



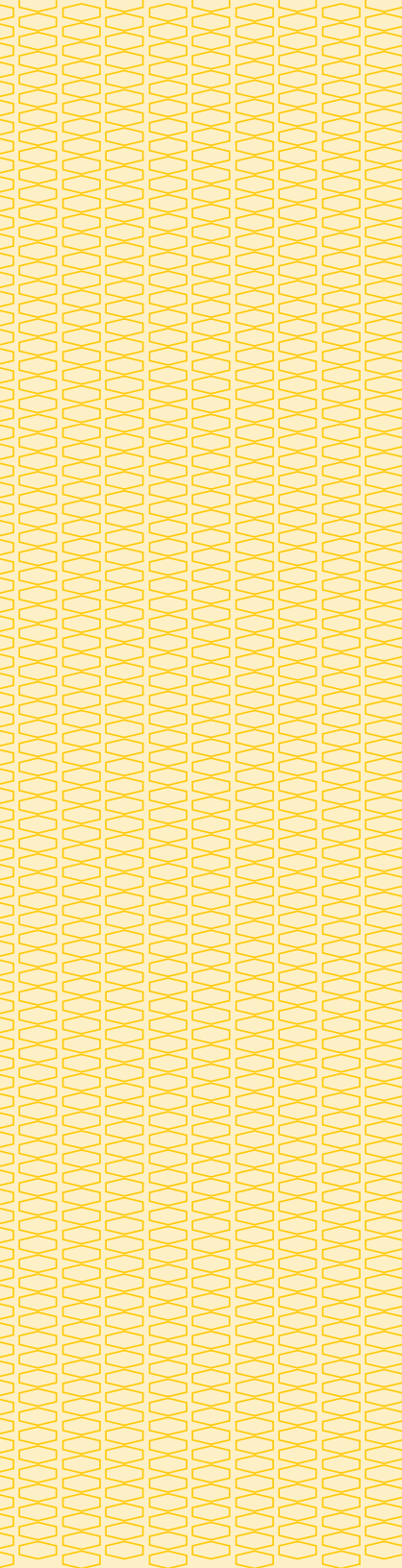
University of Alaska Fairbanks

# research

International Reputation, State & Local Service



RESOURCE GUIDE 2008-2009



## Center for Research Services

The development and oversight of research at UAF is the responsibility of the Vice Chancellor for Research. The Center for Research Services is home to UAF's research compliance and pre-award offices (Research Integrity and Sponsored Programs) as well as UA's intellectual property office (Technology Transfer). The center also provides administrative and fiscal services for some major research programs as well as outreach services for campus research activities. The Center for Research Services works closely with Administrative Services to meet the needs of researchers across campus.

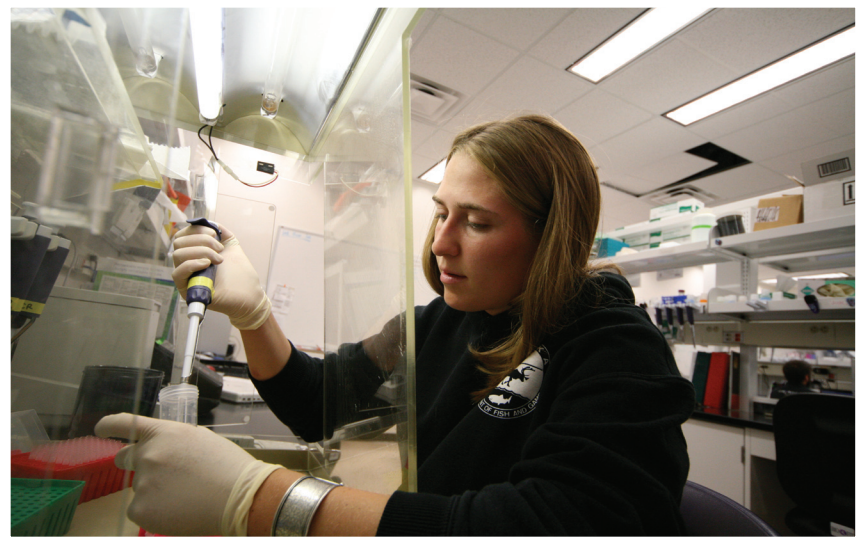
**LOCATION:** WEST RIDGE RESEARCH BUILDING (WRRB) SUITE 212  
**PHONE:** 907-474-6000  
**FAX:** 907-474-5444  
**WEBSITE:** [HTTP://WWW.UAF.EDU/RESEARCH](http://www.uaf.edu/research)



# The Office of Research Integrity

**LOCATION**     **WRRB 212 K & L**  
.....  
**PHONE**       **907-474-7800**  
.....  
**FAX**          **907-474-5638**  
.....  
**EMAIL**        **fyori@uaf.edu**  
.....  
**WEBSITE**     **www.uaf.edu/ori**  
.....

The Office of Research Integrity supports research compliance committees charged with oversight of human subject research, use of vertebrate animals, infectious agents, and recombinant DNA. In addition, ORI administers a variety of other compliance and training programs related to the responsible conduct of research.



UAF Research Polices

[www.uaf.edu/ori/res\\_policies.htm](http://www.uaf.edu/ori/res_policies.htm)

Vertebrate Animals

[www.uaf.edu/iacuc](http://www.uaf.edu/iacuc)

Human Subjects Research

[www.uaf.edu/irb](http://www.uaf.edu/irb)

Infectious Agents Research

[www.uaf.edu/ibc](http://www.uaf.edu/ibc)

Recombinant DNA

[www.uaf.edu/ibc](http://www.uaf.edu/ibc)

Controlled Substances

[www.uaf.edu/ori/Policies/Controlled\\_Substances.html](http://www.uaf.edu/ori/Policies/Controlled_Substances.html)

Import/Export Issues

[www.uaf.edu/ori/Export\\_Management.htm](http://www.uaf.edu/ori/Export_Management.htm)

Responsible Conduct  
of Research Training

[www.uaf.edu/ori/RCR\\_Course/about.html](http://www.uaf.edu/ori/RCR_Course/about.html)

Veterinary Services

[www.uaf.edu/vetsrv](http://www.uaf.edu/vetsrv)

Occupational Health & Safety  
(Animal Facilities)

[www.uaf.edu/iacuc/ohsp.htm](http://www.uaf.edu/iacuc/ohsp.htm)

Conflict of Interest

[www.uaf.edu/osp/policy/sfcoi.html](http://www.uaf.edu/osp/policy/sfcoi.html)

Research Misconduct

[www.uaf.edu/ori/Integrity/Misconduct.htm](http://www.uaf.edu/ori/Integrity/Misconduct.htm)

Classified Research/Activities

[www.uaf.edu/osp/policy/classified.html](http://www.uaf.edu/osp/policy/classified.html)

Facility Security Officer

[www.uaf.edu/adminsvc/fso/index.html](http://www.uaf.edu/adminsvc/fso/index.html)

# The Office of Sponsored Programs

<b>LOCATION</b>	<b>WRRB 212 C, E, F</b>
<b>PHONE</b>	<b>907-474-6000</b>
<b>FAX</b>	<b>907-474-5444</b>
<b>EMAIL</b>	<b>fyosp@uaf.edu</b>
<b>WEBSITE</b>	<b><a href="http://www.uaf.edu/osp">www.uaf.edu/osp</a></b>

The Office of Sponsored Programs assists three distinct groups with all pre-award aspects of research administration:

1. UAF faculty and research support staff
2. UAF and UA administration
3. Funding sponsors

OSP provides support to UAF faculty and staff in applying for external funds for research and other scholarly activities. OSP is also responsible for protecting UAF's interests by reviewing proposals to external funding sponsors, initiating and implementing pre-award policies and procedures, providing training and outreach, and serving as a liaison between sponsors and UAF during the proposal period. OSP works to maintain a balance among these groups and helps produce quality proposals with thorough, consistent and transparent review, guidance and support.

OSP Policies

[www.uaf.edu/osp/policy/](http://www.uaf.edu/osp/policy/)

Funding Searches

[www.uaf.edu/osp/funding/](http://www.uaf.edu/osp/funding/)

Proposal Preparation

[www.uaf.edu/osp/proposals/](http://www.uaf.edu/osp/proposals/)

Budget Preparation

[www.uaf.edu/osp/budgets/](http://www.uaf.edu/osp/budgets/)

Proposal Submission Procedures

[www.uaf.edu/osp/policy/routing.html](http://www.uaf.edu/osp/policy/routing.html)

Matching Funds / Cost Sharing

[www.uaf.edu/osp/policy/match.html](http://www.uaf.edu/osp/policy/match.html)

F&A (Indirect) Cost Recovery

[www.uaf.edu/osp/budgets/indirect.html](http://www.uaf.edu/osp/budgets/indirect.html)

Subawards vs. Services

[www.uaf.edu/osp/budgets/subawards.html](http://www.uaf.edu/osp/budgets/subawards.html)  
[www.uaf.edu/osp/budgets/services.html](http://www.uaf.edu/osp/budgets/services.html)

Limited Submission Programs

[www.uaf.edu/osp/policy/limited.html](http://www.uaf.edu/osp/policy/limited.html)



photo by Matt Nolan



# The Office of Technology Transfer

**LOCATION**      **WRRB 212 J**

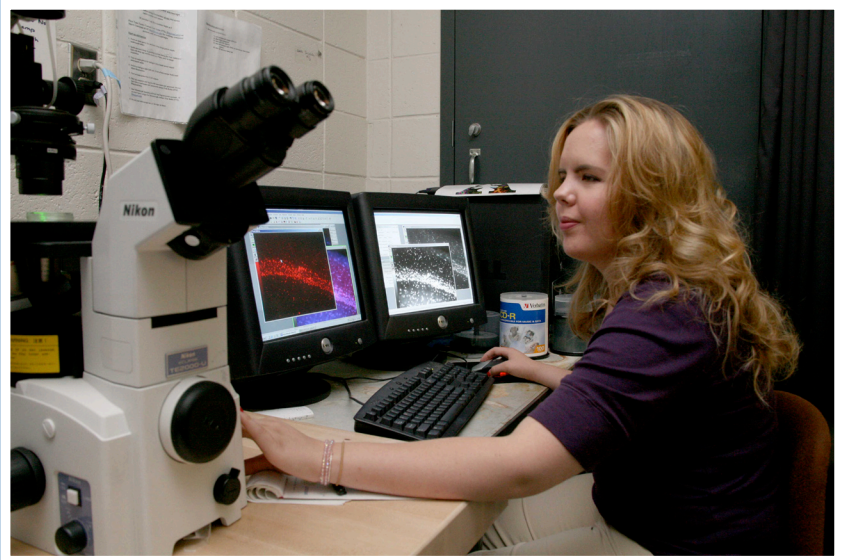
**PHONE**        **907-474-7765**

**FAX**            **907-474-5444**

**EMAIL**        **Diane.McLean@alaska.edu**

**WEBSITE**     **[www.uaf.edu/ott](http://www.uaf.edu/ott)**

The Office of Technology Transfer works with UA employees to facilitate and protect UA's innovative activities and bring the results into public use through commercialization. OT<sup>2</sup> assists faculty, staff, and students in using and sharing the results of their creative efforts, protects and manages the University's intellectual property assets, transfers new knowledge and technologies for the benefit of the public, supports UA employees and students through intellectual property education and commercializes the results of University research for the creation of new, improved products.





Copyrights

[www.uaf.edu/ott/copyrights.html](http://www.uaf.edu/ott/copyrights.html)

Trademarks

[www.uaf.edu/ott/trademarks.html](http://www.uaf.edu/ott/trademarks.html)

Patents

[www.uaf.edu/ott/patents.html](http://www.uaf.edu/ott/patents.html)

Non-disclosure Agreements

[www.uaf.edu/ott/nda.html](http://www.uaf.edu/ott/nda.html)

Material Transfer Agreements

[www.uaf.edu/ott/mta.html](http://www.uaf.edu/ott/mta.html)



# Outreach

**LOCATION:** WRRB 212 B  
.....  
**PHONE:** 907-474-5082  
.....  
**FAX:** 907-474-5444  
.....  
**EMAIL:** [fycrs@uaf.edu](mailto:fycrs@uaf.edu)  
.....  
**WEBSITE:** [www.uaf.edu/research](http://www.uaf.edu/research)  
.....

Under the direction of the Vice Chancellor for Research, the outreach group facilitates communication about UAF researchers' results, developments, accomplishments or awards to local, state, national and international media. The group often contacts UAF researchers to serve as scientific experts to media, encouraging recognition of UAF as a major research center. Outreach also publishes *Frontiers*, UAF's research magazine, and maintains the Center for Research Services website.

Research outreach coordinates public relations campaigns to encourage state and national recognition of UAF. This includes development of brochures, presentations, advertising campaigns and more.

Researchers are encouraged to contact the outreach group for assistance in public relations regarding new grants, new and interesting discoveries or participation in outreach activities across the community and state.



Center for Research Services

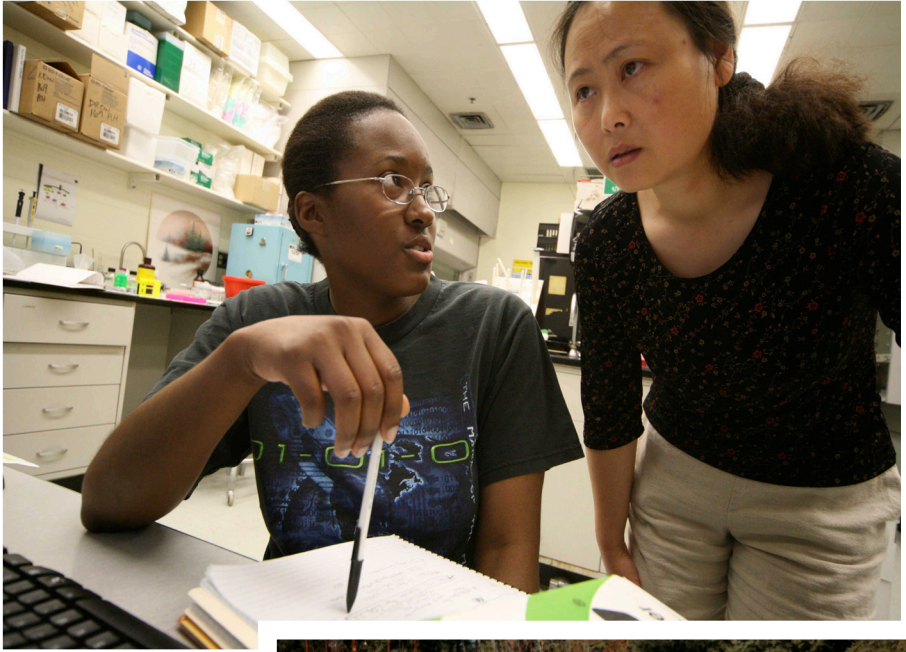
[www.uaf.edu/research](http://www.uaf.edu/research)

Frontiers magazine

[www.uaf.edu/research/frontiers/](http://www.uaf.edu/research/frontiers/)

List of publications for use in outreach

[www.uaf.edu/research/crs-publications/](http://www.uaf.edu/research/crs-publications/)



CRS photo by Jenn Wagaman

## Administrative Services

**LOCATION** Room 305 Signers' Hall

**PHONE** 907-474-7340

**FAX** 907-474-5674

**WEBSITE** [www.uaf.edu/adminsvc/](http://www.uaf.edu/adminsvc/)

Administrative Services implements and manages resources, procurement, safety, and auxiliary services supporting the mission of the university. The Vice Chancellor for Administrative Services' support organization may be found at: <http://www.uaf.edu/adminsvc/images/Admin%20Org%20Chart.pdf>.

## Grants and Contracts Administration

**LOCATION** ASC 109

**PHONE** 907-474-6446

**FAX** 907-474-5506

**EMAIL** [fygrcon@uaf.edu](mailto:fygrcon@uaf.edu)

**WEBSITE** [www.uaf.edu/grcon](http://www.uaf.edu/grcon)

The Office of Grants and Contracts Administration's mission is to manage and monitor all post-award activities for UAF research projects. OGCA's purpose is to minimize conflicts of interest and assure compliance with applicable regulations and requirements for restricted funds. OGCA's responsibilities include the set up of new accounts, budget revisions, the preparation of bills and collections of amounts due from funding agencies, and compliance reviews. Other services include negotiation of awards, award modifications, annual certifications to federal agencies, and audit response. OGCA also offers 1:1 post award consultations, group grants management training, and specialized agency outreach.

Grant Management Guidance Manual [www.uaf.edu/grcon/manual/index.html](http://www.uaf.edu/grcon/manual/index.html)

UAF's Disclosure Statement  
(Cost Accounting Standards) [www.alaska.edu/controller/  
cost-analysis/disclosure\\_statements.html](http://www.alaska.edu/controller/cost-analysis/disclosure_statements.html)

F&A Agreement (Indirect cost) [www.alaska.edu/controller/cost-analysis/downloads/  
Negotiated/FY08-10\\_FA\\_Neg.pdf](http://www.alaska.edu/controller/cost-analysis/downloads/Negotiated/FY08-10_FA_Neg.pdf)

OGCA staff technicians [www.uaf.edu/grcon/staff.html](http://www.uaf.edu/grcon/staff.html)

Subcontract/sub-grant support [www.uaf.edu/purch/purchasing2.html](http://www.uaf.edu/purch/purchasing2.html)



CRS photo by Jenn Wagaman

## Environmental Health, Safety & Risk Management

**LOCATION** University Park 157

**PHONE** 907-474-5413

**FAX** 907-474-5489

**EMAIL** [fyeqe@uaf.edu](mailto:fyeqe@uaf.edu)

**WEBSITE** [www.uaf.edu/safety](http://www.uaf.edu/safety)

Environmental Health, Safety and Risk Management is a service-driven department which seeks to provide a high level of customer service while it integrates a wide range of external environmental health, safety and risk management rules and regulations into the University's education and research mission. EHS&RM's goal is to facilitate the compliance effort while not impeding the activities and responsibilities of each college and university department. EHS&RM provides technical environmental health, regulatory and related safety management services to the colleges and departments of the University of Alaska Fairbanks. EHS&RM helps faculty, staff, and students develop and implement programs, including training, emergency response and analysis of specific environmental problems.

## Procurement and Contract Services

**LOCATION** ASC 103

**PHONE** 907-474-7315

**FAX** 907-474-7720

**EMAIL** [john.hebard@uaf.edu](mailto:john.hebard@uaf.edu)

**WEBSITE** [www.uaf.edu/purch](http://www.uaf.edu/purch)

Procurement & Contract Services is dedicated to providing convenient, timely, and cost effective acquisition of goods and services on behalf of the campus community, support for collaborative research and professional administration and monitoring of contracts and subawards, while maintaining compliance with University of Alaska Board of Regents' Policies, State of Alaska statutes, and federal regulations.

UA Policy & Regulations: Risk Management

[www.alaska.edu/bor/policy/05-09.doc](http://www.alaska.edu/bor/policy/05-09.doc)

Risk Management Red Flags

[www.uaf.edu/safety/rm\\_red\\_flags.htm](http://www.uaf.edu/safety/rm_red_flags.htm)

UAF Chemical Hygiene Plan

[www.uaf.edu/safety/Chem%20Hyg%20Plan.doc](http://www.uaf.edu/safety/Chem%20Hyg%20Plan.doc)

Appendix 10 Chemical Inventory Template

[www.uaf.edu/safety/chp\\_inventory.xls](http://www.uaf.edu/safety/chp_inventory.xls)

Hazardous Waste Training

[www.uaf.edu/safety/Intro%20to%20Hazwaste%20Management.doc](http://www.uaf.edu/safety/Intro%20to%20Hazwaste%20Management.doc)

Lab Safety Training

[www.uaf.edu/safety/lab\\_safety\\_6-18-07.ppt](http://www.uaf.edu/safety/lab_safety_6-18-07.ppt)

Specific Laboratory Hazard Statement

[www.uaf.edu/safety/SLHS.htm](http://www.uaf.edu/safety/SLHS.htm)

Hazmat Shippers Assistance Request form

[www.uaf.edu/safety/hazmat\\_ship\\_request\\_form.doc](http://www.uaf.edu/safety/hazmat_ship_request_form.doc)

Radiation Safety

[www.uaf.edu/ori/RSC/rsc\\_home.htm](http://www.uaf.edu/ori/RSC/rsc_home.htm)



**Center for Research Services | August 2008**

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