## A G E N D A
### ERGP Research Orientation for New Faculty
**Wednesday, August 21, 2019 – 10:00 a.m. to 1:00 p.m.**
**Carl and Mary Ice Conference Room**
**1139 Engineering Hall**

<table>
<thead>
<tr>
<th>Time*</th>
<th>Topic</th>
<th>Presenter(s)</th>
<th>Department/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 a.m.</td>
<td>Welcome and Introductions</td>
<td>Stacy Hutchinson, Associate Dean of Research</td>
<td>Engineering Research and Graduate Programs (ERGP)</td>
</tr>
<tr>
<td>10:15 a.m.</td>
<td>Finding funding, research development and other VPR services and resources</td>
<td>Mary Lou Marino, Director Joel Anderson, Director</td>
<td>Office of Research Development (ORD)</td>
</tr>
<tr>
<td>10:45 a.m.</td>
<td>University Research Compliance</td>
<td>Cheryl Doerr, Associate Vice President-Research Compliance</td>
<td>University Research Compliance</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>Post Award Management</td>
<td>Roger McBride, Assistant Director IV Pam Barrett, Grant Accountant III</td>
<td>Business and Financial Services - Division of Financial Services - Sponsored Programs Accounting (SPA)</td>
</tr>
<tr>
<td>11:15 a.m.</td>
<td>Proposal Preparation, K-State Preaward Processes and Cayuse SP</td>
<td>Kim Rewinkel, Grant Specialist</td>
<td>Engineering Research and Graduate Programs (ERGP)</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>Environment, Health and Safety College Facilities</td>
<td>Jeff Gibisch, Facilities Manager</td>
<td>Carl R. Ice College of Engineering</td>
</tr>
<tr>
<td>11:45 a.m.</td>
<td>Wrap up and Q&amp;A</td>
<td>Carole Lovin, Research Administrator</td>
<td>Engineering Research and Graduate Programs (ERGP)</td>
</tr>
<tr>
<td>12 – 1 p.m.</td>
<td>Lunch and Networking</td>
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</table>

*times are approximate
ERGP Resources and Services for New Faculty

Research and Sponsored Projects Proposal Support
ERGP offers proposal preparation and development support for the Carl R. Ice College of Engineering. Services include solicitation guidance and services for non-technical/non-science components such as developing budgets, budget justifications, biographical sketches and other administrative requirements of a sponsor solicitation. Frequently asked questions such as ERGP proposal support services can be found here. Grants specialist Kim Rewinkel (krewinkel@ksu.edu, 532-5447) is your first contact for ERGP proposal preparation services. ERGP research administrator Carole Lovin (clovin@ksu.edu, 532-5463) assists with research and proposal development, coordinates the Tenure-Track Faculty Network (TTFN) and maintains the preaward administration functions for the college.

Monthly Tenure-track Faculty Network Meetings
ERGP hosts monthly lunch meetings to introduce programs, services and offices at K-State related to proposal development and administering of awarded projects. These meetings are open to tenure-track faculty as well as tenured faculty in their first year with the college. The first meeting will be “Breakfast with the Dean” on Friday, September 6. An invitation for this event will be sent out soon. We are currently lining up presenters and panelists for the other fall meetings planned for 11:30 a.m. – 1:00 p.m. on the following Wednesdays: October 9, November 13 and December 11. You can find the topics in previous years here.

Award Transfers to K-State
If you plan to transfer current research projects to K-State, please contact your sponsor program manager and notify your current institution, if you have not done so already. Check to see if the sponsored research office at your institution has award transfer guidelines and checklist. Your department head at K-State engineering may also provide you instructions on departmental processes for transferring projects. Let Kim know if assistance is needed for award transfers. Please note that transferring awards to K-State can often take months to complete.

Pivot Funding Database and Profile
K-State pays a subscription fee to access the Pivot funding database. The database contains funding opportunities from many different sources including federal agencies, private foundations, international organizations, and more. We encourage you to claim your profile in Pivot and select keywords. This information is very important for potential collaborative research and funding opportunities. You can also create a customized funding notice. Many screens have brief 2-6 minute tutorial videos that are helpful and there is also a Pivot YouTube channel for very short tutorials. Pivot training sessions are being planned and will be hosted by the College of Arts and Sciences.
# Faculty/Principal Investigator

## Research Onboarding Checklist

### Before you propose to conduct research (pre-award)

#### To submit proposals to an external sponsor:

<table>
<thead>
<tr>
<th>Task</th>
<th>Contact Information</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Complete Responsible Conduct of Research (RCR) training</td>
<td>PreAward Services, 785-532-6804</td>
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</tr>
<tr>
<td>Complete KSU Export Control Compliance (ECCP) training</td>
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<tr>
<td>Review K-State Research’s “Prepare a Proposal” Resources</td>
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<tr>
<td>Identify College of Engineering grant and contract administrators</td>
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<td>at K-State’s Office of PreAward Services</td>
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<tr>
<td>Contact: PreAward Services</td>
<td><a href="mailto:research@ksu.edu">research@ksu.edu</a></td>
<td>785-532-6804</td>
</tr>
<tr>
<td>Kim Rewinkel</td>
<td><a href="mailto:krewinkel@ksu.edu">krewinkel@ksu.edu</a></td>
<td>785-532-5447</td>
</tr>
<tr>
<td>PreAward Services, 785-532-6804</td>
<td></td>
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<tr>
<td>Proposal preparation, review, and submission contact: Effie Swanson</td>
<td></td>
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<td>Project modification specialist: Cecelia Scaler,</td>
<td></td>
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<tr>
<td><a href="mailto:abardas@ksu.edu">abardas@ksu.edu</a></td>
<td></td>
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<td>Zero-dollar contract negotiator: Andra Bardas,</td>
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<td>Cayuse SP system administrator: Mollie Robbins,</td>
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<td>International engagement, subcontracting, consulting</td>
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<td>and service agreements: Adassa Roe,</td>
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### Office of Research Development (ORD)

#### To locate funding sources for your research:

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<tr>
<th>Task</th>
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<tbody>
<tr>
<td>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.</td>
<td>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: <a href="https://www.k-state.edu/research/faculty/news/index.html">https://www.k-state.edu/research/faculty/news/index.html</a></td>
<td></td>
</tr>
<tr>
<td>Use the Funding Connection Portal to:</td>
<td><a href="https://www.k-state.edu/research/faculty/funding/connection/">https://www.k-state.edu/research/faculty/funding/connection/</a></td>
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<tr>
<td>Use Pivot Funding Opportunities database to:</td>
<td><a href="https://pivot.proquest.com/funding_main">https://pivot.proquest.com/funding_main</a></td>
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<tr>
<td>- Locate external funding opportunities</td>
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<td>- Search funding opportunities</td>
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<td>- Find worldwide funding opportunities from federal, foundation, and association sources</td>
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<td>- Set up customized funding alerts</td>
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<tr>
<td>- Claim your research profile</td>
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<tr>
<td>Task</td>
<td>Description</td>
<td>Contact</td>
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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/ |
| 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/ |
| 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

- 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/ |

**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**

<table>
<thead>
<tr>
<th>Task</th>
<th>Information/Contact Details</th>
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<tbody>
<tr>
<td>Find research compliance information, guidance, and training for:</td>
<td><a href="https://www.k-state.edu/comply/index.html">https://www.k-state.edu/comply/index.html</a>&lt;br&gt;<a href="mailto:comply@ksu.edu">comply@ksu.edu</a>&lt;br&gt;785-532-3224</td>
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<tr>
<td>• Regulatory compliance updates</td>
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<td>• Research on human subjects</td>
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<td>• Research involving laboratory animal care and use</td>
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<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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<td>• Responsible conduct of research</td>
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<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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<td>• PHS financial conflict of interest</td>
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### Human Subjects Research (IRB)

**If your work involves human research subjects**

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<tr>
<th>Task</th>
<th>Information/Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact URCO for assistance in preparing an IRB application and related activities.</td>
<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</td>
<td><a href="mailto:hlr@ksu.edu">hlr@ksu.edu</a>&lt;br&gt;785-532-3234</td>
</tr>
</tbody>
</table>

### Animal Care and Use (IACUC)

**If your work involves animal subjects**

<table>
<thead>
<tr>
<th>Task</th>
<th>Information/Contact Details</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
<td>IACUC website: <a href="https://www.k-state.edu/comply/iacuc/">https://www.k-state.edu/comply/iacuc/</a>  &lt;br&gt;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>
<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</td>
<td><a href="mailto:moore5@ksu.edu">moore5@ksu.edu</a>&lt;br&gt;785-532-3233</td>
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</table>

### Institutional Biosafety Committee (IBC)

**If your work involves microbial agents, recombinant or synthetic nucleic acids, or toxins of biological origin, or any BSL-1 work**

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<tr>
<th>Task</th>
<th>Information/Contact Details</th>
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<tbody>
<tr>
<td>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.</td>
<td>IBC website: <a href="https://www.k-state.edu/comply/ibc/">https://www.k-state.edu/comply/ibc/</a>  &lt;br&gt;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>
<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</td>
<td><a href="mailto:gipeters@ksu.edu">gipeters@ksu.edu</a>&lt;br&gt;785-532-3243</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**

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<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Notes</th>
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</table>
| #1   | 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) |
| #2   | 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  
rmdegwa@ksu.edu  
785-532-3224

### If your work involves **Controlled Unclassified Information (CUI)**

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<th>Step</th>
<th>Description</th>
<th>Notes</th>
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<tr>
<td>#3</td>
<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>
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</table>
| #4   | 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) |
| #5   | 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  
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**

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<tr>
<th>Step</th>
<th>Description</th>
<th>Notes</th>
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<tr>
<td>#6</td>
<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>#7</td>
<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>
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</tbody>
</table>
| #8   | 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  
safety@ksu.edu  
785-532-5856
# After you receive an award (post award)

## Sponsored Programs Accounting Office
**To manage fiscal responsibilities for research**

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<th>Task</th>
<th>Details</th>
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</table>
| 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**

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<tr>
<th>Task</th>
<th>Details</th>
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</table>
| 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. |

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<th>Details</th>
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</table>
| 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

<table>
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<tr>
<th>To submit requests to an external sponsor:</th>
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<tbody>
<tr>
<td>Review sponsor requirements for project modifications in your research agreement:</td>
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<tr>
<td>• Time extension</td>
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<td>• Budget revision</td>
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<td>• Carryover of funds</td>
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<td>• Change in PI</td>
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<tr>
<td>• Request for expanded authorities</td>
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<tr>
<td>• Other terms &amp; conditions</td>
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<tr>
<td>Final sponsored research agreements and contracts can be found in Cayuse SP, <a href="https://www.k-state.edu/research/faculty/research-administration/index.html">https://www.k-state.edu/research/faculty/research-administration/index.html</a></td>
</tr>
<tr>
<td>Initiate modification development through ERGP Grant Specialist, Kim Rewinkel, or PreAwards to initiate proposal preparation services. Some department accountants may also assist.</td>
</tr>
<tr>
<td>Engineering’s Proposal Support Services and Proposal Development FAQs, <a href="https://www.engg.ksu.edu/ergp/fundinginfo/resources/">https://www.engg.ksu.edu/ergp/fundinginfo/resources/</a></td>
</tr>
<tr>
<td>To establish a spending account prior to K-State final award acceptance, submit an <strong>overdraft</strong> request through Cayuse SP.</td>
</tr>
<tr>
<td>Sponsor confirmation of a pending award is required for an overdraft account. For assistance, first meet with your department accountant.</td>
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</tbody>
</table>
| **Contact**: Kim Rewinkel  
PreAward Services  
krewinkel@ksu.edu  
research @ksu.edu  
785-532-5447  
785-532-6804 |

## Effort Reporting

<table>
<thead>
<tr>
<th>To report your effort as a Principal Investigator</th>
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<tbody>
<tr>
<td>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.</td>
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</tbody>
</table>
| Reports are sent to your department accountant to coordinate certification  
Effort reporting resources: [https://www.k-state.edu/finsvcs/sponsoredprograms/effortrptg/](https://www.k-state.edu/finsvcs/sponsoredprograms/effortrptg/) |
| **Contact**: Dept Accountant or Business Manager |

## K-State Research Foundation (KSURF)

<table>
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<tr>
<th>To commercialize your inventions while at K-State</th>
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<tbody>
<tr>
<td>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.</td>
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</table>
| 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](https://www.k-state.edu/research/industry/faculty/commercialization/invention.html) |
| **Contact**: Chris Brandt  
techn-transfer@ksu.edu  
785-532-5720 |
Presenter Bios

ERGP Research Orientation for New Faculty
Wednesday, August 21, 2019 – 10:00 a.m. to 1:00 p.m.
Carl and Mary Ice Conference Room
1139 Engineering Hall

Joel Anderson, Development Director, Office of Research Development
Joel is a Development Director for Kansas State University within the Office of Research Development. Prior to joining KSU, Joel served as a Technical Director and Senior Subject Matter Expert for ManTech International in support of HQMC Intelligence Department and its TENCAP office and Technology and Innovation Directorate; and as the Director for Mosaic ATM, Inc.’s Autonomous Systems Group. From 1984-2010, he served in the United States Marine Corps where he rose in rank from Private to Colonel. Joel served at every operational level of the Marine Corps from Battalion, Regiment, Division, Wing, MEU and MEF; within the Marine Corps supporting establishment, HQMC and on the OUSD-I staff, focusing on supporting efforts to address the complexities of the intelligence community and interagency information management, decision making, talent acquisition, educational and operational environments.

Pam Barrett, Grants Accountant, Sponsored Programs Accounting Office
Pam has been a member of the SPA team for 15 years and has been with the University for over 30 years. Pam is responsible for setting up new awards and continuations received by the College of Engineering. She reviews payment documents for certain expenditures that can be considered red flag items for sponsored projects (foreign travel, computing purchases, contractual under $10,000, food, etc.) and prepares invoicing and financial reporting. Pam is also the point of contact for answering post award questions from departments and sponsors.

Cheryl Doerr, Associate Vice President for Research, Compliance
Dr. Doerr is responsible for oversight of the University’s research compliance programs, including critical areas of animal care and use, human subjects’ research, export controls, and biosafety/biosecurity programs. This responsibility includes the overall operation, effectiveness, and perception of the Institutional Animal Care and Use Committee, the Institutional Review Board, the Institutional Biosafety Committee, and the Dual Use Research Concern Committee. Prior to joining K-State, Cheryl worked as the Compliance Assurance Program Manager at the Department of Homeland Security. Cheryl previously spent more than 10 years at the Department of Defense working on infectious diseases and force health protection, biological weapons treaty compliance, and countering bioterrorism.

Jeff Gibisch, Facilities Manager, College of Engineering
As the college facilities manager, Jeff’s primary roles include managing building upgrade project, building maintenance and college safety. He is the point of contact for initiating new renovation projects and will help guide you through the process with KSU facilities and planning. As the college safety coordinator, Jeff works closely with faculty to ensure university safety standards are met.
Stacy Hutchinson, Associate Dean for Research and Graduate Programs, College of Engineering
In addition to her role as ADR, Dr. Hutchinson is a professor of Biological and Agricultural Engineering. Her research focuses on the development of sustainable water and land management systems. Prior to joining the faculty at Kansas State University in 2000, Dr. Hutchinson worked for the U.S. Environmental Protection Agency. Since joining Kansas State University, she has served as a visiting professor at Ecole d’Ingénieurs Purpan, Toulouse, France in 2009–2010, the Interim Urban Water Institute Director from 2013 to 2015, and a Fulbright Specialist at the National Mining University, Dnipro, Ukraine in 2016. She is an active member of the American Society of Agricultural and Biological Engineers (ASABE) and the American Ecological Engineering Society (AEES). She has an MS and PhD in Civil Engineering from Kansas State University.

Carole Lovin, Research Administrator, Engineering Research and Graduate Programs
Carole works with faculty and the ORD development directors to cultivate research and proposal development, coordinates the Tenure-Track Faculty Network (TTFN) and maintains the preaward administration functions for the college. She is a Certified Research Administrator (CRA) and has served in various research administration roles throughout her time at K-State supporting the offices of PreAward Services, Center for Sustainable Energy (no longer active), K-State Engineering Extension Service, and Center for Hazardous Substance Research.

Mary Lou Marino, Development Director, Office of Research Development
Dr. Marino assists faculty in proposal preparation, particularly large interdisciplinary submissions in her role as Development Director in the Office of Research Development. She also organizes and coordinates groups for large, complex and/or multi-institutional or center proposal submissions, develops goals and objectives, as well as administrative cores and general proposal strategy and logistics. Dr. Marino also organizes information sessions regarding specific grants programs, such as NSF CAREER, and funding agencies.

Roger McBride, Assistant Director, Sponsored Programs Accounting Office
Roger has been a member of the SPA team for 21 years; managing the day to day operations for 18 of those years, and is a Certified Research Administrator (CRA). Besides managing the daily operations of the office, Roger works closely with departments and PreAward Services in budgeting issues when proposals are created and is the point of contact for major awards. He is the contact person for financial audits from sponsors and also coordinates post award trainings as requested by university units.

Kim Rewinkel, Grant Specialist, Engineering Research and Graduate Programs
Kim is the Grant Specialist in the Engineering Research and Graduate Programs office. She works with faculty in K-State Engineering to develop and prepare proposals for submission.
Defense Innovation Market Place:  https://defenseinnovationmarketplace.dtic.mil/

- Communities of Interest:
  - Advanced Electronics
  - Air Platforms
  - Autonomy
  - Biomedical ASBREM: Armed Services Biomedical Research Evaluation and Management (ASBREM)
  - C4I:
  - Counter IED
  - Counter WMD
  - Cyber
  - Electronic Warfare
  - Energy and Power Technologies
  - Engineered Resilient Systems
  - Ground and Sea Platforms
  - Human Systems
  - Materials and Manufacturing Processes
  - Sensors
  - Space
  - Weapons Technologies


- Biological Technologies Office
- Defense Sciences Office
- Information Innovation Office
- Microsystems Technology Office
- Strategic Technology Office
- Tactical Technology Office

https://www.arl.army.mil/www/default.cfm


ONR: https://www.onr.navy.mil/

IARPA: https://www.iarpa.gov/

DEPSCoR: https://basicresearch.defense.gov/Pilots/DEPSCoR-Defense-Established-Program-to-Stimulate-Competitive-Research/
The Global Food Systems Initiative at Kansas State University has a mission of “Solving global food challenges through innovation outreach and talent development.” A lofty mission, with an equally lofty vision taking us to the details of creating and deploying multidisciplinary, multi-institutional, and multinational teams of subject matter experts to tackle grand challenges in sustainably feeding the growing world population in the next 50 years.

Worldwide, current approaches to food production and resource management are not sustainable. With the projected increase in world population to hit 10 billion by 2050, continuous changes in climate and its impact on food production conditions, water availability and usage, and reduced plant diversity are just a few of the grand challenges facing food systems worldwide.

These grand challenges cannot be addressed with single focus methodologies, rather the complex food system requires multifaceted approaches to tackling, solving and changing the way in which food is made available in a sustainable and healthful manner.

The complexity of our food system is not a global challenge only. The issue of sustainability and healthful availability of food is most certainly regional and even local to the State of Kansas. Food deserts result due to the closing of grocery stores in rural areas, the loss of diversity in planting crops locally, expansion of single crop farming practices and lack of knowledge in small farming techniques. Water availability, drought, plant diversity and the changing demographic in rural Kansas has led to regions of healthy food scarcity.

Barriers to the availability of healthy food vary broadly and many areas of research carried out at K-State speak to these obstacles. Some examples include:

- Logistics and the ability to manage supply chains to and from farms, rural grocery stores and customers in a cost effective and timely manner are studied in the Department of Industrial Engineering, Agricultural Engineering, and Economics.
- Barriers raised by the cost and availability of food is studied from an Economic and Sociological perspective.
- Water use and availability for crop production is studied in multiple areas of the university including Departments of Geology, Geography, Agronomy, Civil Engineering, and more.
- Small and Urban farming practices are increasing and needed to support food security in food poor areas of the state – this work is studied in the Department of Horticulture both at the Manhattan and Olathe campuses.
- Social pressures are often a driving force in the availability of food and studied in the Department of Sociology, Anthropology and Social Work.

More importantly than one-off areas of research, as these grand challenges are identified at a high level or are parsed into specific areas of need, the ability to form multidisciplinary teams is key to providing solutions. The
complexity of any given challenge, large or small, is such that multiple perspectives are needed to understand and define possible solutions.

The focus of K-State’s Global Food Systems Initiative is to help to align those disparate interests in the identification of methods required to solve complex sustainable food challenges.
Global Food Systems Seed Grant Program

Kansas State University has a multidisciplinary initiative in Global Food Systems, or GFS, that builds on our strengths and land-grant mission to help address the challenge of sustainably feeding a world population that will double global food demand by 2050. Given the importance of food production to the Kansas economy, the innovation and knowledge resulting from this initiative are expected to assist with job creation and economic development within the state and to help Kansas remain a leader in food production. To this end, the State of Kansas has provided K-State with funding for GFS-related research, workforce development, and economic development and innovation activities. The GFS Seed Grant Program addressed by this Request for Proposals, or RFP, is supported by this state funding.

The GFS Seed Grant Program invites applications for innovative research in all aspects of global food systems including, but not limited to:

- Increasing food production (crops or livestock, e.g. crop yield improvement, pest management, or animal health)
- Better management of water and other resources/systems related to food production and distribution
- Better management of the food produced
- Keeping food systems safe (includes both food safety and bio/agro security)
- Increasing food nutritional value and combating obesity
- Combating nutritional illiteracy

Innovative educational and outreach (e.g., use of the arts as an engagement medium) proposals related to these topics are also sought, as are studies related to the policy, social concerns and economic factors which help drive food systems. Preference will be given to projects that are interdisciplinary, engaging multiple disciplines and multiple colleges. Students (graduate and/or undergraduate) should be integrated into projects to help develop the future food systems workforce. Collaboration with industry is encouraged, particularly with Kansas-based companies or companies where there is an opportunity for job creation/investment within the state.

Funds made available through this innovation grant may support activities such as pilot projects, workshops, planning activities or program development, equipment purchase, or external consultants with appropriate justification (discuss with the Office of Research Development prior to inclusion) as appropriate to achieve the stated goals and objectives. Funds may not be used to sustain ongoing projects and awards are not renewable. The funding available in this call for proposals is $500,000; another $250,000 will be available in a Spring 2020 call. Requests may be made up to a total of $100,000 in direct costs for a 1-year period of performance; however, most awards will be in the $20,000-$50,000 range.

Eligibility

Only K-State faculty and staff members are eligible to apply for seed grant funding under this opportunity. Subcontracting with another university/group is not allowed; external consultants may be allowed. A researcher may apply as the principal investigator on one proposal per funding cycle; s/he may also serve as a Co-PI on a proposal submitted in the same application cycle.

Evaluation Criteria

https://www.k-state.edu/research/faculty/funding/global-food-systems-seed-grant/index.html
1. The strength of the idea proposed and the clarity of its presentation.
2. The relevance of the project to the GFS initiative.
3. The capability of the project team to complete what is proposed.
4. Demonstrated collaboration involving multiple, diverse disciplines and multiple K-State colleges.
5. The ability of the project to meet two or more of the following job creation/economic development criteria:
   a. Attraction of new externally sponsored funding to solve GFS grand challenges and/or attract national attention to GFS issues through a regional or national showing;
   b. Involvement of industry in the project, particularly Kansas-based companies or companies where there is an opportunity for job creation/investment within the state;
   c. Involvement of the private sector in funding the activity and/or the broader strategy the proposal supports;
   d. Training of students to support the global food systems industry;
   e. Attraction/creation of jobs in Kansas; or
   f. Enhancement of K-State's reputation in GFS.

**Application Instructions**

Please use 11-pt, Times New Roman or Calibri font with 1"page margins.

Proposals must include:

- A cover sheet that includes the project title and the names/department/college of the PI and co-PIs (limited to two co-PIs)
- A 3/4-page abstract that summarizes the project proposed, relates the project's relevance to the GFS initiative and lists envisioned outcomes of the proposal if it is funded
- A project description (3-pages maximum) that includes a project statement with goals, objectives and anticipated outcomes; a background/ justification section; a description of the research/project that will be conducted and a discussion of how the project will be used to attract outside funding (identify specific opportunities) and/or bring national/regional attention to GFS challenges and K-State's ability to address them. The role of students in the project should be clearly articulated.
- A timeline with major milestones and deliverables.
- A participant list showing name, department, college, and project role.
- A biosketch (2-pages, NSF Format) for PIs and co-PIs.
- A budget using the NSF Standard Budget form with an accompanying justification. Do not include Indirect Costs. Matching funds from industrial/private collaborators are encouraged and should be addressed in the budget justification.

The above components should be combined and submitted as a single pdf file.

**Submission**

Proposals are due by 5 p.m. CDT on Friday, Sept. 6 and should be submitted electronically, with subject "GFS Proposal" to:

Maureen Olenik, GFS Coordinator
Office of Research Development
gfsseedgrant@k-state.edu (mailto:gfsseedgrant@k-state.edu)
785-532-6195

**Review**

Proposals will be reviewed in September. Feedback will be provided on proposals that are not funded.
Award and Project Reporting

Award announcements will be made and projects will start on Oct. 1, 2019. A progress report at six months will be required so that we can report preliminary outcomes to the State.

The final required deliverables are submission of a competitive extramural proposal or pre-proposal to an external funding agency and a short report to the Office of Research Development.
ERGP Research Orientation for New Faculty

Research Compliance at K-State

August 21, 2019
Cheryl Doerr
Research Compliance

- Research involving Human Subjects (IRB)
- Research, testing, or teaching involving animals (IACUC)
- Research using recombinant or synthetic nucleic acid molecules, toxins, or infectious agents (IBC)
  - Dual Use Research of Concern (DURC)
- Responsible Conduct of Research (RCR)
- Controlled Unclassified Information (CUI)
- Export Controls Compliance Program (ECCP)

Our team is here to help you navigate compliance and maintain K-State’s reputation for research integrity.
CUI Defined

• The United States government is implementing requirements for **safeguarding** Controlled Unclassified Information, or CUI.

• CUI is defined as sensitive information that demonstrates risk resulting from the unauthorized access, use, disclosure, disruption, modification, or destruction of information collected or maintained by or on behalf of an executive branch agency.

• Information provided by or collected on behalf of the 81 entities comprising the executive branch and that falls into at least one of the CUI categories (i.e. export controls, defense, nuclear) will be considered CUI and will need to be safeguarded to at least NIST 800-171 standards.
NIST 800-171

• NIST 800-171 is a special publication released by the National Institute of Standards and Technology (NIST) “Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations.”

• It provides guidance and standards on how to protect CUI data in order to reduce or eliminate security incidents from occurring.

• These standards include 110 different physical and IT-related security controls, such as access control, physical security standards, and IT system security.

• NIST 800-171 also requires the development of an audit and training program.

Examples of NIST 800-171 Controls

3.1.8 - Limit unsuccessful logon attempts
3.3.9 - Limit management of audit logging functionality to a subset of privileged users
3.9.1 - Screen individuals prior to authorizing access to organization systems containing CUI
3.12.3 - Monitor security controls on an ongoing basis to ensure the continued effectiveness of the controls
3.14.4 - Update malicious code protection mechanisms when new releases are available
Controlled Environments: Physical

- CUI must be stored or handled in controlled environments that prevent or detect unauthorized access.
- Areas where CUI is stored or used should be equipped with electronic locks – ACCESS CONTROL.
- Doors, overhead bins, file cabinets, and drawers should be locked.
- CUI documents should be kept in a locked drawer or filing cabinet.
- CUI documents should be stored in sealed envelopes.
Controlled Environments: Electronic

- Limit and control access to CUI within the work environment by establishing electronic barriers.
- Lock your computer when you leave your office.
- K-State has developed a cloud-based solution in order to meet all CUI safeguarding standards.
Specific federal agencies (DOD, DOI, GSA, NASA) have already adopted the CUI requirements.

- The rest of the agencies plan to adopt CUI within the next 12 months.

Researchers who are applying for awards from agencies listed above must incorporate funds for information security requirements in the budgets of all new proposal submissions.

Researchers who suspect they may be required to implement these controls in the future should also figure the additional costs into their budget proposals.

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### Planning for CUI

Researchers who are applying for awards from agencies listed above must incorporate funds for information security requirements in the budgets of all new proposal submissions.

Researchers who suspect they may be required to implement these controls in the future should also figure the additional costs into their budget proposals.

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### The following tables provide guidance on funds to be added to budgets.

**Computer Services (annual budget)**

<table>
<thead>
<tr>
<th>Implementation</th>
<th>vCPU</th>
<th>RAM</th>
<th>Storage</th>
<th>Disk</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>1</td>
<td>3.5GB</td>
<td>50GB</td>
<td>32GB</td>
<td>$1,200</td>
<td>Supports collaboration and document sharing</td>
</tr>
<tr>
<td>Medium</td>
<td>8</td>
<td>28GB</td>
<td>400GB</td>
<td>512GB</td>
<td>$4,300</td>
<td>Supports databases, analysis, collaboration, and document sharing</td>
</tr>
<tr>
<td>Large</td>
<td>16</td>
<td>56GB</td>
<td>800GB</td>
<td>4TB</td>
<td>Contact <a href="mailto:cui@ksu.edu">cui@ksu.edu</a></td>
<td>Largest configuration options for resource group</td>
</tr>
</tbody>
</table>
What is an Export?

• Transfer of controlled items, technology, software, or technical data out of the U.S by any means (electronic, verbal, shipping, etc.).

• Export or disclosure within the U.S. of controlled technology, information, or source code to a foreign person - Deemed Export.
Exclusions

• Fundamental Research Exclusion (FRE)
  – Research in science, engineering, or mathematics:
    • the results of which ordinarily are published and shared broadly within the research community, and
    • for which the researchers have not accepted restrictions for proprietary or national security reasons.

• Published information
• Educational information commonly taught in classrooms
• Patents and patent applications
• Information shared at open workshops, conferences, or lecture series
When Exclusions do NOT Apply

• Exclusions do NOT apply when:
  – Researchers use or develop export controlled information, technology, or software
  – Contract terms that:
    • limit participation by Foreign Persons
    • restrict release of data and publications
    • classify the project as export controlled
Export Controls in Research Activities

• Shipping internationally
  – Export controlled items, for prohibited End Use, or to an End User of concern.

• Hiring of non–U.S. Person and/or hosting visiting scholars
  – Review activities for deemed export or license requirements
  – Visitors from embargoed countries
  – Visitors affiliated with institutions appearing on restricted parties lists

• Research collaboration
  – Exchange of controlled information or technology or material, sanctioned countries, or restricted or prohibited individuals and/or entities

• International Travel
  – Travel with equipment, research material, controlled information
  – Travel to sanctioned destinations
# When Research Activity is Export Controlled

URCO works with PI/Department

- Determine jurisdiction
  - Is the activity controlled under ITAR or EAR?
  - Will there be an export outside the U.S. or a deemed export?
  - Is a license required?
  - Is a license exception available?

URCO works with PI/Department

- Implement Technology Control Plan (TCP)
  - Physical Safeguarding Plan
  - Information Technology Safeguarding Plan
  - Personnel screening and training
  - Periodic Self-assessment & Post award monitoring
Questions?

Please contact URCO

comply@ksu.edu or exportcontrols@ksu.edu or cui@ksu.edu

Phone 785-532-3224
Environment, Health, and Safety

Contact Information:
Jeff Gibisch
1048 Rathbone Hall
jgibisch@ksu.edu
(O) 785-532-5474
(C) 864-314-7096

Environmental Health and Safety - https://www.k-state.edu/safety/, 532-5856
University Research Compliance Office - https://www.k-state.edu/comply/, 532-3224

Laboratory Startup
1. Training for researchers and students
   a. Hazard Communication (HazCom) training is required for all employees who may be "exposed" to hazardous chemicals when working. "Exposure" or "exposed" under the HazCom standard means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact, or absorption) and includes potential (e.g., accidental or possible) exposure. (online or in person)
   b. Hazardous Waste Awareness training is required for all employees generating hazardous waste when working (In person)
   c. Laser, Radiation or Biosafety
2. Lab signage - https://www.k-state.edu/safety/lab/labsign2/
3. Chemical inventory - https://www.k-state.edu/safety/lab/chemical/
4. Lab safety manual - This manual describes general standards and provides guidelines that must be followed to prevent laboratory incidents and to comply with applicable regulations and standards of care. The information has been collected from the most current Federal and State regulations and safety best practices. Investigators and staff are expected to use these guidelines as one part of a comprehensive program to avoid injury, adverse health impacts, lost time, and incident or compliance related expense. Students should initiate safe habits and practices that will ensure their safety and take safety awareness into their future workplace. The requirements and recommendations contained in this manual apply to all laboratories at Kansas State University. There may be more stringent program or laboratory-specific requirement that are not identified herein.