

RESEARCH COUNCIL

September 2023

RESEARCH COUNCIL VS. UFA RESEARCH & SCHOLARSHIP COMMITTEE: CHARGE AND MEMBERSHIP

- **UFA Research & Scholarship Committee**
 - Charge: Oversight and peer review of Faculty Mini-grant program
 - Membership: Faculty selected to represent colleges at UNE
 - Research experience/activity not required
 - Responsible for reporting out to UFA
- **Research Council**
 - Charge: Oversight of Priority 3 of UNE Strategic Plan and Advisory to APRS
 - Membership: Inclusive of faculty and professional staff across all Colleges, Centers of Excellence, Maker Space, Office of Sponsored Programs, Office of Research Integrity, IRB, Library, Council for Undergraduate Research, UFA R&S
 - Research/scholarship stakeholders
 - *Responsible for reporting out RC activity to all units and strategic plan*

UNE RCR Seminar Series
Fall'23 - Spring'24

Link to seminar series:
<https://une.zoom.us/joining/register/tJEocOigqD8jHtU1arfGsb0LQcfdOnFG64b6>

<u>Speaker</u>	<u>Seminar Title</u>	<u>Date/Time</u>
Julie Peterson - Chair, IRB	<u><i>Guide to Research Integrity for Undergraduate Researchers</i></u>	September 19, 2023 Tuesday 12:00 - 1:00pm
Art Lage - Attending Veterinarian	<u><i>Animal Care and Use</i></u>	September 25, 2023 Monday 11:00am - 12:00pm
Ling Cao - Chair, IACUC	<u><i>Addressing Rigor in Scientific Studies</i></u>	November 21, 2023 Tuesday 12:00 - 1:00pm
Yefrenia Taveras - IRB Compliance Coordinator	<u><i>Data Security in Research</i></u>	December 19, 2023 Tuesday 12:00 - 1:00pm
Yefrenia Taveras - IRB Compliance Coordinator	<u><i>Research Ethics</i></u>	January 16, 2023 Tuesday 12:00 - 1:00pm
Nick Gere - Director of Research Administration	<u><i>Conflict of Interest and Financial Conflict of Interest</i></u>	February 20, 2023 Tuesday 12:00 - 1:00pm
Julie Peterson - Chair, IRB	<u><i>Principles of Open Science</i></u>	March 19, 2023 Tuesday 12:00 - 1:00pm
Yefrenia Taveras - IRB Compliance Coordinator	<u><i>Cultural Competencies</i></u>	April 16, 2023 Tuesday 12:00 - 1:00pm

RESPONSIBLE CONDUCT OF RESEARCH AND SCHOLARLY ACTIVITY TRAINING

- Target audiences:
 - Graduate students
 - Undergraduate students
 - Post-docs
 - Faculty (all levels)
 - Professional staff
 - Administration



Seminar recording archives are available on UNE's Research blog:
<https://sites.une.edu/research/category/ri/rcr/>

NEW POLICIES, GUIDES, TOOLS FOR SCHOLARLY ENDEAVORS AND WHERE TO FIND THEM

- **What's new:**
 - Data security and sharing policy
 - Faculty off-boarding template
 - Guidance for AI and Research (coming soon)
 - Research space allocation guidance (coming soon)
 - *Where do I find them?*

WHERE TO FIND POLICIES, FORMS AND RELATED DOCUMENTS

My Apps Dashboard | University of Policies and Forms | University of +

une.edu/research/policies-and-forms

UNE RESEARCH POLICIES

- Policy on Academic Centers and Institutes (PDF)
- Bridge Funding Policy (PDF)
- Policy on Distribution of Facilities and Administration Recovery Funds (PDF)
- Policy on Principal Investigator Eligibility (PDF)
- • Research Data and Research Materials Management, Sharing and Security Policy (PDF)
- Intellectual Property Policy (PDF)
- Understanding UNE's Student Intellectual Property (IP) Policy (PDF)
- Business Office Policy on Post-Award Management (PDF)
- Policy for Procurement under Federal Awards (PDF)
- Financial Conflict of Interest Policy
- Subrecipient Monitoring Policy (PDF)
- Research Equipment Transfer Policy (PDF)
- Policy on Research Misconduct (PDF)
- IACUC Policy (PDF)
 - Protocol Review Flow Chart (PDF)
- IBC Policy (PDF)
- Policies, Procedures and Guidance on Research with Human Subjects (PDF)
- Pre-2018 IRB Policies, Procedures, and Guidance on Research with Human Subjects (PDF)

- “one stop shopping” location
- <https://www.une.edu/research/policies-and-forms>

SPACE/FACILITY/EQUIPMENT REQUIRED ACTIONS

- Outline all space occupied.
- Contact Office of Sponsored Programs (OSP) osp@une.edu to relinquish equipment to new institution if funded by grant.
- Contact OSP to determine if an MTA (Material Transfer Agreement) is needed.
- Place work orders for the removal of decontaminated equipment to other laboratories or for inventory/disposal.
- Submit ticket with ITS to re-image devices.

- Contact EHS for
 - Certificates of Decontamination for equipment and laboratory
 - Disposal of hazardous waste
 - Proper labeling of all hazardous materials that will not be disposed
 - Shipping/transport of chemical, biological, or radioactive materials to another institution.

GRANT/CONTRACT REQUIRED ACTIONS

- Alert OSP at least 60 days prior to the faculty member's last day of all grants, agreements, and subcontracts that will need to be transferred or closed out.
- Set up meeting with Grant Accounting PostAward@une.edu to discuss outstanding expenses, etc.
- Complete all sponsor reporting requirements BEFORE departure.

- Alert department Chair and OSP of closeout dates.
- If transferring to other institution, provide contact info for new OSP.
- Notify collaborating institutions that subawards will be amended and reassured from new institution.
- Upload results, close out records, and fulfill any other applicable requirements as outlined on [ClinicalTrials.gov](#)

DATA MANAGEMENT AND SECURITY REQUIRED ACTIONS

- Give all original documents (data and research records) from externally funded research to OSP.
- Give all original documents (data and research records) relating to intellectual property to OSP.

- Give all other original documents (data and research records) to the Department Chair for archiving

INTELLECTUAL PROPERTY REQUIRED ACTIONS

- Coordinate with OSP to ensure proper closeout of existing confidential disclosure agreements.

- Review terms of original MTA
 - Get permission from the original provider before Materials are transferred.
 - Contact Tech Transfer office at new institution to establish new MTA.
 - Obtain permission from the sponsor before transferring any provided information

IRB REQUIRED ACTIONS

- Send the following information to irb@une.edu
 - Specify the IRB # of the research project(s) that you are involved with (either as a PI, research team member, or faculty advisor).
 - For each project identified above, indicate if data is still being collected from research participants and/or is identifiable data still being accessed/used/analyzed.

- If research data will require transfer to another institution, contact irb@une.edu

IACUC REQUIRED ACTIONS

- Send the following information to iacuc@une.edu
 - Specify the IACUC # of the research project(s) that you are involved with at UNE (either as a PI, research team member, or faculty advisor).
 - For each project, indicate if the project is still active or has been completed.

For each project, indicate if any animal colonies at UNE are still in existence.

- If research data will require transfer to another institution, contact iacuc@une.edu

IBC REQUIRED ACTIONS

- Send the following information to ibc@une.edu
 - Specify the IBC # of the research project(s) that you are involved with at UNE (either as a PI, research team member, or faculty advisor).

For each project, indicate if the project is still active or has been completed.

HUMAN RESOURCE REQUIRED ACTIONS

- Notify HR at least 60 days prior to grant end date with names of employees who will be terminated.
- Complete the HR Exiting Employee Checklist.

- Check Payroll Calendar for any applicable payroll cutoff date.
- Retrieve any university assets, such as computer, cell phones, etc.

Department Head/Chair Signature _____

Date _____

NEW GUIDANCE

- Captures responsibilities of faculty scholars departing the University or moving from one location to another within the University
- Role of Department/Unit Chair/Director in off-boarding of research faculty
- Identifies who to contact for information and help
- *Aligned with University policies and Federal regulations*
- Financial impact
- <https://www.une.edu/research/policies-and-forms>

RE-IMAGINING UNE'S MAINE CAMPUSES: RESEARCH



KLH 09272023

STRATEGIC INVESTMENT: PORTLAND LABORATORY FOR BIOTECHNOLOGY AND HEALTH SCIENCES



- Two levels of Pharmacy Building
- Multi-unit collaborative research space
- Biotechnology applications focus
- Increase extramurally funded research
- Increase opportunities for student training in Research on the Portland campus
- Director: Karen Houseknecht
- Technical Manager: Deborah Barlow
- Administrative Manager: Zeynep Arslan



DATES TO REMEMBER AND SHARE

- Refresh of UNE Strategic Plan: Deadline **September 30**
- Research Infrastructure Fund (RIF): Applications due **December 8**
 - Call for applications will come out in late October
- Faculty Mini-Grant Program: Applications due **January 18, 2024**

- *Please share this and all RC related information with your units!*