



CONTRACTS & GRANTS OFFICE

SANTA BARBARA, CALIFORNIA 93106-9490

October 27, 2014

Re: News from the Contracts & Grants Office; Fall 2014

To: All-Academic Listserv

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

The theme is PRIOR: In that the goal for most of these topics is that notification or action via our office is required PRIOR to you and your students doing the important work that you do! Working with us PRIOR will help your work proceed smoothly without extra administrative burden.

Hiring steps

Please note that appointments for all students and others must be in the payroll system PRIOR to any work being performed. This is MANDATORY. 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 any needed exceptions are in place.

Graduate Student Researcher appointments

Effective for 2014-15, we will no longer be able to have GSRs employed on a variable basis. As academic employees, GSRs must be paid at a percentage per month not at an hourly rate.

ORCOI (Office of Research Conflict of Interest) system

As of September 15, 2014 there is a new system in place for you to disclose any conflict of interest information for proposals to federal and non-government entities. Note that online form completion must be in place PRIOR to proposal submission. NSF and PHS permit annual disclosures but non-governmental agencies require transactional disclosures by state law.

Proposal Review Timeline and Signatures

Reminder that proposals must be submitted to Office of Research 7 business days prior to the required agency deadline date. In addition, our office requires a few days to complete our processes. Note that signatures now are required on campus forms PRIOR to submission. Please let us know if you will not be available for signature leading up to proposal submission.

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.

Purchasing - UCSB name and/or logo

Any purchases using UCSB funds from non-UCSB vendors that include items (eg printed goods, flyers, t-shirts) with the UCSB name and/or logo must be reviewed by the campus Purchasing dept PRIOR to an order being placed. This allows appropriate terms and conditions to be added to the purchase order. Note that this step adds some time so please ensure that you factor that in when requesting an order. These items should not be purchased by individuals out of pocket and then reimbursement requested from UCSB funds.

UC Waiver of Liability form - Available for use

Recently, one of your faculty colleagues asked me if there was a way to protect against liability if one student is traveling to a data collection site with another student. Use the waiver of liability form! Note that UCSB employees do not need to sign this form. The form and some FAQs are available at this site: www.riskmanagement.ucsb.edu/ucwaiverliability.htm. Once completed and signed, you can submit these forms to our office for required period of retention.

Research Consultation Services

Carla Whitacre (cwhitacre@education.ucsb.edu), 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 anything 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.

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

Kelly Hayton

Manager

kelly@education.ucsb.edu

Everly Manes
Contracts & Grants Analyst, Education
everly@education.ucsb.edu

Justin Dodds
Contracts & Grants Analyst, CCSP
jdodds@education.ucsb.edu

Kelly Hayton
Manager, Finance & Administration
Gevirtz Graduate School of Education
University of California
4101 Education Building
Santa Barbara, CA 93106-9490
(805) 893-5922