

## CDS Research Investigators Resources and Guidelines

Last updated September 2013

The following list includes services that are available to all CDS faculty and research scientists who submit and administer grant proposals through the Center, with available services related to scope of the award and indirect returns from the award that would support this infrastructure.

	<b>Awards with no indirect rates</b>	<b>Small Awards</b>	<b>Large Awards</b>
	Includes internal grants (NCTracs, URCS) or external grants with no indirect returns to CDS. The CDS will only administer these awards with permission from the CDS Director.	External grants with limited indirect rates (below 52%) or limited indirect returns to CDS (less than 10% of indirect funds returned to CDS), and capped awards under \$100K in directs per year.	External grants with federal indirect rates for on-campus organized research, indirect returns to CDS of at least 10%, awards over \$100K in directs per year, or components of program projects in which we partner that have CDS Director's approval.
<b>GRANT PREPARATION SERVICES</b>			
Internal pre-review of grant proposals		X	X
External paid pre-review of grant proposals			X
Consultation on proposed statistical approaches	(available through Odum)	X	X
Assistance in writing statistical approach/ power sections			X
Consultation on writing observational methods into proposals		X	X
Assistance in writing observational methods into proposals			X
Support for building research teams and consultation networks	(available through NC Tracs)	(available through NC Tracs)	X
Administrative submission of proposals	X	X	X
Grant preparation for submission, including liaison work with the funding agency and OSR and budget preparation		X	X
Assistance in identifying funding mechanisms	(available through NC Tracs, UNC Resource Library)	(available through NC Tracs, UNC Resource Library)	X

Templates for common sections of grants, such as resources, and examples of successful grants for common funding mechanisms		X	X
Assistance with negotiating F&A sharing arrangements across collaborating and home units		X	X
Serving as a liaison between units to coordinate the submission of multi-unit or transdisciplinary submissions			X
	<b>Awards with no indirect rates</b>	<b>Small Awards</b>	<b>Large Awards</b>
<b>GRANT IMPLEMENTATION AND ADMINISTRATION SERVICES</b>			
Accounting services and reports upon request	X	X	
Customized quarterly budget reports and accounting services			X
IRB consultation and local review	As available	X	X
Statistical consultation		as available	X
HR services: creating and posting positions, adherence to UNC personnel policies, guidance in setting salaries/providing raises and promotions, assistance with hiring and firing procedures, support for developing work plans and conducting performance reviews	X	X	X
IT support services: server space and management, desktop support for CDS soft/hardware, consultation on software/hardware issues	X	X	X
Support from IT security liaison officer in project planning and implementation including describing data security procedures in IRB and grant applications	X	X	X
Access to research and office space*	As available	X	X
Access to developmental experts and internal consultation*	As available	X	X
Indirect returns to PIs, with rate determined each year based on available funding		X	X
Training in and assistance with compliance procedures, including tracking personnel completion of CITI and COI, report preparation for funding agencies, and preparation of pub med central submissions as needed	X	X	X

Support for publicizing and disseminating research findings	As available		X
Support for identifying research personnel and accessing work study students	As available		X
Access to conference rooms and classrooms for research meetings*	As available	X	X
Access to CDS webex account for video/audio conferencing*	As available	X	X
Access to observation lab rooms and computer lab for data collection*	As available	X	X
Access to loaner equipment (notebook computers, webcams, tripods and video cameras, etc.)*	As available	X	X

\*indicates shared CDS resource- if dedicated resources are needed for the research study, these should be discussed and negotiated with the CDS Director prior to grant submission.

## INVESTIGATOR GUIDELINES AND CDS INFRASTRUCTURE COSTS

The biggest challenge for research centers is obtaining funding to support infrastructure costs. These funds support the services listed above as well as center-wide services such as preparing reports internal to UNC (for the Vice Chancellor for Research, the Office of the Executive Vice Chancellor and Provost, Human Resources, Office of Sponsored Research, Office of Postdoctoral Affairs, etc.), maintaining facilities, and providing support for new research initiatives through meeting planning and grant writing programs. Indirect returns from grants administered by the CDS are our primary source of support for infrastructure costs. However, some services can be charged directly to grants. These include the following costs that are now automatically included in budgets for both small and large grants administered through the CDS. (Exceptions should be justified and negotiated with the CDS director at the inception of grant planning.)

- 2.5% (of total directs) charge for grant-specific IT support services (including security)- this charge would increase for special projects (setting up new labs, programming for data collection, etc.) or

resources (large storage needs). These requirements or needs should be discussed with Amy in the budget planning process

- 0.5% (of total directs) charge for research compliance services- as research policies and regulations have increased and continue to change quickly at UNC and funding agencies such as NIH/NSF/CDC, we have an increased burden on infrastructure staff to support PIs who need to comply with changes in report submissions, PUBMED central submission policies (for NIH), data sharing and repository policies, IRB submission procedures, confirming and tracking research personnel for security procedures (for CDS, CITI, COI), as well as file access and maintenance, etc.
- All grants submitted through the OSR at UNC include mandatory charges such as communications technology fees (currently .5400% of salary base) and on-campus transit fees (currently .2580% of salary base).

Other CDS services for which you can budget and request access to during the grant planning phase include:

- Statistical consultation and support
- Observational coding services core

#### Expectations for PIs and Research Investigators

Ultimate responsibility for research compliance, scientific integrity and ethical conduct rests with the project PI. This includes compliance with the policies and regulations for conducting research as set forth by the granting agency, UNC, and other relevant governing agencies for a given research project. However, one clear goal of the CDS research community is to make that job easier. For that reason, we want to be explicit about the following expectations that we have of investigators so that we can provide efficient support to you.

- PIs will make every effort to meet deadlines for grant submissions that are set up for each application; CDS may refuse to submit proposals arriving to Amy less than 8 business days in advance of the official grant deadline because this leads to violating the OSR policy of receiving applications 5 business days in advance. This has negative repercussions for CDS-OSR working relationships and may result in penalizing future CDS submissions.
- PIs will expense all indirect returns that are issued to them by the CDS by designated deadlines to avoid the potential forfeiture of these funds to other UNC/state agencies.
- PIs will ensure that project managers and research staff are familiar with CDS operating procedures and attend any necessary trainings (e.g., re: COI, CITI, expense reimbursements, purchasing card activity, travel reimbursements).
- PIs will keep CDS administration advised of funding decisions, changes in terms of awards, personnel changes, or other issues that would impact our ability to administer funded projects effectively.
- PIs are responsible for maintaining compliance with all IRB and computer security policies at UNC and CDS.

- PIs are responsible for including leave payouts for eligible employees of a given project in their budgets.
- PIs are aware of their obligations to funding agencies and work with us to stay current on changes to these policies and procedures, including for example new reporting changes in the research Performance Progress Report (RPPR), the NIH public access policy for depositing manuscripts within three months of publication, and the new submission forms for R01s, R03s, and R21s accompanied by the new SF424-RR.