



November 8, 2013

Re: News from the Contracts & Grants Office; Fall 2013
To: All-Faculty Listserv

Welcome to the new academic year! There are a few points that we wanted to bring to your attention regarding the services that the GGSE Contracts & Grants Office offers.

Hiring steps

Please note that appointments must be in the payroll system PRIOR to any work being performed. This step allows us to ensure that there is funding available, the individual is eligible to work, will be hired in the correct employment category and all appropriate paperwork is in place. Without this step, there are risks that we want to avoid.

Signature Authority

Please remember that if a contract or other document requests an authorized signature from a "Senior Official", "Approving Authority", "Officer" or something similar, this is not you. Get in touch with us so we can ensure that your documents and requests are routed correctly for signature.

Proposal Review Timeline

Reminder that proposals must be submitted to Office of Research 7 days prior to the required agency submission date. In addition, our office requires a few days to complete our processes.

Currently Funded Projects

All currently funded projects administered by our office are listed at the link below. If you would like to have an abstract added to your project entry, please forward one to us. <http://education.ucsb.edu/Faculty-Research/Research-Office/currentlyfunded.htm>

Targeted Funding Searches

Kelly Pillsbury, Research Development Analyst, in the Office of Research is available to complete funding searches on request. She can also assist you in setting up a Community of Science Pivot account that would allow you to have funding search results sent to you on a regular basis. Please contact Kelly at funding@research.ucsb.edu.

Research Consultation Services

Carla Whitacre, part-time Gevirtz School Research Development Coordinator and, before her retirement,

UCSB's Director of Research Development, is available to assist Gevirtz School researchers link to research partners across disciplines, provide expertise on funding strategies and opportunities, and help faculty learn about new ways to initiate, build upon, or supplement their innovative sponsored programs. As the RD Coordinator, she also provides proposal-development services such as coordinating multi-investigator/multi-institution proposals, advising about guidelines or deadlines, facilitating agency contacts and partnering with outside institutions. Moreover, given sufficient time prior to an agency deadline, she will review your proposal for consistency with individual agency emphases and suggest ways to make your application more competitive.

Human Subjects Applications

Any UCSB faculty, staff, or student doing research that involves Human Subjects must have either Human Subjects approval or an exemption in place for the research results to be published in any form including theses and dissertations. The online application system (ORahs; Office of Research application for the use of human subjects) is available at: <https://orahs.research.ucsb.edu>.

Remember: If you are giving something to participants, it is probably an incentive. These need to be described in the risks section of your protocol. In order to process reimbursement for any participant incentives, a copy of the Human Subjects Approval will need to be provided to Accounting.

Coming soon

An Office of Research online system will be rolled out in the coming months to manage disclosures of financial interests. This should replace the forms that must be completed and signed with each proposal submission.

Closure Days

Both the Contracts & Grants Office and the UCSB Office of Research will be closed for Winter break from December 23-January 1. Please keep this closure in mind, particularly for January deadlines. It is anticipated that any proposals with early January deadlines will need to be received by Office of Research for review by mid-December.

We look forward to working with you this year and thank you for your cooperation!

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