

Committee on the Administration of Research
AGENDA
August 20, 2009

Introductions

Purpose of Committee

- Serve as Point-of-Contact for School/College
- Identify and Work to Resolve Issues on All Aspects of Research Administration
- Report to Research Development Advisory Council
- Set Agendas for Research Administration and Compliance Meetings (RACM)

Huron Review of Research Administration

Subgroup Possibilities (and Examples)

- Accounting/Banner Issues
 - Subaward Encumbrances and Payments
- Compliance Issues
 - Effort Certification – 9 month faculty on research awards
- Policies and Procedures

Research Administration and Compliance Meeting, Wednesday, August 26, 2009

- Draft Agenda

Committee on the Administration of Research (CAR)

Membership
August 2009

School and College Appointees

Allied Health Professions	Brenda McFail
Dentistry	Margaret Poland
Health Sciences	Quincy Byrdsong
Medicine	George Ford
Nursing	Marie Gardner
Pharmacy	Gary Pantaleo
Business	Tom Rose
Education	Susan Younce
Engineering	Billie Martin-Lowry
Humanities and Sciences	Sharon Dawson
Life Sciences	Pamela Allred-Irby
Social Work	Daniel S. Park
The Arts	Melyatta Powers

Directors

Grants & Contracts Accounting	Margie R. Booker
Office of Sponsored Programs	Melanie Wiggins
Office of Sponsored Programs	Annie Publow

Co-Chairs

University Controller	Patricia Perkins
Asst. VP for Research Administration	Susan Robb

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Research Development Advisory Council

The Research Development Advisory Council was inaugurated in 2006. Its members are Associate/Assistant Deans for Research or individuals who hold comparable responsibilities for research development within their respective College/School. Council members represent the research interests of each of the Schools and Colleges at VCU, and serve as a conduit of information from the Office of the Vice President for Research (OVPR) back to their constituencies. The Council meets regularly with the Vice President for Research and the Associate Vice President for Research Development to address topics of specific interest to the VCU research enterprise, and to identify resources and supports necessary for increasing the strength and competitiveness of VCU as a research university.

VCU Research Development Advisory Council:

Dr. Francis Macrina

Vice President for Research

Dr. Ann Nichols-Casebolt

Associate Vice President for Research Development

Dr. Gordon Archer

Associate Dean for Research, School of Medicine

Dr. Timothy Davey

Associate Dean for Community Engagement, School of Social Work

Dr. Thomas Huff

Vice Provost for Life Sciences

Dr. Catherine Ingrassia

Executive Associate Dean, College of Humanities and Sciences

Dr. Russell Jamison

Dean, School of Engineering (Interim Associate Dean for Research)

Dr. Shelly Lane

Assistant Dean for Research, School of Allied Health Professions

Dr. Allen S. Lee

Associate Dean for Research & Graduate Studies, School of Business

Dr. Christina Lindholm

Associate Dean, School of the Arts

Dr. Gary Matzke
Associate Dean for Clinical Research, School of Pharmacy

Dr. James McMillan
Interim Director, Office of Research Services, School of Education

Dr. Rita Pickler
Interim Associate Dean for Research and Scholarship, School of Nursing

Dr. Harvey Schenkein
Assistant Dean for Research, School of Dentistry

Ms. Susan Younce
Coordinator of Grants and Projects, School of Education

Office of the Vice President for Research
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Committee on the Administration of Research (CAR)

Purpose

The Committee on the Administration of Research (CAR) is established for the purpose of discussing continuing and emerging issues related to research administration and compliance at Virginia Commonwealth University.

Membership

The Committee will be co-chaired by the Assistant Vice President for Research Administration and the Controller. Members of the committee will be appointed by the ReDAC members of each of the following areas:

Allied Health Professions
Dentistry
Health Sciences
Medicine
Nursing
Pharmacy
Business
Education
Engineering
Humanities and Sciences
Life Sciences
Social Work
The Arts

Directors of the Office of Sponsored Programs and the Director of Grants and Contracts Accounting will be standing members of the committee.

Appointee Responsibility

Each appointee of the Committee will be expected to regularly attend meetings and serve as the point of contact for their area for issue identification and information dissemination as well as serve on ad-hoc subcommittees for issue resolution.

Appointees will remain members of the Committee unless and until the ReDAC member appoints a different individual.

Meetings

The Committee will meet quarterly. The Committee will work to identify and resolve financial, administrative, and/or compliance issues and will set the agenda for the Research Administration and Compliance Meetings (RACM).

Reporting

The Assistant Vice President for Research Administration, an ad-hoc member of the ReDAC, will provide regular reports from the Committee to ReDAC.

July 2, 2009

Research Administration and Compliance Meetings

Purpose

Research Administration and Compliance Meetings are held to disseminate information related to research administration and compliance issues.

Attendees

All members of the VCU community that are interested in research administration and compliance activities are welcome to attend the meetings.

Meetings

Meetings will be co-chaired by the Assistant Vice President for Research Administration and the Controller and held on an as-needed basis, but not less often than biannually.

Agendas

Agendas will be set by the Committee on Administration of Research (CAR).

July 2, 2009

DRAFT

Research Administration and Compliance Meeting (RACM)

Agenda

August 26, 2009

ReDAC: Establishment of CAR and RACM

Introductions of OSP & G&C Staff/Current Org Charts

VCUeRA Training for Department Level Grants Administrators

- Electronic submissions and award transactions are here to stay. Within the next year, all applications will be routed and approved via VCUeRA. Take the training if you haven't yet.

OSP Life Cycle

Precursor to Proposal Workflow - Demonstration

Update on ARRA Funding and Reporting

Top "10" Items that cause delay in OSP Processing

Subaward encumbrances

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Technology Transfer

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Material Transfer and Nondisclosure Agreements

As a service to VCU faculty and staff, VCU Tech Transfer reviews, negotiates and executes Material Transfer Agreements (MTAs) and Nondisclosure Agreements (NDAs). We strive to execute these agreements as quickly as possible so that you can continue with your research. Although standardized contract language exists for MTAs and NDAs, a significant percentage of universities and an even higher percentage of companies do not adhere to such language. Below, we describe the purpose of MTAs and NDAs and some of the issues that may be involved in getting these agreements completed.

If you need an MTA or NDA completed as part of your research, please contact VCU Tech Transfer. It will be helpful to forward us the correspondence that you had with the other party and any draft agreements that they may have sent to ott@vcu.edu or mail to Tech Transfer P.O. Box 980568.

[-] Material Transfer Agreements

An MTA is a contract that states the terms and conditions for the transfer of tangible research materials between VCU and an outside organization. The outside organization could be another university or a for-profit company. An MTA with a for-profit company (e.g., pharmaceutical) is usually very different from one with another university. If you are seeking to get tangible materials from an outside organization, then we will be negotiating an "Incoming" MTA. For Incoming MTAs, we will usually be reviewing and approving the outside organization's MTA draft. If an outside organization has requested access to some of your research materials, we will draft and negotiate an "Outgoing" MTA. Generally, the materials are transferred without the expectation of getting them back.

A wide variety of tangible research materials can be transferred. Biological research materials may include unique plasmids and vectors, cell lines or other cultures, viruses and genetically modified animals. Other research materials may include unique reagents, chemicals and engineered materials. The MTA draft will describe the materials to be transferred, describe the recipient's research that will be conducted using the materials and will specify a defined period of time that materials may be used for the research. Materials that are not unique to VCU and are readily available from other sources or for purchase generally do not need to be transferred under an MTA.

If you are using materials obtained under an MTA, please review the terms and conditions of that agreement to ensure that VCU does not break its contractual obligations with the other organization. MTAs that involve human or animal research or hazardous materials may require additional approvals before the MTAs are executed and the materials transferred.

[-] Nondisclosure Agreements

An NDA is a contract that states the terms and conditions for the sharing of confidential information between VCU and an outside organization. Confidential information is shared under a valid NDA between VCU and another organization so that the parties can consider entering into a license or research agreement, or discuss a possible collaboration or funding opportunity. Confidential information may include unpublished details of inventions, business methods and plans, research protocols and proposals, research results and software code. VCU information which has been publicly disclosed (either orally or in writing) will not be considered confidential under an NDA.

If both VCU and the outside party will be sharing confidential information, then a Bilateral NDA will be executed. If only one party will be sharing their confidential information, then a unilateral NDA will be executed. NDAs typically will define the nature of the confidential information to be shared and will have short period of time (usually 1 year) in which the confidential information can be shared and a long period of time (3 to 10 years) in which the receiving party must not disclose the other party's confidential information. Usually, when confidential information is transferred to the other party, it must be marked "confidential" in order for it to actually be considered confidential under the agreement. VCU faculty and staff have an obligation to protect an outside party's confidential information and should only disclose such information to other VCU faculty and staff on a "need-to-know" basis.

[-] Potential Issues with MTAs and NDAs

VCU Tech Transfer works to quickly review, negotiate and execute all MTAs and NDAs that are

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