

Faculty/Principal Investigator

Research Onboarding Checklist

Before you propose to conduct research (pre award)

To submit proposals to an external sponsor:

<input type="checkbox"/>	Complete Responsible Conduct of Research (RCR) training	https://www.k-state.edu/comply/rcr/				
<input type="checkbox"/>	Complete KSU Export Control Compliance (ECCP) training	https://www.k-state.edu/comply/ecp/				
<input type="checkbox"/>	Review K-State Research's "Prepare a Proposal" Resources	https://www.k-state.edu/research/faculty/proposal/				
<input type="checkbox"/>	Identify College of Engineering grant and contract administrators at K-State's Office of PreAward Services.	<p>PreAward Services, 785-532-6804</p> <ul style="list-style-type: none"> Proposal preparation, review, and submission contact: Effie Swanson, effies@ksu.edu Project modification specialist: Cecelia Scaler, cscaler@ksu.edu Zero-dollar contract negotiator: Andra Bardas, abardas@ksu.edu Cayuse SP system administrator: Mollie Robbins, mollierobbins@ksu.edu International engagement; subcontracts, consulting and service agreements: Adassa Roe, adassa@ksu.edu 				
Contact: PreAward Services Kim Rewinkel		<table border="0"> <tr> <td>research@ksu.edu</td> <td>785-532-6804</td> </tr> <tr> <td>krewinkel@ksu.edu</td> <td>785-532-5447</td> </tr> </table>	research@ksu.edu	785-532-6804	krewinkel@ksu.edu	785-532-5447
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Office of Research Development (ORD)

To locate funding sources for your research

<input type="checkbox"/>	Review <i>Research Weekly</i> newsletter (via email), designed to offer a range of resources for those engaged in research, scholarly, and creative activity and discovery at K-State.	<p>New faculty are automatically subscribed to this listserv. Contact the Vice President for Research Office if you are not receiving this weekly email, 785-5325110</p> <p>Newsletter archive: https://www.k-state.edu/research/faculty/news/index.html</p>
<input type="checkbox"/>	Use the <i>Funding Connection Portal</i> to: <ul style="list-style-type: none"> Locate external funding opportunities Search funding opportunities 	https://www.k-state.edu/research/faculty/funding/connection/
<input type="checkbox"/>	Use Pivot Funding Opportunities database to: <ul style="list-style-type: none"> Find worldwide funding opportunities from federal, foundation, and association sources Set up customized funding alerts Claim your research profile 	<p>Pivot login is accessed with K-State eID: https://pivot.proquest.com/funding_main</p>

Faculty/PI Research Onboarding Checklist

<input type="checkbox"/>	Make an appointment with an ORD development director for individual consultation to help identify the best opportunities for your research discipline areas and for advice on and assistance with establishing relationships with sponsor program directors.	Mary Lou Marino, mimmarino@ksu.edu Joel Anderson, janderson@ksu.edu
<input type="checkbox"/>	Review limited submission opportunities and internal processes	https://www.k-state.edu/research/faculty/funding/limited-submissions/
For proposal development assistance		
<input type="checkbox"/>	Consult with ORD development directors for proposal development assistance for individual or group submissions.	Mary Lou Marino, mimmarino@ksu.edu Joel Anderson, janderson@ksu.edu
<input type="checkbox"/>	<p>Contact ORD development directors for assistance with interdisciplinary group coordination for large, complex, and/or multi-institutional or center proposal submissions to include:</p> <ul style="list-style-type: none"> • Locating appropriate collaborative partners from other K-State disciplines as well as external university and industry partners and community stakeholders • Establish a proposal development timeline • Strategic proposal narrative development • Budget development • Broader impacts development • Red team reviews prior to submission to ensure all the proposal pieces and forms a cohesive and compelling story for reviewers. 	<p>Contact the ORD development directors well in advance of the submission deadline.</p> <p>Mary Lou Marino, mimmarino@ksu.edu Joel Anderson, janderson@ksu.edu</p>
<input type="checkbox"/>	Find research events and training	https://www.k-state.edu/research/faculty/events/
<input type="checkbox"/>	Find a tutorial library for research (K-State eID required for access)	https://www.k-state.edu/research/faculty/training-tutorials/index.html
Contact: Office of Research Development		ord@ksu.edu 785-532-6195

Industry Collaboration

To foster research relationships with **industry sponsors**

<input type="checkbox"/>	Review the K-State Research "Industry Collaboration" site for resources and assistance in navigating relationships and agreements with industry sponsors.	https://www.k-state.edu/research/industry/faculty/
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Regulatory Actions Prior to Beginning Research (as applicable)

Conflicts of Interest (COI)

To disclose outside activity for potential conflicts of interest management

<input type="checkbox"/>	Review K-State's COI policies and requirements. Complete and submit the COI form.	https://www.k-state.edu/conflict/
Contact: Office of the Provost		785-532-6224

University Research Compliance Office (URCO) To meet research regulations and navigate compliance		
<input type="checkbox"/>	Find research compliance information, guidance, and training for: <ul style="list-style-type: none"> Regulatory compliance updates Research on human subjects Research involving laboratory animal care and use Research that uses recombinant or synthetic nucleic acid molecules or biohazardous materials Institutional biosafety programs Export control program Responsible conduct of research Controlled unclassified information (CUI) Dual use research of concern Federal foreign disclosure reporting PHS financial conflict of interest 	https://www.k-state.edu/comply/index.html comply@ksu.edu 785-532-3224
Human Subjects Research (IRB) If your work involves human research subjects		
<input type="checkbox"/>	Review the Institutional Review Board (IRB) website and the Standard Operating Procedures and Assurances for policies, training requirements, and other information related to human subjects.	IRB website: https://www.k-state.edu/comply/irb/ IRB training: https://www.k-state.edu/comply/irb/training/index.html
<input type="checkbox"/>	Contact URCO for assistance in preparing an IRB application and related activities.	Forms: https://www.k-state.edu/comply/irb/forms/index.html
Contact: Heath Ritter		hlr@ksu.edu 785-532-3234
Animal Care and Use (IACUC) If your work involves animal subjects		
<input type="checkbox"/>	Review the Institutional Animal Care and Uses Committee (IACUC) website for policies, training requirements, and other information, related to the care and use of vertebrate animals.	IACUC website: https://www.k-state.edu/comply/iacuc/ IACUC training: https://www.k-state.edu/comply/iacuc/training/index.html
<input type="checkbox"/>	Contact URCO for assistance in preparing an IACUC protocol application and related activities.	Forms: https://www.k-state.edu/comply/iacuc/forms/index.html
Contact: Megan Trapp		moore5@ksu.edu 785-532-3233
Institutional Biosafety Committee (IBC) If your work involves microbiological agents, recombinant or synthetic nucleic acids, or toxins of biological origin, or any BSL-1 work		
<input type="checkbox"/>	Review the IBC website and the Standard Operating Procedures for policies, for lab inspection program information, training requirements, and other information related to institutional biosafety.	IBC website: https://www.k-state.edu/comply/ibc/ IBC training: https://www.k-state.edu/comply/ibc/training/index.html
<input type="checkbox"/>	Contact URCO for assistance in preparing an IACUC protocol application and related activities.	Forms: https://www.k-state.edu/comply/ibc/forms/index.html
Contact: Greg Peterson		gjpeters@ksu.edu 785-532-3243

Export Controls Compliance Program (ECCP) If your work involves anything that is restricted by federal export control laws and regulations		
<input type="checkbox"/>	Review policies, procedures, training requirements, and more on the Export Controls Compliance Program website	ECCP website: https://www.k-state.edu/comply/ecp/ ECCP Training: https://www.k-state.edu/comply/ecp/training/index.html
<input type="checkbox"/>	Contact and work with ECCP to implement a Technology Control Plan (TCP) to manage export controlled research	https://www.k-state.edu/comply/ecp/forms/technology-control-plan-template.pdf
Contact: Rose Ndegwa		rndegwa@ksu.edu 785-532-3224
If your work involves Controlled Unclassified Information (CUI)		
<input type="checkbox"/>	Review the information, guidance, policies, and actions related to Controlled Unclassified Information.	https://www.k-state.edu/research/faculty/proposal/budgets/info-security.html
<input type="checkbox"/>	Contact URCO to determine the appropriate system/technology solution to secure and store CUI data.	Federal contracts/awards requiring CUI information controls must utilize secure technology systems. CUI website: https://www.k-state.edu/comply/controlled-unclassified-information.html
<input type="checkbox"/>	Find guidance on CUI funds that should be added to proposal budgets.	https://www.k-state.edu/research/faculty/proposal/budgets/info-security.html
Contact: Cheryl Doerr		cui@ksu.edu 785-532-2318

Environment, Health, and Safety (EHS) If you work in a laboratory or your work involves hazardous materials, radiation, or lasers		
<input type="checkbox"/>	Contact Jeff Gibisch, the college's Facilities Manager, for college-related safety questions. Jeff advises on appropriate procedures and guidelines for environment, health, and safety.	Jeff Gibisch, jjgibisch@k-state.edu , 785-532-5474
<input type="checkbox"/>	Review university information and guidelines	EHS website: https://www.k-state.edu/safety/
<input type="checkbox"/>	Forms, requests, and training	Forms: https://www.k-state.edu/safety/forms/ Training: https://www.k-state.edu/safety/training/
Contact: Department of Environmental Health and Safety		safety@ksu.edu 785-532-5856

After you receive an award (post award)

Sponsored Programs Accounting Office

To manage fiscal responsibilities for research

<input type="checkbox"/>	<p>Become familiar with Sponsored Programs Accounting Office and post award procedures</p>	<p>The Sponsored Programs Accounting Office works with your department's accountant or business manager to provide fiscal administration services for grants and contracts:</p> <ul style="list-style-type: none"> • Invoicing and financial reporting to sponsors • Review of expenditures for compliance with federal and other sponsor guidelines and regulations • Monitoring of subawards • Maintenance of effort reporting and cost sharing systems <p>Website: https://www.k-state.edu/finsvcs/sponsoredprograms/ Post Award Procedures :https://www.k-state.edu/finsvcs/sponsoredprograms/</p>
<p>Contact: Sponsored Programs Accounting</p>		<p>Pam Barrett 785-532-6207</p>

Procurement Services

To purchase items for your research or submit travel and expense reports

<input type="checkbox"/>	<p>Review the K-State procurement processes and policies. Work with your department's sponsored projects business manager or accountant to purchase items for your research.</p>	<p>Purchasing website: https://www.k-state.edu/finsvcs/purchasing/</p> <p>Review award terms and conditions as they may vary from K-State's purchasing guidelines.</p> <p>Purchases over \$10,000 require competitive bidding by K-State Purchasing.</p> <p>Consulting agreements are processed through K-State Purchasing.</p>
<input type="checkbox"/>	<p>Review the guidelines on airfare, car rental, hotel reservation, receipt requirements, etc. before traveling on K-State business, Work with your department's sponsored projects business manager or accountant for travel related to research.</p>	<p>Travel website: https://www.k-state.edu/travel/ Research travel policy: https://www.k-state.edu/policies/ppm/6400/6410.html#.160</p> <p>All out of state travel requires submission of an Out of State Travel request for prior to travel.</p> <p>Fly America Act requires use of US air carriers when paying for travel on federal funds. If considering a non-US air carrier, contact SPA or department accountant BEFORE booking travel.</p> <p>Submit expense reports as soon as you return in order to receive a timely reimbursement.</p>
<p>Contact: Dept Accountant or Business Manager</p>		

Project Modifications		
To submit requests to an external sponsor:		
<input type="checkbox"/>	Review sponsor requirements for project modifications in your research agreement: <ul style="list-style-type: none"> Time extension Budget revision Carryover of funds Change in PI Request for expanded authorities Other terms & conditions 	Final sponsored research agreements and contracts can be found in Cayuse SP, https://www.k-state.edu/research/faculty/research-administration/index.html
<input type="checkbox"/>	Initiate modification development through ERGP Grant Specialist, Kim Rewinkel, or PreAwards to initiate proposal preparation services. Some department accountants may also assist.	Engineering's Proposal Support Services and Proposal Development FAQs, https://www.engg.ksu.edu/ergp/fundinginfo/resources/
<input type="checkbox"/>	To establish a spending account prior to K-State final award acceptance, submit an overdraft request through Cayuse SP.	Sponsor confirmation of a pending award is required for an overdraft account. For assistance, first meet with your department accountant.
Contact: Kim Rewinkel PreAward Services		krewinkel@ksu.edu research @ksu.edu 785-532-5447 785-532-6804

Effort Reporting		
To report your effort as a Principal Investigator		
<input type="checkbox"/>	Review effort reporting requirements. Effort reporting is completed at end of each semester for employees with time directly charged or cost-shared on a federally-sponsored project.	Reports are sent to your department accountant to coordinate certification Effort reporting resources: https://www.k-state.edu/finsvcs/sponsoredprograms/effortrptg/
Contact: Dept Accountant or Business Manager		

K-State Research Foundation (KSURF)		
To commercialize your inventions while at K-State		
<input type="checkbox"/>	Contact KSURF to discuss previously filed patents, current involvement in start-up companies, or if you intend to utilize pre-existing intellectual property in your work at K-State.	KSURF works with faculty to report inventions for licensing and commercialization in order to secure intellectual property rights. Report an invention: https://www.k-state.edu/research/industry/faculty/commercialization/invention.html
Contact: Chris Brandt		tech-transfer@ksu.edu 785-532-5720