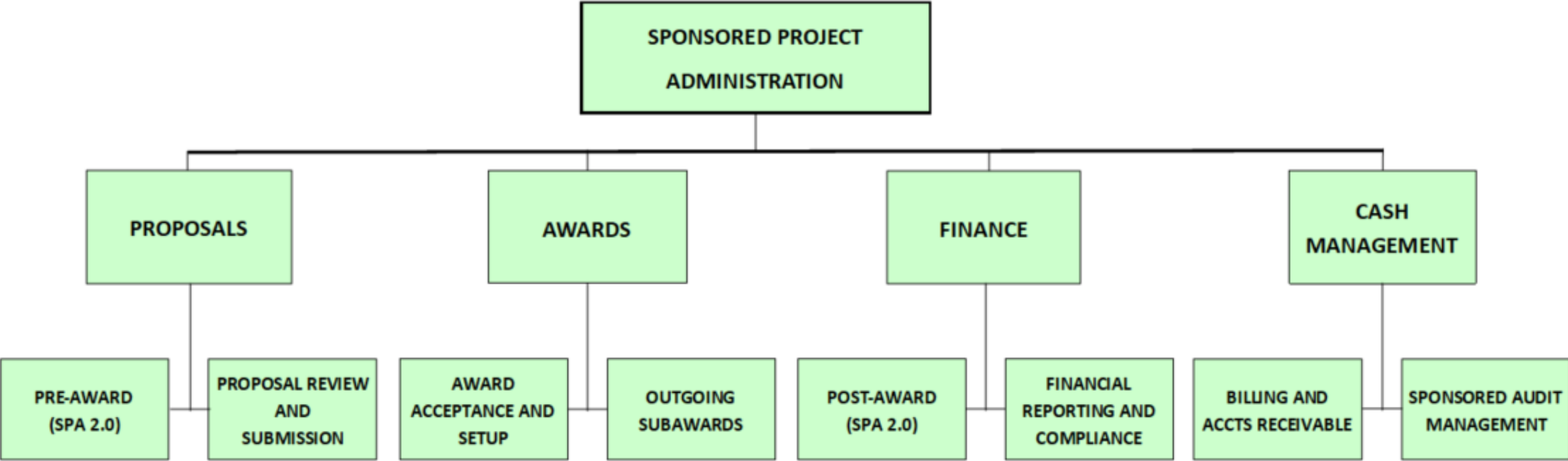
Compliance



# Sponsored Project Administration



# SPA Org Chart



# UVM INNOVATIONS

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Enabling the commercialization of technologies that benefit our society

# OUR SERVICES

- Managing Invention Disclosures
- IP Protection & Advising
- Innovation Training Programs
- Funding Opportunities
- Licensing & Startup Mentorship

# THE TEAM



Corine Farewell  
Director of UVM Innovations  
[Corine.Farewell@med.uvm.edu](mailto:Corine.Farewell@med.uvm.edu)



Kerry Swift  
Technology Licensing Officer  
[Kerry.Swift@med.uvm.edu](mailto:Kerry.Swift@med.uvm.edu)



Jesse Stein  
Technology Licensing Officer



Tina Thornton  
Faculty Entrepreneurship Lead  
[Tina.Thornton@med.uvm.edu](mailto:Tina.Thornton@med.uvm.edu)



Richard Gomez  
IP & Business Manager  
[Richard.Gomez@med.uvm.edu](mailto:Richard.Gomez@med.uvm.edu)



Mollie David  
Student Entrepreneurship Lead  
[Mollie.Davis@uvm.edu](mailto:Mollie.Davis@uvm.edu)



Waseya Lawton  
Program Coordinator  
[Waseya.Lawton@uvm.edu](mailto:Waseya.Lawton@uvm.edu)



## Invention Disclosures & Intellectual Property

The formal commercialization process begins when you submit a confidential Invention Disclosure.

Following, our office will work with you to determine the best IP strategy and commercialization path for your invention.

We encourage you to connect with UVM Innovation early in your journey. This will guide next steps and preserve your options for protecting and commercializing Intellectual Property.



## Technology Development & Commercialization

- We do preliminary market assessments; these help guide technology development needs
- Identify programs and funding to accelerate the technology development process
- Guide you through establishing relationships with industry partners and developing license agreements
- Startups: We provide the support and resources to ensure every startup is equipped with the necessary connections, skills, and expertise to be successful



## Innovation Programs

- Academic Research Commercialization (ARC)
- NSF's Innovation Corps (I-Corps™)
- UVM I-Trep Program



## Funding Opportunities

- UVM Ventures Fund
- SPARK-VT
- SBIR/STTR Seed Fund
- NSF & NIH Grant Funding



# Contact Us

## UVM INNOVATIONS

E : [innovate@uvm.edu](mailto:innovate@uvm.edu)

P : 802-656-8780

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105 Carrigan Drive  
Burlington, VT 05405

[www.uvminnovations.com](http://www.uvminnovations.com)

