

Centers & Institutes Directors Meeting

Minutes: November 16, 2011

C&I Directors Attending:

- Robert Boldin, Small Business Incubator**
- Beverly Chiarulli, Archaeological Services**
- Mary Ann Hannibal, Center for Teaching Excellence**
- Carl Luciano, Biotechnology Research Institute**
- Christoph Maier, Applied Research Lab**
- Ron Moreau, Government Contracting Services**
- Gian Pagnucci, Center for Digital Humanities & Culture**
- Ellen Ruddock, Center for Family Business**
- Tim Runge, Center for Gifted Education and Child Study Center**
- Bob Wilson, Institute for Mine Mapping & Archival Procedures**
- Sherri Zimmerman, Administrative Leadership Studies Research & Training Center**

Others Attending:

- Hilliary Creely, School of Graduate Studies & Research**
- Tracy Eisenhower, IUP Research Institute**
- Sadie Hauck, IUP Research Institute**
- Andrea Kimmel, IUP Research Institute**
- Ute Lowery, IUP Research Institute**

- The center five-year reviews for fall semester are completed. All centers in the College of Humanities & Social Sciences were reviewed, except for one. During the spring semester, the centers in the College of Natural Sciences & Mathematics will be reviewed. Dr. Chiarulli asked if and when the centers will receive feedback from these reviews. Dr. Creely said a draft of the review will be sent to the center directors before their reports are compiled into college reports and sent to their deans.
- Six centers have requested help with their website. Dr. Creely will hire and fund a student worker to provide this assistance, and will be in touch with those center directors who submitted the requests.
- The SGSR Newsletter, which is published twice per year, will have a designated section to highlight centers and institutes. Dr. Creely asked the center directors for topic suggestions.
- Dr. Creely said personnel from the IUP Foundation Office will attend a C&I director's meeting during spring semester to provide information about Foundation funding.
- Tracy Eisenhower distributed handouts (attached) and provided an overview of the PowerPoint presentation.
 - Dr. Pagnucci said it would be very helpful if the Research Institute would create and post a document that provides:
 - Estimate of costs for a 3-credit faculty buyout (at various salary levels)
 - Estimate of graduate assistant costs (both 10 and 20 hour appointments, including tuition expense)

- A template for a project budget and timeline
 - Website links to IUP enrollment data and census data
- Ms. Zimmerman asked if the Research Institute could provide project management software.
- Dr. Boldin asked how many external grants were received and what was the average amount of a grant.
 - Ms. Eisenhower said the Research Institutes 2010-11 annual report will be available on the website by the end of this week. She said that IUP received over \$6 million in federal funds.
 - Dr. Chiarulli asked if she could get some of the Research Institute charts in Excel format. Dr. Creely said that should be possible by asking the RI to share the charts she needs.
- Dr. Maier announced that the Mathematics Department has some MA Applied Mathematics students who need to do unpaid internships during the Spring 2012 semester. He asked center directors who have projects involving operations research, applied math, or statistics, and would like to discuss providing this internship opportunity, to contact him.
- Dr. Luciano serves as the representative of the centers and institutes on the IUP Research Institute Advisory Board. He asked center directors to contact him with questions or concerns to bring to the board.
- Dr. Runge said the Research Institute has been extremely helpful to him, and urged the directors to work with the Research Institute.

Respectfully submitted,
Jean Serio

Announcement

Competitive Availability of Website Revitalization Assistance for IUP's Centers and Institutes

Background: In response to widespread interest among IUP Center and Institute directors for assistance with improving C&I websites, and the limited availability of resources for this purpose from both intra and extramural sources, the SGSR is providing support for select C&I to receive up to 40 hours each of personalized assistance from a pre-selected, pre-trained IUP web specialist.

Objectives:

- To provide, on a competitive basis, up to 40 hours of personalized assistance updating your C&I website
- To help IUP Center's and Institutes with targeted outreach to external (non-IUP) stakeholders
- To increase the presence, knowledge, future fundability, and business of IUP Centers and Institutes

Requirements: Submit a 1-page summary describing, in as much detail as possible, your Center/Institute's desired website improvements. Among the elements that must be addressed in the summary are:

- Description of current status of the website
- Description of the specific desired website changes (information/resources to be added/removed, model websites to emulate, etc)
- Description of the future commitment to maintaining the revitalized website
- Description of desired outcome from website improvement, including information about specific benefit to the Center/Institute and how effectiveness will be measured
- Description of the planned audience for the updated website, including why this audience is significant to the Center/Institute

Deadline: All applications must be received by close of business on Monday, November 14, 2011

To submit your application and/or ask questions about this announcement, please contact Hilliary Creely, Assistant Dean for Research (HCreely@iup.edu)

C&I Director's Meeting
October 10, 2011, 11:30AM
Oak Room A

AGENDA

Updates:

- C&I Reviews 2011-2012

Feature C&I

- T.B.D.

New Business:

- Competition Announcement: Website Assistance (see attached)
- Upcoming C&I Meeting Agenda Topics (tentative schedule)
 - o November: Finding funding (Research Institute)
 - o December: Complex grant/contract Q&A (Research Institute)
 - o January: Provost & Deans Q&A (tentative)
 - o February: Outreach & networking opportunities (PTC, PA Chamber—tentative)
 - o March: Best Practices Wiki (tentative)
 - o April: Research Appreciation Week (event T.B.D.)
 - o May: CECI forms/Perceptive software (tentative)
- Call for Feature C&I

Director-submitted agenda items

Any other business

Adjournment



Mark Berezansky
Executive Director
724/357-3110 or mberezan@iup.edu



Tracy Eisenhower, CRA
Project Development Officer
724/357-1915 or tracye@iup.edu

- College of Education & Educational Technology
- School of Graduate Studies & Research
- PASSHE
- Center for Rural Pennsylvania
- Coordination of FPDC projects
- Coordination of Federal Bureau of Investigation projects

Andrea Kimmel, J.D.
Project Development Officer
724/357-1344 or akimmel@iup.edu

- Eberly College of Business & Information Technology
- Division of Academic Affairs
- Division of Student Affairs
- Coordination of Constable Training Program
- Coordination of Archaeological projects
- Coordination of ARO-Microbes project
- Coordination of OSHA Consultation project

Sadie Hauck
Project Development Officer
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- College of Natural Sciences & Mathematics
- College of Humanities & Social Sciences

Ute Lowery
Project Development Officer
724/357-3241 or ulowery@iup.edu

- College of Fine Arts
- College of Health & Human Services
- Libraries
- Coordination IMAPS
- Coordination of NIH-NIDA grant
- Coordination of Weyandt Renovation project

Anne Stives
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Bernard Piwinsky
Accountant, RI Fiscal Affairs
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Janis Nichols
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Kathy Boyd
Accounting Assistant,
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www.iup.edu/researchinstitute

IUP Research Institute

- The IUP RI was established by IUP in 2002 to increase, enhance and streamline sponsored activity at Indiana University of Pennsylvania.
- The IUP RI is a separate Non-Profit 501C3 Corporation

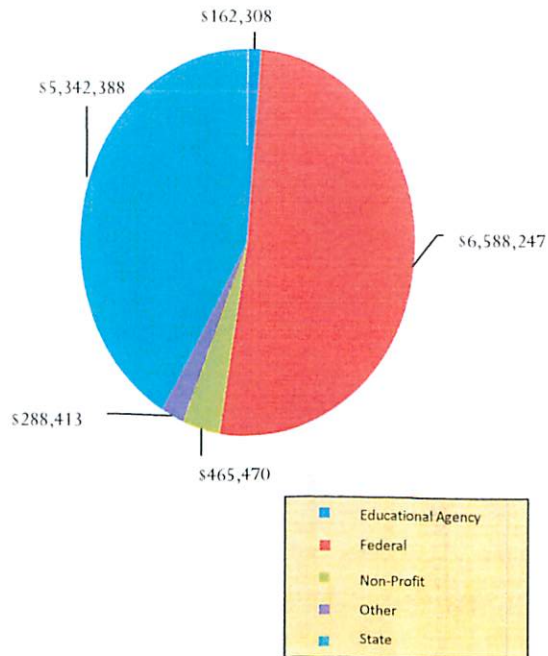
Mission Statement

Our mission is to advance the research agenda and educational objectives of Indiana University of Pennsylvania.

Vision

Our vision is to enhance the culture of research at IUP and be recognized as a leading research institution.

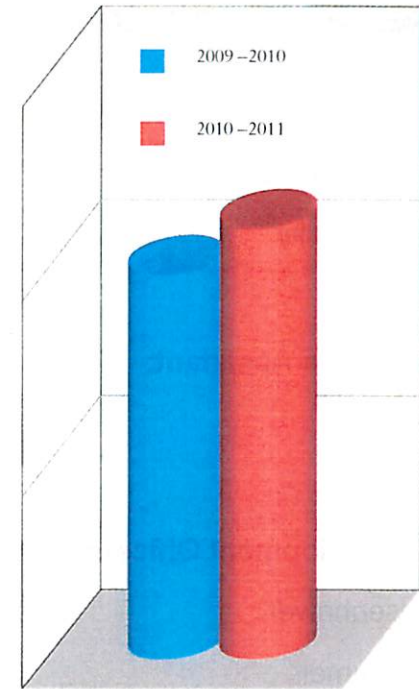
Awards by Originating Source Fiscal Year 2010/2011



IUP Research Institute External Sponsored Services

- Funding Searches
- Proposal & Budget Development
- Funding Agency Coordination
- Proposal Review Coordination
- Proposal Submittal Assistance
- Contract Negotiation & Execution
- Award Implementation & Facilitation
- Hire or Assist with IUP Hiring of Grant-Funded Staff
- Purchasing
- Travel
- Review & Process Sub-Awards, Consulting Agreements & Other Procurement
- Award Modifications, No-Cost Extensions
- Regulatory Compliance Requirements
- Fiscal/Account Management
- Assistance with Project Close-Out Requirements
- Reporting
 - External Activity Database
 - Monthly Reports
 - IUP Annual Grantsmanship Reports
 - External Agency Reports

2-Year Comparison



Workshops

Nuts & Bolts Workshops

- Finding Funding Opportunities
- Pre-Award Process
- Budget Building Blocks
- Post-Award Process
- Customized Research Administration Presentations

**IUP Research Institute
Staff:**

Executive Director:

Mark Berezansky

Administrative Assistant:

Anne Stives

Project Development Officers:

Tracy Eisenhower

Andrea Kimmel

Ute Lowery

Sadie Hauck

Fiscal Department:

Bernard Piwinsky -Accountant

Janis Nichols—Accountant

Kathy Boyd—Accounting
Assistant



IUP RESEARCH INSTITUTE

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IUP Research Institute Overview

November, 2011

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**"Somewhere, something incredible
is waiting to be known."**

Carl Sagan

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Purpose

- The IUP Research Institute was established by IUP in 2002 to increase, enhance and streamline sponsored activity at and for IUP.
- The Institute was established as a separate Non-Profit Corporation governed by a 13 member Board of Directors.

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Mission & Vision

- Our **Mission** is to advance the research agenda and educational objectives of Indiana University of Pennsylvania.
- Our **Vision** is to enhance the culture of research at IUP and be recognized as a leading research institution.

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Customer Service Focus

- Conveniently located near campus at the intersection of Grant Street & Oakland Avenue.
- Extended work hours: 8:00 a.m. – 5:00 p.m.
- Our staff is available to meet at your office or our offices, whichever is most convenient for you.

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Funding Search Resources

- There are many resources available to you to conduct your own funding search. These include:
 - The Grants Resource Center (GRC)
 - SPINPlus/Smarts Genius
 - Grants.gov
 - Federal and State Websites
 - Google Search
 - <http://www.iup.edu/researchinstitute>
 - Faculty/Staff Resources; Funding Opportunities

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Pre-Award Services

- The IUP Research Institute's staff stands ready to serve your sponsored research needs.
- Each college and campus unit has been assigned a Project Development Officer (PDO) to serve as your single point of contact throughout the life of your project.
- Contact your PDO as soon as you identify an opportunity that you would like to submit and your PDO will assist you through the process.

Continued

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Pre-Award Services

- Grant searches
- Project/proposal development
- Budget development assistance
- Funding Agency coordination
- Coordination of IUP approval requirements
- Formal proposal review coordination
- Proposal submittal assistance
- Funding Agency status follow up
- Award review & processing
- Award notification

Contact the RI early!

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Post-Award Services

Congratulations, you have received a sponsored research award! But, what happens next? When will you have time to do all the coordination necessary to get your project up and running?

- Your PDO stands ready to assist you with the necessary steps to turn your funded project into a successful reality. We work with you to provide the behind-the-scenes nuts and bolts so that you can concentrate on your research project.

Continued

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Post-Award Services

- Establish a Sponsored Project Account (SPA)
- Hire externally funded RI project staff
- Purchase materials & supplies
- Review & process sub-awards, consulting agreements & other procurements
- Process change orders or award amendments
- Provide Funding Agency coordination
- Request & submit no-cost extensions & prepare budget modifications
- Provide close-out activities
- Advise you of regulatory compliance requirements

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Presentations

- **"Nuts & Bolts"**
 - Finding Funding, Pre-Award, Budget Building Blocks, Post-Award
- **College/Department meetings**
- **New Faculty Orientation**
 - The IUP Research Institute will gladly work with new faculty or faculty new to research to help broaden your understanding of the process at IUP.
- **Customized Presentations**
 - We also provide customized presentations for your faculty, staff and/or graduate students on numerous sponsored research topics.

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Thank You!

**Please contact your
IUP Research Institute
for assistance with your
sponsored research project!**

**724/357-2223 or
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