# 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/](https://www.k-state.edu/comply/rcr/) |
| Complete KSU Export Control Compliance (ECCP) training | [https://www.k-state.edu/comply/ecp/](https://www.k-state.edu/comply/ecp/) |
| Review K-State Research's “Prepare a Proposal” Resources | [https://www.k-state.edu/research/faculty/proposal/](https://www.k-state.edu/research/faculty/proposal/) |
| 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 contact: Effie Swanson, [effies@ksu.edu](mailto:effies@ksu.edu)
- Project modification specialist: Cecelia Scaler, [cscaler@ksu.edu](mailto:cscaler@ksu.edu)
- Zero-dollar contract negotiator: Andra Bardas, [abardas@ksu.edu](mailto:abardas@ksu.edu)
- Cayuse SP system administrator: Mollie Robbins, [mollierobbins@ksu.edu](mailto:mollierobbins@ksu.edu)
- International engagement; subcontracts, consulting and service agreements: Adassa Roe, [adassa@ksu.edu](mailto:adassa@ksu.edu) |

**Contact:** PreAward Services  
Kim Rewinkel  
research@ksu.edu  
krewinkel@ksu.edu  
785-532-6804  
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, 785-5325110  
Newsletter archive: [https://www.k-state.edu/research/faculty/news/index.html](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/](https://www.k-state.edu/research/faculty/funding/connection/) |
| Use Pivot Funding Opportunities database to:  
  - Find worldwide funding opportunities from federal, foundation, and association sources  
  - Set up customized funding alerts  
  - Claim your research profile | Pivot login is accessed with K-State eID: [https://pivot.proquest.com/funding_main](https://pivot.proquest.com/funding_main) |
### Faculty/PI Research Onboarding Checklist

<table>
<thead>
<tr>
<th>Task</th>
<th>Contact</th>
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| 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/](https://www.k-state.edu/research/faculty/funding/limited-submissions/) |
| For proposal 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 |
| Contact ORD development directors for assistance with interdisciplinary group coordination for large, complex, and/or multi-institutional or center proposal submissions to include: | Contact the ORD development directors well in advance of the submission deadline.  
Mary Lou Marino, mlmarino@ksu.edu  
Joel Anderson, jdanderson@ksu.edu |
| • 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. |                          |
| Find research events and training                                    | [https://www.k-state.edu/research/faculty/events/](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](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**

- 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/](https://www.k-state.edu/research/industry/faculty/)

### 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/](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

<table>
<thead>
<tr>
<th>Find research compliance information, guidance, and training for:</th>
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<tbody>
<tr>
<td>• Regulatory compliance updates</td>
</tr>
<tr>
<td>• Research on human subjects</td>
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<tr>
<td>• Research involving laboratory animal care and use</td>
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<tr>
<td>• Research that uses recombinant or synthetic nucleic acid molecules or biohazardous materials</td>
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<td>• Institutional biosafety programs</td>
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<td>• Export control program</td>
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<tr>
<td>• Responsible conduct of research</td>
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<tr>
<td>• Controlled unclassified information (CUI)</td>
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<td>• Dual use research of concern</td>
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<td>• Federal foreign disclosure reporting</td>
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<tr>
<td>• PHS financial conflict of interest</td>
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<tr>
<td><a href="https://www.k-state.edu/comply/index.html">https://www.k-state.edu/comply/index.html</a></td>
</tr>
<tr>
<td><a href="mailto:comply@ksu.edu">comply@ksu.edu</a></td>
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<tr>
<td><a href="">785-532-3224</a></td>
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</tbody>
</table>

Human Subjects Research (IRB)
If your work involves human research subjects

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRB website: <a href="https://www.k-state.edu/comply/irb/">https://www.k-state.edu/comply/irb/</a></td>
</tr>
<tr>
<td>IRB training: <a href="https://www.k-state.edu/comply/irb/training/index.html">https://www.k-state.edu/comply/irb/training/index.html</a></td>
</tr>
<tr>
<td>Contact URCO for assistance in preparing an IRB application and related activities.</td>
</tr>
<tr>
<td>Forms: <a href="https://www.k-state.edu/comply/irb/forms/index.html">https://www.k-state.edu/comply/irb/forms/index.html</a></td>
</tr>
<tr>
<td><strong>Contact:</strong> Heath Ritter <a href="mailto:hlr@ksu.edu">hlr@ksu.edu</a> <a href="">785-532-3234</a></td>
</tr>
</tbody>
</table>

Animal Care and Use (IACUC)
If your work involves animal subjects

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IACUC website: <a href="https://www.k-state.edu/comply/iacuc/">https://www.k-state.edu/comply/iacuc/</a></td>
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<tr>
<td>IACUC training: <a href="https://www.k-state.edu/comply/iacuc/training/index.html">https://www.k-state.edu/comply/iacuc/training/index.html</a></td>
</tr>
<tr>
<td>Contact URCO for assistance in preparing an IACUC protocol application and related activities.</td>
</tr>
<tr>
<td>Forms: <a href="https://www.k-state.edu/comply/iacuc/forms/index.html">https://www.k-state.edu/comply/iacuc/forms/index.html</a></td>
</tr>
<tr>
<td><strong>Contact:</strong> Megan Trapp <a href="mailto:moore5@ksu.edu">moore5@ksu.edu</a> <a href="">785-532-3233</a></td>
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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

<table>
<thead>
<tr>
<th>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.</th>
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<tbody>
<tr>
<td>IBC website: <a href="https://www.k-state.edu/comply/ibc/">https://www.k-state.edu/comply/ibc/</a></td>
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<tr>
<td>IBC training: <a href="https://www.k-state.edu/comply/ibc/training/index.html">https://www.k-state.edu/comply/ibc/training/index.html</a></td>
</tr>
<tr>
<td>Contact URCO for assistance in preparing an IACUC protocol application and related activities.</td>
</tr>
<tr>
<td>Forms: <a href="https://www.k-state.edu/comply/ibc/forms/index.html">https://www.k-state.edu/comply/ibc/forms/index.html</a></td>
</tr>
<tr>
<td><strong>Contact:</strong> Greg Peterson <a href="mailto:gipeters@ksu.edu">gipeters@ksu.edu</a> <a href="">785-532-3243</a></td>
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</table>
Export Controls Compliance Program (ECCP)
If your work involves anything that is restricted by federal export control laws and regulations

<table>
<thead>
<tr>
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</table>
| Review policies, procedures, training requirements, and more on the Export Controls Compliance Program website | ECCP website: [https://www.k-state.edu/comply/ecp/](https://www.k-state.edu/comply/ecp/)  
ECCP Training: [https://www.k-state.edu/comply/ecp/training/index.html](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](https://www.k-state.edu/comply/ecp/forms/technology-control-plan-template.pdf) |

**Contact:** Rose Ndegwa  
**Email:** mndegwa@ksu.edu  
**Phone:** 785-532-3224

If your work involves Controlled Unclassified Information (CUI)

<table>
<thead>
<tr>
<th>Task</th>
<th>Information</th>
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<tbody>
<tr>
<td>Review the information, guidance, policies, and actions related to Controlled Unclassified Information.</td>
<td><a href="https://www.k-state.edu/research/faculty/proposal/budgets/info-security.html">https://www.k-state.edu/research/faculty/proposal/budgets/info-security.html</a></td>
</tr>
</tbody>
</table>
| 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](https://www.k-state.edu/comply/controlled-unclassified-information.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](https://www.k-state.edu/research/faculty/proposal/budgets/info-security.html) |

**Contact:** Cheryl Doerr  
**Email:** cui@ksu.edu  
**Phone:** 785-532-2318

Environment, Health, and Safety (EHS)
If you work in a laboratory or your work involves hazardous materials, radiation, or lasers

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>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.</td>
<td>Jeff Gibisch, <a href="mailto:jgibisch@k-state.edu">jgibisch@k-state.edu</a>, 785-532-5474</td>
</tr>
<tr>
<td>Review university information and guidelines</td>
<td>EHS website: <a href="https://www.k-state.edu/safety/">https://www.k-state.edu/safety/</a></td>
</tr>
</tbody>
</table>
| Forms, requests, and training                                         | Forms: [https://www.k-state.edu/safety/forms/](https://www.k-state.edu/safety/forms/)  
Training: [https://www.k-state.edu/safety/training/](https://www.k-state.edu/safety/training/) |

**Contact:** Department of Environmental Health and Safety  
**Email:** safety@ksu.edu  
**Phone:** 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/](https://www.k-state.edu/finsvcs/sponsoredprograms/)
  - Post Award Procedures: [https://www.k-state.edu/finsvcs/sponsoredprograms/](https://www.k-state.edu/finsvcs/sponsoredprograms/)

**Contact:** Sponsored Programs Accounting  
**Pam Barrett**  
**785-532-6207**

#### 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/](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/](https://www.k-state.edu/travel/)

  **Research travel policy:** [https://www.k-state.edu/policies/ppm/6400/6410.html#160](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

- Initiate modification development through ERGP Grant Specialist, Kim Rewinkel, or PreAwards to initiate proposal preparation services. Some department accountants may also assist.

- To establish a spending account prior to K-State final award acceptance, submit an **overdraft** request through Cayuse SP.

**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**

- 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.

**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.

**Contact:** Chris Brandt  
tech-transfer@ksu.edu  
785-532-5720

Final sponsored research agreements and contracts can be found in Cayuse SP, [https://www.k-state.edu/research/faculty/research-administration/index.html](https://www.k-state.edu/research/faculty/research-administration/index.html)  
Engineering’s Proposal Support Services and Proposal Development FAQs, [https://www.engg.ksu.edu/ergp/fundinginfo/resources/](https://www.engg.ksu.edu/ergp/fundinginfo/resources/)  
Sponsor confirmation of a pending award is required for an overdraft account. For assistance, first meet with your department accountant.