KANSAS STATE UNIVERSITY | Carl R. Ice College of Engineering

Faculty/Principal Investigator
Research Onboarding Checklist

Before you propose to conduct research (pre award)

To **submit proposals** to an external sponsor:	
☐ Complete Responsible Conduct of Research (RCR) training	https://www.k-state.edu/comply/rcr/
☐ Complete KSU Export Control Compliance (ECCP) training	https://www.k-state.edu/comply/ecp/
☐ Review K-State Research's "Prepare a Proposal" Resources	https://www.k-state.edu/research/faculty/proposal/
☐ Meet with **ERGP grant specialist** for assistance with proposal preparation and for advice and information based on extensive experience with funding agencies and the submission process. For the best outcome and to take advantage of the value-added services available, contact the grant specialist as early as possible in the proposal or pre-proposal process.	Kim Rewinkel, grant specialist, Engineering Research and Graduate Programs office, krewinkel@ksu.edu, 785-532-5447. College research FAQs: Proposal support services, Proposal development, Proposal preparation, Budget: https://engg.ksu.edu/research/activities/faq/
☐ Identify College of Engineering grant and contract administrators at K-State's **Office of PreAward Services.**	PreAward Services, 785-532-6804 - Proposal preparation, review, and submission: Bailey Starns, grants specialist for the engineering college, bjstarns@ksu.edu - Project modification manager: Cecelia Scaler, cscaler@ksu.edu - Budget modification administrator: Tim McDaniel, tnm8659@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: Ryanne Rahjes, ryanne@ksu.edu

Contact: PreAward Services	research@ksu.edu	785-532-6804
Kim Rewinkel	krewinkel@ksu.edu	785-532-5447

Office of Research Development (ORD)
To **locate funding** sources for your research

☐ Review *Research Weekly* newsletter (via email), designed to offer a range of resources for those engaged in research, scholarly, and creative activity and discovery at K-State.	New faculty are automatically subscribed to this listserv. Contact the Vice President for Research Office if you are not receiving this weekly email, 785-532-5110 Newsletter archive: https://www.k-state.edu/research/faculty/news/index.html

☐	Use the *Funding Connection Portal* to: • Locate external funding opportunities • Search funding opportunities	https://www.k-state.edu/research/faculty/funding/connection/
☐	Utilize grants.gov and agency funding opportunity sites to find federal funding opportunities. Subscribe and customize funding notification emails from grants.gov.	• grants.gov • grants.gov – manage subscriptions • NSF Active Funding Opportunities • DOE Funding Opportunity Announcements • NIH Funding Opportunities • USDA Funding Opportunities
☐	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, mlmarino@ksu.edu Joel Anderson, jdanderson@ksu.edu
☐	Review limited submission opportunities and internal processes	https://www.k-state.edu/research/faculty/funding/limited-submissions/

For **proposal and research development** assistance		
☐	Consult with ORD development directors for proposal development assistance for individual or group submissions.	Mary Lou Marino, mlmarino@ksu.edu Joel Anderson, jdanderson@ksu.edu College research FAQs, Proposal development: https://engg.ksu.edu/research/activities/faq/
☐	Contact ORD development directors for assistance with interdisciplinary group coordination for large, complex, and/or multi-institutional or center proposal submissions to include: • 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.	Contact the ORD development directors well in advance of the submission deadline. Mary Lou Marino, mlmarino@ksu.edu Joel Anderson, jdanderson@ksu.edu
☐	Find research events and training	https://www.k-state.edu/research/faculty/events/
☐	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		
☐	Find the resources for developing relationships with industry partners, and explore K-State's industry collaboration portal which has information for companies to discover opportunities and establish partnerships with K-State.	• Resources for developing relationships with industry partners • Industry collaboration • Working with Industry Boot Camp
	Contact: Katie Small, K-State Innovation Partners	ksmall@ksu.edu	785-532-3940

Regulatory Actions Prior to Beginning Research (as applicable)

Conflicts of Interest (COI)
To **disclose outside activity** for potential conflicts of interest management

☐	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

☐	Find research compliance information, guidance, and training for: • 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**

☐	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
☐	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**

☐	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
☐	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

☐	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
☐	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

☐	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
☐	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: Lisa Brummett	lmbrumme@ksu.edu	785-532-3224

If your work involves Controlled Unclassified Information (CUI)

☐	Review the information, guidance, policies, and actions related to Controlled Unclassified Information.	https://www.k-state.edu/research/faculty/proposal/budgets/info-security.html
☐	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/research/faculty/proposal/budgets/cui.html
☐	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: Jonathan Snowden	cui@ksu.edu	785-532-3261

Environment, Health, and Safety (EHS)

If you work in a laboratory or your work involves hazardous materials, radiation, or lasers

☐	Contact Ryan Zecha, the college's Facilities Manager, for college-related safety questions. Ryan advises on appropriate procedures and guidelines for environment, health, and safety.	Ryan Zecha, rzecha@k-state.edu, 785-532-5474
☐	Review university information and guidelines	EHS website: https://www.k-state.edu/safety/
☐	Forms, requests, and training	Forms: https://www.k-state.edu/safety/forms/ Training: https://www.k-state.edu/safety/training/
Contact: 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

☐	Become familiar with Sponsored Programs Accounting Office and post award procedures	The Sponsored Programs Accounting Office works with your department's accountant or business manager to provide fiscal administration services for grants and contracts: • 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 Website: https://www.k-state.edu/finsvcs/sponsoredprograms/ College research FAQs, Managing your award: https://engg.ksu.edu/research/activities/faq/	
Contact: Sponsored Programs Accounting		Deanna Bond, dmb8155@ksu.edu	785-532-1867

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

☐	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.	Purchasing website: https://www.k-state.edu/finsvcs/purchasing/ • Review award terms and conditions as they may vary from K-State's purchasing guidelines. • Purchases over $10,000 require competitive bidding by K-State Purchasing. • Consulting agreements are processed through K-State Purchasing.	
☐	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.	Travel website: https://www.k-state.edu/travel/ • Research travel policy: https://www.k-state.edu/policies/ppm/6400/6410.html#.160 • All out of state travel requires submission of an Out of State Travel request for prior to travel. • 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. • Submit expense reports as soon as you return in order to receive a timely reimbursement.	
Contact: Dept Accountant or Business Manager			

Project Modifications
To **submit requests** to an external sponsor:

☐	Review sponsor requirements for project modifications in your research agreement: • 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
☐	Contact PreAwards to initiate proposal preparation services. Some department accountants may also assist.	• Project modification manager: Cecelia Scaler, cscaler@ksu.edu • Budget modification administrator: Tim McDaniel, tnm8659@ksu.edu
☐	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 or contact Bailey Starns,
Contact: PreAward Services	research @ksu.edu	785-532-6804

Effort Reporting
To report your **effort as a Principal Investigator**

☐	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

☐	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.	Understand the commercialization process: https://www.k-state.edu/research/faculty/other-resources/ip-inventions/ Report an invention: https://www.k-state.edu/research/industry/faculty/commercialization/invention.html
Contact: Chris Brandt	tech-transfer@ksu.edu	785-532-5720