

**The RUGS
Connection**

Director's Corner



It is with great enthusiasm that I announce several expanded services at the UGS to the larger community. As of March 2009, we have a new recruiter in place to help with marketing, recruitment and outreach efforts. We have also endeavored to better familiarize the graduate community with UGS policies and procedures via specific workshops (e.g. appropriate use of forms, thesis/dissertation formatting, RCR training, etc.) and targeted mailings to our Graduate Program Director's list including information on deadlines, programming and training. Our programming calendar has grown to serve the needs of graduate faculty and staff as well as students, and we recently held a successful workshop for faculty and staff highlighting services offered by the Counseling and Psychological Services Center, Student Conduct and Conflict Resolution and the Victim Advocacy Center. The UGS is committed to providing superb customer service and on-going training. We welcome you to join us at one of our April events detailed on the calendar below.

Louis Farnsworth, Director Academic Support Services, University Graduate School

University Graduate School

Staff Spotlight

Cristy Calderon, Recruiter

Cristy Calderon comes to the UGS with former recruiting experience at Florida State University, leadership and service expertise as a result of working with FIU's Center for Leadership & Service and a reputation for creating successful programs. Cristy is a natural learner with dynamic communication skills and a superior work ethic. As the new recruiter for the UGS, Cristy will be working with faculty on PhD, Fulbright and McKnight recruitment. She will also be working on strategic planning relative to recruitment and promoting FIU to larger domestic and international audiences. Cristy is also a recent graduate of FIU's MS in Higher Education Administration program. If you would like to contact Cristy, the Recruitment phone line is 305-348-0394.

Renaissance McIntyre, Coordinator, Academic Support Services

Renaissance is a native of Chicago and holds a Master's of Education in College Student Affairs from the University of South Florida. As Coordinator for Academic Support Services, Renaissance will be responsible for coordinating the thesis and dissertation forms process, masters and doctoral PantherSoft checklist system, scanning project and commencement logistics on behalf of the UGS. She will also assist in disseminating and coordinating information specific to university fellowships. Renaissance's professional background includes management, data collection and analysis and outreach. Renaissance, true to her name, is a unique combination of warmth, professionalism and inherent drive. You can reach Renaissance directly at ugs@fiu.edu.

Fellowship Information

Dear Deans and Graduate Program Directors,

UGS is pleased to announce that we are now accepting applications for the **Doctoral Evidence Acquisition (DEA) and Dissertation Year Fellowships (DYF)** programs to be awarded this Summer Semester 2009. Please note that these fellowship opportunities are directed toward students in distinctly different phases of their dissertation research. Both fellowships provide a stipend of approximately \$25,000 per year and a 3-credit tuition waiver each semester. Also note that a Fall 2009 DEA and DYF nomination round will be taking place over the summer (June date to be announced), for the Fall 2009.

For more information, please visit the UGS website: <http://gradschool.fiu.edu/fellowships.html>

UGS Calendar

- 4/2 IRB Training: Application/General information, 3pm-5pm, GL 100A, RSVP
- 4/8 RCR Workshop: Graduate Mentoring, 10am-12pm, GL 154, RSVP
- 4/14 Resume Writing Workshop, 10am-12pm, GL 124
- 4/22 Earth Day
- 4/27 Commencement
- 4/28 Commencement

Professional Development

IRB Training

The Office of Research Integrity will be holding an IRB Training Workshop for graduate students and graduate faculty on Thursday, April 2nd from 3:00 PM to 5:00 PM in GL 100A. The purpose of the workshop is to explain the IRB application process and to assist students and faculty to submit IRB applications that are approved in a minimum amount of time (and effort).

Please distribute this to the students and faculty in your respective units who are conducting research involving human subjects. RSVP with Elvia Molina at molinae@fiu.edu or (305) 348-2494. For more information, please visit the announcement at the following web page: <http://www.ori.fiu.edu/IRB/presentation.html>

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Office of Research

Systems and Budgets:

With the PeopleSoft Financials upgrade and the Grants Module implementation quickly approaching, please review emails regarding open encumbrances. All encumbrances and pre-encumbrances must be closed by year-end, including those on project IDs. You should pay particular attention to emails sent by Purchasing, and work with them to close any open encumbrances as soon as possible.

The Office of Financial Planning recently sent out the Year End Deadlines for 2008-2009 indicating all the cut-off dates associated with this year's closing. Please review it carefully as the timeline has been shortened to assist with the "go live" schedule.

Integrity:

Are you a student or faculty advisor interested in learning more about research involving human subjects? If the answer is yes, please join us on **Thursday, April 2, from 3 pm to 5 pm at GL100A** for an **Institutional Review Board (IRB) workshop**. You may RSVP to Elvia.Molina@fiu.edu or by calling 305-348-2494.

This human subject research workshop will provide graduate students and faculty advisors with a general overview of the IRB submission process. Some of these aspects include completing the forms, writing narratives, obtaining protocol approval, submitting amendments to protocols, informed consent and its process. The importance of maintaining compliance with the IRB will also be discussed. For more information, please visit <http://ori.fiu.edu>

Post Award Updates:

Payroll Transfers: The Payroll Transfer form has been updated to include addi-

tional fields required by our new ADP system. Everyone should begin using the new Payroll Transfer Form and disregard any copies of the old Transfer Form. The new Payroll Transfer Form can be obtained at <http://www.fiu.edu/~dsrt/forms.htm#internal>. Please contact your Post Award Manager if you have questions.

The last day for Post Award to receive and process Payroll Transfers prior to the end of the fiscal year will be June 15, 2009. This will mainly affect projects with an end date of June 30, 2009.

As a reminder, transfers occurring after 90 days of incorrect posting will require increased scrutiny by Post Award, approval by the AVP of Research, and could result in audit exception. It is important that PI's and project administrators keep up to date on reviewing the monthly ledgers to ensure proper posting of charges.

Subcontracts: When completing a requisition to pay a subcontractor, use account code 772951 (for subcontracts under \$25,000 and for the first \$25,000 of the total subcontract amount) and 772952 for any part of the subcontract total over \$25,000). For instance, if a subcontract total is more than \$25,000, create a requisition with two lines. Line one with account code 772951 for the first \$25,000, and line 2 with account code 772952 for the balance over the first \$25,000 from line one. Payments should be paid against account code 772951 until the first \$25,000 are paid. The remainder of the invoices should be paid against account code 772952.

Subcontracts are generally not for individuals. Once you receive the fully executed subcontract from Pre Award, a requisition should be initiated prior to the commencement of work by the subcontractor.

Training Information

Sign up for our April trainings by emailing Natalia.Hernandez1@fiu.edu or by calling 305-348-2494! All sessions are in MARC 412, from 1:00 to 2:30 pm.

April 1, 2009—Understanding Sponsored Research Administration at FIU: This workshop provides all the needed information regarding the navigation process, from proposal to award to project close-out. It also provides an overview of the administrative functions of Sponsored Research at FIU, including how to process a proposal or project transfer through the required channels; the organization and functions of the various offices within the Office of Research; a general overview of the policies and procedures of the Office of Research, as well as the interaction among the various FIU departments and units and Sponsored Research administration. Persons new to the sponsored research process at FIU or wishing to submit a proposal for external funding should attend this training.

April 15, 2009—Award Processing: This session will address how sponsored project awards are processed, including who may negotiate and execute award documents; when awards will be set-up in PantherSoft; when project staff may begin working on an awarded project, and compliance issues for award set-up. In addition, the workshop addresses other issues that may be involved during the award negotiation process, including intellectual property, publication limitations, limitation on open disclosure of project information, and export controls. General compliance approvals required before award set-up will also be addressed including IRB, IACUC, IBC, EH&S, conflict of interest, nepotism, and the Jessica Lunsford Act.

For more information on available workshops, please visit <http://osra.fiu.edu/training/trainingDates.html>

OSRA Staff Spotlight



Luis Salas is a 1968 graduate of North Carolina State University and received his Juris Doctor from Wake Forest University in 1971. Professor Salas joined FIU in 1975 and is currently a full professor in the School of International and Public Affairs. Since 1984, he has served as the director of the Center for the Administration of Justice (CAJ). CAJ is widely recognized as one of this country's premier justice reform institutions working in developing countries. In November 2008, he was named Associate Vice President for Sponsored Research. In the latter capacity, Dr. Salas fosters and promotes sponsored research, as well as coordinates and plans research and technological development for centers reporting to the Office of the Senior Vice President for Research Development and Graduate Education. These centers consist of the International Hurricane Research Center (IHRC), which includes the Wall of Wind (WoW), and the Applied Research Center (ARC). Additionally, he works directly with the Senior Vice President to develop the FIU Research Foundation. Dr. Salas also works closely with the Vice President for Sponsored Research in matters pertaining to research development and OSRA.

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