



The PI Institute series is devoted to the continuing education of investigators and others involved with externally sponsored research. The series addresses topics of interest in proposal development, project management and research compliance, and RIT resources for researchers. Please see our website for registration and details.

2010-2011 Sessions

Evaluation and Assessment	September 21, 2010
Award Management	September 22, 2010
Resources for Researchers	September 28, 2010
Research Compliance	September 29, 2010
NSF Overview	October 5, 2010
The RIT & RGHS Alliance and Research	October 6, 2010
NIH Overview	October 12, 2010
Planning a Successful Proposal	October 13, 2010
Corporate RFPs	October 20, 2010
Budgeting for Research Projects	December 14, 2010
Managing Multiple Projects	December 15, 2010
Corporate RFPs	January 12, 2011
Research Computing Resources	January 13, 2011
Sponsored Research Agreements	January 18, 2011
Technology Commercialization	January 19, 2011
Human Subjects Research	March 15, 2011
Peer Review	March 16, 2011
Intellectual Property	March 22, 2011
NSF Overview	March 23, 2011
NIH Overview	March 29, 2011
Working With Companies	March 30, 2011
Working with Private Foundations	April 6, 2011

Grant Writer's Boot Camp

November 22 & 23, 2010

The Grant Writers' Boot Camp is a two-day immersion program addressing persuasive grant writing and peer review sponsored by the Wallace Center and Sponsored Research Services. Contact us if you are interested in participating.

PI Reception

February 11, 2011

Please save the date and join us as RIT celebrates the accomplishments of grant awardees at the annual Principal Investigators' Reception. This year's reception will be held in Carlson Auditorium.

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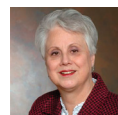
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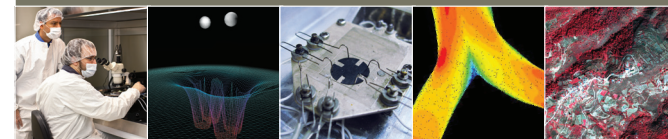


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Sponsored Research Services

VICE PRESIDENT FOR RESEARCH



2010-2011 Guide to SRS Services

- Learn Grantsmanship
- Identify Funding Sources
- Develop a Winning Proposal
- Know the Regulations
- Manage Awards
- Process Contracts

Who to Call

Proposal Development and Funding Opportunities

CAST, CIAS, COLA	Nancy Forand
CCIS, CIMS/GIS	David Harrison
COB, COE	Scott Miller
COS (CIS, Physics)	Nicholas Rogers
COS (Bio, Life), NTID	Andrea Rommel
COS (Chem, Math), AA, SA, F&A	Maria Cortés

Post-Award Administration, PIMs, and NOAs. Shane Crouse
..... Katherine Clark

Contract Services (Government)

Denise Charlesworth (Corporate)	Jason Polito
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Event Registration

Kelly Evinsky

The office of Sponsored Research Services is a supportive infrastructure that promotes the expertise of the RIT community by facilitating all aspects of externally funded grants and contracts.

–SRS Mission Statement

Securing Funding for Your Ideas



SRS can help you find funding for your projects. Funding opportunities are available from numerous sources, including federal, state, and local governments, foundations, non-profit organizations, corporations, and professional associations.

The SRS Senior Research Administrator (SRA) assigned to your college or unit works with you to match your interests with possible sponsors. By keeping pace with funding trends, your SRA can help you make sense of the vast array of funding opportunities.

From grant databases and e-mail notification services, we put the world of external funding at your fingertips. To learn more, contact your SRA, or visit our website at www.rit.edu/research/srs and click on “Funding Opportunities.”

Preparing a Successful Proposal



A winning proposal starts with a great idea. Once you have matched your idea with a funding source, we can help you maximize your chances of receiving funding. With our background in assisting RIT faculty and our experience with sponsoring organizations, we can help you distill the essence of a funding solicitation.

We can advise on how best to tailor your proposal to the mission and goals of the sponsor, how to develop a budget to accomplish your aims while adhering to applicable guidelines, and how to navigate the daunting tasks of preparing budgets and supporting documents. We can also guide you through RIT’s internal review process.

Compliance @ RIT

A number of laws and institute and sponsor guidelines govern the conduct of sponsored programs in higher education. At every step of the process, we are here to help your project meet the requirements.

RIT Policies

Investigators should familiarize themselves with RIT policies governing the conduct of research at RIT:

- C.1 Oversight Policy for Externally Sponsored Projects
- C.2 Misconduct in Research and Scholarship
- C.3 Intellectual Property Policy
- C.4 Conflict of Interest Policy Pertaining to Externally Funded Projects
- C.5 Policy for the Protection of Human Subjects in Research

Federal Guidelines

Federal laws that apply to sponsored projects include:

- Office of Management & Budget (OMB) Circulars A-21, A-110, and A-133: allowable costs under grants, record keeping, and audit procedures
- Code of Federal Regulations (CFR) 45.46: human subjects research
- Federal Acquisition Regulations (FAR) and agency supplements: award of federal monies for contracts
- International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR): export controls
- Internal Revenue Service (IRS) Revenue Procedure 97-14: use of university facilities purchased with tax-exempt bonds
- US Code (USC) 35 §§202-212/Bayh-Dole Act: university intellectual property
- Specific federal agency policies and procedures

Oversight Committee

The Oversight Committee administers RIT’s Oversight Policy for Externally Sponsored Projects, assuring openness in research and protection of institute and researcher interests. The OC is comprised of faculty, staff, and a student government appointee.

The OC reviews Notices of Awards (NOAs) submitted by investigators when projects are funded. The Committee reports its findings on an annual basis to the university administration and governance committees, and provides the RIT public with a listing of NOAs.

Institutional Review Board

The Institutional Review Board (IRB) helps to ensure the protection of human subjects in research projects. The IRB conducts a priori and ongoing reviews of all projects involving human participants to ensure that risks to participants are minimized, rights of participants are adequately protected, and informed consent is obtained appropriately. Two IRB committees comprised of faculty, staff, and an outside member serve RIT researchers. One committee reviews projects involving RIT’s deaf population.

Contract Services



Externally funded projects generally require a contract between RIT and the sponsor, as well as any subrecipients. SRS administers these agreements, determining the appropriate agreement type for your project, and negotiating to protect your interests and those of the university. Sponsor-supplied contracts or RIT’s Sponsored Research, Applied Research, or Educational Agreements are executed when a sponsor confirms its intent to fund a project. SRS will obtain the signature of an authorized university representative, which is required on all contracts.

Ancillary agreements, such as Equipment Loan, Teaming, or Non-Disclosure Agreements are sometimes required in connection with a project or project discussions. Our office will work with you and the sponsor to put these agreements in place; just let us know as soon as you anticipate needing one.

Award Management

When a sponsor funds your project, our office will help make sure you are off to a great start. We will arrange a Project Initiation Meeting (PIM) with you to discuss terms of your award and your responsibilities as Principal Investigator (PI). At the PIM, you and those involved in administering and directing the project will meet with representatives from SRS and Sponsored Programs Accounting (SPA) to learn about accessing funds through a special project account, reporting requirements, budget flexibility, record retention, policy adherence, and any additional sponsor policies or requirements. The meeting is an opportunity to discuss anything that may have changed within your project since the time of submission—whether technical, budgetary, or personnel-based—and to provide and obtain contact names and information. If your project involves a subcontractor, we will prepare the subagreement paperwork and assist you in finalizing the scope of work.

As a PI, you will receive periodic emails from us reminding you of upcoming university and sponsor deadlines for reports, forms, and deliverables. We will file for extensions or modifications to your project if needed. We will work with you during the course of your project to review the options available and function as a liaison with the sponsor to request and seek approval of any necessary changes.