

# RESEARCH UPDATE

September 2010

research.uh.edu

## RAMP Up: Small Grants

### Submissions Go Paperless

The Research Information Center has added a new module to RAMP that eliminates paper submittals for Small Grants Program (SGP) funding. Applications are accepted through November 1.

Within an hour of going live on September 1, the first application was received by the Research Administrative Management Portal. Dr. Erhun Kundakcioglu, Department of Industrial Engineering, said he learned of the module after contacting the Division of Research to inquire about the submittal process. "I was just holding [the application] as long as possible and finding a suitable time to drop it off," he said.

SGP provides funding for unique or unusual research and scholarly projects that are not routinely supported by departments or colleges, or not currently funded from external

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## Improved Communications is Key to New Research Manager

In sync with the first day of classes, Maribel Salazar arrived at the UH campus on August 23 as Communications Manager for the Division of Research. And like UH students, Salazar's mission is to learn from faculty and staff with which and for which she will work.

Salazar aims to improve the communications vehicles already in place at the Division of Research and to introduce some new ones. High on Salazar's list is the improvement of this newsletter to better bring readers more relevant, timely and beneficial information. Salazar also is tasked with the redesign of the division's website, the development of an intranet for the Division of Research, and possibly the venture into social media.

Salazar encourages all faculty and staff conducting research work to help her share it here and in other communications

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## Look Inside:

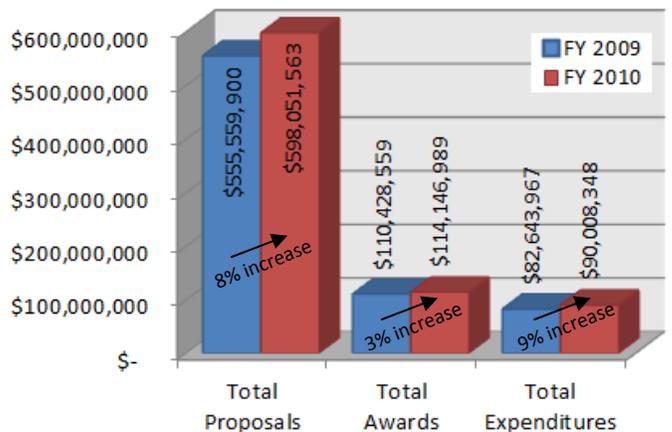
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### Process Change on Pass-Thru Projects

We are your Pass-Thru Projects and we've moved! You will now find us reported under the funding source of the originating sponsor rather than the pass-thru agency.



## Year End, By the Numbers:



Like our new look?

Have suggestions?

[DORnews@uh.edu](mailto:DORnews@uh.edu)

## Compliance Corner with Rick Valdez



The CPHS welcomes your comments and questions.

### Contact:

Rick Valdez,  
Director,  
Research Compliance  
[ervaldez@uh.edu](mailto:ervaldez@uh.edu)

or

Alicia Vargas,  
Program Coordinator,  
Research Compliance  
[avargas2@uh.edu](mailto:avargas2@uh.edu)

Monthly  
Classes for  
the FY 2011  
Research  
Administration  
Certification  
Program  
(RACP) Run  
Through May.

## Who are the CPHS Committees?

The University of Houston has two Committees for the Protection of Human Subjects. CPHS Committee 1 is responsible for the full review of human subject research protocols for all university areas, except the College of Liberal Arts and Social Sciences (CLASS). This committee is comprised of eight members, including five faculty members, one community representative, one non-science representative, and one graduate student representative. At least one faculty member on Committee 1 is a medical doctor.

CPHS Committee 2 is responsible for the full review of human subject research protocols for CLASS. This committee is comprised of six members, including three faculty members, one community representative, one non-science representative, and one graduate student representative.

Both committees strive for diversity in expertise and personal backgrounds. This balance of diversity enables the CPHS to evaluate a wide range of research protocols. Each committee has a subcommittee consisting of the chair and one other committee member. The subcommittees are responsible for the review of exempt and/or expedited research protocols.

Committee meetings are scheduled monthly throughout the year. The deadline for submission of materials for CPHS review is generally two weeks prior to the scheduled meeting. CPHS meets in private executive session although the Chair may permit persons not affiliated with the CPHS to attend meetings, upon request. Investigators or their collaborators are not permitted to be present at CPHS meetings during deliberations on their research. However, the CPHS may decide to invite investigators to the meetings to answer questions about their research.

For more information about the CPHS, visit:

[http://www.research.uh.edu/PCC/Protection\\_of\\_Human\\_Subjects.html](http://www.research.uh.edu/PCC/Protection_of_Human_Subjects.html)

## RACP Training Program Underway

The FY 2011 Research Administration Certification Program (RACP) began in September 2010 and runs through May 2011. RACP is a training program sponsored by the Division of Research (DOR) for UH employees. RACP is required by DOR for all staff currently performing financial and administrative duties related to funded research projects.

Administrators and faculty wanting to enhance their knowledge of research administration and related topics are encouraged to attend any or all of the courses and may be certified as having completed the training program if requirements are met.

The training program is designed to disseminate comprehensive instruction and information pertinent to research administration at UH. In addition, the participant will be exposed to computer tools and websites that will assist faculty in managing their research projects. These include Community of Science, Research Administration Management Portal (RAMP), Cayuse, NSF FastLane, and Grants.gov, to name a few.

For more information and to sign up, visit:

[http://www.research.uh.edu/FORMS/UH\\_RA\\_Certification.pdf](http://www.research.uh.edu/FORMS/UH_RA_Certification.pdf)

## Study Group Formed for Certified Research Administrator (CRA) Exam

Qualified employees planning on sitting for the exam are encouraged to join

The Division of Research has formed a study group designed for staff members interested in—and who qualify to take—the Certified Research Administrator exam in May 2011. The CRA exam is managed by the Research Administrators Certification Council (RACC), an independent certifying body.

A CRA designation means that an individual has met the requirements of the RACC's eligibility requirements and has demonstrated a level of competence in both pre- and post-award that is necessary for a person to be considered a professional research or sponsored programs administrator.

The study group began meeting on September 1, but those interested are encouraged to contact Denise Hall at [dhall@uh.edu](mailto:dhall@uh.edu) or Beverly Rymer at [brymer@uh.edu](mailto:brymer@uh.edu) for more information on the study group and the CRA exam. Additional information is available at:

<http://www.cra-cert.org/whatiscert.html>

## Get to Know DOR: Suzy Stroud, Senior Research Administrator

In each issue of Research Update, the Division of Research will highlight one of its key personnel. In this issue, we introduce Suzy Stroud, a Senior Research Administrator in the Post-Award department of the Office of Contracts and Grants. Stroud has worked at UH for over 18 years and is also a UH alumna.

As part of her responsibilities in the Office of Contracts and Grants, Stroud assists with research account setups, as well as post-award research troubleshooting and resolution. She is an expert in the Express Lane system, which is the process by which the cost center for a new grant or contract is established. The Express Lane system offers principal investigators an expedient way to establish payroll, purchasing and travel project cost centers.

Those who have interacted with Stroud know she is dedicated to her responsibilities. "I love working with faculty and staff to find solutions to whatever problems they have with their recently awarded projects and proposals," Stroud said. "The University of Houston and our Office of Contracts and Grants are both very dear to me. Working here provides the exact position to help others all over the campus in every kind of discipline."

Recently, Stroud earned the distinct designation of Certified Research Administrator, adding to her NCURA Contract and NCURA Clinical Trial Administration certifications. Away from work, Stroud recently completed her first Freedom 5K and is currently training to earn a medal in President Obama's Council on Physical Fitness and Sports.

## Grant Podcasts Available Through NIH

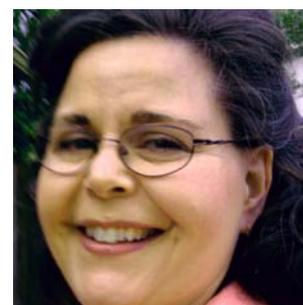
The Office of Extramural Research of the National Institutes of Health has made available podcasts on the grant application process. Visit:

[http://grants.nih.gov/podcasts/All\\_About\\_Grants/index.htm](http://grants.nih.gov/podcasts/All_About_Grants/index.htm)



**What:** Study group for Research Administrators interested in testing for CRA Certification.

**When:** First Friday of each month, from noon to 1 p.m.



**Who:** Suzy Stroud

**Title:** Senior Research Administrator, Office of Contracts and Grants

**Contact:**  
[sstroud@uh.edu](mailto:sstroud@uh.edu)  
(713) 743-9626



# Small Grants Program

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sources. Faculty who have been unsuccessful in securing grants, whose science or field does not lend itself to many sponsors, or that are new to the grant-writing process are encouraged to apply, said Rick Valdez, Director of Research Compliance.

Application submissions are limited to one per person and funding is limited to \$3,000. The SGP committee will announce recipients in December. Funding is administered on a fiscal year basis beginning January 1, 2011.

The SGP module was developed in short order—two weeks—by Muhammad Soonasra and Prachi Prakash, application developers with the Research Information Center.

**What:** Small Grants Program applications can now be submitted electronically.

**How:** [http://www.research.uh.edu/FORMS/Small\\_Grants\\_Program\\_Application\\_Instruction.pdf](http://www.research.uh.edu/FORMS/Small_Grants_Program_Application_Instruction.pdf)

**Contact:** Lynne Gador-Manry, [mmanry@uh.edu](mailto:mmanry@uh.edu)



# Research Workshop for New Faculty

The Division of Research will offer a workshop on October 8 from 9:00 a.m. to 12:00 p.m. for new faculty interested in learning about the resources available from the Division of Research, and about the development of research programs.

Topics to be discussed include how to identify funding sources, process a proposal, develop proposal budgets, coordinate with human subjects and animal care committees, and apply for internal grants. Also covered in the workshop are UH procedures regarding the development of intellectual property and technology transfer.

A continental breakfast will be served at 8:30 a.m. Casual business attire is recommended. Faculty may register for the workshop by contacting Lynne Gador-Manry at (713) 743-9660 or [mmanry@uh.edu](mailto:mmanry@uh.edu).

# Communications

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vehicles by contacting her with notable goings-on in your corner of UH.

Prior to joining the University, Salazar worked for the Houston Police Department as the speechwriter for the Chief of Police and as a research analyst for the Office of Planning. Salazar is a graduate of the University of St. Thomas where she earned her MBA (Marketing) and BA (Communications and Spanish).



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Send research-related news and feedback about Research Update to the email listed above or to:

[DORnews@uh.edu](mailto:DORnews@uh.edu)