

Research Onboarding Checklist – College of Arts & Sciences

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College of Arts & Sciences		
Faculty & Staff Resources		
☐	Mary Cain, Associate Dean for Research & Graduate Programs (ADR) - Foster research, scholarship, creative and discovery activities in the college and collaboratively with other college ADRs - Support early-career faculty development - Interface with Office of the Vice President for Research (OVPR) and supporting offices - Support college strategic planning and data analysis - Manage instructional fees and faculty enhancement programs - Represent college on ADR Council and liaise with Graduate School mecain@k-state.edu 785-532-6900	Laura Hohenbary, Grant Specialist & Assistant to Associate Dean for Research & Graduate Programs - Help faculty navigate and connect to resources on campus - Train faculty to find funding opportunities - Assist in finding potential collaborators in other departments or colleges at K-State - Help request matching funds (when required) - Acquire letters of support from dean or ADR - Work alongside K-State's research offices - Data gathering for dean, ADR, dept heads - Advocate for faculty needs - Find answers to questions or solutions to problems laura8@k-state.edu Email or Teams
☐	College-level faculty/staff resources can be found under the About section of the college website .	Arts & Sciences Faculty Resources Research policies and internal/extramural funding information. Other non-research related faculty resources along the left-hand menu.
☐	Student travel scholarships up to \$500 per academic year available for undergraduate and graduate student travel. Undergraduate research scholarships of \$1,500 per semester plus \$250 allocation for supplies.	Learn more about travel scholarships Learn more about undergraduate research scholarships
☐	Learn more about College Safety Committee	
☐	Learn more about Grant writing resources	

Proposal Development & Preparation Services		
To submit proposals to an external sponsor:		
☐	If you completed CITI training at another institution and it is still active, you can transfer it to K-State.	Learn more Section – “Previous Users (at a different institution)”
☐	Complete Responsible Conduct of Research (RCR) training	Learn more
☐	Complete K-STATE Export Control Compliance (ECCP) training	Learn more
☐	Complete Research Security Training	Learn more
☐	Identify the PreAward contact for your department at the link to the right or contact Laura Hohenbary laura8@ksu.edu for assistance.	Office of Sponsored Programs, 785-532-6804, research@k-state.edu PreAward contact listing by department

☐	All proposals must be submitted by PreAward if the eligibility requires an Institution of Higher Education (IHE), non-profit, or other organizational affiliation. Contact PreAward as soon as possible for the best assistance. PreAward will assist with: • Standard forms • Budget • Verifying that all required components are included • Formatting to specifications • Submission See ORD section for advice, guidance, and feedback on proposal narratives, research aims, searching for funding, and more.	Policies such as lead time, F&A costs, Cost Share, etc. Proposal Resources	
Contact: Office of Sponsored Programs		research@k-state.edu	785-532-6804

Office of Research Development (ORD) Finding funding opportunities and collaborators, internal funding competitions, polish proposal writing skills, limited submission opportunities, tips on communicating with program officers, and more.			
☐	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.	Learn more about ORD services Contact the ORD development directors well in advance of a submission deadline. ord@k-state.edu Mary Lou Marino, mlmarino@k-state.edu Ramasamy Sakthivel, rsakthi@k-state.edu Gina Becker, gbecker@k-state.edu	
☐	ORD helps faculty find external funding sources for research.	Learn more about ORD's funding resources.	
☐	Review <i>Research Weekly</i> newsletter (via email on Wednesdays), 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, 785-532-5110 Research Weekly archive	
☐	Use the Funding Connection Portal to: • Locate external funding opportunities • Search funding opportunities		
☐	Utilize Pivot-RP, grants.gov and agency funding opportunity sites to find funding opportunities. Subscribe and customize funding notification emails from grants.gov.	• Pivot-RP • grants.gov • NSF Active Funding Opportunities • NIH Funding Opportunities • Private Foundation Funding	
Contact: Office of Research Development		ord@k-state.edu	785-532-6195

Office of Research Integrity, Compliance and Security (ORICS)

To meet research regulations and navigate compliance

☐	Find research compliance information, guidance, and training for: • Regulatory compliance updates • Research security • Research on human subjects (IRB) • Research involving laboratory animal care and use (IACUC) • Biosafety Committee (IBC) • Responsible conduct of research (RCR) • Export Control • Undue Foreign Influence • And more . . .	Learn more about ORICS .
Contact: ORICS		comply@k-state.edu 785-532-3224

Environmental Health and Safety (EHS)

If you work in a **laboratory** or your work involves **hazardous materials, radiation, or lasers**

☐	Review university EHS information and guidelines	Learn more about EHS .
☐	College of Arts & Sciences Safety Committee Chair is Ben Stark, Assistant Dean for Infrastructure & Faculty Support	Chair: Ben Stark benstark@ksu.edu College of Arts & Sciences Safety Committee
☐	For EMERGENCIES – Dial 911	
Contact: Environmental Health and Safety		safety@k-state.edu 785-532-5856

Post Award Financial Management

To manage fiscal responsibilities for grants or other sponsored awards

☐	Recommended that you work with your departmental accounting contact for questions about financial management. They will coordinate with central Sponsored Programs Accounting when necessary.	Sponsored Programs Accounting (SPA) staff in the Office of Sponsored Programs work 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 • Respond to audit request Learn more
Contact: Dept Accounting Contact		

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 accounting contact to purchase items for your research.	Learn more about Purchasing. K-State and State of Kansas purchasing guidelines must be followed unless they conflict with a specific term or condition of your grant. Consult with your dept's accounting contact if there are conflicting terms or policies. - 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 accountant for travel related to research.	Learn more about travel resources. Fly America Act requires use of US air carriers when paying for travel on federal funds. If considering a non-US air carrier, contact sponsored programs accounting or department accountant BEFORE booking travel.
Contact: Dept Accounting Contact		

Grant or Award 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 changes	Work with your departmental accounting contact and they will help facilitate approval of these modifications. Sponsored program agreements route through Cayuse SP and are archived there.
☐	To establish a spending account prior to K-State final award acceptance, your departmental accounting contact may be able to submit an OVERDRAFT request through Cayuse SP (pending dept head approval).	Sponsor confirmation (such as an email) of a pending award is required for an overdraft account. For assistance, first meet with your department accountant.
Contact: Dept Accounting Contact		

K-State Research Foundation (KSURF)

To assist with intellectual property, technology transfer, and commercialization

☐	Contact their team for assistance with reporting and protection of intellectual property and licensing/commercialization.	Learn more about KSURF. Learn how to report an invention and understand the commercialization process.
Contact: K-State Research Foundation		
		785-532-5720

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.	
Contact: Office of the Provost		785-532-6224

K-State Libraries

☐	Find a librarian for your specific discipline.	Learn more about the academic librarians .
☐	Scholarly Communication including resources on Open Access publishing grants.	Learn more about scholarly communication .
☐	Sunderland Foundation Innovation Lab is a unique space on campus with lots of different equipment, fabrication space, tools, and technology. They are very eager to work with faculty to utilize the spaces for tours, classes, etc.	Learn more about the Sunderland Foundation Innovation Lab .
Contact:		libhelp@k-state.edu 785-532-3014