

OFFICE OF UNIVERSITY RESEARCH SERVICES

Mission

The Office of University Research Services facilitates grant acquisition and internal scholarly awards, collects and disseminates expenditure information, and ensures compliance.

Vision

The Office of University Research Services will be recognized for enabling and facilitating a superior grant process.

Core Values

Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.

Intellectual Freedom – We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Integrity– We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Diversity – We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public’s trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal 1. Direct and develop sponsored program pre-award plans, programs, and activities.

Critical Success Factors:

- Progress towards centralization
- Electronic (paperless) proposals/grant routing software tested
- Up-to-date routing sheets
- Up-to-date website
- Standard routing process shortened by one day, whenever possible
- Key word searches in expanded OURS database
- Two “Fundamentals for Faculty” workshops
- Four general Community of Science (or equivalent) training seminars
- New faculty members trained in Community of Science (or equivalent) software
- Draft of quarterly report delivered within 10 days of the end of each quarter
- Research abstracts posted to the OURS website by December
- Research expenditures posted to the OURS website by January

Objectives:

Objective 1.1: The office will ensure integration of the functions and procedures of the Office of University Research Services into the new centralized structure, as it becomes known.

Strategies:

- OURS will work toward the implementation of electronic (paperless) routings.
- OURS will work towards a centralized process for contract negotiation, award, and project monitoring.

Objective 1.2: The office will direct development of tools that ensure uniform and quality pre-award services across the University.

Strategies:

- OURS will provide a user-friendly website for both faculty and staff with up-to-date and helpful information on research services.
- OURS will provide all the necessary forms and agreements on the website that can be easily accessed by faculty and staff.

Objective 1.3: The office will implement pre-award policies and procedures affecting research and sponsored programs.

Strategies:

- OURS will streamline the campus routing process of proposals and awards.
- OURS will meet with personnel from the college research offices for their input.
- OURS will implement a new and expanded database.

Objective 1.4: The office will direct electronic research administration.

Strategies:

- OURS will provide assistance and direction on the electronic research processes as federal government agencies implement their new e-grant systems.
- OURS will provide links on website for federal e-grants systems.
- OURS will set up faculty and staff in the federal e-grant systems as required and/or assist college staff in the various e-grant processes.

Objective 1.5: The office will implement educational programs for faculty and staff.

Strategies:

- OURS will facilitate intensive and innovative workshops to aid faculty with selected research and research administration tools.
- OURS will meet with faculty and staff individually for training sessions as needed.

Objective 1.6: The office will direct intra-university competitions for awards when submission or awards are limited.

Strategies:

- OURS will notify Associate Deans for Research when there is a possibility of a limited submission for an external grant or award (call for proposals).
- OURS will notify Associate Deans for Research when VPRTT-related faculty awards are available for application (call for proposals).
- OURS will set up committees to review the applications.
- OURS will process the awards/submissions and notify the faculty in a timely fashion.

- OURS will check with the colleges on a monthly basis regarding limited submissions.

Objective 1.7: The office will manage the development and dissemination of research data.

Strategies:

- OURS will ensure a timely dissemination of the quarterly report of sponsored research figures.
- OURS will acquire and post to the website in a timely fashion the research abstracts.
- OURS will acquire and post to the website in a timely fashion the latest fiscal year's research expenditures.

Goal 2. Develop, implement and disseminate policies and procedures to ensure compliance.

Critical Success Factors:

- Obtain a list quarterly of foreign nationals paid from grant accounts
- Set up an Export Control database within two months
- Attend two or three compliance-related workshops yearly
- Check monthly on Export Administration Regulations/International Traffic in Arms Regulations (EAR/ITAR) websites and post updates on OURS website
- Write EAR/ITAR policies and procedures manual within three months
- Schedule four general EAR/ITAR seminars in Student Union for faculty, staff, students
- Schedule an EAR/ITAR seminar at least once a semester for each college
- Review award terms and conditions expeditiously so as not to delay the start of the award

Objective 2.1: The office will review research projects for Export Administration Regulations/International Traffic in Arms (EAR/ITAR) compliance issues.

Strategies:

- OURS will obtain from personnel a list of foreign nationals paid from grant accounts and disseminate to colleges – reviewing for possible EAR/ITAR issues.
- OURS will work with project Principal Investigator to determine if classification is needed and license required.
- OURS will check at the award stage for potential EAR/ITAR issues and work with PI to determine classification if needed.

Objective 2.2: The office will oversee complex organization of federal government documentation of EAR/ITAR compliance related to research projects.

Strategies:

- OURS will apply for EAR/ITAR license or Technical Assistance Agreement (TAA), if required.
- OURS will set up EAR/ITAR database for tracking purposes.
- OURS will maintain records for 5 years.

Objective 2.3: The office will maintain accurate knowledge on EAR/ITAR compliance regulations.

Strategies:

- OURS staff will attend compliance-related conferences and workshops.
- OURS will check Department of State and Commerce's websites for current updates on policies.
- OURS will network with other universities regarding EAR/ITAR compliance.

Objective 2.4: The office will develop and implement EAR/ITAR procedures and training for faculty, students and staff.

Strategies:

- OURS will develop a policy and procedures manual on EAR/ITAR regulations.
- OURS will work with colleges to ensure the routing export control forms are completed properly.
- OURS will develop and present PowerPoint presentations with handouts for each college on EAR/ITAR regulations.
- OURS will provide general training sessions at the Student Union.
- OURS will work individually with faculty, staff and students as needed.
- OURS will provide EAR/ITAR information on the OURS website.

Objective 2.5: The office will perform non-fiscal contract review for all sponsored programs awards.

Strategies:

- OURS will review contract terms and conditions to ensure compliance with OSU policy, state, and federal laws and regulations.
- OURS will work with colleges, Grants and Contracts Financial Administration (GCFA), legal counsel, Office of Intellectual Property Management, sponsoring agencies and faculty to advise and negotiate terms and conditions to ensure that contracts/awards follow OSU policy, state, and federal laws and regulations.

Goal 3. Provide the appropriate infrastructure and personnel to effectively operate the Office of University Research Services.

Critical Success Factors:

- Staff attends at least once a semester a workshop at OSU of their own choosing in an area of professional development
- Staff attends at least once a year a conference or workshop outside of OSU for professional development or special training
- Provide the OURS webmaster with a new computer and software for more effective and timely website management
- Provide student desk with a new computer and software

Objective 3.1: The office will ensure appropriate professional development for staff.

Strategies:

- OURS will provide workshops for staff in an area of professional interest.
- OURS will provide workshops for staff for supplemental training as needed.
- OURS will provide necessary equipment for staff to perform their job effectively.