

OFFICE OF RESEARCH DEVELOPMENT AND ADMINISTRATION (ORDA)

MISSION STATEMENT, GOALS AND OBJECTIVES, AND FUNCTIONS

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Southern Illinois University Carbondale (SIUC), a high-research-activity public university, is committed to research, instruction, and public service. Research is in the responsibility area of the Office of the Vice Chancellor for Research and Graduate Dean (OVCR/GD); the Office of Research Development and Administration (ORDA) reports to the OVCR/GD and is headed by a Director, who also holds the title Associate Vice Chancellor for Research (AVCR).

ORDA MISSION

The mission of ORDA is to facilitate, support, and advance the research efforts (including research training and scholarly and creative activities) of the faculty, staff, and students of SIUC as part of the University's larger mission. ORDA is the University office through which all external grant proposals must be submitted and through which grant and contract awards must be accepted. The Director of ORDA signs off on all proposals, including federal certifications and assurances, and awards for the SIU Board of Trustees. ORDA also has the obligation to assure compliance with state and federal rules and regulations governing research, and to foster and uphold the highest ethical standards for that research. Finally, ORDA has the responsibility to promote the results of research, including development of intellectual property, and to facilitate the advancement and expansion of the SIUC research enterprise.

ORDA GOALS AND OBJECTIVES

Goal 1. Increase and improve support for the internal and extramural research of faculty, staff, and students

Objective 1: Assist faculty, staff, and students in their research endeavors

Objective 2: Administer internal programs

Goal 2: Communicate information about research-related news and activities

Goal 3. Maintain databases on external grants activity

Goal 4. Assure compliance with federal and state rules and regulations governing research

Goal 5. Foster and uphold the highest ethical standards for research endeavors at SIUC

Goal 6. Develop and promote SIUC's intellectual property

Goal 7. Advance and expand the SIUC research enterprise

ORDA FUNCTIONS

GOAL 1. Facilitate and support the internal and extramural research activities of faculty, staff, and students

Objective 1: Assist faculty, staff, and students in identifying, obtaining, and administering external research grants and contracts

- Provide prompt, accurate, and courteous responses to faculty, staff, and student needs concerning research funding
- Provide institutional review and signoff on all external proposals
- Provide guidance to researchers in developing proposals and budgets
- Negotiate award agreements, including contracts and subcontracts
- Process awards and handle administrative aspects of awards (account set-up, no-cost extensions, etc.) with agencies and researchers
- Maintain membership in Community of Science (COS)
- Hold regular workshops on budgeting, proposal writing, etc.
- Develop and implement policies to facilitate research
- Work with other units on campus, such as Accounting Services, Purchasing, etc., to develop and implement procedures to facilitate research activities

Objective 2: Administer internal research programs

- Administer internal grant programs, such as the Faculty Seed Grant program, the Interdisciplinary Research Seed Grant program, and travel funding
- Support and enhance REACH, the University's undergraduate research award program
- Administer various campus-wide research support facilities, such as the IMAGE microscopy center and the NMR facility, to provide technical services to researchers
- Administer the Ronald E. McNair Postbaccalaureate Achievement Program
- Develop new internal research programs

GOAL 2: Communicate information about research-related news and activities

- Maintain an extensive website with information for researchers about University research-related rules, policies, and procedures, fillable forms, links to funding sources, proposal development, etc., and electronic copies of publications
- Develop other websites as needed to support research endeavors
- Meet with departments, colleges, chairs, deans, directors, etc., to communicate ORDA policies, news, and so on
- Participate in new faculty orientations, chairs/directors' workshops, etc. to introduce or remind the University community about ORDA policies and procedures
- Produce various internal and external publications to inform the University community and outside audiences about research activities, policy, and news at SIUC
- Enhance recognition of outstanding research and researchers—faculty, staff, and students

GOAL 3: Maintain up-to-date records of external grants activity

- Maintain databases on external proposal and award activity of faculty, staff, and students
- Prepare monthly and annual reports on proposal and award activities in the departments, colleges, and University-wide as requested

GOAL 4. Assure compliance with federal and state rules and regulations governing research

- Provide institutional signoff on federal certifications and assurances
- Facilitate preparation of timely Facilities and Administrative (F&A) rate proposals
- Work with the Office of Legal Counsel as necessary
- Work with accrediting agencies (e.g., AAALAC) as necessary
- Communicate information about new or changed rules and regulations (see Goal 2)
- Develop and update research-related compliances as necessary

GOAL 5. Foster and uphold high ethical standards for research at SIUC

- Maintain records and secretary for the institutional review boards for research involving human subjects, vertebrate animals, and stem cells
- Provide informational workshops for researchers regarding the above and other compliances
- Provide training in the Responsible Conduct of Research
- Communicate with the Office of Provost concerning allegations of research misconduct
- Maintain awareness of federal and state rules and regulations governing research
- Develop and implement policies concerning research standards
- Coordinate the Research Compliance Oversight Committee

GOAL 6. Develop and market SIUC researchers' intellectual property

- Oversee technology transfer activities (disclosures, licensing, materials transfer agreements, etc.) as they pertain to campus-developed inventions
- Implement and oversee the application of the University's Policy on Intellectual Property
- Schedule meetings and maintain records of the University's Intellectual Property Committee
- Interact with economic development units, including the Southern Illinois Research Park, to foster the development and commercialization of University intellectual property
- Hold workshops for faculty and students on patenting, licensing, and other tech-transfer issues

GOAL 7. Advance and expand the SIUC research enterprise to meet the *Southern at 150* goal of being a top public research university by 2019 as measured by research expenditures

- Assist in institutional proposal-writing (e.g., IGERT, etc.)
- Identify new, significant federal and interdisciplinary funding opportunities
- Encourage the development of research centers
- Work with an internal research advisory group reporting to the OVCR