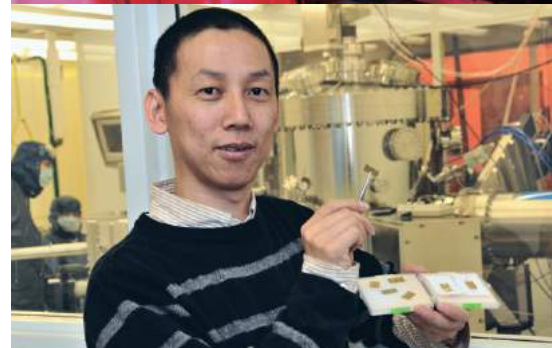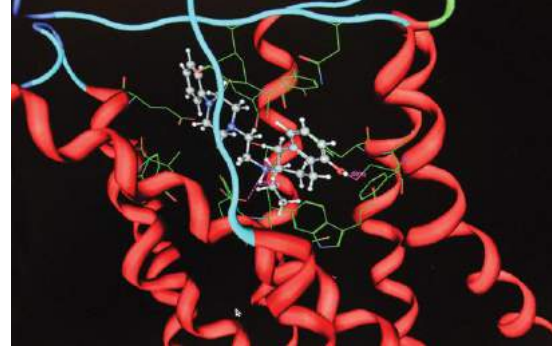# WAYNE STATE UNIVERSITY

Research Handbook

2013-2014

DIVISION OF RESEARCH

www.research.wayne.edu

RESEARCH HANDBOOK

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Office of the Vice President for Research

research.wayne.edu/about

OFFICE OF THE VICE PRESIDENT FOR RESEARCH (OVPR)
www.research.wayne.edu

UNIVERSITY LEADERSHIP IN ACHIEVING THE WSU'S RESEARCH MISSION

- Oversight and direction of the university's research standings, reputation, and portfolio in partnership with the academic units
- Facilitation and stimulation of research
- Research administration and the establishment and implementation of research policies and procedures
- Commercialization of faculty discoveries and inventions
- Compliance with federal, state, and local regulations governing research activities

VICE PRESIDENT FOR RESEARCH - Dr. Hilary Ratner, 577-5600, hilary.ratner@wayne.edu
Liaison to social sciences, education, business, law, and humanities

ASSOCIATE VICE PRESIDENT FOR RESEARCH - Dr. Gloria Heppner, 577-5600, heppnerg@wayne.edu
Liaison to physical and life sciences, engineering, arts, Academic Senate, CIAC-II, and internal research funding programs manager

ASSOCIATE VICE PRESIDENT FOR RESEARCH - Dr. Joseph Dunbar, 577-5600, jdunbar@med.wayne.edu
Liaison to medicine, nursing, pharmacy, and other health sciences, Academic Senate Research Committee, and director of WSU's Initiative for Maximizing Student Development program

DIRECTOR FOR RESEARCH COLLABORATIONS - Nancy Christ, 577-0551, nchrist@med.wayne.edu
Support for cross-disciplinary research initiatives within WSU, and collaborative research programs with organizations external to WSU, and director of the Michigan Neonatal Biobank

DIRECTOR OF INTER-INSTITUTIONAL INITIATIVES - Dr. Freda Giblin, 577-3448, fgiblin@wayne.edu
Support for program and operating plans to enhance university research initiatives, research and training grants, and research building projects

DIRECTOR OF RESEARCH COMMUNICATIONS - Julie O'Connor, 577-8845, julie.oconnor@wayne.edu
Contact for research media and public relations

RESEARCH SUPPORT LIAISON - Sarah James, 577-8997, sjames@wayne.edu
Liaison for faculty programs and services, including WSU ResearchConnect, COS Pivot, and internal funding

SENIOR EXECUTIVE ASSISTANT TO THE VICE PRESIDENT - Shay Izzard, 577-4442, ski@wayne.edu
Administrative support to the Vice President and Associate Vice President for Research

FACULTY FELLOW FOR INTERDISCIPLINARY RESEARCH - Julie Thompson Klein, ad5820@wayne.edu
Support for WSU's interdisciplinary activities

5057 Woodward, Suite 6409
Detroit, MI 48202
313-577-5600 (phone)
313-377-3626 (fax)

DIVISION OF RESEARCH

MISSION STATEMENT

The members of the Division of Research view their role in the context of Wayne State University's mission as a national research university within a diverse urban setting. We are dedicated to providing the students, faculty, and staff of Wayne State University with the best available resources to achieve the highest standards of research and scholarship. These resources include leadership, information, guidance and support.

We accept the challenge of providing leadership in the development of new strategies of scholarship, including those which take full advantage of the strengths of interdisciplinarity. We participate fully in the partnership between our diverse urban community and Wayne State University, a nationally recognized center of excellence in research. We communicate with pride the academic achievements of our university community which enhance the personal, social and economic well-being of the members of our large community.

Our best indicators of success are recognized scholarship, research productivity, and the transfer of knowledge to our students and the community. We evaluate multiple indicators of accomplishment against national norms and an internal commitment to continuous improvements.

Division of Research
Office of the Vice President for Research

Hilary Ratner
Vice President for Research

Gloria Heppner
Associate Vice President for Research

Division of Laboratory Animal Resources
Lisa Brossia
Senior Director

Inter-Institutional Initiatives
Freda Giblin
Director

Research Collaborations
Nancy Christ
Director

Research Support Liaison
Sarah James

Executive Assistants

Research Communications
Julie O'Connor
Director

Assistant to The V.P.
Sharon Izzard
Sr. Executive Assistant

Finance & Research Operations
Antonio Yancey
Director

OVPR IT Office

Center for Molecular Medicine & Genetics
Lawrence Grossman
Director

Institute of Environmental Health Sciences
Melissa Runge-Morris
Director

Institute of Gerontology
Peter Lichtenberg
Director

Merrill Palmer Skillman Institute
Peter Lichtenberg
Director

Joseph Dunbar
Associate Vice President for Research

Technology Commercialization
Joan Dunbar
Interim
Associate Vice President

Compliance and Regulatory Affairs
Philip Cunningham
Assistant Vice President

Environmental Health & Safety
Thomas Perez
Research Director

Responsible Conduct of Research
Gayle Kusch
Senior Director

Institutional Animal Care and Use Committee

The Institutional Review Board

Sponsored Program Administration
Gail Ryan
Assistant Vice President

Who We are in the OVPR

Gloria Heppner

Engineering

CLAS: Physical Sciences and Biology

Fine, Performing & Communication Arts: Art and Art History; Music; Dance

Institute of Environmental Health Sciences

Joe Dunbar

Medicine

Nursing

Pharmacy and Health Sciences

Center for Molecular Medicine and Genetics

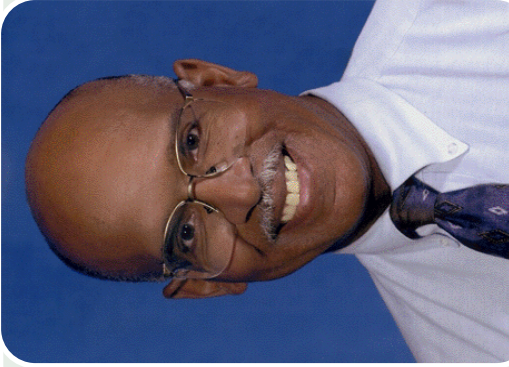**Hilary Ratner**

CLAS: Social Sciences and Humanities areas

Education

Social Work

Fine, Performing & Communication Arts: Communication

Institute of Gerontology

Merrill Palmer Skillman Institute

Name	Title	College	Email	Phone
Lawrence Grossman	Director	Center for Molecular Medicine and Genetics	lgrossma@med.wayne.edu	577-5326
Lyke Thompson	Director	Center for Urban Studies	lyke@wayne.edu	577-5209
Patrick Gossman	Deputy Chief Information Officer	Computing and Information Technology	pgossman@wayne.edu	577-2085
Barbara LeRoy	Director	Developmental Disabilities Institute	Barbara LeRoy <aa2732@wayne.edu>	577-0334
Freda Giblin	Director of Inter-Institutional Initiatives	Division of Research	fgiblin@med.wayne.edu	577-3448
Gail Ryan	Interim Associate Vice President for SPA	Division of Research	ak1293@wayne.edu	993-4385
Gloria Heppner	Associate Vice President for Research	Division of Research	heppnerg@wayne.edu	577-8848
Hilary Ratner	Vice President for Research	Division of Research	hilary.ratner@wayne.edu	577-5600
Joseph Dunbar	Associate Vice President for Research	Division of Research	jdunbar@med.wayne.edu	577-5600
Julie O'Connor	Director of Research Communications	Division of Research	julie.oconnor@wayne.edu	577-8845
Nancy Christ	Director for Research Collaborations	Division of Research	nchrist@med.wayne.edu	577-0551
Sarah James	Research Support Liaison	Division of Research	sjames@wayne.edu	577-8997
Thomas Edwards	Acting Associate Dean	Education	sharon.field@wayne.edu	577-8282
Simon Ng	Associate Dean for Research	Engineering	sng@eng.wayne.edu	577-3861
Judith Moldenhauer	Interim Associate Dean	Fine, Performing and Communiontion Arts	judith.moldenhauer@wayne.edu	577-5747
Carl Freeman	Senior Faculty Advisor	Honors	ad5728@wayne.edu	577-2793
Melissa Runge-Morris	Director	Institute of Environmental Health Sciences	m.runge-morris@wayne.edu	577-5598

Name	Title	College	Email	Phone
Cathy Lysack	Deputy Director	Institute of Gerontology	c.lysack@wayne.edu	577-2297
Peter Lichtenberg	Director	Institute of Gerontology	p.lichtenberg@wayne.edu	577-2297
Jerry Herron	Dean	Irvin D. Reid Honors College	jerry.herron@wayne.edu	577-3030
John Rothchild	Associate Dean	Law School	jrothchild@wayne.edu	577-3973
Christie Chow	Associate Dean	Liberal Arts and Sciences	csc@chem.wayne.edu	577-2520
Bonnie Stanton	Vice Dean of Research	Medicine	bstanton@dmc.org	577-5494
Daniel Walz	Associate Dean	Medicine	dwalz@med.wayne.edu	577-9553
John Hannigan	Deputy Director	Merrill Palmer Skillman Institute	j.hannigan@wayne.edu	872-1790
Nancy Artinian	Associate Dean	Nursing	n.artinian@wayne.edu	577-5724
Deepak Bhalla	Associate Dean	Pharmacy and Health Sciences	ad6268@wayne.edu	577-3980
Phil Cunningham	Assistant Vice President	Research Compliance	philc@wayne.edu	577-9064
Joanne Sobeck	Director of Research	Social Work	joanne.sobeck@wayne.edu	577-4439
Sharon Phillips	Director	University Libraries	sharon.phillips@wayne.edu	577-4238

Fast facts

Wayne State University is classified by the Carnegie Foundation for the Advancement of Teaching as RU/VH (Research University, Very High research activity), a distinction held by only 2.3 percent of institutions of higher education in the United States. It has 13 colleges and schools and offers more than 370 academic programs including bachelor's, master's and doctoral degrees; post-baccalaureate, graduate and specialist certificates; and three professional programs.

Fall 2012 enrollment by level

Undergraduate	19,342
Graduate	7,488
Professional	2,108
Total	**28,938**

Fall 2012 credit hours by course level

Undergraduate	218,898
Graduate	51,520
Professional	40,968
Total	**311,386**

2012 – 2013
Annual tuition and fees

Undergraduate – lower division (24 credit hours)

Resident	$8,235
Non-resident	$17,471

Graduate (24 credit hours)

Resident	$14,155
Non-resident	$29,610

Fall 2012 housing and residential life

(based on Warrior Pass unlimited plan)

Freshman $8,208 (two-person room)

Housing occupancy

Residence halls	1,606
Apartments	1,190
Total	**2,796**

Degrees awarded in FY 2011-12 by level:

Baccalaureate	2,634
Master's	2,150
Professional	447
Doctoral	360
Total	**5,591**

Revenue FY 2011-12

Tuition and fees, net	$322 M
Grants and contracts	$307 M
State appropriations	$182 M
Other	$84 M
Total	**$895 M**

Faculty

Full-time	1,783
Part-time	1,118
Total	**2,901**
Tenured	758
Tenure-track	294
Total	**1,052**

Libraries

David Adamany Undergraduate Library
Macomb Center Library
Arthur Neef Law Library
Oakland Center Library
Purdy/Kresge Library
Walter P. Reuther Library
Science and Engineering Library
Shiffman Medical Library

Research

2012 Number of awards	1,040
2012 Award dollars	$183 M

Real estate acreage

Main campus: 191 acres
Research and technology park: 43 acres

Extension centers

Advanced Technology Education Center, Warren
Harper Woods Center, Harper Woods
Macomb Education Center, Clinton Township
Oakland Center, Farmington Hills
University Center – Macomb, Clinton Township

Founded: 1868
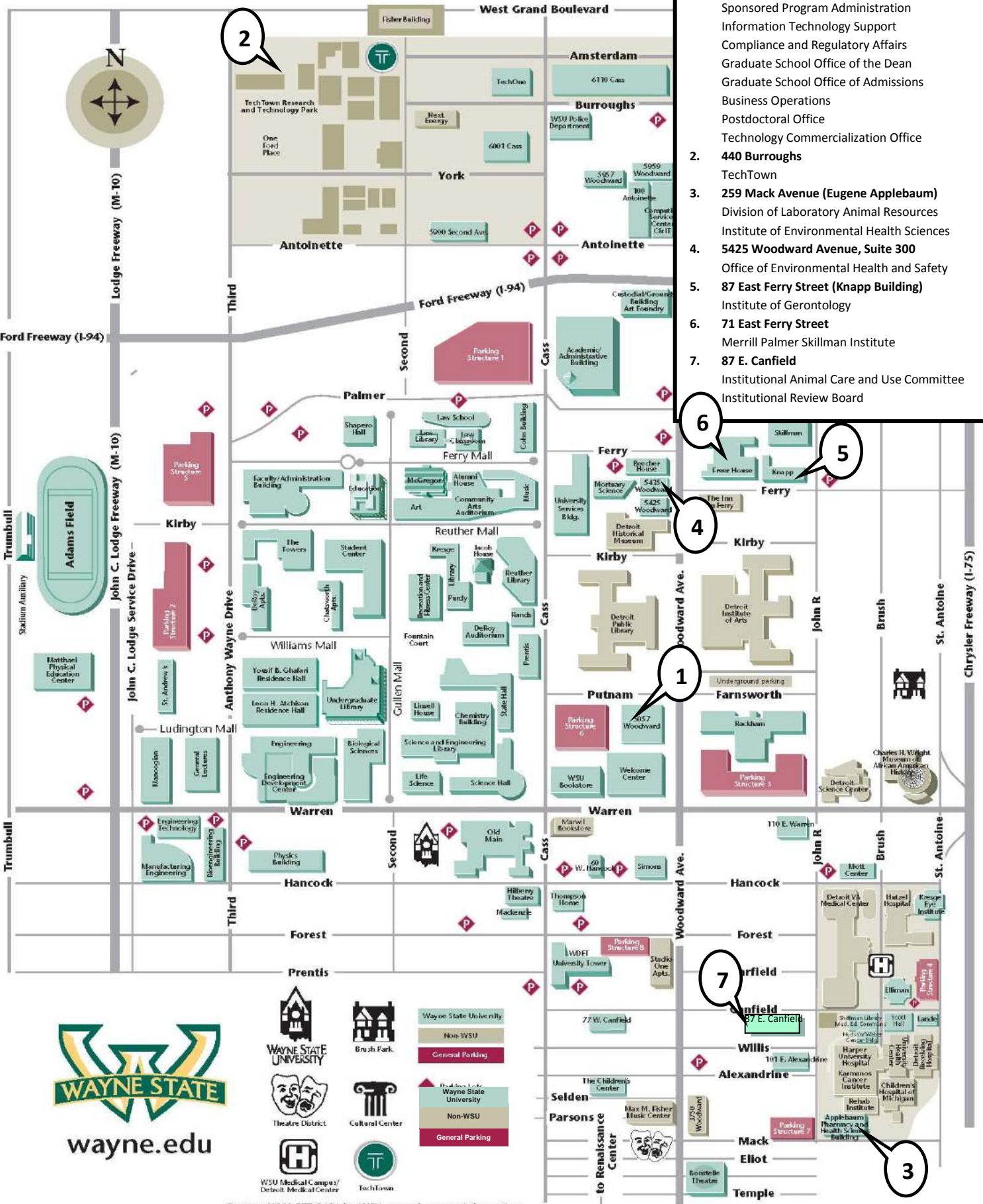**President:** Allan Gilmour

Accreditation:
North Central Association of Colleges and Schools

Location and home page

Wayne State University
Detroit, Michigan 48202
877-WSU-INFO
wayne.edu

Apply online

**admissions.wayne.edu**
gradschool.wayne.edu

1. **5057 Woodward Avenue**
   Office of the VP for Research (OVPR)
   Sponsored Program Administration
   Information Technology Support
   Compliance and Regulatory Affairs
   Graduate School Office of the Dean
   Graduate School Office of Admissions
   Business Operations
   Postdoctoral Office
   Technology Commercialization Office
2. **440 Burroughs**
   TechTown
3. **259 Mack Avenue (Eugene Applebaum)**
   Division of Laboratory Animal Resources
   Institute of Environmental Health Sciences
4. **5425 Woodward Avenue, Suite 300**
   Office of Environmental Health and Safety
5. **87 East Ferry Street (Knapp Building)**
   Institute of Gerontology
6. **71 East Ferry Street**
   Merrill Palmer Skillman Institute
7. **87 E. Canfield**
   Institutional Animal Care and Use Committee
   Institutional Review Board

WAYNE STATE UNIVERSITY
wayne.edu

Wayne State University
Non-WSU
General Parking

Brush Park
Theatre District
Cultural Center
WSU Medical Campus/
Detroit Medical Center
TechTown

Wayne State University
Non-WSU
General Parking
Parking Lots

Contact (313) 577-2424 for WSU general campus information
or (313) 577-9973 for assistance with accessibility at WSU

to Renaissance Center
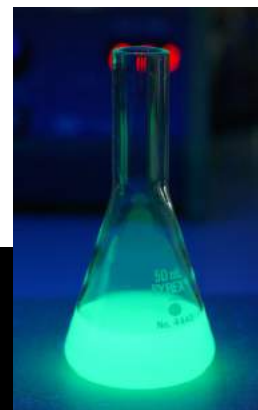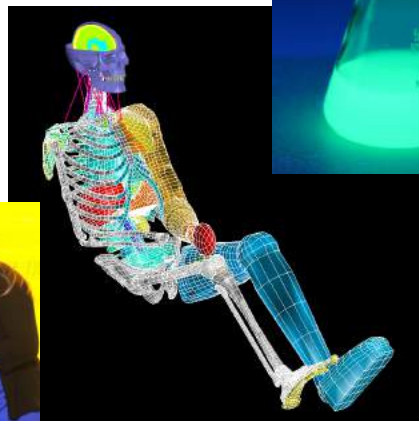
Let us make you famous!

Research Communications Office

Research Communications Office

Division of Research
Wayne State University
5057 Woodward, Suite 6409

Phone: 313-577-8845
Fax: 313-577-3626
E-mail: julie.oconnor@wayne.edu
Web: http://
www.research.wayne.edu/
communications/index.php

The Research Communications Office at Wayne State University is part of the Office of the Vice President for Research. Located on the sixth floor of 5057 Woodward, Research Communications provides information about WSU research to diverse and key audiences through a variety of media.

The office authors and edits news releases and media advisories on WSU research accomplishments and special research events, publishes a glossy research magazine that features the work of Wayne State researchers on a campus-wide and global scale, and maintains Wayne State's research web presence. In addition, we prepare a monthly newsletter, Research@Wayne, that spotlights faculty accomplishments, funding and training opportunities and other important research administration items.

If you have newsworthy information about a research accomplishment or event that you would like promoted internally or externally, contact Julie O'Connor at julie.oconnor@wayne.edu.

Wayne State University
Quick-Tips for Media Interviews

Members of the media regularly visit campus or contact people on campus to report on news out of Wayne State University, or to comment on stories of the day. Media calls typically come through the Office of Public Relations, Office of the Vice President for Research or through Schools/Colleges' information officers, but often reporters may call on staff, faculty or students directly. Media calls may be re-directed to Julie O'Connor, director of Research Communications at 313-577-8845 or Public Relations at 313-577-2150. We ask that you notify Julie or Public Relations whenever a member of the media contacts you.

The following are some tips for communicating with the media. More formal training materials and assistance is available by contacting Julie.

FIRST THINGS TO DO WHEN YOU ARE CONTACTED BY THE MEDIA:
- Contact the Public Relations Office, especially if you have any misgivings about taking part in the interview.
- If the reporter leaves you a message, call back promptly. Reporters are always on tight deadlines.
- Ask the reporter who s/he is and from what media outlet or organization they are calling.
- Ask the reporter what his/her deadline is, and when the story will appear.
- For broadcast media inquiries, find out if the interview is live or taped. If it is live, you will want some time to prepare for the interview, as it cannot be edited.
- Ask what the story is about to ensure that you are the proper person/expert for the reporter to speak with, and to make sure that your responses are framed accordingly.
- If you do not feel you are the best source for the story, let the reporter know that you don't feel you can give proper content for the story, and direct him/her to the public relations office.
- It's okay to take a few minutes to collect your thoughts for the interview. Let the reporter know you need a few minutes to prepare, and call back promptly.
- Prepare for the interview by developing essential messages you want to get across. Do not use notes when you are on camera.

DURING THE INTERVIEW:
- Be professional.
- Remember, there is no safe way to go "off the record." Do not say anything to the reporter that you do not want to see in print.
- Avoid technical jargon; explain technical matters as simply as possible.
- Avoid personal or judgmental opinions.
- Speak clearly in a normal tone of voice.
- Never argue.
- Take your time to think about your response. If you are being taped; ask or signal to pause for a minute to collect your thoughts.
- If you are speaking about potentially commercializable research for which you have not done a disclosure, published or protected, speak in generic terms to avoid future conflict.

- Stay on message. Avoid topics outside of your expertise.
- Be alert to opportunities to mention Wayne State University in the course of the interview.

Tips for broadcast interviews:

- Dress appropriately. Avoid bold patterns; gray and dark blue suits with pastel or off-white shirts work best for television interviews. Avoid tops that are all red, black or white. Avoid wearing busy necklaces or bracelets, high-heels and short skirts. It is best to err on the conservative side.
- Prepare for the interview; never wing it. Review any news releases sent out if it is regarding your research or project; have two to three key messages that you can recite to help get your key messages across. Be concise.
- Look directly at the interviewer. Don't worry about camera angles.
- Keep your answers short and simple; avoid slang, technical terms and jargon.
- Be nice, courteous, friendly and appreciative; never lose your temper.
- Anticipate and practice answering difficult questions. "What's the question I least want to answer?"
- Never say "no comment," as this is perceived as an admission of guilt or wrongdoing.
- Use natural gestures when speaking on camera.
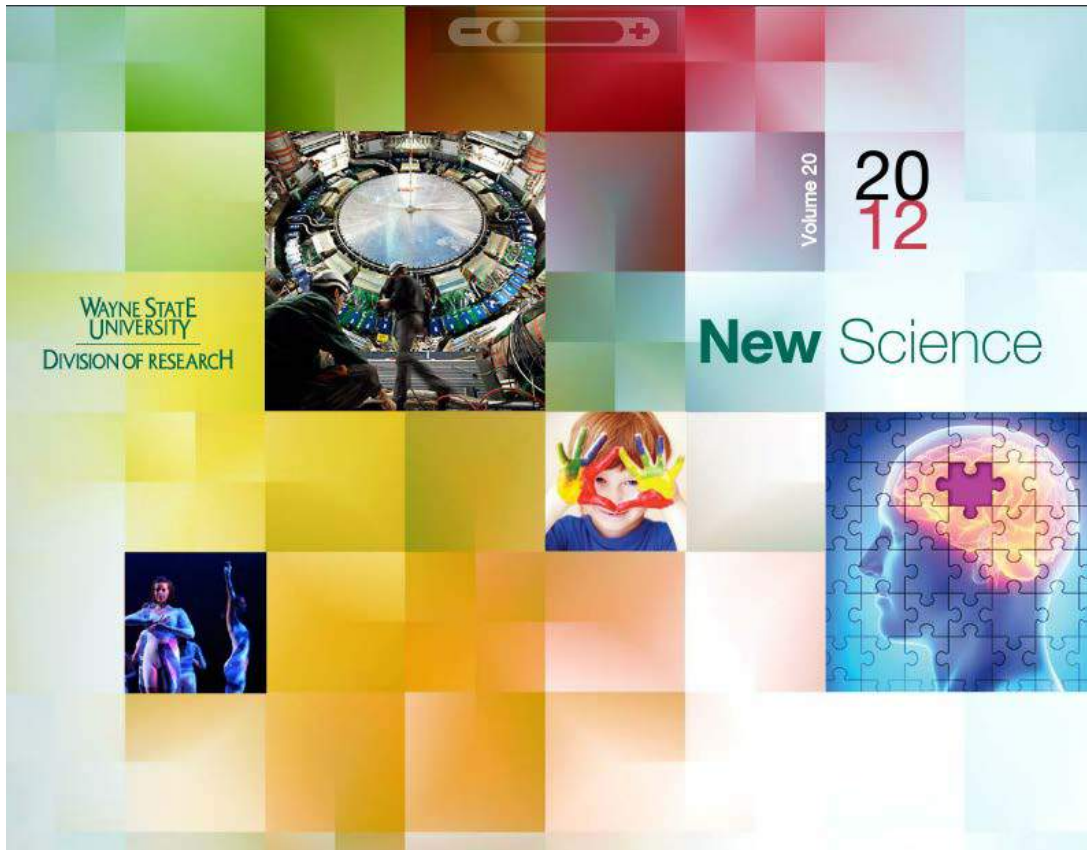
Visit http://research.wayne.edu/newscience to view issues of the Division of Research's annual publication *New Science.*

This publication showcases faculty and students from across the university who are making remarkable discoveries through creative and innovative approaches to their work. Our faculty transform not only the lives of our students, but also those of the people in Detroit, Michigan and around the world with groundbreaking ideas and discoveries that lead to new ways of living.

Interdisciplinary Research at WSU

Heightened interest in interdisciplinarity at funding agencies, national professional organizations, and universities around the country affirms its growing importance. Many key topics today are interdisciplinary including cancer, sustainability, and inequality. New research on the mind, the body, the family, the earth and the solar system is blurring traditional boundaries while new understandings of language, culture, and history are transforming research and education. New tools and concepts are borrowed daily across sciences, social science, humanities, and the professions. Interdisciplinary fields continue to emerge.

The Office of the Vice President for Research is committed to promoting interdisciplinary exchange throughout the University, and provides support for these activities through its Director for Research Collaborations and its Faculty Fellow for Interdisciplinary Research.

You will find existing interdisciplinary research opportunities at Wayne State University in its Centers and Institutes and in the many faculty-initiated Interdisciplinary Research Groups. We also offer help to those who are looking for an individual or group to match their research interests.

For more information contact:

Nancy Kraemer Christ
Director for Research Collaborations
Office of the Vice President for Research
(313) 577-0551
nchrist@med.wayne.edu

Julie Thompson Klein
Faculty Fellow for Interdisciplinary Research
and Professor of Humanities, Department of English
ad5820@wayne.edu

PLEASE PRINT OR TYPE AND RETURN THIS FORM TO NANCY CHRIST VIA FAX TO 577-3626 OR OFFICE OF THE VP FOR RESEARCH, 5057 WOODWARD SUITE 6405

Name: _____

Title: _____

Department/Program/or Other Unit: _____

College/School/or Division: _____

Campus Phone and Email Address: _____

Subject Matter Expertise: _____

If You Have Served on an External Review Panel, Provide the Dates and Study Sections

_____

What Type of Research Collaborators Are You Looking For? (what discipline, knowledge or skill set)

_____

What New Interdisciplinary Education Programs Are You Contemplating?

_____

Describe Your Research Interests (add pages as needed)

_____

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WSU Centers and Institutes

To view web sites of individual centers and institutes, please visit:
http://research.wayne.edu/ci/

WSU is dedicated to a strong urban, teaching and service mission while continuing to strive for excellence in research. Our centers and institutes play an integral role in the university's emphasis on encouraging innovative scholarship, providing service to society and strengthening its performance as a nationally recognized research university. These units embrace the multidisciplinary nature of scholarship and research within the university and expand university boundaries by fostering collaborations with government, industry and organizations to enhance economic growth and the quality of life locally, nationally and globally. They vary greatly in size, focus and mission – some promote a primarily research-focused agenda, while others focus on instruction and/or community service.

University Centers

Type I - Academic

Center for Urban Studies
Cohn-Haddow Center for Judaic Studies
Developmental Disabilities Institute
Humanities Center

Type II - Research

Barbara Ann Karmanos Cancer Institute
Center for Molecular Medicine and Genetics
Institute of Environmental Health Science
Institute of Gerontology
Merrill Palmer Skillman Institute

College Centers

Business Administration

Manufacturing Information Systems Center

Education

Center for School Health
Center for Self Determination and Transition
Institute for Learning and Performance Improvement
Institute for the Study of the African American Child

Engineering

Bioengineering Center
Center for Automotive Research

Law

Damon J. Keith Center for Civil Rights

Liberal Arts and Sciences

Center for Excellence and Equity in Mathematics
Center for Latino/a and Latin American Studies
Center for Peace and Conflict Studies
Center for the Study of Citizenship
Confucius Institute
Douglas A. Fraser Center for Workplace Issues
Labor Studies Center

Medicine

C.S. Mott Center for Human Growth and Development
Cardiovascular Research Institute
Center to Advance Palliative-Care Excellence
Ligon Research Center of Vision

Social Work

Center for Social Work

MERRILL PALMER SKILLMAN INSTITUTE
for Child & Family Development

Mission

The mission of the Wayne State University Merrill Palmer Skillman Institute (MPSI) is to conduct state-of-the-art interdisciplinary research, education, outreach and community engagement in child and family development to improve the health and well-being of children, youth and families across the lifespan. See www.mpsi.wayne.edu/about/mission.php for details.

Child and Family Research

Faculty at the Merrill Palmer Skillman Institute are actively engaged in relevant scholarship and research focusing on urban children and families at increased risk due to familial, environmental, economic, biomedical, psychosocial and other challenges and developmental stressors. These researchers are committed to applying their findings in meaningful practice and policy. Some topics under investigation include:

- Computer-based brief interventions to reduce drug and alcohol use by pregnant women
- Health and behavior problems in children and teens raised by a grandparent
- Romantic encounters, adolescent development and partner violence
- Child maltreatment and child welfare
- Lifelong consequences of prenatal exposure to cocaine and alcohol
- Risky behavior and substance use and abuse by adolescents

"The welfare of any community is . . . dependent upon the quality of its motherhood and the spirit and character of its homes."

—Lizzie Merrill Palmer, 1915

Visit Our Website to Learn More: www.mpsi.wayne.edu

Programs

EDUCATION AND RESEARCH TRAINING MPSI is committed to providing high-quality and challenging undergraduate, graduate and post-doctoral research training consistent with the Institute's research and outreach mission. Research training, mentoring and collaborations expand the expertise of trainees working toward degrees in Psychology, Social Work, Education and other disciplines.

INFANT MENTAL HEALTH PROGRAM In 2013, MPSI created the country's first dual-title degree program for masters and doctoral students in Infant Mental Health, offered through the Colleges of Nursing and Education, and the School of Social Work. IMH also sponsors an annual 2-day CE conference.

HEALTHIER URBAN FAMILIES Community outreach and professional development seminars are offered throughout the year on various topics such as family violence, HIV and autism. Frequent community workshops help parents, grandparents and caregivers benefit from periodic support groups.

GIANT STEP TEEN CONFERENCE For 30 years, this free discussion-based conference has fostered unity, tolerance and acceptance among diverse populations of 250 area teens each year.

EARLY CHILDHOOD CENTER The Center provides an enriching preschool education in a diverse, developmentally appropriate, emotionally supportive, and socially engaging environment. The center is nationally respected as a "laboratory" for research in early child development.

THE CHILDREN'S BRIDGE MPSI promotes interdisciplinary research in developmental sciences across Wayne State University – bridging schools, departments, disciplines and individuals.

MERRILL PALMER SKILLMAN INSTITUTE
for Child & Family Development

Education

Research

Outreach

Partnership

Helping children and their families since 1920

Child and Family Research

Community, Parent/Caregiver & Professional Training

Early Childhood Center

Graduate Education and Research Training

WAYNE STATE UNIVERSITY

MERRILL PALMER SKILLMAN INSTITUTE
for Child & Family Development

Freer House

The Merrill Palmer Skillman Institute is housed in the historically significant Freer House built in 1890 by Detroit business magnate Charles Lang Freer. Together with the *Friends of the Freer House,* MPSI is committed to preserving and restoring the Freer House as a treasure in American art and architecture and honoring Mr. Freer's unique role in America's cultural history. To learn more, please visit www.mpsi.wayne.edu/about/friends-freer.php or call 313-872-1790.

71 East Ferry
Detroit, MI 48202
(313) 872-1790

email: mpsi@wayne.edu
www.mpsi.wayne.edu

WAYNE STATE UNIVERSITY

History

In 1916, Lizzie Merrill Palmer left a bequest to found the Merrill Palmer School aimed ultimately at serving Detroit's children "through formal academic programs". The Institute has a long and respected history of research in child development and in training generations of leading scientists in the field. It served as a national model for child development research that engaged the community. Institute faculty did groundbreaking research in physical, mental, nutritional and personality development, work that helped establish standards in developmental research and research training and leading to innovations in early childhood education and more. In 1981, the historic Merrill Palmer Institute for Child Development was incorporated into Wayne State University. In 2005 it merged with the Skillman Center for Children and Families to form the current Merrill Palmer Skillman Institute for Child & Family Development.

"In every conceivable manner, the family is link to our past, bridge to our future."

—Alex Haley

ImPrints

MPSI's Newest Faculty Member Studies Wars' Effects

Military families face tough challenges. A service member's deployment means parenting from halfway around the world, leaving the remaining parent to field family decisions – and face parenting challenges – alone. Service members miss school concerts, teacher conferences, and even the births of their children. Since the beginning of the wars in Iraq and Afghanistan, 2 million American children have had a parent deployed in military service. What toll does this take on the mental health of children and their parents?

Until recently, research into military life concentrated on children with diagnosed psychological problems. While important, "this is a narrow view," said associate professor Julie Wargo Aikins, Ph.D., the newest member of MPSI's faculty and jointly appointed in Psychiatry and Behavioral Neurosciences. "We should look at whether children are meeting normal developmental milestones. Are preschoolers regulating their emotions? Are older students achieving in school and making friends?" Children who do not meet these milestones have long-term risks for developing psychopathology, she said. "The right interventions could help these children the most by preventing problems in the future."

Combining Forces

Dr. Wargo Aikins comes to MPSI from the University of Connecticut where she first studied the children of deployed Army members. Her husband, Deane Aikins, Ph.D., was a member of the National Center for PTSD Clinical Neuroscience Division at Yale

> *The right interventions could help these children the most by preventing problems in the future.*
>
> – Dr. Wargo Aikins

University studying adult service members suffering from post-traumatic stress disorder. They began working together about three years ago when they got funding to conduct an online survey asking Army mothers about the well-being of their 3- to 7-year-olds during fathers' deployment.

"This was just a snapshot, a one-time assessment," said Dr. Wargo Aikins. "But the military was quite interested in this study because we looked at developmental milestones. We translated what we knew from civilian science in child development to benefit this special population." It also inspired Dr. Wargo Aikins and her husband to seek two academic positions under the same university roof. "These are not easy to find," she said, grateful for the opportunity Wayne State offered. Her husband is also on the faculty in Psychiatry and Behavioral

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Freer Gallery of Art Archives

Expert on High-Risk Families Joins Faculty pg. 7

Explorations in Development Sept. 19 & 20 "Reducing Infant Mortality" Back page

Kresge Foundation Supports Wayne State's Work with Detroit Preschools

The Kresge Foundation gave $246,000 to MPSI and the College of Education to support the recently formed Woodward Corridor Early Childhood Consortium for the next three years. Coordinated by Dr. Sharon Elliott, associate professor in WSU's College of Education, the Consortium will address the needs of nearby preschool and childcare centers as they strive to improve quality. MPSI is working with the College of Education on the initiative.

One of the Consortium's primary activities is providing professional development training for member center directors and teachers, especially in early childhood education. "Our other main goal is to promote high quality care by helping these centers implement evidence-based best practices," Dr. Elliott said. Beyond the 14 child care centers that are currently members, the Consortium also includes

MPSI preschoolers learn about composting.

> "Our other main goal is to promote high quality care by helping these centers implement evidence-based best practices.
>
> – Dr. Elliott

WARS from page 1

Neurosciences and Detroit's John D. Dingell Veterans Affairs Medical Center. Life is simpler. "We don't have to deal with multiple Internal Review Boards and grant offices," she said. "It streamlines a lot of things."

They like Detroit, too. Husband Deane grew up in Farmington Hills and Dearborn, so their children (an 11-year-old boy and a 7-year-old girl) will now be near their grandparents. Midtown's renaissance is another bright spot, including exceptional restaurants. "We're huge fans of *Slows To*

Go," Dr. Wargo Aikins said.

A benefit to conducting research funded by the military is yearly progress reviews with funders, military stakeholders and scientists. Two additional grants have sprung from these discussions. The first will compare earlier results with groups of civilian single mothers and children, civilian children in dual-parent homes, and children whose parent is deployed to a low-risk military location, to isolate the critical factors in children's mental health. "We're trying to determine the extent to which the children are actually being affected by the mother's

perception of danger versus the father not being in the home."

What Do We Know?

Their studies have shown that preschool children fare the worst when the father is deployed. Three distinct groups emerge: children who likely have current psychopathology; children at significant risk of developing psychopathology in the next 3 to 5 years, and; a group that remains healthy and resilient for reasons yet unknown.

"We're also finding that the mothers are very depressed and there are few services

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NEWS & HONORS

ONDERSMA

MPSI faculty member **Dr. Steven Ondersma** was named a fellow in the American Psychological Association's Division 37, *The Society for Child and Family Policy and Practice*. Fewer than 100 professionals nationwide hold this honor. The Society applies psychological knowledge to advocacy, service delivery, and public policies affecting children, youth and families. Recent high-focus topics include divorce and custody, child abuse prevention, pediatric AIDS, drug-exposed infants, latchkey children and homelessness. Prof. Ondersma's research tackles maternal substance abuse through brief, low-cost interventions to decrease substance use and improve child well-being.

DEXTER

One of MPSI's first trainees to be named a fellow, **Casey Dexter**, will join Berry College, a private university in Georgia, this fall as an assistant professor of psychology. The soon to be Dr. Dexter was mentored at MPSI by a proud Dr. Ann Stacks.

MPSI graduate student fellow **Amy Loree** won 2nd place in Wayne State University's Graduate Exhibition Day for her research poster, *Child trauma and alcohol-related consequences: the mediating effects of peer drinking*. The work

surveyed WSU undergrads at freshman orientation, mid-year and at the start of sophomore year about alcohol use and factors that might be protective or increase risk. Results suggest that experiencing childhood physical abuse or general traumatic events may lead individuals to seek out alcohol-using peers which may, in

LOREE

turn, increase the risk of personal alcohol use and consequences. The Graduate Exhibition celebrates graduate student research, scholarship and creative work through poster exhibits, oral presentations, and visual arts displays. Amy is a doctoral student in the Department of Psychology.

GOLDWIRE

Amy Loree received additional honors when she and MPSI fellow **Travis Goldwire** won the Graduate School's highly competitive *Thomas C. Rumble Fellowship* award for 2013-14. The fellowship provides a generous tuition stipend for doctoral students and helps them achieve expected outcomes as they complete their degree.

An alum of the MPSI undergraduate training program won 1st place in the Wayne State psychology department's research poster competition. **Erin Mason** trained at MPSI for two years and i

MASON

SIMON

mentored by MPSI faculty member **Dr. Valerie Simon**. Erin, who is now a second year clinical psychology graduate student, won for her poster titled, *Youth's Perceptions of Change Subsequent to Child Sexual Abuse and Associations with Psychosocial Functioning*.

---

available to support them," she said. "This could be a potent contributor to how children adjust to their father's deployment." The Army's reaction? Dr. Wargo Aikins sees clear progress in their response. "The Army knows that a healthy family is one factor that allows soldiers to continue to perform their jobs well ," she said. "Thirty percent of future service members are children of current service members. It's a legacy."

Other Tough Teen Transitions

Dr. Wargo Aikins also studies civilian

adolescents, especially during transitions to middle school, high school and college. "How does teen attachment to parents affect maturity? What role does peer rejection play in social problems, drop-out rates and criminal conduct? What triggers or protects against depression?" she asked. "I'm interested in all of this." Her research points to the role of social supports in healthy adjustments to teen changes. "Positive social relationships make life full," she said.

For now, though, military research is at the forefront for Dr. Wargo Aikins, a career focus she would not have predicted 10

years ago – before the Iraq and Afghanistan wars. "We are able to meet with policy groups in Washington, and with folks who make decisions about intervention support. There is enthusiastic support for promoting services for military families "

She reflects for a moment on the essence of her work. "These families have sacrificed a tremendous amount in the service of our country," she said softly. "We owe it to them as a country to support them."

FREER HOUSE *is home to MPSI faculty, administrative offices and meeting rooms*

Bringing Freer's Garden Back to Life

Charles Lang Freer (1854-1919) made his fortune manufacturing railroad freight cars in Detroit, but he made his mark in the art world as a revered collector of Asian and Middle Eastern art who also generously supported American masters like Whistler, Dewing and Tryon. He built his remarkable shingle-style home on East Ferry Avenue in 1892 to house this large collection and designed the exterior landscape as the perfect frame to his home.

After construction of his house was completed in 1892, Freer designed the gardens with careful attention to detail. He consulted his architect, Wilson Eyre, and several artist friends from New York, including Thomas W. Dewing, to help him attain a garden of quiet beauty and harmonious character. On a deeper level, the gardens mirrored the attention to detail and blend of Asian and Western cultures so evident on the interior of his home. He used Asian and Western plant varieties. An Asian stone lantern, a 1906 gift from S. Yamanaka of Yamanaka and Co., a leading Asian antiquities dealer, became a focal point of the garden.

Today the Freer House contains the offices of Merrill Palmer Skillman Institute's faculty and staff. In the decades since Freer occupied the home, the courtyard garden underwent many changes. After Merrill Palmer School purchased the home in 1920, the garden became a playground complete with sandbox, swings and sliding board. In 1958, the playground moved to its current

"Mr. Freer's garden and grounds are those of a man who has traveled far and seen much."

Detroit Sunday News Tribune, Sept. 5, 1897
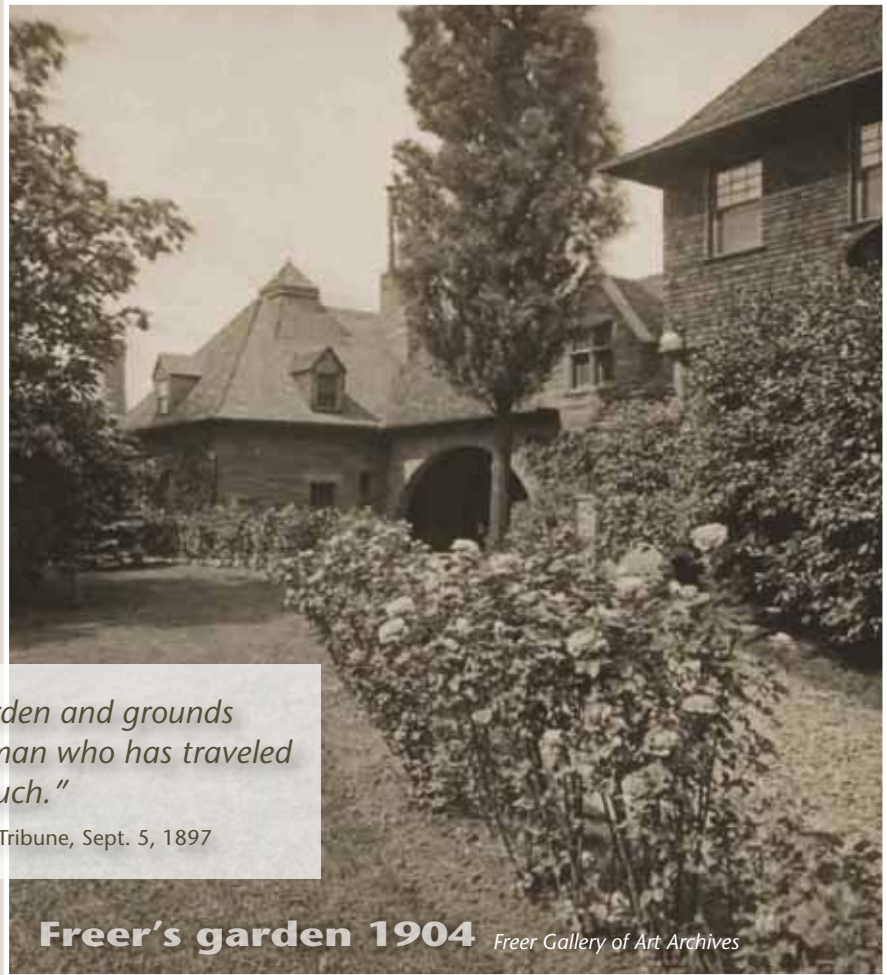
Freer's garden 1904 *Freer Gallery of Art Archives*

Knapp building location. A new minimalist green garden design by Eleanor Roche was installed in 1966. This has since deteriorated with only a few hardy plants surviving.

The Freer Garden Campaign will restore this secluded spot in Detroit's midtown to an outdoor space that reflects Charles Freer's original aesthetic vision while providing an inviting courtyard equally suited to small gatherings or solitary reflection. In addition, the project goal is to create a revitalized garden landscape this is low maintenance and environmentally sustainable.

Planting the Seeds of Success

Progress is already being made on the garden project. The recently formed Garden Restoration Committee has identified historically appropriate plantings through the advice and research of members David Michener, Ph.D., U-M Matthaei Botanical Gardens curator, and historian Thomas W. Brunk, Ph.D, author of *The Charles Lang Freer Residence: the Original Freer Gallery of Art*, The Americana Foundation funded a detailed garden plan created by K.C. Runciman Landscapes (see watercolor). Plans include replicating the missing railings on the steps to the Peacock Room and appropriate new perimeter fencing. Before the garden plan can be undertaken, drainage system repairs and grading of the site are required. Efforts are underway to address these immediate concerns, with Wayne State University and the Merrill Palmer Skillman Institute continuing to provide generous staffing and administrative support.

The Future *Rendering by Thomas Holleman*
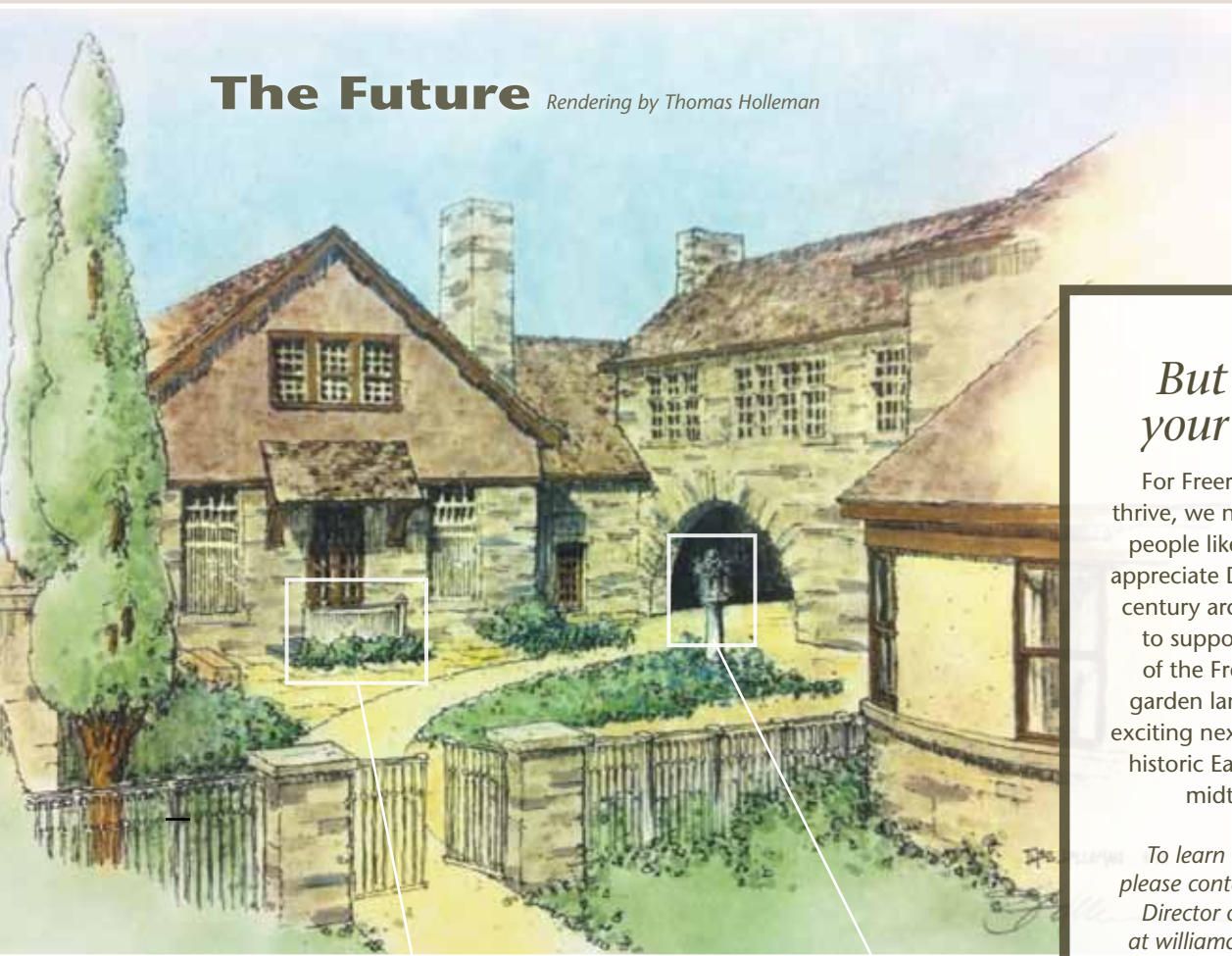
But we need your help, too

For Freer's garden to truly thrive, we need donations from people like you, people who appreciate Detroit's turn-of-the-century architecture and wish to support the restoration of the Freer House and its garden landscape. This is an exciting next step in revitalizing historic East Ferry Street and midtown Detroit.

To learn how you can help please contact William Colburn, Director of the Freer House, at williamcolburn@wayne.edu or 313-664-2500.
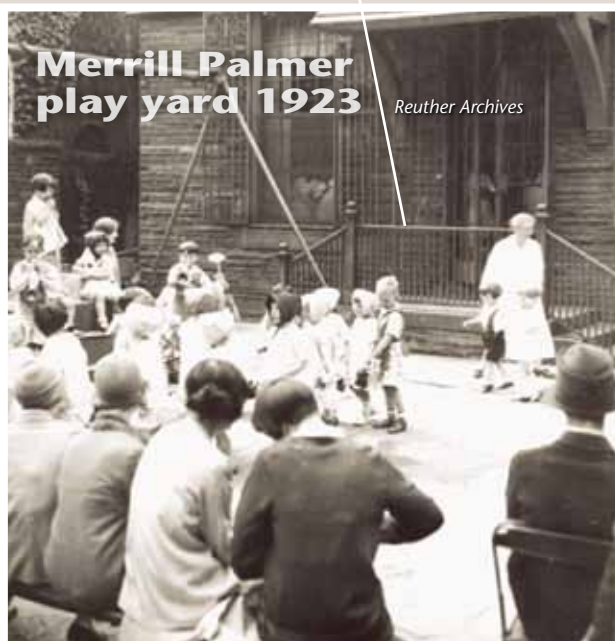
Merrill Palmer play yard 1923 *Reuther Archives*

Replication of the Peacock Room wrought iron railing and original Asian stone lantern, located today outside the Freer Gallery of Art in Washington, D.C., are priority goals in the Freer Garden Campaign.

▶ MEMORY LANE ◀

Four-Year-Olds Try a Little Misbehavin'

Dear Editor of Imprints,

From 1942 to 1944, I was a preschooler at Merrill Palmer. I am blessed with vivid recall of many details of the days I spent there – very happy days.

I was one of a tight-knit group of four children who played together constantly, much to the consternation of the grownups who tried for months to get us to "play with the other children, dear." Our group was Dickie, David, Carole and me, also called Carol. We girls were eventually known as the Terrible Carols, a distinction we rather enjoyed!

As I understood it from my mother, my class was the second – normative – group of children "studied" by Dr. Arnold Gesell (a psychologist and pediatrician who helped to form the field of child development), theoretically proving that his documented definition of the normal preschooler was valid and reliable. I don't know how he defined and documented the first study. I do know how things were "documented" about our group.

We carried notes back and forth from home to MP and from MP to home. The notes from home originally contained true facts about what I ate for breakfast, lunch and dinner and how much I pooped, etc. After my mother learned I might be expelled, because I did not eat a "normal" diet or poop a "normal" amount, she panicked and asked another mother what she should do. The woman stared at her for a minute, and then said, "You lie!"

Who Is Hiding in the Wall?

Not only did the four of us stick together, we usually occupied half of the Problem Eaters Table – by choice. We'd figured out that by being sent to the Problem Eaters Table (until we cleaned our plates or the grownups gave up), we could avoid taking naps and have unstructured play time instead. One day while we sat at the table, I heard noises in the wall. It sounded like people. They whispered and rattled papers. Sometimes they laughed a lot.

I asked my mother about it and she said they were students learning how to be teachers, like my Daddy. To be good teachers, they had to understand how children acted. They watched us through small windows in a special room upstairs, writing it all down in a report. They were not supposed to make any noise, because we should never know they are there. If we heard them, that was a bad mistake on their part.

The next day, I told Carole, Dickie and David all of that. We found the small "gun-port" windows. We talked about strategy. Mind you, we were four-year olds! We equickly realized that if we looked up and acted like we knew they were there, the jig was up. But we couldn't resist a captive audience. I'm (not really) ashamed to admit it, but we "acted out" as much as we dared. It had the desired result, too. Audible laughter increased. Pencils dropped and papers rattled. Eventually our audience settled down, and then so did we.

I hope you got a good chuckle from my little anecdotes. Those were among the milder ones. We gave the folks a good ride, but it was a lovely time! It does my heart good to know that Merrill Palmer (Skillman) Institute is still there and doing well.

<div align="right">

Carolyn Cybele Sieradzki
(Carol Lou Siera at Merrill Palmer)

</div>

Thank you, Carolyn, for this beautiful, honest and funny recollection. It is sure to strike a chord with many readers. - The Editor

MPSI Welcomes Expert on High-Risk Families

Infants, children and families are the target of Dr. Carolyn Dayton's extensive research and clinical experience. As a new faculty member in WSU'S School of Social Work, Dr. Dayton works to identify biological and psychosocial interventions to prevent or treat early signs of psychopathology, with special attention to children exposed to violence and poverty from birth to age five. She has clinical experience working with high-risk families at various settings such as home, centers and hospitals.

Dr. Dayton completed a postdoctoral fellowship in the University of Michigan's department of psychiatry. She was attracted to the School of Social Work because of the close partnership she could also have with MPSI. Her research laboratory is located in the MPSI complex, next to the Infant Mental Health labs of close colleague Dr. Ann Stacks. Dr. Dayton's extensive training in the interdisciplinary field of infant mental health further strengthens her connection to the work of MPSI.

DR. DAYTON

Research Interests:

- Infant Mental Health
- Domestic violence in pregnancy and early childhood
- Influence of fathering on early child development

Giant Step Teen Conference Celebrates BIG 3-0

Ice the cake and light the candles cause Michigan's longest running teen conference on inclusion is about to turn 30 years old. From humble beginnings as the inspiration of Detroit social worker Mary Agnes Miller Davis, the former Metro Detroit Teen Conference has changed its name and updated its focus throughout the years to stay current.

But one thing hasn't changed:. Local teenagers still need opportunities to meet teens from different backgrounds, neighborhoods, ethnicities and cultures. Today Giant Step hosts 275-325 students a year at the free conference organized through MPSI. Trained facilitators lead small groups of students, who have never met each other before, in discussions to uncover what they have in common. They enter as strangers and leave as friends.

This year's conference moves to a new venue – The Greater Grace Conference Center on 7 Mile Road in Detroit. We start at 8:30 am on Tuesday, October 29 and include a free lunch and a special, separate workshop for the counselors and chaperones who accompany the students. Former State House Representative Maureen Stapleton, who attended the very first teen conference in 1983, will give our keynote address.

Would you like to be part of Giant Step's continued success? Please consider donating $30 dollars to honor our 30 years.Make your check payable to MPSI Giant Step Conference and mail it to Wayne State University, Beecher House Fund Office, 5475 Woodward Avenue, Detroit, MI 48202. We thank you and our teens thank you. Questions? Contact Trudy Shiemke at tshiemke@wayne.edu.

Kresge from page 2

several community groups, especially Midtown Detroit, Vanguard Community Development Corp., Excellent Schools Detroit, and First Children's Finance, Inc., a founding member whose initial funding in 2010 got the Consortium off the ground.

Last October, the Consortium held its first professional development conference at Wayne State University. More than 70 early childhood teachers and staff attended the half-day of presentations on topics such as children's brain development and communicating with families. The child care center directors were par-

ticularly interested in learning about the new Michigan-mandated Quality Rating Improvement System (QRIS) designed to assess program effectiveness and eventually allow parents to compare centers. The Consortium will help centers prepare for the QRIS reporting and measurement requirements. The Kresge Foundation grant supports the annual professional development conference, helps teachers implement what they learn with one-on-one mentoring, and allows the Consortium to expand its membership and community impact.

Dr. John Hannigan, deputy director of MPSI, and Anna Miller, executive director

of WSU's two Early Childhood Centers, are co-leaders of the Consortium. According to Anna, high quality early education can be especially beneficial to children raised in poverty. "It can improve their health, increase the likelihood of graduation from high school and lessen their chances of emotional disturbance and committing a crime as a juvenile," she said. "We are pleased to be in a position to help these centers make a positive difference with every child who walks through their doors."

For more about the Giant Step Teen Conference, contact **Trudy Shiemke at 313-664-2527 or tshiemke@wayne.edu**

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Merrill Palmer Skillman Institute
The Freer House
71 E. Ferry St.
Detroit, MI 48202

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REGISTRATION

Early Bird Registration
(Until August 1)
$60 per day
$110 both days
Students: $25 per day

Regular Registration
$75 per day
$140 both days
Students: $35 per day

ALL walk-in registrations
$100 per day

Registration includes
continental breakfast, CEs
and incredible speakers!

For more info:
Beverly Weathington at
313-664-2526 or
ac8787@wayne.edu
OR
Trudy Shiemke
313-664-2527 or
tshiemke@wayne.edu

SAVE THE DATE Sept. 19 & 20

2013 Explorations in Development
*Reducing Infant Mortality: Emerging Trends
in Prevention & Developmentally Informed Care*

LOCATION: Michigan First Credit Union, 27000 Evergreen,
Lathrup Village, MI 48076

Thursday, Sept 19, 9:30 am - 4:30 pm
Renee Canady, PhD, MPA
Michelle (Mickey) Sperlich, MA, CPM
Janine Bieda, Ph.D., MS, CNM, WSU School of Medicine

Friday, Sept 20, 9:30 am - 4:30 pm
Jean Powlesland, MS, RN
Jennifer Hofherr, OTR/L, C/NDT, University of Illinois Medical Center at Chicago

*HOSTED BY: The Healthier Urban Families Outreach Program and the Infant Mental Health Program
of the Merrill Palmer Skillman Institute for Child & Family Development at Wayne State University*

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Michigan Association for
Infant Mental Health
Metropolitan Detroit

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School of Social Work

Infant Mental Health Dual-Title Program

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313-664-2500

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What Do Infant Mental Health Specialists Do?

Infant mental health specialists often work with vulnerable children whose development is at risk due to the following factors:

- Parental mental health problems
- Poverty and homelessness
- Absence of social supports
- Parental substance abuse
- Child abuse and neglect

Clinicians provide services usually in the family home, but services can also be provided through schools, hospitals, outpatient clinics, and physicians' offices. Not all infant mental health specialists provide therapeutic services. Some conduct research on effective prevention and early intervention programs, or how different environments influence children's mental health. Others work for child advocacy programs.

What is Infant Mental Health?

Infant mental health is a multi-disciplinary field focused on the social and emotional development of infants and young children.

Infant mental health specialists work with parents and infants together to help the parent learn more about his or her baby's development, to refer the family to other helpful community resources, and to help parents improve their ability for self-observation and reflection.

While infant mental health practitioners represent a variety of disciplines – like social work, psychology, early childhood education, special education, nursing, speech and language therapy, occupational therapy, social policy, and physical therapy – they share common beliefs about working with infants and families. These beliefs include:

- Development occurs in the context of nurturing relationships

- The birth of a baby offers the hopefulness of a new relationship and the possibility for growth and change

- Parents want what is best for their babies

- Early attachment relationships serve as prototypes for later relationships and healthy development

- The development of a healthy attachment relationship may be disturbed or interrupted by parental histories of unresolved losses or traumatic events (from the Michigan Association for Infant Mental Health).

WSU Infant Mental Health Dual-Title Degree Program

Wayne State University's Dual-Title degree in IMH offers specialized clinical and research training with full integration of infant mental health theory, assessment, treatment and practice throughout the student's major program. Students working toward advanced degrees in Social Work, Education and Nursing are eligible to obtain this dual-title degree.

The IMH Dual-Title degree is aligned with guidelines established for infant mental health programs and is based on competencies established by the Michigan Association for Infant Mental Health (MI-AIMH, 2000, 2003). Masters students in the IMH Dual-Title degree program must complete their advanced year field placement in infant mental health, plus 14 credits of coursework; 12 in classroom courses, and 2 in an infant mental health seminar completed during fieldwork. Doctoral students must integrate infant mental health into their Qualifying Exams, theses and dissertations. They also must complete 12 credits of coursework in classroom courses.

COURSES

Visit Our Website to Learn More: www.mpsi.wayne.edu

- Infant Mental Health: Theory to Practice Across Early Childhood Settings*
- Infant and Family Mental Health Assessment*
- Infant Mental Health Practice*
- Psychology of Infant Behavior and Development
- Developmental Assessment of Infants and Toddlers

* CORE COURSE

Description of Core Courses

ELE 7025 Infant Mental Health: Theory to Practice Across Early Childhood Settings

Provides the student with theories of infant mental health and research-based information on infant mental health practices applied to various early childhood settings. Interdisciplinary, relationship-based interventions to promote development and learning in infants and young children will be emphasized through course readings, activities, assignments and lectures.

NUR 7880 Infant and Family Mental Health Assessment

An overview of both formal and informal assessment methods used to assess infant social-emotional development, parent mental health and parent-infant relationships from the attachment perspective. Students will become familiar with assessment methods through lecture, video and practical use.

SW 7010 Infant Mental Health Practice

Focuses on the relationship between theory, assessment and practice in the field of infant mental health with specific focus on evidence-based interventions used by infant mental health specialists working with infants and families.
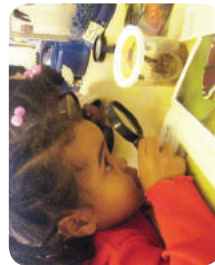
Early Child Care Programs Open Enrollment

To learn more about our curriculum visit:
www.mpsi.wayne.edu
For applications and tuition information contact one of our locations listed below

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Families can choose a 5-day, 3-day or 2-day program

Wayne State University
College of Education
Early Childhood Center
4500 Cass Avenue
313-577-1686

Wayne State University
Merrill Palmer Skillman Institute
Early Childhood Center
87 East Ferry Street
313-873-0724

WSU Early Childhood Centers

The College of Education Early Childhood Center & Merrill Palmer Skillman Institute Early Childhood Center are accepting applications for the 2010-2011 school year for children ages $2\frac{1}{2}$ to 5. Both centers offer a rich, high-quality preschool curriculum that provides many experiences which support social, emotional, linguistic, cognitive, and physical development in young children.

Program Features

■ Philosophical practices and the curriculum are based on the standards established by the National Association for the Education of Young Children and the Michigan Department of Education's Early Childhood Standards of Quality and Learning Expectations for PreKindergarten (2005).

■ The Curriculum builds upon the interests of children using the Project Approach (Katz & Helm 2001).

■ Children are involved in structured investigations about real-world topics through hands-on activites which promote social, emotional, linguistic, cognitive, physical, and creative development, and enhance skills in literacy, mathematics, science, social studies, and technology.

■ Children and teachers work together to research the topics under investigation and share what they have learned. Collaborative group work is valued and promotes growth in all areas of development.

■ Documentation of the children's work-in-progress through photographs, transcriptions of conversations and children's symbolic representations (drawing, painting, writing, talking, etc.) is used as a tool by teachers and children to reflect upon what they are learning as they participate in project work and as a method of "making learning visible" to parents.

■ The classroom environment is viewed as the "third teacher" and is carefully organized to encourage exploration. Great thought is put into the use of space, color, light, and natural materials.

Early Childhood Centers

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Credentialed Staff

Hands-on Learning

2 Convenient WSU Locations

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Early Child Care Programs

FOR CHILDREN
$2\frac{1}{2}$ - 5
YEARS OLD

WAYNE STATE UNIVERSITY
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Early Childhood Centers

WAYNE STATE UNIVERSITY

Philosophy

The mission of the Early Childhood Centers is to provide high-quality preschool education in a culturally diverse, developmentally appropriate, emotionally supportive and socially engaging environment. The curriculum is conducive to optimum child growth and development while providing enriching learning and teaching opportunities for children, families, students and faculty.

We believe that young children are eager learners. When children are curious about and stimulated by their environment, they are motivated to interact, explore, and discover. Therefore, the ECCs allow children to investigate real world topics that interest them while providing learning experiences that emphasize the physical, social, emotional, intellectual, cultural, and aesthetic well-being of each child.

Healthier Urban Families Outreach Program

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Grandparent Training

Parent Training

Fetal Alcohol Syndrome Support Group

Professional Development

Healthier Urban Family community outreach programs are FREE and open to the public.

WAYNE STATE UNIVERSITY

MERRILL PALMER
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for Child & Family Development

The Merrill Palmer Skillman Institute (MPSI) has a long and respected history of research, education and service in child development, and has trained generations of leading scientists and care providers. In 1916, Lizzie Merrill Palmer left a bequest to found the Merrill Palmer School aimed at serving Detroit's mothers and children "through formal academic programs." MPSI served as a national model for multidisciplinary child development research that actively engaged the community. MPSI faculty conducted groundbreaking research in physical, nutritional, personality and mental development, work that helped establish standards for developmental research and training and led to innovations in early childhood education.

That tradition continues today with faculty research programs on early attachment, child maltreatment, adolescents at risk, prenatal drug exposure, neuro-psychological effects of prematurity, and more. The tradition of community engagement continues also in the Healthier Urban Families Outreach program.

The Merrill Palmer Institute joined Wayne State University in 1981 and merged with the Skillman Center for Children and Families in 2005 to form the current Merrill Palmer Skillman Institute for Child & Family Development.

Charles Lang Freer House
71 East Ferry
Detroit, MI 48202
(313) 872-1790

email: mpsi@wayne.edu
www.mpsi.wayne.edu

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Mission

The mission of the Wayne State University Merrill Palmer Skillman Institute for Child & Family Development (MPSI) is to promote and improve the development, health and well-being of infants, children, youth and their families across the lifespan, through research and outreach.

www.mpsi.wayne.edu/about/mission.php

![mpsi logo]

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Healthier Urban Families Outreach Program

The Healthier Urban Families Outreach Program (HUF) understands the needs and concerns of families, particularly those in an urban environment. As a signature Merrill Palmer Skillman Institute program, HUF addresses issues relevant to parents, grandparents and the professionals who serve them, through community engagement and education. HUF places a strong emphasis on providing information that is meaningful and accessible to the community. Some topics examined in HUF programs include:

- Autism
- Child and Adolescent Obesity
- Gambling Addiction
- Stress Management
- Grief and Loss in Children
- Substance Use in Parents

Seminars, Support & Engagement

keeping the needs of the community at the fore-front. Speakers on topics of relevance to your group are available during times and at locations convenient to you. In many cases, HUF also provides childcare. Call to schedule a no-cost training for your church, community organization, PTO, or other group.

PROFESSIONAL DEVELOPMENT SEMINARS

Interdisciplinary continuing education seminars are offered on topics of concern to professionals working with families. Information provided in these seminars is evidence-based and reflects best practices in child development. The seminars are offered both on-site at the Merrill Palmer Skillman Institute and at individual work sites on request. The HUF program sponsors an annual conference in addition to half-day seminars. See our website for current programs.

FREE PARENT TRAINING

HUF provides high-quality training for parents,

FREE GRANDPARENT TRAINING

The HUF realizes that a growing number of grandparents are raising their grandchildren or providing them with a great deal of care. A specially tailored series of trainings is available to grandparent groups to explore the physical, social, emotional and financial impact of raising and co-raising grandchildren.
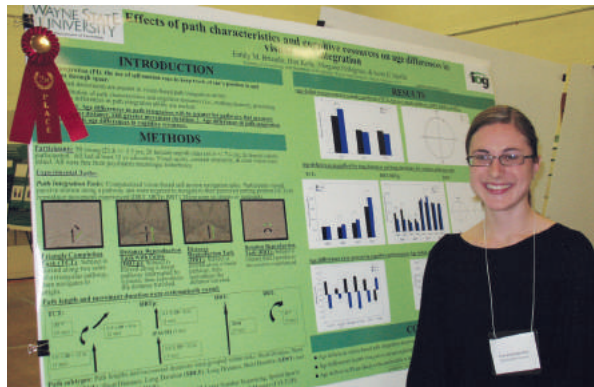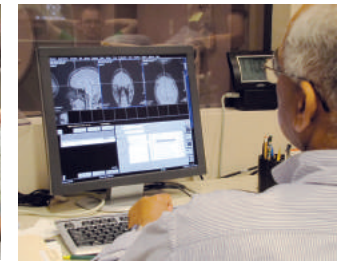
To Learn More About HUF Contact Beverly Weathington at 313-872-1411 or visit our website at ww.mpsi.wayne.edu.

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Institute of Gerontology

iog — *Promoting Successful Aging in Detroit and Beyond*

Clockwise left to right top row: IOG student participates in annual Poster Session. IOG Director presents at one of) # CE conferences offered by IOG. Photos of seniors at IOG ourtreach events. Left to right bottom row: Dr. Luborsky poses with wife and fellow anthropologist Andrea Sankar and the Rwandan training class, WSU pre-doc student works with senior at local assisted living home, seniors participate in breakout activity at annual Art of Aging Senior event, MRI imaging for IOG cognitive neuroscience research program.

Our Mission

The Institute of Gerontology at Wayne State University conducts research in the social and behavioral sciences and Uognitive neuroscience on issues of aging and urban health.

RESEARCH: Improving our community's health through research
- Cognitive neuroscience research lab that investigates age-related changes from a lifespan perspective
- Minority mental health research focusing on the Latino and African-American populations
- Financial gerontology research including fraud, economic vulnerability of older adults and health economics
- Aging and disability research
- Emotional and financial impact of downsizing and throughout the lifespan

EDUCATION: Preparing tomorrow's leaders in aging research
- 3*00+ health professionals provided with continuing education at IOG events annually
- Training and mentoring for pre-doctoral students with research interests in aging
- Speaker's bureau presentations by IOG faculty
- Computer based materials developed to train health professionals

OUTREACH: Connecting seniors and their families to current knowledge
- 2500+ older adults and caregivers educated at IOG events annually
- 1000+ health screenings provided annually
- 2 major senior conferences run annually: *The Art of Aging Successfully* & *Healthier Black Elders Health Reception*

PARTNERSHIP: Building integral relationships with non-profit and for-profit organizations
- Collaborative educational programming, grant-related work and board roles held by IOG faculty with local non-profit organizations
- Corporate partnerships with local hospitals, senior housing and aging related industries allow the IOG to influence and educate the for-profit workforce

www.iog.wayne.edu

The Charles Lang Freer House

Charles Lang Freer (1854–1919) moved to Detroit in 1880, where he made a fortune manufacturing railroad freight cars. Together with his friend, neighbor and business partner, Col. Frank J. Hecker, Freer established Michigan Penninsular railroad car company and eventually master minded a merger of 13 railroad car companies into American Car and Foundry.

Beginning in 1887, Freer amassed a spectacular collection of contemporary American art and older Asian art, with a particular focus on works by James McNeill Whistler. Freer was a pioneering collector of Eastern art including paintings, sculpture, prints and ceramics from the Middle East, Indian, Korea, China and Japan. He was particularly interested in searching for harmonious aesthetic relationships between art of different cultures, mediums and periods.

The Freer House is a masterpiece of American shingle-style architecture. Designed by the noted Philadelphia architect Wilson Eyre and built in 1892, it was enlarged to accommodate Freer's growing art collections with additions in 1906, 1910 and 1913. Considered one of Eyre's premier works, the house is Michigan's finest example of the shingle style. Working with Eyre and artists such as Thomas and Maria Oakey Dewing and Dwight W. Tryon, Freer designed and decorated his home to serve as setting for his interest in art.

Freer was a significant leader in the Detroit arts community, fostering its growth. He was an active supporter of the Detroit Museum of Art (today's DIA), the Detroit Society of Arts and Crafts (today's College for Creative Studies), the Detroit Club and the University of Michigan. He also championed Mary Chase Perry, founder of Pewabic Pottery, and commissioned Pewabic tiles and vessels for his home.

The Peacock Room was once the dining room in the London home of Frederick R. Leyland, a wealthy ship owner from Liverpool, England. In 1876 Leyland commissioned James McNeill Whistler to paint the dining room, resulting in a brilliant and moveable set of panels. Purchased by Charles Lang Freer in 1904, the room was then installed in the Carriage House on the grounds of the Freer House. Today, the Peacock Room is permanently on display at the Freer Gallery of Art at the Smithsonian Institution in Washington, D.C.

Freer's art collections remained in the house until his death in 1919, when they were transferred to the Smithsonian Institution. Today they can be seen at the Freer Gallery of Art, prominently located on the National Mall, in Washington, D.C. Freer Gallery at the Smithsonian.
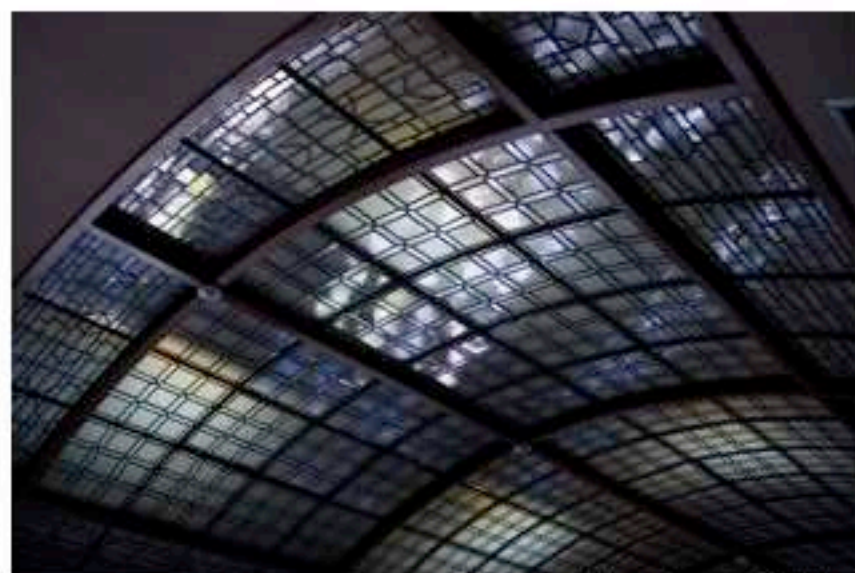
In 1920, the Freer House became the home of the Merrill-Palmer Institute. Today, the Freer House is the location for MPSI/WSU faculty offices and meeting room facilities. The Freer House is open periodically to the public for tours. Contact Rose Foster or William Colburn for the next open tour date at: 313-664-2500.

The Freer House

Decorative Window Grill

The Hoobler Room Ceiling

THE FREER HOUSE

The mission of the Freer House membership organization is to preserve and restore the Charles L. Freer House, and raise awareness of Freer's legacy in the cultural history of Detroit and the nation.

Vibrant communities preserve their historic structures and celebrate their stories. By becoming Member, you will help protect one of Detroit's most important architectural treasures. Membership includes reduced admission to lectures and events.

❏ NEW MEMBER or ❏ RENEWAL

YEARLY MEMBERSHIP

❏ $10 Student   ❏ $45 Couple   ❏ $250 Patron
❏ $35 Individual   ❏ $100 Donor   ❏ $500 Contributor
             ❏ $1,000 Freer Legacy Circle

_____
NAME

_____
COMPANION NAME

_____
ADDRESS

_____
CITY, STATE, ZIP

_____
TELEPHONE

_____
EMAIL

Check # _____ is made payable to *The Freer House/WSU*
or charge my gift to ❏MasterCard or ❏VISA

_____
ACCOUNT # EXP. DATE

_____
SIGNATURE (REQUIRED)

_____
NAME AS IT APPEARS ON CARD

MAIL TO: Attn: Rose Foster
                    WSU, The Freer House
              71 E. Ferry, Detroit, MI 48202

For more information call 313-664-2500

WAYNE STATE UNIVERSITY
MERRILL PALMER SKILLMAN INSTITUTE

THE CHRONICLE
of Higher Education

Research

July 7, 2008

Starting Fresh

By JULIE MILLER VICK and JENNIFER S. FURLONG

A primer for new professors on what to expect in the first year on the job

It helps to be a skilled multitasker when you are starting out in a new faculty position. There is so much to learn about your new job, department, institution, and town.

While much of what you need to know can't be learned until you actually begin work, you can start thinking ahead — about the best way to balance work with your personal life, about teaching, and about the many expectations your new department may have for you in the fall.

Socializing. As a new faculty member, you will meet a great many people. That is exciting for some newcomers, intimidating for others. Whichever camp you fall into, be prepared to socialize in your first months — it's a part of the job. You may even be surprised at the number of invitations. One junior faculty member at a large Midwestern state university said the whirlwind of invitations she received made her feel like a young female character in a 19th-century novel being introduced to society.

Approach the process as a networking and learning experience. Initially it's a good idea to say "yes" to all social opportunities and many professional ones. As the academic year proceeds, you will get a sense of which activities are essential.

You might also consider taking the initiative on the social front. Join a group of new assistant professors that meets for lunch every week, or organize such a group yourself.

Research. Making good progress on your research in the first year is a challenge for many new faculty members. Expect that you will not be as productive when you are learning the ropes as you will be once you have settled in. Budget your time carefully, and guard the hours you do set aside for your research.

Some new faculty members tell us that it is helpful to organize their

time by setting aside a day to do nothing but write and do research. And by nothing, we mean nothing — no phone calls, no e-mail messages, no Web surfing.

Try to find a schedule that works for you. You may not be able to accomplish every goal you set for a particular day, or for your first year. But you should get in the habit of being as productive as possible early in your career, as those habits will stay with you as you move forward.

Ph.D.'s in the lab-based sciences face an additional challenge: setting up a lab. That means learning how to be your own boss and a mentor to others. As a new faculty member, you should seek out mentors for yourself who can offer good inside advice on how to get a lab up and running at your institution and how to keep track of your administrative duties and grant deadlines.

You may get conflicting suggestions about whether to hire a postdoc to help you get started in your lab. We've heard some junior faculty members say that a postdoc can begin doing preliminary work in the lab while you focus on teaching your first courses. Others advise against hiring a postdoc until you have your research somewhat established and are ready to start serving as a mentor. Find out what is the norm at your new institution.

In your first year, you might give seminars at university colloquia to meet new colleagues and possible collaborators at your institution. Take the time to attend national and international conferences and make presentations. Now is the time to establish your professional reputation so that you'll have people who can write letters on your behalf when you come up for tenure.

Teaching. Some new faculty members start work with a lot of teaching experience. Others have little or no track record and find they spend an inordinate amount of time preparing lectures. Even if you have lots of classroom experience, you may find that your department needs you to teach courses you never dreamed of teaching and that demand a lot of research and prep time.

We've often heard junior faculty members say that teaching preparation takes as long as you let it take. If you set aside four hours to prepare for a class, it will take you four hours. However much time you set aside, some faculty members suggest doing your prep work just before class so that the time allotted for the task will be limited.

No course will be perfect your first year, no matter how much time you put into it. Do your best, and know that your teaching style will

improve as you gain experience.

Administrative/Political Tasks. The three categories of faculty work are research, teaching, and service. The amount of time you devote to the first two will depend somewhat on the institution's mission. But regardless of institution type, all faculty members must do service work for their department or university.

Most departments protect newcomers to the tenure track from too much administrative work during the first year, but some of it is inevitable. One task commonly assigned to new faculty members is undergraduate advising, which can eat up lots of your time. Some professors recommend that you don't do freshman advising until you've been on a campus for more than a year. If you're required to serve as an adviser during your first year, be sure to get a clear picture of the expectations and procedures before meeting with students.

If you're in a department with a master's or doctoral program, think about joining the graduate-admissions committee. That way, you can get a sense of how graduate students are selected and possibly advocate for the admission of students who share your scholarly interests.

Ask to serve on a hiring committee. Other professors might be glad to be relieved of that responsibility, and you might gain some valuable insight into your department's priorities as you listen to your colleagues evaluate candidates. You'll also see the inner workings of a search committee, which can then help you assist graduate students from your own department who are going on the job market.

Try to remain an unengaged observer of departmental politics, and resist the temptation to gossip. Ask other junior faculty members, or use your own powers of observation, to get a sense of whether you should actively contribute at faculty meetings or whether it's best to remain silent the first year.

We once heard a junior faculty member say, "Do your committee requirements well but not too well." Stellar performance on committees, she noted, often results in invitations to join more committees. Make sure that service duties do not overshadow your research and teaching, and discuss it with your chair if you're worried that some of these responsibilities are keeping you from being productive.

Tenure. Start thinking about it as soon as you begin your new position. A good first step: Learn how the process really works at

your new institution. Do outside evaluations matter? How are publications and citations evaluated? Does quality count, or quantity? Does teaching matter at your institution? Will your third-year review (often the first step in the tenure process at many institutions) give you insight into how well you're actually doing, or is it just a formality? Conversations with a department chair, a mentor, and/or a recently tenured faculty member can help to elucidate the process.

Begin your new career by keeping track of everything you do as a faculty member — the conference presentations you've given, the articles you've written, the number of students in your classes, the evaluations of your teaching, the names and purposes of committees on which you've served.

When we say keep track of everything, we mean everything. (The other day, a junior professor who spoke at a job-search panel on our campus said that her chair saw the flyer for the event and e-mailed her, "It's great you're doing community service!") That way you will have material from which to draw as you prepare for your third-year review.

Although this list is daunting, it's important to remember that you do have a life outside of your work. Don't neglect family, partners, children, or pets this year, thinking that things will be better next year. Try to have a whole life; it will help you maintain perspective and equilibrium.

The Chronicle of Higher Education   1255 Twenty-Third St, N.W.   Washington, D.C. 20037

The Division of Research

invites

all new faculty

to a

welcoming reception

October 9, 2013 at 3:30 pm

Sixth floor of 5057 Woodward

See where we are on campus and meet our staff

Share your research interests and needs

Meet other new faculty

Hear tips from second year faculty

Receive a complimentary copy of *Write an Effective Funding Application: A Guide for researchers & Scholars*

Please RSVP to 313-577-3783
or email Kathy Spanos at fa5387@wayne.edu

Research Programs and Resources

www.research.wayne.edu/funding

Research Programs and Resources

The three tenets of faculty responsibility are teaching, research and service. WSU offers professional and faculty development opportunities to support these three pillars, and the Office of the Vice President for Research (OVPR) offers these opportunities related to research. We collaborate with other units on campus that offer faculty development related to teaching, learning, technology and library resources. Together, our goal is to comprehensively provide support for faculty in their dynamic roles.

OVPR assembles a Research Handbook annually to provide a comprehensive document that outlines university resources available to WSU researchers. OVPR collaborates with the School of Medicine, Graduate School and Provost's Office to offer the bi-weekly Professional and Academic Development (PAD) seminar series. We offer trainings on grant writing, as well as on how to use COS Pivot and WSU ResearchConnect to search for funding, to network with other experts and to search for conferences in which to present papers. We assist in organizing content-specialized seminars, such as the Nano@Wayne, Water@Wayne, Sustainability@Wayne seminars.

If you have suggestions on topics for the PAD seminar series or other faculty development needs related to research, please email Sarah James at sjames@wayne.edu. We welcome your input!

Wayne State University is one of the nation's leading public research universities as ranked by the National Science Foundation. We are a member of the University Research Corridor, an alliance of Michigan's three largest research institutions that includes the University of Michigan and Michigan State University. Together we produced over $2 billion in research and development in 2011. Research and development expenditures in Fiscal Year 2011 for WSU were nearly $260 million.

Wayne State's research performance is providing new opportunities for commercialization, bringing university-based intellectual property into the marketplace and creating startup companies based on WSU research. Our faculty's exciting research includes regenerative medicine that may one day meet the need for making more tissues available for transplantation, the creation of a heart rate and blood pressure sensor technology that will give better assessments of heart and lung function, an ultra-small wearable heart rate monitor that can be worn unobtrusively on the ear for 24 hours, 3D neural probes for combined drug delivery and brain response monitoring, a robotic laparoscopic playback training system to improve surgical skill and many more.

Division of Research
Main portal to all Division of Research web sites that provides links to these key web sites, research events, and research news and announcements.
http://www.research.wayne.edu/

Office of the Vice President for Research (OVPR)
Includes contact information for OVPR administrators, a divisional organization chart, the research strategic plan, research fast facts and other important links
http://www.research.wayne.edu/about/index.php

Research Communications
Research Communications offers links to WSU research press releases, Research@Wayne newsletter, New Science Magazine, Let us Make You Famous forms, WSU Research in the news, and the University Research Corridor
http://www.research.wayne.edu/communications/index.php

Research@Wayne
A monthly informational online newsletter from the Division of Research
http://www.research.wayne.edu/rwnews/

Grant Life Cycle
Guides WSU grant preparers and administrators through the grant process from the beginning stages of generating an idea to finding funding sources to managing grants once funding is received. This user-friendly web site offers guidance and tips as well as step-by-step tutorial videos on how to develop a proposal on WSU's electronic proposal development and submission program *eProp* and our grants management program *Researcher's Dashboard*.
http://www.spa.wayne.edu/grant

Research Seminars and Training
WSU offers professional and faculty development opportunities related to advancing the research programs of our faculty, postdoctoral trainees, and senior grant officers
http://www.research.wayne.edu/seminars-training/index.php

Professional and Academic Development (PAD) Seminars
The PAD seminars are designed to provide useful information and advice to help faculty, post-doctoral fellows, and graduate students succeed in their academic careers. The following site contains handouts and videos of previous PAD seminars:
http://www.research.wayne.edu/seminars-training/seminar-series.php

Nano@Wayne
Nano@Wayne provides information on nanoscience and nanotechnology initiatives at WSU, including online viewing of the nanoscience seminar series which is comprised of outstanding speakers from around the country as well as from our own faculty
http://research.wayne.edu/nano/

Sustainability@Wayne
Sustainability@Wayne is a seminar series that includes a range of topics such as manufacturing, water, environmental, energy and business sustainability. Wayne State faculty, staff and students, as well as interested members of the community are welcome to attend, as we will present topics related to research; national policies and strategies; metrics, assessment and analysis; decision-making; processes and products; and management of sustainability.
http://research.wayne.edu/seminars-training/sustainability_seminars_2012-2013.doc

Urban Watershed Environmental Research Group (UWERG)
The group is comprised of Wayne State University professors, researchers, administrators and students from law, medicine and engineering on a mission to save, protect, and improve what's left of the fresh water throughout the Great Lakes region. A seminar series
http://www.eng.wayne.edu/news.php?id=1543

Water@Wayne
Water@Wayne is a monthly seminar series organized by the Urban Watershed Environmental Research Group and sponsored by OVPR. Open to researchers, students, industry, government and the public Water@Wayne brings national experts in water resources, research, remediation, sustainability, and energy to WSU

Interdisciplinary Research and Education
Facilitates the search for funding, making connections with faculty who have shared interests, and forming and enhancing collaborations
http://research.wayne.edu/idre/

Michigan Alliance for Clinical and Translational Science
The Michigan Alliance for Clinical and Translational Science (MACTS or the Alliance) consists of five research and educational institutions in Michigan, including Wayne State University, Michigan State University, Henry Ford Health System, the Van Andel Research Institute and the Barbara Ann Karmanos Cancer Institute. These participating institutions have come together to ensure that scientists from each institution and at all levels – from students to senior investigators – can access comprehensive and timely support for clinical and translational research. Taking advantage of our strong roots in patient-centered, community-based research and healthcare, we bridge the gap between basic science and clinical practice, translating basic scientific innovations into the clinical arena, while facilitating the transfer of information from communities, patients, and clinicians back to basic scientists to focus and motivate their efforts.
http://macts.urcmich.org/home

Michigan Neonatal Biobank

With four million blood samples representing nearly every Michigan birth since mid-1984 the Michigan Neonatal Biobank is a valuable resource for medical and public health research.   In addition to demographic and screening test results, for approved studies the samples can be linked to the State's public health and disease registries, and to live birth and death records. The samples have been used for studies of gene-environment interactions, disease-specific research , multi-generational studies and assay development
http://mnbb.org/

University Research Corridor

The URC is an alliance of Michigan's three leading research institutions: Michigan State University, the University of Michigan and Wayne State University. The URC is playing a key role in creating a vibrant Michigan economy through leveraging their intellectual capital and working proactively to attract knowledge economy business
http://www.urcmich.org/

WSU Centers & Institutes

WSU's centers and institutes embrace the multidisciplinary nature of scholarship and research within the university, and expand university boundaries by fostering collaborations with government, industry and organizations to enhance economic growth and the quality of life locally, nationally and globally. Our centers and institutes vary greatly in size, focus and mission. Some promote a primarily research-focused agenda, while others focus on instruction and/or community service
http://www.research.wayne.edu/ci

Core Research Facilities

This link provides a list of research support core facilities available to scientists within the WSU community. Contact each facility for specific information as to services and pricing.
http://research.wayne.edu/seminars-training/docs/wsu_research_core_facilities.pdf

Detroit Regional Institute for Clinical and Translational Research

Wayne State University (WSU) – Henry Ford Health System (HFHS) consortium committed to establishing the academic discipline of Clinical and Translational Research Science. The consortium has been built upon long-standing relationships for educational and research collaborations with HFHS, the Dingell Veterans Administration Hospital, and with the hospitals that compose the Southeast Michigan Center for Medical Education (SEMCME)
http://drictr.wayne.edu/

Children's Bridge

All researchers at Wayne State University who are interested in studying child development, health and well-being are invited to participate in the Children's Bridge by providing information about your interests and experience. Children's Bridge activities include topical study groups, promoting interdisciplinary collaborations, and maintaining a database of

MiLR High Performance Research Network

The Michigan LamdaRail (MiLR) is a very-high-speed, special-purpose data network in research and higher education, operated by the Merit Network in Ann Arbor. MiLR provides researchers low-cost, 10 Gbps Ethernet connections between WSU, MSU, and UM campuses and to national and international research and education connection points in Chicago
http://milr.org

Undergraduate Research

The Office of Undergraduate Research (OUR) invites students from disciplines across the university – hard sciences, social sciences, performing arts and humanities – to participate in undergraduate research. Undergraduate research puts theory into practice as you work on projects and are mentored by full-time faculty who are leaders in their field
http://undergradresearch.wayne.edu/

Research Funding Opportunities

Find internal funding opportunities, limited submission funding opportunities, and search for external funding opportunities
http://www.research.wayne.edu/funding/index.php

Community of Science (COS) Pivot Funding Opportunities and Expertise

Provides a full range of Internet-based services for the world's researchers to find funding, promote their work, identify experts, manage resources, and collaborate with colleagues
http://www.research.wayne.edu/funding/searching.php

WSU ResearchConnect

In an effort to promote and facilitate interdisciplinary research, Wayne State University is committed to using innovative research tools and information technologies to promote collaboration. ResearchConnect is one of these tools which provides a searchable database of expertise across most disciplines at WSU. Explore the profiles, publications, and grant data of hundreds of researchers within our university. Follow the network and collaborations within WSU, throughout the SciVal Experts Community, and across the national DIRECT and VIVO networks. The publications and grants listed for faculty members reflect their expertise in the unit(s) with which they are affiliated here at WSU or at prior institutions and offer a snapshot of their knowledge and interests.
http://www.experts.scival.com/wayneresearchconnect/default.asp

Division of Corporate & Foundation Relations

The CFR office is responsible for the coordination of private funding requests on behalf of Wayne State University. The CFR team works with faculty and staff to coordinate and submit requests for private funding. The office can help find prospective funders, write/edit letters and proposals, develop budgets, set up accounts and fulfill reporting requirements
http://giving.wayne.edu/relations

Computing & Information Technology (C&IT)
On C&IT's website, researchers can find information about the core computing and networking services that support their academic and administrative activities, such as e-mail, calendars, online file storage, Internet and networks, telephone and data services, free and discounted software (Microsoft, Adobe, SAS, SPSS/PASW, and Stata), computer purchase information, the WSU Pipeline portal, Self-services on the Web, the Blackboard course system, and so on. C&IT also provides specialized services for researchers (listed separately): Grid and High Performance Computing, Internet2 Advanced Networking, MiLR Research Network, and Research Consulting Services
http://computing.wayne.edu

Internet2 Advanced Networking
WSU's membership in the Internet2 advanced networking consortium offers researchers countless opportunities for participation and collaboration. The Internet2 Network addresses researchers' bandwidth-intensive requirements, such as collaborative applications, distributed research experiments, and grid-based data analysis
http://internet2.edu/

Grid and High Performance Computing
WSU researchers with projects requiring high performance computing can use our scalable, Grid-enabled computing system. Examples of grid or distributed computing implementations in the areas of research and education include scientific simulations that require intensive calculations, large medical-image storage and processing, computer-aided drug discovery, and Big Science or eScience projects with huge data management and storage needs. This website contains more information about the WSU Grid, its infrastructure, and applying online for an account
https://www.grid.wayne.edu/

Graduate School
The Graduate School at Wayne State University is grounded in the belief that graduate education must be innovative in problem-solving, dynamic in the utilization of new knowledge, and committed to the highest standards of teaching and research. This web page is designed to acquaint you with some of the resources and services provided by the university and the Graduate School. Please feel free to contact the department or program of your choice for more specific information
http://www.gradschool.wayne.edu

Postdoctoral Office
WSU's Postdoctoral Office provides the necessary resources to postdoctoral trainees for a unified plan of training in professional and personal career development. This newly created office provides assistance with establishing uniform sets of postdoctoral polices and governance, building career developing curricula, and interacting and working with other

institutional resources and offices
http://gradschool.wayne.edu/postdoc/

WSU Library System - Faculty/Graduate Research Support
The WSU Library System provides services that support the research activities of the University community. Services include: guidance on article databases and search strategies; identification of collaborators and funding sources; best practices for open access, author's rights, and copyright; journal impact, citation analysis and management; journal alerting services; and research data management
http://www.lib.wayne.edu/services/research/

Research Compliance
Oversees compliance with federal regulations for research involving humans, animals, rDNA, radiation safety, and chemical safety, and coordinates conflict of interest, export controls, stem cell research oversight committee, and handles inquiries and investigations regarding allegations of scientific misconduct
http://www.research.wayne.edu/compliance/

Institutional Animal Care and Use Committee (IACUC)
Ensures that all research and teaching protocols using live vertebrate animals are designed and carried out in a humane manner that complies with all applicable laws, policies, and guidelines
http://www.iacuc.wayne.edu/

Institutional Review Board (IRB)
WSU operates its human participant research programs under a Federal Wide Assurance with the Department of Health and Human Services. In accordance with this FWA, HIC is the primary Institutional Review Board for WSU and its affiliated heath care institutions
http://irb.wayne.edu/

Policy and Procedures Regarding Research Misconduct
A uniform policy, required for universities that receive Public Health Service (PHS) funds, that outlines procedure for investigating and reporting instances of alleged or apparent misconduct involving research at WSU
http://research.wayne.edu/misconduct/

Conflict of Interest
Federal Export Control Regulations prohibit disclosure of certain information, technology and products to designated persons or entities, whether on U.S. soil ("deemed exports") or abroad. Lists of sanctioned, prohibited, or regulated activities and entities are generated by the Departments of Commerce, Treasury, and State. Even though these laws may conflict with the University's tradition of academic freedom, they carry severe criminal and civil penalties for noncompliance by individuals and the Institution. Therefore, it is imperative that all researchers at Wayne State University familiarize themselves with these Export Control Regulations and understand their responsibility to determine when these laws apply to their research activities.

Because the regulations are broad and difficult to manage on an individual basis, the Office of Research Compliance has provided information on this website to assist you in complying with the regulations
http://www.research.wayne.edu/coi/index.php

Stem Cell Research Oversight Committee
In order to provide ethical and scientific oversight to scientists at Wayne State University (WSU) who are involved in human stem cell research, the WSU Stem Cell Research Oversight (SCRO) Committee was formed in April 2009. Its membership includes scientists, ethicists, and lay persons as well as representatives from WSU's Office of the General Counsel and Research Administration. Some of the SCRO committee members also serve on the Institutional Review Board and Institutional Animal Care and Use Committee, which review proposed human and animal research, respectively. The WSU SCRO committee reviews all proposed research at WSU involving the derivation or use of human stem cells as detailed in the WSU SCRO Policy.
http://scro.wayne.edu/

Export Control
Federal Export Control Regulations prohibit disclosure of certain information, technology and products to designated persons or entities, whether on U.S. soil ("deemed exports") or abroad. Lists of sanctioned, prohibited, or regulated activities and entities are generated by the Departments of Commerce, Treasury, and State. Even though these laws may conflict with the University's tradition of academic freedom, they carry severe criminal and civil penalties for noncompliance by individuals and the Institution. Therefore, it is imperative that all researchers at Wayne State University familiarize themselves with these Export Control Regulations and understand their responsibility to determine when these laws apply to their research activities. Because the regulations are broad and difficult to manage on an individual basis, the Office of Research Compliance has provided information on this website to assist you in complying with the regulations.
http://www.research.wayne.edu/export-control/index.php

Environmental Health Safety and Health Physics
Ensures a safe and healthy environment at WSU through biosafety, the control of hazardous materials, and compliance with public health codes and regulations, and provides informational, consultative, and educational services
http://www.oehs.wayne.edu

Division of Laboratory Animal Resources
Promotes quality biomedical research through humane and responsible veterinary, technical and husbandry support of all animals used in research and teaching at WSU, and through education, training, and professional consultation to surpass goals and standards mandated by state and federal law, accrediting bodies, and the Institutional Animal Care and Use Committee
http://www.dlar.wayne.edu/

Sponsored Program Administration
This site provides WSU faculty, staff, and students with the resources to facilitate their efforts in the identification of submission of proposals, and administration of sponsored programs, private grants, and gifts. A quarterly, informational, online newsletter is, also, available
http://spa.wayne.edu/

eProp/COEUS
eProp/COEUS is a web-based proposal development tool created to assist faculty and research administrators in streamlining the pre-award process. This tool brings together the FES, budget development and science pieces in one location on the web which can be accessed from WSU or home
http://www.spa.wayne.edu/funding/eprop.php

Researcher's Dashboard
WSU's award-winning Researcher's Dashboard is an easy-to-use intuitive tool that streamlines and enhances the pre-award and post-award grant processes for both researchers and administrators, providing a secure, easily accessible gateway to researchers' proposal and grant information. To access the Dashboard login to Pipeline www.pipeline.wayne.edu and click on the Research tab

SPA Training & Development/eTraining
In broadening its responsibility for the institutional oversight of Wayne State University's externally funded programs, Sponsored Program Administration provides training sessions for a wide range of topics including eProp preparation and submission, proposal budget development, Researcher's Dashboard navigation, and generating Coeus web-reports. Regularly held training sessions will be offered; please check the SPA Home Page for scheduled events. Additionally, one-on-one or small group sessions are available on an as-needed basis
http://spa.wayne.edu/spatraining.php

Technology Commercialization
Responsible for the identification, protection, marketing and licensing of intellectual property (e.g., patents, unique biological or other materials, and copyrights) developed by WSU faculty, and negotiates material transfer, non-disclosure and sponsored research agreements when they relate directly to WSU inventions
http://www.techtransfer.wayne.edu/

TechTown
A 12 city block business community of entrepreneurs, investors, mentors, service providers and corporate partners creating an internationally recognized entrepreneurial village in the heart of the Woodward Technology Corridor
http://www.techtownwsu.org/

Michigan Corporate Relations Network (MCRN)

The Michigan Corporate Relations Network (MCRN) is a university network designed to create partnerships that will connect Michigan's corporations to critical university assets to help promote innovative research and grow Michigan's economy. The Six MCRN universities are: Michigan State University (MSU), Michigan Technological University (MTU), Wayne State University (WSU), Western Michigan University (WMU), and University of Michigan-Ann Arbor (U-M), and University of Michigan-Dearborn (UM-Dearborn)
http://www.michigancrn.org/

The following units offer internal funding programs included in the
***Internal Research Support Booklet*:**

Office of the Vice President for Research
5057 Woodward, Suite 6409
577-5600 phone
577-3626 fax
http://www.research.wayne.edu/funding/internal-funding.php

Office of the Provost and Senior Vice President for Academic Affairs
4092 Faculty/Administration Building
577-2200 phone
577-5666 fax
http://provost.wayne.edu/faculty-staff/awards.php
http://urop.wayne.edu/

Graduate School
5057 Woodward, Suite 6305
577-2170 phone
577-2903 fax
http://gradschool.wayne.edu/funding/

Office for Health Research
319 Cohn Building
577-4135 phone
577-5777 fax
http://www.nursing.wayne.edu/faculty/health-research.php

Humanities Center
2226 Faculty/Administration Building
577-5471 phone
577-2843 fax
http://research2.wayne.edu/hum/

Visit the **Division of Research Internal Funding Opportunities** and
Internal Research Support Booklet 2013-2014 at
http://www.research.wayne.edu/funding/internal-funding.php.
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Sept 20	Humanities Center Graduate Travel Program (Fall)
Oct 4	Working Groups in the Humanities and Arts Program
Oct 16	Research Mentors Program for New Faculty (Fall)
Oct 18	Humanities Center Doctoral Dissertation Fellowship
Nov 6	Faculty Competition for Postdoctoral Fellows (Fall)
Nov 15	Humanities Center Visiting Scholars Program (Winter)
Nov 18	Bridge Funding Program
Nov 22	Undergraduate Research and Creative Opportunities Award (Winter-Spring/Summer)
Nov 22	University Research Grant Program
Dec 6	Board of Governors Faculty Recognition Award
Dec 6	Career Development Chairs
Dec 6	Grants Plus
Dec 14	Humanities Center Graduate Travel Program (Winter)
Dec 13	Summer Dissertation Fellowship
Dec 16	Sabbatical Leave Application
Jan 10	Distinguished Faculty Fellowships
Jan 17	President's Award for Excellence in Teaching
Jan 31	Educational Development Grant Award
Feb 10	The Dean's Diversity Fellowship
Feb 19	Research Mentors Program for New Faculty (Winter)
Feb 28	Marilyn Williamson Endowed Distinguished Faculty Fellowship
Mar 3	Graduate-Professional Scholarships
Mar 17	Bridge Funding Program
March 21	Undergraduate Research and Creative Opportunities Award (Spring/Summer-Fall)
Apr 1	King-Chavez-Parks Future Faculty Fellowships Program
Apr 18	Humanities Center Graduate Travel Program (Spring/Summer)
Apr 18	Humanities Center Faculty Fellowships
May 2	Faculty Competition for Postdoctoral Fellows (Winter)
Jun 27	Resident Scholars' Program
Jul 16	Bridge Funding Program
Check Dean's Office	Thomas C. Rumble University Graduate Fellowships
Accepted any time	Detroit Medical Center (DMC) Faculty Scholar Awards
Accepted any time	Graduate Student Professional Travel Support
Accepted any time	Graduate Students Who Compete for External Fellowships
Accepted any time	Graduate Students Who Obtain External Support
Accepted any time	Part-time Faculty Professional Development Fund
Accepted any time	Pre-Submission Review Program
Accepted any time	Thesis and Dissertation Research Support
Accepted any time	Undergraduate Funds for Travel to Conferences (UFTC)
Check Research web site	INPHAASE
Check Research web site	Research Enhancement Programs

OVPR Programs *without* Deadlines 2013-2014

PRE-SUBMISSION REVIEW PROGRAM

The Office of the Vice President for Research (OVPR) will consider requests to cover the expense of an internal or external scientific review of a grant proposal. New this year, OVPR will also provide support for proposal editing services provided the applicant has attended one of OVPR's Write Winning Grants seminars, participated in the Pre-Submission Review Program, or provides evidence of participation in some other grants development activity.

Internal or External Scientific Review
OVPR will provide $300 for an internal review, to be placed in the reviewer's indirect cost account, and $600 for an external review. For departments and colleges that conduct mock study section reviews, we will provide $500 per reviewed proposal into the indirect cost account of the department or college.

Editorial Services
OVPR will provide up to $500 for editorial services for a grant provided the applicant has attended one of OVPR's Write Winning Grants seminars, offered two times a year, or used our Pre-Submission Program in the past for a scientific grant review, or can document participation in some other grants development activity. Dates for this year's Write Winning Grants seminars are listed on our Grant Writing Seminars website at http://www.research.wayne.edu/seminars-training/grant-seminars.php. Potential grant editors are listed on our Internal Funding Opportunities web page at http://www.research.wayne.edu/funding/internal-funding.php. This list simply provide options; these are not endorsements and you may engage any appropriate editor of your choice. If you would like to add grant editors to the list, please contact Sarah James at sjames@wayne.edu.

How to Participate
Address the request in memo format to Gloria Heppner, Associate Vice President for Research, with signature approval from the appropriate chairperson. For **external or internal scientific reviews and editorial reviews**, include the name of the researcher or editor whom you would like to review your proposal, the reviewer's institutional affiliation and title, area of specialization, and a brief statement as to why this is the appropriate person to review your proposal. **For mock study section reviews,** please provide the names of review panel, their titles and areas of specialization, the names of the applicants whose proposals will be reviewed, and the date of the mock study section review.

For ALL pre-submission review types, also include the targeted agency for the proposal(s), funding mechanism, title of project, and anticipated date of proposal submission. Requests should be sent to the attention of Sarah James and can be e-mailed as pdf attachments to rifs@wayne.edu, delivered to 5057 Woodward, Suite 6200, or faxed to 577-3626.

If the request is approved, the review should follow the review criteria outlined by the relevant funding agency and should be forwarded to rifs@wayne.edu when received. For external and grammatical reviews, if approved, the investigator's department administrator should complete necessary paperwork (including e-mail confirmation from reviewer agreeing to the honorarium amount, which is required by Disbursements) and our office will transfer funds to cover the cost of the review. For internal reviews, the funds will be deposited into the indirect cost account of the internal reviewer.

If you need additional information on the participation process, please e-mail sjames@wayne.edu or call 577-8997.

RESEARCH STIMULATION GRANTS

The Office of the Vice President for Research has funds available for matches on proposals when the funding agency requires them. Requests for matching funds should be made to the OVPR well in advance of submitting the proposal. Such requests will be viewed most favorably when the PI's department and/or college contribute to the match. Commitments from the PI's department and/or college should be obtained in writing before making a request to the OVPR.

Submit requests for matching funds in memo format, addressed to Gloria Heppner, Associate Vice President for Research. Requests can be sent to heppnerg@wayne.edu with a copy to rifs@wayne.edu, delivered to 5057 Woodward, Suite 6409, or faxed to 577-3626 prior to submitting the proposal to the Sponsored Program Administration Office. If you need additional information, please e-mail sjames@wayne.edu or call 577-8997.

FUNDER CONSULTATION PROGRAM

Faculty are encouraged to learn as much as possible about the priorities and policies of individual funding agencies prior to submitting applications for support. Various resources are available to identify funds including organization web sites and consultation with WSU administrative staff (e.g., development officers for private foundations and OVPR for government funders). Faculty are also encouraged to correspond with funder officials via e-mail or telephone. Sometimes, however, face-to-face meetings with funding officials such as NIH or NSF program officers are critical to understanding funder requirements and to develop personal contacts with funding agency staff.

Travel funds are available to allow faculty to meet personally with funding officials for the purpose of seeking advice in regard to the feasibility of application for funds for specific

research projects or program areas. Application for travel funds should be made by e-mail **to rifs@wayne.edu** <ins>at least one month prior to the intended travel</ins>. Contact **Sarah James** at **sjames@wayne.edu** if you have questions.

Applications should include:

1) Brief description of the research project/program for which funds are being requested (one paragraph)

2) The names of the funding officials and agencies with whom the faculty intends to meet

3) Information regarding any previous meetings with these officials (e.g., e-mails, description and dates of phone conversations) and rationale for the necessity of a face-to-face meeting.

4) Date of the proposed meeting and evidence that a meeting has been scheduled with the funding official(s).

5) Location of the proposed meeting

6) Amount of funds requested. Generally, this should be limited to travel expenses to and from the meeting site. If the meeting is to be held in conjunction with a conference or other unrelated travel to the site, the amount of funding requested should reflect only the time necessary for meeting with funding officials. For example, if the intention is to stay an extra day at the site for the purpose of the funder meeting, the travel funds requested should be only for that day and not for the entire conference or other conference-related activity.

AWARD FOR GRADUATE STUDENTS WHO OBTAIN EXTERNAL SUPPORT

Maximum Award: $2,000

This program provides supplemental research funds for individual students who are successful in obtaining monetary support from an external agency specifically related to a research project. Awards are 25% of the award amount to a maximum of $2,000 to use as supplemental research funds. Half of the total award is provided to the student and the other half to his/her advisor's indirect cost account. An academic scholarship or appointment to an institutional training grant does not qualify a student for this support program. Money is to be used to support the externally funded research project, e.g. research equipment, subject payment, database subscriptions.

Address requests in memo format to Gloria Heppner, Associate Vice President for Research. Memos should include a brief description of the research project, projected budget and budget justification, advisor and student name, department, and contact information. Please include a copy of the award verification with the request. Requests should be sent to the attention of Sarah James and can be e-mailed as a pdf attachment to rifs@wayne.edu, delivered to 5057 Woodward, Suite 6409, or faxed to 577-3626. If you need additional information, please e-mail sjames@wayne.edu or call 577-8997.

OVPR Faculty Programs *with* Deadlines 2013-2014

RESEARCH MENTORS PROGRAM FOR NEW FACULTY

Maximum Award: $2,000
Fall Deadline: October 16, 2013
Winter Deadline: February 19, 2014

The purpose of this program is to encourage a productive mentoring relationship between tenured faculty with strong research records and success in obtaining extramural research funding and newly recruited junior faculty. This yearlong mentorship is meant to provide guidance to junior faculty in all aspects of research program development, focusing on external funding opportunities. Mentoring activities include guidance in establishing an independent research program, critique of manuscripts and grant proposals/applications, development of collaborative research opportunities and guidance in participation in national activities, such as peer reviews. All new tenure-track faculty members who are in the first two years at WSU are eligible for a senior faculty mentor.

Address nominations for senior mentors in memo format to Gloria Heppner, Associate Vice President for Research, with signature approvals from the appropriate chairperson and dean. Requests should be sent to the attention of Sarah James and can be e-mailed as pdf attachments to rifs@wayne.edu, delivered to 5057 Woodward, Suite 6200, or faxed to 577-3626. A brief summary of mentoring activities should be included in the memo. **Payment to the mentor's account is made upon verification of application for external funding by the junior faculty member** (a copy of the cover page of the submitted proposal is sufficient). If you need additional information, e-mail sjames@wayne.edu or call 577-8997.

BRIDGE FUNDING PROGRAM

Fall Deadline: November 18, 2013
Winter Deadline: March 17, 2014
Summer Deadline: July 16, 2014

This program is designed to sustain research projects that have lost extramural funding by providing one-time support to eligible Principal Investigators (PI) – Assistant, Associate and Full Professors – to assist with re-establishing external funding (e.g. NSF, NIH, DOD, ASC, etc). The size of the award will not exceed **$35,000 for one year**. Applicants may only apply for one year's funding at a time. Applications will be accepted **three times a year**. 2013-2014 academic year deadlines are: **November 18, 2013 ● March 17, 2014 ● July 16, 2014**. Awards will be competitive and all applications may not be funded.

Faculty salary will not be supported by this mechanism and will remain the responsibility of the unit (college, school, department, center, institute) which incurred the original obligation. A letter of support will be required from the Department Chair, Dean or Director responsible for providing salary and space support to the applicant (see Application Requirements).

A PI is eligible for Bridge Program funding, provided he/she:
- Has lost, or will lose most of his/her extramural funding within six months of the Bridge application deadline;

- Received extramural funding from peer-reviewed sources no longer than 18 months prior to the time of the application for Bridge Funding;

- Has made substantial efforts to re-establish funding, and in the opinion of the Dean is likely to be funded again.

Note additional requirements:
- PIs with multiple external grants may request support for the lapsed grant, but incentive bonuses on the active grants will be discontinued during the time of bridge funding;
- PIs who have submitted a proposal for national funding but who have not been reviewed yet should not submit a proposal until there is clear evidence that funding was denied;
- When extramural funding is re-established, all unspent funds must be returned to the Bridge Program to assist other investigators.

Exceptions to eligibility may be made by the Vice President for Research under unusual circumstances. For further information and guidelines on applying, please visit: http://www.research.wayne.edu/funding/internal-funding.php.

GRANTS PLUS

Deadline: December 6, 2013

WSU's Office of the Vice President for Research, in collaboration with the Deans of the schools and colleges, is pleased to announce the second year of an internal funding program called

GRANTS PLUS. The purpose of the program is to enable faculty who have already succeeded in sustaining external funding to expand the scope of their research as well as their funding base. A related goal is to expand significant federal and foundation research funding for the university.

The size of the award will **not exceed $75,000 for up to 18 months** in order to allow the investigator the resources needed to obtain the preliminary data necessary to submit another grant to an external funding agency. Once the external grant application has been submitted by the Grants Plus award recipient, an additional $25,000 will be awarded to enable the work to be continued until notice of the funding decision. Support can be requested for salaries/benefits for research support personnel, lab supplies and other research expenditures, and equipment. Funds cannot be used for travel, budget overdraft coverage, PI or co-PI salaries (including summer salaries), or administrative costs (i.e., school and departmental surcharges).

A PI is eligible for Grants Plus Program funding provided he or she currently holds at least **one externally-funded, peer-reviewed, renewable grant with at least two years left in the current funding period** at the time of application to this program, and the new project does not have overlapping aims or projects with the current grant, i.e., there must be a new research thrust.

Please submit proposal in PDF format - one file per applicant - to rifs@wayne.edu by 5 PM on **December 6, 2013**. Application requirements and review criteria are available at http://www.research.wayne.edu/funding/internal-funding.php. If you have questions, please contact Sarah James by email at sjames@wayne.edu or 577-8997.

FACULTY COMPETITION FOR POST-DOCTORAL FELLOWS

Fall Deadline: November 6, 2013
Winter Deadline: May 2, 2014

The Office of the Vice President for Research (OVPR) has created the *Faculty Competition for Post-Doctoral Fellows* to enhance the productivity of WSU faculty by augmenting their capacity to attract and support post-doctoral fellows. This initiative will provide matching funds of up to $30,000 per year for a maximum of $60,000 for two years to support the requested post-doctoral position. These post-doctoral positions will be awarded directly to faculty on a university-wide competitive basis for support of their research/scholarship and training endeavors. *It is required that sufficient matching funds be committed at the time of application.* Matching funds may come from sources such as applicant's department or college, grant support, or start-up funds.

Eligibility to receive a post-doctoral position is limited to full-time WSU faculty members with active research interests and responsibilities. **Post-doctoral candidate must be a U.S. citizen or permanent resident and must be a new hire.**

Visit http://www.research.wayne.edu/funding/internal-funding.php for application instructions. Applications will be accepted on **November 6, 2013** and **May 2, 2014** deadlines, no later than 5 PM on the deadline date. Please send as one e-mail attachment to rifs@wayne.edu. The e-mailed document should be in PDF format and include the *cover sheet with the chair and dean/directors' signatures*, *application,* and *biosketches* or abbreviated CV's (not to exceed four pages) in one document. Please contact Sarah James at 577-8997 or sjames@wayne.edu with questions.

FUNDING PROGRAMS FOR UNDERGRADUATE STUDENTS

Undergraduate Research Opportunities Program (UROP)

Undergraduate research funding is sponsored by the Office of the Provost, 4092 Faculty Administration Building. [Contact Person: Matthew Orr (ba5782@wayne.edu)]

Undergraduate Research and Creative Projects Award
Winter-Spring/Summer Research Application Deadline: November 22, 2013
Spring/Summer-Fall Research Application Deadline: March 21, 2014

The Undergraduate Research and Creative Projects Awards are intended to expand the opportunities for undergraduate students to work under the guidance of a Faculty mentor and participate in research and creative projects. Undergraduate students are invited to submit proposals for research or creative projects. Research projects will normally focus on the development and testing of a hypothesis or theory using methods relevant to one or more academic discipline. Creative projects may involve the development of new materials--for instance artistic, literary, educational, or physical--by methods other than those traditionally considered as research.

The Undergraduate Research Opportunities Program (UROP) will provide funding of $2,300 to the student(s), and $750 to the faculty mentor for accepted proposals. If students are working together on the same project, the $2,300 award will be divided among them. Faculty mentors are limited to a single $750 award per award cycle, regardless on the number of students they are mentoring.

UROP is located within the Office of the Provost, 4092 FAB. (313) 577-9226. E-mail questions to *undergradresearch@wayne.edu*.

Undergraduate Research Travel Funds
Undergraduate students, who are invited to present their research at a conference, or perform/exhibit their creative project at a refereed event, may apply to UROP for a travel award.   UROP may provide reimbursement up to $350 of their approved travel expenses.

Application forms can be found by visiting the UROP website at http://urop.wayne.edu/, and click on "travel funding." Completed applications must be submitted to UROP, 4092 Faculty Administration Building at least four (4) weeks prior to the departure date. Retroactive funding of travel will not be considered.

COS Pivot and WSU ResearchConnect

What is COS Pivot?

For years, COS has been recognized around the world for its coverage and inclusion of funding from a wide variety of sources as well as its access to the world's research community.

Now, Pivot provides Research Administrators, Research Development Professionals, and individual faculty members the edge—by bringing together the right research opportunities, funding, and people—quickly and easily. It provides global and local connections that strengthen research by exploring new avenues for funding and collaboration—for faculty, staff researchers, and graduate students.

Built from the ground up, Pivot combines the best of what customers love in world-renown COS Funding Opportunities and COS Scholar Universe with intelligent mapping features that expedite funding discovery, dissemination, and collaboration. With Pivot, connecting the right opportunities with the right people is routine.

Pivot is a power tool that:

- Provides access to the most comprehensive global source of funding opportunities—totaling billions of dollars and growing
- Identifies researcher expertise from within or outside of your organization from millions of profiles from leading research organizations worldwide
- Fosters collaboration by cultivating essential partnerships and alliances
- Enhances communication, monitoring, and tracking amongst individual faculty, teams, or researchers and the Research Development office
- Allows the focus to be on winning the necessary awards and grants
- Builds strong network connections for future opportunities

Your COS Pivot Account

If you do not have a current COS account, you will need to create an account.

Pivot login is presented in the top right-hand corner of the pages in Pivot. You must be logged in to:

- View your homepage displaying your active and tracked opportunities
- View funding opportunities shared with you or the status of those you have shared with others
- Save a search
- Add an opportunity to active or tracked
- Share a funding opportunity
- Claim and/or update a profile

For more in-depth information, view the following COS Pivot tutorials on the website:

- Getting Started
- Your COS PIVOT Home Page
- Finding Funding Opportunities
- Finding Scholars

Visit https://pivot.desk.com/ for more information.

COS Pivot and WSU ResearchConnect

What is WSU ResearchConnect?

In an effort to promote and facilitate interdisciplinary research, Wayne State University is committed to using innovative research tools and information technologies to promote collaboration.

ResearchConnect is a tool that provides a searchable database of expertise across most disciplines at WSU. Explore the profiles, publications, and grant data of hundreds of researchers within our university. Follow the network and collaborations within WSU, throughout the SciVal Experts Community, and across the national DIRECT and VIVO networks. The publications and grants listed for faculty members reflect their expertise in the unit(s) with which they are affiliated here at WSU or at prior institutions and offer a snapshot of their knowledge and interests.

Visit http://www.experts.scival.com/wayneresearchconnect/default.asp for more information.

COS Pivot and WSU ResearchConnect Trainings

The Division of Research offers monthly **COS Pivot/WSU ResearchConnect trainings** to the university community. Faculty, staff, and students are invited to attend. Trainings are listed in the events section of the Division of Research website and are included in Research@Wayne and sent out via email blast.

TO REGISTER, VISIT www.events.wayne.edu and select the appropriate date, or click desired date below:

TUES, SEPT 24, 10-11:30AM

MON, OCT 14, 1:30-3PM

WED, NOV 20, 10:30AM to NOON

MON, JAN 27, 1-2:30PM

THURS, FEB 24, 1-2:30PM

THURS, MAR 20, 1-2:30PM

TUES, APR 15, 1-2:30PM

To schedule training for your unit, class, or college, please contact Sarah James at sjames@wayne.edu.

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Applied Genomics Technology Center
http://www.agtc.med.wayne.edu/
Susan J. Land, Ph.D., director; Aliccia Bollig-Fischer, Ph.D., associate director

> **Lentivirus shRNA Library**
> http://agtc.wayne.edu/index.php
> Aliccia Bollig-Fischer, Ph.D., contact person

Behavioral and Field Research Core
https://research1.karmanos.org/research/home2/researchers2/corefacilities/behavioralfieldresearch.aspx
Lisa C. Berry-Bobovski, M.A., scientific director

Clinical Trials Office and Core, Mott Center
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Clinical Imaging Research Core
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Clinical Trials Office
https://research1.karmanos.org/research/Home2/Researchers2/CoreFacilities/ClinicalTrialsOffice.aspx
Helen Peck, RN, MA, OCN, CCRP, director; Lawrence E. Flaherty, M.D., medical director

Epidemiology Research Core
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Lipidomics Core
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Krishna Rao Maddipati, Ph.D., Director

Lumigen Instrument Center - Judy Westrick, Ph.D., director:

   NMR
   http://chem.wayne.edu/facilities/nmr.html
   Bashar Ksebati Ph.D., manager

   Mass Spectrometry
   http://chem.wayne.edu/facilities/mass_spec.html
   Lew Hryhorczuk Ph.D., manager

   X-Ray Crystallography
   http://chem.wayne.edu/facilities/xray.html
   Philip Martin, Ph.D., manager

   TEM/SEM Microscopy
   http://chem.wayne.edu/facilities/laem.html
   Mike Mei, Ph.D., manager

   Small Analytical Instruments
   http://chem.wayne.edu/facilities/small_instruments.html
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Microscopy, Imaging and Cytometry Resources Core
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MR Research Facility
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   MR Research Facility - Clinical Imaging
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   MR Research Facility - Preclinical Imaging
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Nano Fabrication Core Facility (nFab -- Engineering Bldg.)
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Pediatrics CRC
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PET Center
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Pharmacology Core
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Proteomics Core
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Other Facilities at Wayne State University

Biorepository Core (formerly Human Tissue and Pathology)
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Materials Characterization Lab - AFM and XRD
http://www.eng.wayne.edu/page.php?id=4840
Guangzhao Mao, Ph.D., director

Michigan Neonatal BioBank
http://www.mnbb.org/
Nancy Christ, B.A., director

Synchrotron Xray-beamline at the Advanced Photon Source (APS) of the Argonne National Laboratories
(security clearance required; apply at http://www.aps.anl.gov/)
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Computing & Information Technology (C&IT)

Computing and Networking Services for Researchers
The C&IT team and its partners provide a broad range of computing services and resources for the Wayne State community. Our goal is to provide you with the best technology experience in higher education. Here's an overview of what's available for researchers:

Wayne State Core Services

WSU AccessID	computing.wayne.edu/accessid
Wayne Connect Email	connect.wayne.edu
LISTSERV Discussion Lists	computing.wayne.edu/listserv
Emergency Alerts	broadcast.wayne.edu
Internet & Networks	computing.wayne.edu/networking
Telephone & Data Services	computing.wayne.edu/phone
Blackboard	blackboard.wayne.edu
Conferencing	computing.wayne.edu/conferencing
Wayne State Mobile App	m.wayne.edu

Researcher Services

High Performance Computing	www.grid.wayne.edu *-- see below*
Research Networks	computing.wayne.edu/researchnetworks *-- see below*

Personal and University Purchases

Mobile Device Discounts	computing.wayne.edu/mobilediscounts
Free & Discounted Software	clearinghouse.wayne.edu
Discount Computer Purchases	computing.wayne.edu/discounts
Personal Computer Repair	computing.wayne.edu/clinic

Computing Support Services
For personal assistance with any of the services listed above, contact the C&IT Help Desk at (313) 577-4778, helpdesk@wayne.edu, or via Live Chat. The Help Desk is open seven days a week; check the website for current hours. computing.wayne.edu/helpdesk

Many schools, colleges, and departments also provide technical support services for researchers, which can be a valuable resource for planning the technology components of grant proposals. For a list of these contacts on campus, visit computing.wayne.edu/facultystaffsupport.

High Performance Computing and Advanced Networking

The WSU Grid and High Performance Computing

The Scientific Computing team in Computing & Information Technology (C&IT) at Wayne State University develops, deploys, and maintains a scalable, Grid-enabled computing system capable of running and storing research-related projects involving high performance computing.

The WSU Grid infrastructure includes servers, computer nodes, and network storage joined by high-speed networks, and supports applications and databases in a secure and reliable environment. For more information about the WSU Grid, visit **https://www.grid.wayne.edu**.

The WSU Grid is being used as a foundation for a number of nationally funded grants. C&IT Scientific Computing specialists can help researchers build this valuable resource into future grant proposals as a piece of major research instrumentation. For assistance, call (313) 577-8106 or e-mail advcomp@wayne.edu.

Any Wayne State faculty, researcher, staff, or student with a valid research-related computational task and an AccessID may use the WSU Grid, including graduate students performing research but not taking classes. Prospective Grid users can apply online for an account at **https://www.grid.wayne.edu**.

MiLR High Performance Research Network

Wayne State University, Michigan State University, and the University of Michigan are founding members of the Michigan LamdaRail (MiLR), a very-high-speed, special-purpose data network in research and higher education, operated by the Merit Network, Inc. in Ann Arbor.

The MiLR Network gives WSU researchers access to low-cost, 10 Gbps Ethernet connections between the three university campuses and to national and international research and education networks.

The MiLR collaboration acquired the rights to use six strands of fiber-optic cable along a 750-mile ring in the Detroit–Chicago corridor. MiLR has the ability to provide as many as 40 separate 10 Gbps Ethernet connections between Ann Arbor, Chicago, Detroit, East Lansing, Grand Rapids, and Kalamazoo, through the use of the dense wave division multiplexing (DWDM) equipment. For more, visit **http://milr.org**.

WSU faculty, researchers, and graduate students can contact C&IT Network Engineering about accessing MiLR: call or email Peter Murphy, at (313) 577-4737 or pmurphy@wayne.edu.

Internet2 Advanced Networking

Wayne State is a member of Internet2, an advanced networking consortium that comprises more than 330 institutions. Internet2 members leverage a high-performance network, enabling services and world-wide partnerships to support and enhance their educational, research, and community service missions.

Beyond providing network capacity, Internet2 actively engages its community in the development of important new technologies, including middleware, security, network research, and performance measurement capabilities that are critical to the forward progress of Internet applications. More information is available at **http://internet2.edu**.

WSU faculty, researchers, and graduate students can talk with specialists in C&IT Network Engineering about running applications or transferring data on the Internet2 Network: contact Peter Murphy, at (313) 577-4737 or pmurphy@wayne.edu. .

WAYNE STATE UNIVERSITY

COMPUTING & INFORMATION TECHNOLOGY

The Michigan Neonatal Biobank is a University-wide resource for medical and public health research. It is home to four million newborn blood samples that are available for approved medical and public health research. The samples represent nearly every Michigan birth from the past 29 years.

Our Samples   The Biobank stores and manages the Michigan Department of Community Health's archive of residual neonatal dried blood samples from its Newborn Screening Program, to make them available for approved research.

Our Data   In addition to demographic data and test results, the samples can be linked to Michigan's public health registries making it possible to request specimens that are associated with a known health outcome, for example cancer or a specific birth defect.

Your Resource   Over 160 biomarkers and compounds have been measured in dried blood spots, from DNA and proteins to metals and infectious agents. The blood spots are a source of specimens for both epidemiological investigations and studies of how genes interact with the environment. Because more than 99% of Michigan infants are screened they represent an entire birth cohort for population studies.

Your Research   To date more than 40 researchers have requested our samples for studies including:

◊ Studies of methylation patterns in autism, ADHD, congenital heart defects, and the effects of lead exposure;
◊ A study to measure disparities in childhood tobacco exposure;
◊ A study of gene-environment interplay as a factor in young children's Executive Functioning;
◊ The influence of the epigenetic processes on the prediction of Fetal Alcohol Spectrum Disorders;
◊ A study of pediatric brain cancers.

For more information contact Nancy Christ, Director at 313-577-0551 or nchrist@med.wayne.edu.

Foundation Relations and Corporate Philanthropy

The offices of Foundation Relations (FR) and Corporate Philanthropy (CP) build and strengthen partnerships with foundations and corporations in order to maximize charitable contributions to Wayne State University. These mutually beneficial partnerships empower the university's students, faculty and staff to learn, teach, perform research, pursue academic opportunities, and conduct business more effectively so they can provide knowledge and services that benefit people regionally, nationally and internationally.

FR and CR team with faculty and staff to plan strategies for finding and approaching private funding organizations. Staff can help craft letters and proposals, develop budgets, fulfill reporting requirements and manage the post-grant relationship. Foundation Relations and Corporate Philanthropy are responsible for coordinating private funding requests on behalf of Wayne State University.

As the keeper of the history and dynamics of each relationship, the offices of Foundation Relations and Corporate Philanthropy draw on the past and stay current with the new to optimize all university communications with each organization.

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Securing private sector funds

How can I find private support for my project?
Before approaching FR or CP, contact your dean or department chair to discuss your plans. FR and CP are then available to discuss the project and help you find potential funders whose interests are most closely aligned with your intentions. Be prepared to offer a description of the project and state the goals, amount of funding sought, initial investments, partnerships and

timeline. Think about how the program is distinctive and adds value to your scholarly area, the university's mission and the community. FR and CP will usually be the first point of contact with the prospective funder on your behalf.

Can someone assist with developing my proposal?
FR and CP will review your proposal for clarity, alignment with the funder's interest and compliance with the guidelines. We will suggest ways to make the proposal stronger and help identify areas that may be problematic. Work with your unit's budget officer to develop a project-specific revenue and expense budget. Talking with colleagues who received support from the same prospective funder also can be very valuable.   The **Council of Michigan Foundations** Common Grant Application is used around the country as an example of the elements required for a successful proposal.
http://www.michiganfoundations.org/s_cmf/sec.asp?CID=516&DID=2541

How do I get the President's signature on letters of support or other documents, if required by the funding organization?
FR and CP can coordinate and facilitate this process. The document must be submitted to us for review. Under the direction of the Vice President for Development, the documents are forwarded for the President's signature. FR and CP will follow-up for more information or clarification on behalf of university executives.

Where can I find copies of the university's 501(c)3 status, the most recent audit, annual report or list of the Board of Governors?
FR and CP have these documents on file and provide copies upon request. All can be forwarded electronically.

How does FR and CP work with Sponsored Programs Administration (SPA)?
The Sponsored Program Administration (SPA) Office within the Division of Research is responsible for the institutional oversight for Wayne State University's external sponsored programs. Check with your SPA officer or your unit's grants administrator to determine if your grant application should be entered into SPA's E-Prop system. Once SPA approves the proposal, FR and CP can submit it and then send the SPA officer a copy. FR and CP will continue to manage the relationship with the organization and work with the unit's grants administrator, the applicant and the SPA officer on issues related to reporting, the budget or changes in the project scope throughout the grant period.

My quest for private sector funding was successful. What do I do now?
First, notify FR and CP when your check arrives or your funds are wired. We will help make sure funds are properly processed. FR and CP will help you steward the relationship with your new investment partner by periodically checking to make sure the project is on schedule and the budget is on track and by sending reminders about report due dates. In coordination with SPA, FR and CP can talk to the funder on your behalf if adjustments or extensions are necessary or if you'd like to make another request. FR and CP can help you communicate with the funder about significant milestones or findings. Finally, FR and CP meet frequently with local and national funding organizations and will be a champion for your work.

WSU Libraries

Supporting research at WSU is one of the core missions of the **WSU Libraries**. The WSU Libraries provide several services that support the research activities of the University community.

Research Support Guide - Located at **http://www.lib.wayne.edu/services/research/**, this online guide provides easy, comprehensive access to resources that meet the needs of faculty and student researchers. This research guide highlights various online tools, training opportunities, and library services that support research activities. Browse this guide or contact your library liaison to learn more about resources and services that can support your research at WSU.

Liaison Librarians - Each academic department/college at WSU is assigned a professional librarian liaison who can be contacted to discuss library resources and services designed to meet your research needs. Visit the link **http://www.lib.wayne.edu/info/staff/liaison.php** to find contact information for the librarian assigned to your department/college.

WSU librarians can assist researchers with:

- searching for funding opportunities
- setting up current awareness alerting services
- strategies for conducting literature searches for grant development
- using citation management software
- locating journal impact factors

- performing citation analysis of publications
- discovering, managing, and preserving research data
- meeting grant funder compliance criteria
- disseminating the results of funded research

Suggest a Title - Your liaison librarian may be able to order new resources that support your research. Contact your liaison librarian or use the Suggest a Title link located at **http://www.lib.wayne.edu/services/research/** to suggest a title for purchase by the libraries.

Research Guides - WSU Liaison Librarians have prepared research guides for each subject area to highlight frequently used and best resources for conducting research in a given discipline. Visit **http://www.lib.wayne.edu/resources/guides/** to view the guides.

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Liaison Area	Name	Email	Phone
Accounting and MIS	McGinnis, Rhonda	aa4207@wayne.edu	(313) 577-8568
Africana Studies	Putt, Steven	aj1013@wayne.edu	(313) 577-2005
Anthropology	Putt, Steven	aj1013@wayne.edu	(313) 577-2005
Art & Art History	Sybeldon, Diane	ac7255@wayne.edu	(313) 577-4480
Asian Studies (Chinese, Japanese)	Liston, Karen	aq8554@wayne.edu	(313) 577-5596
Biological Sciences	Wilmes, Nancy	aa8820@wayne.edu	(313) 577-4063
Business Administration	McGinnis, Rhonda	aa4207@wayne.edu	(313) 577-8568
Center for Latino/a and Latin American Studies	Peacock, Rebeca	ef7278@wayne.edu	(313) 577-6294
Chemistry	Wilmes, Nancy	aa8820@wayne.edu	(313) 577-4063
Classics, Greek and Latin	Arnold, Judith	ay4047@wayne.edu	(313) 577-8368
Communication Sciences and Disorders	Rouan, Katrina	dv5445@wayne.edu	(313) 577-5296
Communication/Speech and Journalism	Donahue, Damecia	ea2835@wayne.edu	(313) 577-5811
Computer Science	McCann, Shawn	aj9506@wayne.edu	(313) 577-6109
Criminal Justice	Putt, Steven	aj1013@wayne.edu	(313) 577-2005
Dance	Sybeldon, Diane	ac7255@wayne.edu	(313) 577-4480
Developmental Disabilities Institute	Priehs, Michael	du6365@wayne.edu	(313) 577-8743
Economics	McGinnis, Rhonda	aa4207@wayne.edu	(313) 577-8568
Education	Bielat, Veronica	ag6887@wayne.edu	(313) 577-4217
Engineering	Van Loon, James	cv3901@wayne.edu	(313) 577-6446
English Language and Literature	Arnold, Judith	ay4047@wayne.edu	(313) 577-8368
English Language Institute	Liston, Karen	aq8554@wayne.edu	(313) 577-5596
Film Studies	Sybeldon, Diane	ac7255@wayne.edu	(313) 577-4480
Foundation Center	Andrews, Monique	ag3808@wayne.edu	(313) 577-5037

Liaison Area	Name	Email	Phone
Gender, Sexuality, and Women's Studies	Hudson, Anne	al7470@wayne.edu	(313) 577-1168
Geology	Wilmes, Nancy	aa8820@wayne.edu	(313) 577-4063
German Studies (German, Yiddish)	Liston, Karen	aq8554@wayne.edu	(313) 577-5596
Gerontology	Andrews, Monique	ag3808@wayne.edu	(313) 577-5037
Graduate School	Beavers, Paul	aa6536@wayne.edu	(313) 577-2360
History	Krolikowski, Cindy	ac4979@wayne.edu	(313) 577-3311
International Programs, Students & Scholars	Liston, Karen	aq8554@wayne.edu	(313) 577-5596
Irvin D. Reid Honors College	Arnold, Judith	ay4047@wayne.edu	(313) 577-8368
Juvenile Collections	Bielat, Veronica	ag6887@wayne.edu	(313) 577-4217
Labor Studies Program	McGinnis, Rhonda	aa4207@wayne.edu	(313) 577-8568
Law	Thomas, Virginia	ed5497@wayne.edu	(313) 577-6166
Library and Information Science	Krolikowski, Cindy	ac4979@wayne.edu	(313) 577-3311
Linguistics	Arnold, Judith	ay4047@wayne.edu	(313) 577-8368
MAIR	McGinnis, Rhonda	aa4207@wayne.edu	(313) 577-8568
Mathematics	Wilmes, Nancy	aa8820@wayne.edu	(313) 577-4063
Media Collection	Sybeldon, Diane	ac7255@wayne.edu	(313) 577-4480
Medicine	Martin, Sandra	aa8801@wayne.edu	(313) 577-6665
Music	Mortiz, Richard	ac8608@wayne.edu	(313) 577-5962
Near Eastern (Hebrew, Jewish &Islamic Studies)	Liston, Karen	aq8554@wayne.edu	(313) 577-5596
Nursing	Sarkozy, Alexandra	ff2662@wayne.edu	(313) 577-8672
Nutrition and Food Science	Peacock, Rebeca	ef7278@wayne.edu	(313) 577-6294
Philosophy	Beavers, Paul	aa6536@wayne.edu	(313) 577-2360
Physics and Astronomy	Van Loon, James	cv3901@wayne.edu	(313) 577-6446

Liaison Area	Name	Email	Phone
Political Science	Krolikowski, Cindy	ac4979@wayne.edu	(313) 577-3311
Psychology	Rouan, Katrina	dv5445@wayne.edu	(313) 577-5296
Ramsey Collection	Krolikowski, Cindy	ac4979@wayne.edu	(313) 577-3311
Religion	Beavers, Paul	aa6536@wayne.edu	(313) 577-2360
Romance Languages	Holley, Robert	aa3805@wayne.edu	(888) 497-8754 x705
Slavic Studies	Liston, Karen	aq8554@wayne.edu	(313)577-5596
Social Work	Andrews, Monique	ag3808@wayne.edu	(313) 577-5037
Sociology	Putt, Steven	aj1013@wayne.edu	(313) 577-2005
Special Collections	Krolikowski, Cindy	ac4979@wayne.edu	(313) 577-3311
Theatre	Sybeldon, Diane	ac7255@wayne.edu	(313) 577-4480
Urban Studies and Urban Planning	Andrews, Monique	ag3808@wayne.edu	(313) 577-5037

FULBRIGHT
U.S. Scholar Program Overview

Pamela Smith, assistant professor at Boston College Law School, Newton, MA, lectured on United States intellectual property laws, regulations and policies at Renmin University, Beijing, China..

From community colleges to liberal arts institutions to large research universities, U.S. administrators are increasingly focused on campus internationalization. The Fulbright Scholar Program provides a key resource in support of this effort. Fulbright provides the following grant opportunities for researchers, lecturers and administrators:

Core Program
This program provides approximately 800 teaching and/or research grants lasting three months to one year. Grantees lecture and conduct research in a wide variety of academic and professional fields. As a result of this program, faculty and their home institutions build a 'multiplier effect' by infusing cross-cultural perspectives into curricula, revitalizing teaching methods, and opening doors for international colleagues and students. Grants in more than 125 countries are available.

The Core Program also includes **Distinguished Chair** awards. These highly selective awards are for eminent scholars with significant publication and teaching records.

Fulbright Specialist Program
The Fulbright Specialist Program provides grants lasting two to six weeks. The program provides grantees with the flexibility to schedule projects within their current academic or professional commitments.

Fulbright International Education Administrator Seminars
Through these short-term seminars, U.S. administrators engage in an intensive, comparative study of the society, culture and higher education systems of Germany, Japan, South Korea or India. These two- to three-week seminars enable participants to return to campus with innovative ideas, methods, and international contacts.

Fulbright German Studies Seminar
Designed for a small cohort of U.S. scholars of German studies or other disciplines related to an annual seminar topic, this two-week seminar allows scholars to examine current issues affecting Germany and the European Union.

Wayne State faculty interested in Fulbright Scholar Awards should feel free to contact Ms. Jaclyn Assarian, campus representative for Scholar Program, with any questions. She can be reached at 313-577-9319 or fd7174@wayne.edu.
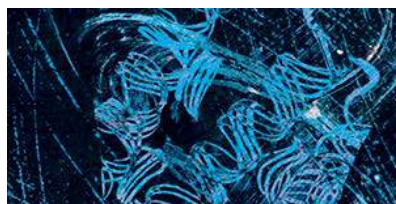
HHMI
HOWARD HUGHES MEDICAL INSTITUTE
http://www.hhmi.org/

Dedicated to advancing science education, HHMI provides powerful teaching tools for use in high schools, colleges, and universities.

Educational Materials

Science Education – Dedicated to advancing science education, HHMI provides powerful teaching tools for use in high schools, colleges, and universities across the country, free of charge.

BioInteractive
Free Resources for Science Teachers and

HHMI Bulletin: Science Magazine
The HHMI Bulletin explores biomedical research through in-depth features, news, and perspectives. Also available in print and for iPad.

Making the Right Moves
A free resource for early career scientists, this book is a collection of practical advice and experiences from seasoned biomedical investigators and includes chapters on laboratory leadership, getting funded, project management, and teaching and course design.news, and perspectives. Also available in print and for iPad.
View full book at
http://www.hhmi.org/educational-materials/lab-management/for-early-career-scientists

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Browse and order from a variety of HHMI's award-winning publications and videos, all **FREE.**

www.hhmi.org

Seminars and Trainings

www.research.wayne.edu/seminars-training

Professional and Academic Development Seminar Series

The offices of the Vice President for Research, Provost, and Faculty Affairs (School of Medicine) are pleased to offer the seventh year of this **FREE CAREER-DEVELOPMENT SEMINAR SERIES** for **WSU faculty, chairs and directors, postdoctoral trainees and graduate students, and administrators**.

Seminars are FREE, but <u>REGISTRATION IS REQUIRED</u>.

To view upcoming seminar dates, links to register, videos and handouts of previous PAD seminars, visit the **PAD WEBSITE** at **http://research.wayne.edu/seminars-training/seminar-series.php**.

THANK YOU to **Media Services at University Libraries and the School of Medicine's Biomedical Communications Services** for capturing the seminars for online viewing.

For **more information** about this event or series or to suggest a seminar topic or speaker, please contact **Sarah James** at **313-577-8997** or **sjames@wayne.edu**.

We hope you can join us for these valuable seminars!

Hands-on Workshops

The Division of Research offers monthly **COS PIVOT AND WSU RESEARCHCONNECT WORSKHOPS** to the university community. Faculty, staff, and students are invited to attend. Trainings are listed in the events section of the Division of Research website, are included in Research@Wayne, and sent out via email blast.

RESEARCHCONNECT is a tool that provides a searchable database of expertise across most disciplines at WSU. Explore the profiles, publications, and grant data of hundreds of researchers within our university. Follow the network and collaborations within WSU, throughout the SciVal Experts Community, and across the national DIRECT and VIVO networks. The publications and grants listed for faculty members reflect their expertise in the unit(s) with which they are affiliated here at WSU or at prior institutions and offer a snapshot of their knowledge and interests. Visit http://www.experts.scival.com/wayneresearchconnect/default.asp for more information on WSU ResearchConnect.

PIVOT provides Research Administrators, Research Development Professionals, and individual faculty members the edge—by bringing together the right research opportunities, funding, and people—quickly and easily. It provides global and local connections that strengthen research by exploring new avenues for funding and collaboration—for faculty, staff researchers, and graduate students. Visit https://pivot.desk.com/ for more information on COS Pivot.

TO REGISTER FOR A WORKSHOP, VISIT www.events.wayne.edu and select the appropriate date, or click desired date below:

TUES, SEPT 24, 10-11:30AM

MON, OCT 14, 1:30-3PM

WED, NOV 20, 10:30AM to NOON

MON, JAN 27, 1-2:30PM

THURS, FEB 24, 1-2:30PM

THURS, MAR 20, 1-2:30PM

TUES, APR 15, 1-2:30PM

To schedule training for your unit, class, or college, please contact Sarah James at sjames@wayne.edu.

Write Winning Grants (Hypothesis-Driven Research)

The Office of the Vice President for Research is pleased to host a **research grant writing proposal seminar for WSU faculty, post-docs, and space permitting, advanced doctoral students.** The OVPR is sponsoring a major portion of the cost to bring Grant Writers' Seminars and Workshops to campus.

There will be two incidences of this seminar with similar content, one on **main campus on November 13, 2013** and one on the **medical campus on February 6, 2014**. Dr. Peg AtKisson will present the main campus seminar and Dr. John Robertson will present the medical campus seminar.

The **fee for seminar materials** for either seminar is **$75** and may be paid for **by personal check** or through a **department index account transfer**. <u>Payment or index information must be received prior to the seminar to reserve your spot</u>.

Fall seminar (main campus) – must register by October 18, 2013:
November 13, 2013 – 8:30 a.m. to 5:00 p.m.
Student Center, Second Floor, Hillberry B
Parking information will be provided to registrants in registration confirmation email.

Winter seminar (medical campus) – must register by December 20, 2013:
Feb 6, 2014 – 8:30 a.m. to 5:00 p.m.
Mazurek Education Commons, Margherio Family Conference Center, School of Medicine (320 E. Canfield)
Parking information will be provided to registrants in registration confirmation email.

Seminar Information: The seminar is for hypothesis-driven research (medical biological and physical sciences and engineering). Light morning refreshments and lunch will be served.

The seminar will address both conceptual and practical aspects that are associated with the grant-writing process. It will emphasize idea development, how to write for

reviewers, and tips and strategies that have kept the co-founders of Grant Writers' Seminars and Workshops funded continuously for over twenty-five years.

Those attending the seminar should learn, among other things, the following specific points:

- The three most common reasons that grant applications fail
- How to develop an irresistible, fundable idea for a grant application
- How to get the most important aspects of your message up front
- How to identify the most applicable sources of funding for an idea
- New-investigator programs, and how to take advantage of them
- How to assess your competition and benefit from your competitors ideas
- How to make an application maximally reviewer friendly
- The review process: mechanics and psychology
- What reviewers look for first! – next! – and last!
- Tips on how to write for reviewers with maximal clarity and compelling logic
- How to deal with changes in application requirements effectively (e.g., NIH)
- Tips and strategies applicable to writing the specific sections of an application
- Understanding significance/innovation and transformative research
- Tips and strategies for competing renewals
- The NIH application review – interpreting critiques
- Resubmission of the application (the A1 application)

Registration is limited! **Registration and requested information needs to be completed by October 18, 2013** for November 13, 2013 seminar **and by December 20, 2013** for February 6, 2014 seminar**.**

To **REGISTER** for either seminar, **VISIT http://research.wayne.edu/seminars-training/grant-seminars.php**.

Each attendee will receive a copy of *The Grant Application Writer's Workbook*. Y**ou will need to identify which workbook you need at the time of registration.** Below is the list of **available versions** from which you can select. **Please have your choice ready when you go online to register.**

- The NIH edition. Required for all submitting NIH proposals
- The NSF edition. Required for all submitting NSF proposals
- *Successful Proposals to Any Agency*
- USDA edition with updated insert

QUESTIONS: Contact **Sarah James** at **sjames@wayne.edu**.

WRITE AND SUBMIT A COMPETITIVE GRANT APPLICATION
Comprehensive Workshop

Pre-requisite: Write Winning Grant Proposals seminars sponsored by the Office of the Vice President for Research (OVPR)

This workshop program begins with Phase I, which consists of the seminar Write Winning Grant Proposals. Fifteen WSU faculty members will be selected by
GRANT WRITERS' SEMINARS AND WORKSHOPS, LLC (GWSW) and WSU from the Write Winning Grant Proposals seminar attendees who apply to enter Phase II, the proposal-writing workshop. OVPR will set the eligibility criteria.

The individuals who are competitively selected will then be guided, step by step, through the development and submission of a grant application. Any agency/discipline can be accommodated because the principles and fundamentals entailed in preparing a competitive proposal are essentially the same, regardless; only the details associated with the application process differ.

Phase II is guided by The Grant Application Writer's Workbook, which systematically shepherds participants through the development of their applications, from inception of the idea through writing of the proposal, section-by-section. Recommendations are provided regarding how competing academic and personal priorities can be managed during the writing process.

The program has three objectives for each participant:

1. Write and submit the best application of which s/he is capable
2. Better understand the dynamics and psychology of the review process
3. Develop an appreciation for the importance of constructive criticism as a strategic part of the proposal-development process. The workshop includes both on-site and electronic interactions between the consultant and participants, with ample one-on-one time to assure that the specific needs of each participant are met. Either new or revised applications are welcome. Assistance in responding to prior review is provided to those who are resubmitting proposals.

REGISTER for the *Write Winning Grant Proposals* seminar at
http://www.research.wayne.edu/seminars-training/grant-seminars.php. Details on how to apply for the comprehensive workshop will be provided at these seminars.

If you have questions, please contact **Sarah James** at **sjames@wayne.edu**.

Fellowship and Grant Writing in the Humanities Workshop

The Office of the Vice President for Research is pleased to a **Fellowship and Grant Writing in the Humanities Workshop** on **MONDAY, SEPTEMBER 9, 2013, 1-3:30PM in 5057 Woodward (corner of Woodward and Putnam), 6th floor, Conference Room A**.

Learn about strategies for grant writing and obtaining fellowships and examine several successful grant proposals as good models in this session led by **ARTHUR F. MAROTTI**, **Distinguished Professor of English Emeritus at Wayne State University**. Dr. Marotti is the recipient of research fellowships from The John Simon Guggenheim Memorial Foundation (1975-76), The American Council of Learned Societies (1988-89), and The National Endowment for the Humanities (2000 and 2005-6). In addition, he has been co-Principal Investigator on two federal grants (2002-7, 2007-10) from the Department of Education to fund bilateral exchanges of students and faculty with Brazilian universities.

Successful grant and fellowship proposals will be circulated to participants prior to the workshop to allow for prepared observations and questions to be discussed during this session; however, the **main emphasis of this session will be to workshop for participants' draft proposals**. We will be reviewing and providing feedback participants' draft proposals. This is an invaluable way to improve your proposal before it goes to the external agency.

This session is open to **WSU faculty** and is **FREE**. **Registration is required by September 4, 2013**. Materials to be read for the workshop will be emailed to participants in advance. For more **information or to register, visit http://www.research.wayne.edu/seminars-training/grant-seminars.php**.

After registering, if you would like your **grant proposal to be reviewed at this workshop**, please **send proposals** to **Sarah James** at **sjames@wayne.edu by September 4, 2013**.

If you have **questions** about this workshop, please contact **Sarah James** at **sjames@wayne.edu**.

Wayne State University
Division of Research

Biomedical Publications Seminar

The Office of the Vice President for Research is pleased to host a **BIOMEDICAL PUBLICATIONS SEMINAR FOR WSU FACULTY, POST-DOCS, AND SPACE PERMITTING, ADVANCED DOCTORAL STUDENTS.**

A Biomedical Publications Seminar will take place **Wednesday, March 28, 2014, 8:30AM to 5PM** at **MARGHERIO CONFERENCE CENTER, MAZUREK EDUCATION COMMONS at Scott Hall on the medical campus**.

OVPR is sponsoring a major portion of the cost to bring Grant Writers' Seminars and Workshops to campus. **Cost for attendees is $75** and may be paid by **department index account transfer** or **personal check**. <u>**Payment or index information must be received prior to the seminar to reserve your spot**</u>.

Most junior faculty members, post-doctoral research fellows, and graduate students receive little formal training on how to publish / present the results of their work. Included in this **COMPREHENSIVE SEMINAR** is everything from **practical tips on composing the manuscript, through choosing the appropriate journal and understanding its review process, to strategies that are related to revision and resubmission**.

PARTICIPANTS WILL LEARN:

- What the most efficient approach is for producing publishable data
- How to decide who will be included as authors, and in what order
- How to write with maximal clarity and precision
- How to avoid giving the perception of conflict of interest
- And much more!

For **more information and to register, visit http://www.research.wayne.edu/seminars-training/grant-seminars.php**.

If you have any **questions**, please contact **Sarah James** at **sjames@wayne.edu**.

SPA Training & Development

In broadening its responsibility for the institutional oversight of Wayne State University's externally funded programs, Sponsored Program Administration provides training sessions for a wide range of topics related to research administration including eProp, Proposal Budget Development, Cost Principles, Award Close-Out, Cost-Sharing and many others. Regularly held classroom training sessions will be offered; please check the SPA home page, spa.wayne.edu, for scheduled events. Additionally, one-on-one or small group sessions are available on an as-needed basis.

SPA eTraining – See It. Try It. Know It!

eTraining provides an alternative approach to learning material also offered in classroom training sessions, allowing users to broaden their knowledge base while ensuring a standard level of expertise among those who support the research endeavors of Wayne State University. eTraining courses can be taken through review of written material, presentations or viewing video snippets of related information – **SEE IT**. Some course modules will have a hands-on component, allowing users to try out their newly acquired skills – **TRY IT**. Additionally, a user self-test can be taken for each course for users to gauge their progress – **KNOW IT**!

In conjunction with the self-test, a number of courses have been designated as 'core' modules, granting users eligibility for certification upon successful completion. Please check the SPA Training & Development website, http://spa.wayne.edu/spatraining.php, for updates.

For further information, please contact Tim Foley, SPA Training Coordinator, at 577-8357 or email tpfoley@wayne.edu.

SPA PREP (Proposal Review Expedited Process)

In an effort to better meet the needs of WSU's research community, Sponsored Program Administration (SPA) has initiated PREP (Proposal Review Expedited Process). This new process is optional and provides a Principal Investigator (PI) the opportunity to submit, via eProp, portions of a proposal for review well before the actual submission deadline to the sponsor, while continuing to work on the science or narrative portion of an application up to 9 a.m. one day prior to the sponsor submission deadline. The benefits of PREP are two-fold: SPA can begin review of any application forms and budgets for content and accuracy and Principal Investigators can devote more time to honing the science and narrative portions of their applications.

Please take a look at this sample timeline (http://spa.wayne.edu/external/prep.pdf) for PREP procedure details. If you have any questions regarding PREP, please contact your SPA Grant & Contract Officer.

Interdisciplinary Seminar Series 2013-2014

NANO@WAYNE SEMINAR SERIES

The **Nano@Wayne** seminar series is comprised of outstanding speakers from around the country as well as from our own faculty – in diverse fields such as Biology, Chemistry, Engineering, Medicine, Pharmaceutical Science and Physics – who deliver **lectures on nanoscience and nanotechnology**.

Nano@Wayne is **FREE and open to all WSU faculty, staff and students and the public**. Seminars take place once or twice a month, **Tuesdays, 2:30-4PM in the Welcome Center Auditorium**. Visit **www.research.wayne.edu/nano** for specific seminar dates and more information.

SUSTAINABILITY@WAYNE SEMINAR SERIES

Sustainability@Wayne is a **lecture series on sustainability-related research, policy, conservation, and related issues**.

Seminars are **free and open to all WSU faculty, staff and students and the public**. **Sustainability@Wayne** takes place once or twice a month, **Tuesdays, 2:30-3:30PM in the Welcome Center Auditorium**. Visit **http://www.research.wayne.edu/seminars-training/index.php** for specific seminar dates and more information.

WATER@WAYNE SEMINAR SERIES

Water@Wayne is a **lecture series on water-related research, policy, conservation, and related issues**.

Seminars are **free and open to all WSU faculty, staff and students and the public**. **Water@Wayne** takes place once or twice a month, **Thursdays, 2:30-3:30 p.m. in the Welcome Center Auditorium**. Visit **http://www.research.wayne.edu/seminars-training/index.php** for specific seminar dates and more information.

> ***SUGGESTION***:
> PRINT A COPY OF DOCUMENT FOR NEW PERSONNEL TO CHECK OFF TRAINING AS IT IS COMPLETED.
> CHECKLISTS DO NOT NEED TO BE SUBMITTED TO THE IACUC OFFICE.

Training Requirements: All laboratory personnel must complete the appropriate training before working on an animal protocol.

REQUIRED PRIOR TO **PROTOCOL** or **PERSONNEL AMENDMENT** *SUBMISSION*

Collaborative Institutional Training Initiative (CITI) Program Modules (www.citiprogram.org)

- ☐ Working with the IACUC (a refresher course is required every 3 yrs)
- ☐ Responsible Conduct of Research
- ☐ Select *all of the species* that will be used on this protocol
- ☐ Minimizing Pain and Distress (if the protocol includes mice or rats)
- ☐ Aseptic Surgery (for staff who perform survival surgery on any species)

REQUIRED PRIOR TO **PROTOCOL** or **PERSONNEL AMENDMENT** *FINAL APPROVAL*

Animal Contact Occupational Health & Safety Program

- ☐ AniCon Questionnaire (Form #1080)

Division of Laboratory Animal Resources (DLAR)

To be eligible for DLAR training all **CITI training must be completed and an **AniCon Questionnaire** filed with OEHS. Once confirmed, the IACUC office (577-1629) will contact DLAR's Veterinary Technical Services to arrange training.*

- ☐ Building Orientation
- ☐ Species Specific Training
- ☐ Aseptic Techniques Training (for staff who perform survival surgery)
- ☐ Laboratory Housing Training (for staff who will take care of animals outside of the DLAR facilities >12 hrs)

Office of Environmental Health and Safety (OEHS)

- ☐ Laboratory Safety Training
- ☐ Biosafety Training (if applicable)
- ☐ Basic Radiation Safety Training (if applicable)

Training Requirements for Research using Animal Models

IACUC protocol applications are submitted to the IACUC office, which then assigns the protocols to veterinarians for pre-review. The veterinarian provides consultation to the PI on the planned animal procedures. After satisfactory completion of the veterinary pre-review, the protocol is assigned to primary and secondary reviewers prior to the monthly IACUC meetings. Training must be completed prior to protocol approval.

The following list details the training required for persons involved in the conduct of animal-based research. The extent of training required will vary according to the nature of the research. The listing also includes guidance on how to enroll in the occupational medicine program and obtain veterinary consultations for projects.

RESPONSIBLE CONDUCT in RESEARCH ON-LINE TRAINING PROGRAM MODULES: Required training for PI, Co-PI, Faculty Advisor, and all personnel on protocol. Training modules can be accessed on website http://www.iacuc.wayne.edu. The university and the John D. Dingell VAMC use training modules developed by the Collaborative Institutional Training Initiative (CITI).

SPECIES SPECIFIC TRAINING: Requirement for PI and each person working with animals on IACUC approved protocols. To enroll for training involving mice and rats, register at the DLAR website at http://www.dlar.wayne.edu. For other species call the DLAR Veterinary Technical Services at 577-1343.

DLAR RODENT SURGERY TRAINING: Requirement for PI and each person working with rodents (mice, rats, hamsters, gerbils, guinea pigs) in projects involving survival rodent surgery. To enroll, visit the DLAR website at http://www.dlar.wayne.edu.

VETERINARY CONSULTATION: According to the federal Animal Welfare Act, a veterinarian must be consulted to assist in the planning of procedures that will involve pain or distress that is more than momentary or slight. This is required if animal procedures are in USDA CATEGORY "D" or "E". Animal research protocols must be submitted to the IACUC Office for assignment to a veterinarian for electronic pre-review of animal procedures. After a review of animal procedures is accomplished with appropriate revisions done by the PI, if needed, the protocol will be assigned to primary and secondary non-veterinary reviewers prior to full committee action or review. Call any one of the following veterinarians if advice or information is needed: Dr. Lisa Brossia-Root, 993-6790; Dr. Tara Cotroneo, 577-1405; Dr. Elizabeth Dawe, 577-1236 (for large animal surgical models).

Suggested Websites:

Wayne State University Institutional Animal Care and Use Committee: http://www.iacuc.wayne.edu

Wayne State University Division of Laboratory Animal Resources: http://www.dlar.wayne.edu

Wayne State University Office of Environmental Health and Safety: http://www.oehs.wayne.edu

Office of Laboratory Animal Welfare (OLAW), National Institutes of Health: http://grants.nih.gov/grants/olaw/olaw.htm

The OLAW website has links to a broad range of issues related to laboratory animal care and use including how to properly prepare an animal research protocol that will meet requirements of federal regulations and policies.

Below information requires OEHS Review and Approval

OCCUPATIONAL HEALTH and SAFETY () Program: PI and all personnel on an IACUC protocol must be enrolled. An Animal Contact Occupational Health Services Risk Assessment Questionnaire must be submitted to Office of Environmental Health and Safety. Questionnaire (Form 1080) can be downloaded from website http://www.oehs.wayne.edu. See forms link. Call Occupational Health Specialist at 577-5917 if you have questions.

OSHA LABORATORY STANDARD TRAINING: Requirement for PI and each person on approved IACUC protocol. Must be taken once. To register, visit the Office of Environmental Health and Safety (OEHS) website at http://www.oehs.wayne.edu.

OSHA LABORATORY STANDARD-HAZARDOUS WASTE and EMERGENCY PROCEDURES: Required annually for PI and all persons on protocol if hazardous waste will be generated. See Office of Environmental Health and Safety web site for information. http://www.oehs.wayne.edu

OSHA BLOODBORNE PATHOGEN STANDARD/BIOSAFETY TRAINING: Required annually if IACUC protocol involves the use of **any** human tissue, blood, body fluids, cell line of human origin, or animals infected with human pathogens. Required for PI and all persons involved with protocol. To register see Office of Environmental Health and Safety web site http://www.oehs.wayne.edu.

IRRADIATION TRAINING (Users of Radiation Generating Equipment): Required annually for all protocols that involve the use of irradiation procedures or the use of radiation generating equipment. Required for PI and all persons involved with protocol. Training is taken on line. To obtain training see the Office of Environmental Health and Safety website http://www.oehs.wayne.edu,

RADIOISOTOPE TRAINING (Material Users and Buyers): Required for PI and all persons on protocol if there is use of radioisotopes. Refresher classes are required annually and are completed on-line. For information on this training see http://www.oehs.wayne.edu.

EACPHS Research Forum, October 16, 2013
Keynote Speaker: Oscar A. Carretero, MD

Oscar A. Carretero, M.D., will be the Keynote speaker at the EACPHS 2013 Research Forum. His presentation, titled "*High Blood Pressure (hypertension) is widespread in Detroit, what we can do about it*" addresses a local problem with global implications. Dr. Carretero, a division head at the Henry Ford Hospital in Detroit, MI is a world expert in hypertension and vascular research. He has published more than 300 papers in peer-reviewed journals and 35 book chapters. He has received numerous awards for his work. These include Novartis Award for Hypertension research from the Council for High Blood Pressure Research, the Lifetime Achievement Award in Hypertension research from the Inter-American Society of Hypertension and the Distinguished Scientist Award from the Henry Ford Medical Group.

Dr. Carretero's long and distinguished career is marked by research excellence and discoveries in hypertension, one of the most common cardiovascular diseases in the United States. Hypertension affects approximately 75 million Americans and is one of the main risk factors for cardiovascular diseases. When left untreated, hypertension leads to heart attacks, heart failure, vascular disease, kidney failure and stroke. Cardiovascular disease and stroke are responsible for nearly 50 percent of the total mortality rate in the United States. Dr. Carretero's group uses a model of hypertension in rodents to study the factors that promote and prevent high blood pressure. His studies focus on target organ damage in the heart, on the control of the filtration of blood by the kidney and on the mechanisms that control salt and water balance by the kidney. Dr. Carretero hopes to show that it is possible to derive therapeutic effects by altering the balance of pro- and anti-hypertensive systems. These studies are supported by a recently acquired $12.4 million grant from the National Institutes of Health. This five year grant will allow Dr. Carretero to study the role of the kidney in blood pressure regulation, as well as how chronic high blood pressure damages the kidney, heart and vasculature.

Research Compliance

www.research.wayne.edu/compliance

Research Compliance
www.research.wayne.edu/compliance

The Office of Research Compliance oversees all areas of research compliance (including research that utilizes humans, animals, rDNA, radiation safety, and chemical safety) and coordinates conflict of interest; export controls and handles inquiries and investigations regarding allegations of scientific misconduct. The Office of Research Compliance also:

- Oversees the development and presentation of University-wide workshops related to research compliance
- Provides leadership and management to selected units within the Division
- Supervises and manage the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC)
- Oversees the Office of Environmental Health and Safety
- Assists individuals and units in their awareness of research responsibilities and risks

Gayle Kusch, MSA, Sr. Director, Compliance (IRB, IACUC, Conflict of Interest, Export Control & Research Misconduct) – 577-9064, gayle.kusch@wayne.edu

Thomas Perez, Director, Environmental Health and Safety/Health Physics - Radiation Control – 577-1200, taperez@wayne.edu – www.oehs.wayne.edu

Research Compliance
5057 Woodward/Suite 6305
Detroit, MI 48202
(313) 577-9064
(313) 577-2159 fax

WSU Requirements Preparatory to Performing Animal Research

Proceed with the following steps to secure approval for the use of vertebrate animals in research or teaching:

1. Access IACUC website (www.iacuc.wayne.edu).

2. Download an IACUC Protocol Application and review all sections and instructions. To make sure you have the most current version, download a **new copy** of the IACUC application every time you submit a protocol.

3. Ensure that investigators and lab personnel complete or are registered for all required training (see Education/Training).

4. Check the Meeting Dates and Deadlines.

5. Submit completed application and associated grant (if applicable) via e-mail to **iacuc@wayne.edu** the Subject Line of your email should read: **NEW PROTOCOL (PI name)**.

6. You will receive an email with the name of the person who will pre-review your protocol (all protocols with animals in USDA categories D and/or E will be automatically assigned to a veterinarian).

7. The pre-reviewer will contact you with questions.

8. Finalize the protocol with the pre-reviewer; he/she will forward the protocol via email to the IACUC Office.

9. Deliver the *signed original* application along with **one** copy of the associated grant (if applicable) to the IACUC Office.

10. The IACUC Office will submit the protocol to the Office of Environmental Health and Safety (OEHS) for review; OEHS will contact you regarding hazardous agents, if applicable.

11. The protocol will be reviewed by the Institutional Animal Care and Use Committee at a convened meeting.

12. IACUC comments will be summarized in a memo and sent to you via email (if a protocol is approved without comments, #13 is not applicable).

13. Submit the revised protocol to the IACUC via email and send one signed original to the IACUC Office (revisions only require the PI's signature).

14. The IACUC office will verify that all training requirements have been met and any OEHS requirements have been completed.

15. An approval letter will be sent via email; the Division of Laboratory Animal Resources (DLAR) will receive a copy of the approval letter to authorize animal purchase.

16. If the project is considered VA research, you must obtain approval from the VA R&D Committee prior to initiating research.

17. If the project has an associated grant/proposal, you must provide Sponsored Program Administration (SPA) with a copy of the approval letter before they will release funds.

18. Contact DLAR to initiate animal orders (Animal Procurement Policy and Procedure).

19. Work can commence.

Institutional Animal Care and Use Committee (IACUC)	**Division of Laboratory Animal Resources (DLAR)**	**Office of Environmental Health and Safety (OEHS)**
87 E. Canfield, 2nd Floor	259 Mack Avenue, Rm 5116	5425 Woodward, Suite 300
Phone: (313) 577-1629	Phone: (313) 577-1107	Phone: (313) 577-1200
www.iacuc.wayne.edu	www.dlar.wayne.edu	www.oehs.wayne.edu

Subject: **Principal Investigator Responsibilities**

BACKGROUND

This Standard Operating Procedure (SOP) describes the role of the Principal Investigator designated on an Institutional Animal Care and Use Committee (IACUC) protocol. A Principal Investigator (PI) must have the experience, professional qualifications, and access to the research facilities and resources necessary to ensure the proper care and use of vertebrate animals in research and/or teaching. For purposes of the submission of all research proposals involving vertebrate animals at Wayne State University, the Institutional Animal Care and Use Committee recognizes **only one individual** as the principal investigator. All other investigators on the protocol are considered co-investigators or key personnel.

Scope

This Standard Operating Procedure applies to all persons who accept the responsibility as Principal Investigator to conduct research using vertebrate animals at Wayne State University or any of its affiliate institutions. This includes faculty, staff, and students at the institution.

General Responsibilities

The Principal Investigator must:

- Comply with the Animal Welfare Act Regulations (AWRs [CFR 1985]), the Public Health Service Policy on Humane Care and Use of Laboratory Animals (PHS Policy [PHS 1996]), U.S. Department of Agriculture, and other applicable federal, state, and local laws, regulations, and policies. The *Guide for the Care and Use of Laboratory Animals* (the *Guide*, NRC 2011) outlines all the PHS requirements followed by the IACUC.

   The *Guide*, **Ethics and Animal Use**

   "The decision to use animals in research requires critical thought, judgment, and analysis. Using animals in research is a privilege granted by society to the research community with the expectation that such use will provide either significant new knowledge or lead to improvement in human and/or animal well-being (McCarthy 1999; Perry 2007). It is a trust that mandates responsible and humane care and use of these animals. The *Guide* endorses the responsibilities of investigators as stated in the *U.S. Government Principles for Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training*." (p. 4)

- Conduct the study in accordance with the written protocol approved by WSU IACUC.
- Comply with all IACUC policies, procedures, decisions, conditions and requirements.
- Maintain oversight of the research protocols and research staff.
- Ensure that all members of the research team are adequately trained, both initially and throughout the course of the study. This includes students and other trainees, visiting scientists, and volunteers who are directly involved with the project.
- Work closely with the WSU veterinarians for animal care issues, especially if complications arise.
- Maintain complete records and documentation appropriate to the type of research.

- Implement appropriate safety practices and procedures while working with hazardous agents or materials for lab staff and DLAR staff.

Official IACUC Procedures

The Principal Investigator must:

- Submit a protocol and the associated grant, if applicable, for all research and/or teaching involving vertebrate animals to the Committee for review. Research and/or teaching cannot begin until all requested changes or clarifications are described in the revised protocol, all paperwork/approvals from the Office of Environmental Health and Safety (OEHS) have been received by the IACUC Office, and all training has been completed by the PI and laboratory personnel. After all the requirements have been met, the IACUC Office will generate a letter of approval; the PI cannot begin the project until he/she receives the letter.

- Submit revised protocols within 60 days of receipt of IACUC correspondence; unrevised protocols will be withdrawn after this time period has elapsed, and a new application must be submitted to the IACUC.

- Submit an amendment request for all proposed protocol modifications before any changes are initiated (see the Amendment Policy).

- Complete the appropriate paperwork for annual review to receive continued protocol approval.

- Submit a new protocol for work that will continue beyond the three year (with annual review) approval period.

Wayne State University Human Investigation Committee	
Subject	Principal Investigator Roles and Responsibilities
Form Date	February 2, 2009 (Rev. 03/07/11)
Approvals	Steering Committee: Rev. 12/07/06, Initial, All IRBs: 022101 Administrative: 02/27/01 General Counsel 11/20/06, Administrative Approval 12/18/06, Administrative Approval 01/30/09; Administrative Approval 09/30/10, Administrative Approval 03/07/11

Background

The Principal Investigator (PI) who accepts responsibility for conducting research with human participants must have the experience, expertise, professional qualifications and the research facilities and resources necessary to ensure that the rights and welfare of the human participants are protected. Although some sponsors recognize Co-Principal Investigators, the Wayne State University (WSU) Human Investigation Committee (HIC) and its Institutional Review Boards (IRBs) recognize **only one individual** as the Principal Investigator on any protocols that involve human participants (subjects). All other investigators on the protocol are considered "co-investigators" or "key personnel".

Scope

This Standard Operating Procedure (SOP) applies to all persons who accept the responsibility as PI in the conduct of research with human participants at Wayne State University and any of its affiliate institutions; this includes faculty, staff, and students.

Definitions

The WSU HIC accepts all of the following definitions as appropriate, depending on the type of human research that is being conducted:

Principal Investigator:
1. The Office of Human Research Protections (OHRP) Guidebook defines Principal Investigator as "the scientist or scholar with primary responsibility for the design and conduct of a research project."
2. The VA defines a Principal Investigator as any individual who conducts research involving human subjects including, but not limited to, the PI, Co-PI and Local Site Investigator (LSI)." [VHA Handbook 1200.05 3.ss.].

Clinical Investigator:

According to the Food and Drug Administration (FDA), a clinical investigator is defined as "an individual who actually conducts a clinical investigation (i.e., under whose immediate direction the test article is administered or dispensed or used involving a subject) or, in the event of an investigation conducted by a team of individuals, is the responsible leader of that team" [21 CFR 56.102(h)].

Responsibilities of the Principal Investigator

The Study Design:

1. Develop a research plan that is: (a) scientifically valid, (b) consistent with sound research design, (c) minimizes risks to human participants, and (d) includes a data safety monitoring board when required by the National Institutes of Health, FDA, or HIC.
2. Ensure that all facilities and resources necessary to protect participants are present before conducting the research study.
3. Maintain oversight of the research protocols and research staff. The PI's signature on forms submitted to the HIC certifies that he/she has reviewed all of the submitted information and affirms that it is accurate to the best of his/her knowledge.

Laws, Regulations, Ethical Standards and Internal Policies:

1. Conduct the study in accordance with: (a) The protocol as approved by the WSU HIC, (b) Ethical standards (e.g., the Belmont Report, the Declaration of Helsinki), (c) Applicable federal regulations (45 CFR 46.160 and 164, 38 CFR 16, 21 CFR 50 and 56), (d) Applicable state and local laws (45 CFR 46.102 and 116, 38 CFR 46.118, 38 CFR 16.402, 28 CFR 50 and 56), (e) Good Clinical Practice guidelines, (f) The signed agreement/contract between the study sponsor and the PI, and (g) All WSU internal HIC policies, standard operating procedures and any conditions of approval imposed by the IRB.
2. For research sponsored by the *Department of Defense* (DoD), please see federal regulations 32 CFR 219 and DoD Directive 3216.02, and 45 CFR 46 subpart A.
3. For research sponsored by the Environmental Protection Agency (EPA), see 40 CFR 26 Subparts C and D.
4. For research conducted by *VA investigators*, please see VHA Handbook 1200.05 Paragraph 9.
5. For international research, please see the HIC Policy "International Research" available on the HIC website.
6. For research sponsored by the *Department of Energy* (DOE), investigators are required to follow DOE requirements for the protection of personally identifiable information by completing and complying with the requirements of the "Checklist for IRBs to Use in Verifying that Human Subject Research Protocols are in Compliance with DOE Requirements."
7. For research sponsored by the *U.S. Department of Education*, access to instructional material used in a research or experimentation program must meet the following requirements:
    a. All instructional material—including teachers' manuals, films, tapes, or other supplementary instructional materials—which will be used in connection with any research or experimentation program or project must be available for inspection by the parents or guardians of the children engaged in such research.

b. Research or experimentation program or project means any program or project in any research that is designed to explore or develop new or unproven teaching methods or techniques.

c. Children are persons enrolled in research not above the elementary or secondary education level, who have not reached the age or majority as determined under state law.

Training:

1. Successful completion of the HIC's responsible conduct in research on-line training program - the Collaborative Instructional Training Initiative (CITI).
2. Ensure that all members of the research team are adequately trained and have successfully completed the HIC training modules in human research protection, health information privacy and responsible conduct in research.
3. Understand that the PI maintains ultimate responsibility for conducting interviews and obtaining consent from participants. Delegation of these duties can only be given to an individual(s) (i.e., co-investigator or key personnel) appropriately trained for this activity – including mandatory on-line training.

Conduct of the Study:

1. The PI will conduct the study according to the signed protocol, the investigational plan and all pertinent regulations.
2. Obtain legally effective informed consent from participants or their legally authorized representative.
3. Ensure that the currently approved version of the consent form is being used for all participants, and that it is appropriately documented.
4. Recruit participants in a fair and equitable manner, weighing the potential risks and vulnerability of the participants with the potential benefits of the research.
5. Ensure that the availability of medical care for research-related injuries is clearly defined in the contract/agreement for sponsored research. Information regarding available medical care and whom to contact for further information must be clearly stated in the informed consent document.
6. In VA studies the PI is responsible for informing Pharmacy Service that the IRB and Research and Development Committee approval has been obtained.
7. Maintain complete records and documentation appropriate to the type of research and the study population per Good Clinical Practice guidelines.
8. Ensure that response to participant complaints or requests for information are addressed in a timely manner.
9. Monitor the safety and well-being of all research participants and remain current on literature related to the research study.
10. Submit a Closure Form at completion of the study (see HIC Policy on Continuation/Renewal of a Research Protocol and Closure).
11. For VA studies the PI must inform the Chief, Pharmacy Service, and the Research and Development Committee when a study involving investigational drugs has been terminated.
12. A qualified physician (or dentist, when appropriate), who is an investigator or co-investigator for the clinical trial, is responsible for all clinical trial-related medical (or dental) decisions.

13. During and following a participant's participation in a clinical trial, the investigator ensures that adequate medical care is provided to a participant for any adverse events, including clinically significant laboratory values, related to the clinical trial.
14. The investigators must inform participants when medical care is needed for other illnesses of which the investigator(s) become aware
15. The investigator must follow the clinical trial's randomization procedures, if any, and ensure that the code is broken only in accordance with the protocol. If the clinical trial is blinded, the investigator must promptly document and explain to the Sponsor any premature unblinding.

Reporting Responsibilities:

1. Submit all protocol modifications or amendments to the HIC. No changes can be initiated by the PI prior to receiving IRB approval **unless** immediate changes are required in order to prevent harm to the participants or others.
2. Submit a protocol amendment upon notification of a change to the protocol. If these changes involve a change in risks or benefits to participants this should be reported to the IRB as soon as possible. Examples include: (a) An interim analysis indicates that participants have a lower rate of response to treatment than initially expected, (b) Safety monitoring indicates that a particular side effect is more severe or more frequent than initially expected, (c) A breach of confidentiality, (d) A change in FDA labeling or withdrawal from marketing of a drug, device or biologic used in a research protocol, (e) Incarceration of a participant in a protocol not approved to enroll prisoners, (f) An event that requires prompt reporting to the sponsor, (g) A protocol violation (meaning an accidental or unintentional change to the IRB approved protocol) caused harm to participants or others or indicates that participants or others are at increased risk or harm, and (h) Sponsored imposed suspension for unacceptable risk.
3. Promptly report to the HIC any unanticipated events or adverse reactions involving risks to participants or others in accordance with the HIC Policy and SOP (see HIC Policies "Reporting Unexpected Problems, Suspensions, and Terminations, Serious and Continuing Non-Compliance and the Institutional Official's Responsibilities" and "Unexpected Problems" for examples and reporting time frames). Because full board review and approval of an amendment that alters the risk/benefit ratio of a protocol involves a time lag between submission, review, and final approval, any added risks must be communicated to existing participants and to any new enrollees **prior** to IRB approval of the change. In this case, documentation must be placed in the research record that each participant was notified about the change in risk and the exact information that was given to each (see the HIC SOP "Amendments to the Research Protocol and Informed Consent Documents" for examples of when a participant must be made aware of changes).
4. Report progress of the research at intervals as determined by the IRB, **but not less than once per year**.
5. Report any (COI) involving the PI, co-investigators or key personnel to the Conflict of Interest Coordinator (see HIC Policy/Procedure, "Conflict of Interest Policy and Procedure").

Responsibilities of the PI in Drug and Device Studies:

1. Ensure that the investigation is conducted according to the signed investigator agreement, the investigational plan, and applicable regulations [per FDA regulations 21 CFR 312.60 (drugs) and 21 CFR 812.100 (devices].

2. Retain records required for an investigational **drug** study in accordance with 21 CFR 312.62, and for an investigational **device** study in accordance with 21 CFR 812.140(d) (Refer to SOP's on "Investigational Drug Studies/Investigational Device Studies").

3. Prepare and maintain adequate and accurate case histories that record all observations and other data pertinent to the investigation on each participant who receives an investigational drug or device (including those employed as a control in the research study). For example, the case history should include: (a) Signed and dated consent forms **and** documentation that the informed consent was obtained **prior** to beginning any study activities, (b) All history and physical exam results, (c) Laboratory and other diagnostic exams, (d) Progress notes, (e) Nursing notes and (f) Other appropriate documents.

Drugs:

1. The PI shall supply the investigational drug only to participants enrolled in the study, or those research personnel who are designated to supply the investigational drug to the participants (21 CFR 312.61 and 62). The PI must ensure that the study drug will be administered only to participants enrolled in the study and under the PI's supervision or by research personnel responsible to the PI.
2. Maintain records of (a) drug disposition – including dates, quantity, and use by participants, (b) who dispensed the drug, (c) where the drugs are stored and (d) if the drug is to be returned to the sponsor or destroyed [as well as the methods and timing for doing so (21 CFR 312.62)].
3. Report all adverse events and unexpected problems to the IRB in accordance with the HIC Policy and SOP "Reporting Unexpected Problems, Suspensions and Terminations, Serious and Continuing Non-Compliance and the Institutional Official's Responsibilities".
4. When the Investigator holds the IND or IDE, the PI assumes the functions of the Sponsor. The PI is knowledgeable about the additional regulatory requirements of sponsors and follows them (see HIC Policy "Investigator Initiated Research").

Devices:

1. The PI shall permit an investigational device to be used only with participants under the investigator's supervision. A PI shall not supply an investigational device to any person not authorized to receive it (per FDA, OHRP, VA, and sponsor contract).
2. Record the: (a) receipt, use, or disposition of the device, (b) type and quantity of the device, (c) date of receipt, and (d) batch number or code mark for the device.
3. Record the: (a) names of all participants who receive the device, (b) the names of all persons (i.e., co-investigators or other key personnel) who used, or disposed of each device, (c) the number and reasons for returning the device to a sponsor (e.g., repair), and (d) The method of disposal (21 CFR 812.140).
4. Report all unexpected problems and adverse events relative to the investigational device. This would include: (a) Any serious effect on health or safety, (b) Any life-threatening problem or death caused by or associated with the investigational device (i.e., if that effect, problem, or death was not previously identified in nature, severity or degree of incidence in the investigational plan or application).
5. Report any other unanticipated serious problem associated with the investigational device that relates to the rights, safety, or welfare of participants in accordance with the HIC Policy and SOP "Reporting Unexpected Problems, Suspensions and Terminations, Serious and Continuing Non-Compliance and the Institutional Official's Responsibilities".
6. Upon completion or termination of a clinical investigation or the investigator's part of an investigation, or at the sponsor's request, an investigator shall return to the sponsor any remaining supply of the device or otherwise dispose of the device as directed by the sponsor [21 CFR 812.110(e)].

> ***SUGGESTION***:
> PRINT A COPY OF DOCUMENT FOR NEW PERSONNEL TO CHECK OFF TRAINING AS IT IS COMPLETED.
> CHECKLISTS DO NOT NEED TO BE SUBMITTED TO THE IACUC OFFICE.

Training Requirements: All laboratory personnel must complete the appropriate training before working on an animal protocol.

REQUIRED PRIOR TO **PROTOCOL** or **PERSONNEL AMENDMENT** *SUBMISSION*

Collaborative Institutional Training Initiative (CITI) Program Modules (www.citiprogram.org)

☐ Working with the IACUC (a refresher course is required every 3 yrs)
☐ Responsible Conduct of Research
☐ Select *all of the species* that will be used on this protocol
☐ Minimizing Pain and Distress (if the protocol includes mice or rats)
☐ Aseptic Surgery (for staff who perform survival surgery on any species)

REQUIRED PRIOR TO **PROTOCOL** or **PERSONNEL AMENDMENT** *FINAL APPROVAL*

Animal Contact Occupational Health & Safety Program

☐ AniCon Questionnaire (Form #1080)

Division of Laboratory Animal Resources (DLAR)

*To be eligible for DLAR training all **CITI training** must be completed and an **AniCon Questionnaire** filed with OEHS. Once confirmed, the IACUC office (577-1629) will contact DLAR's Veterinary Technical Services to arrange training.*

☐ Building Orientation
☐ Species Specific Training
☐ Aseptic Techniques Training (for staff who perform survival surgery)
☐ Laboratory Housing Training (for staff who will take care of animals outside of the DLAR facilities >12 hrs)

Office of Environmental Health and Safety (OEHS)

☐ Laboratory Safety Training
☐ Biosafety Training (if applicable)
☐ Basic Radiation Safety Training (if applicable)

WSU Requirements Preparatory to Performing Human Research

Proceed with steps below if using human participants:

1. Access IRB website at **www.irb.wayne.edu**

2. Download most current version of the "Medical/Behavioral Protocol Summary Form" or the "Medical Exempt" form for all types of research studies from http://irb.wayne.edu/forms-requirements-categories.php. Complete the form and review all sections and instructions. Always check the website to ensure the most current form has been submitted.

3. Ensure that all investigators and key personnel complete WSU-IRB required On-line training (CITI). Information can be found at https://www.citiprogram.org/Default.asp? and http://irb.wayne.edu/mandatory-training.php.

4. Gain scientific review from your Department or Signatory Official, and, if applicable,: Radiation review and Conflict of Interest Review PRIOR to submitting the research protocol submission to the IRB Administration Office.

5. Please check the website for resources, tips, deadline dates, forms, policies, and other resources.   Please check the training calendar on the IRB website for a list of weekly trainings on IRB forms, unexpected events, tissue banking, etc. The IRB Administration Office staff are available to assist you, please call their main number at (313) 577-1628.

6. Submit completed application with original signatures and all corresponding documents (see below for these requirements) to the IRB Administration Office at:

<div align="center">

87 East Canfield
Second Floor
Detroit, MI 48201
Phone: (313) 577-1628

(directions can be found on the IRB website). Hours of Operation: 8:30am - 5:00pm
(closed from 12:00-1:00)

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Submission Types Requirements:

- **Behavioral Exempt Protocol Submissions –** Submit one completed "Medical/Behavioral Protocol Summary Form", the entire descriptive protocol and/or grant application and all data collection/survey tools, a HIPAA Summary Form (if applicable) and two copies of other documentation (e.g., informed consent, HIPAA authorization, assent, information sheet(s), and advertisements. There is no deadline for submission of Behavioral Exempt Protocols.

- **Medical Exempt Protocol Submissions –** Submit one completed "Medical Exemption Form", the entire descriptive protocol and/or grant application, all data collection/survey tools, a HIPAA Summary Form (if applicable) and one copy of any other documentation. There is no deadline for submission of Medical Exempt Protocols.

- **Medical/Behavioral Expedited Review –** Submit one completed "Medical/Behavioral Protocol Summary Form", the entire descriptive protocol and/or grant application and all data collection/survey tools, a HIPAA Summary Form (if applicable) and two copies of other documentation as appropriate (e.g., informed consent/HIPAA

authorization/assent/information sheet(s), and advertisements. There is no deadline for submission of expedited protocols.

- **Medical/Behavioral Full Board Review –** Please see the directions on the IRB website: http://irb.wayne.edu/forms-requirements-categories.php. Deadlines for full board review are also located on the website.

7. The IRB Office will submit the protocol to the Office of Environmental Health and Safety (OEHS) for review; if applicable, OEHS will contact the PI regarding hazardous agents.

Office of Environmental Health and Safety (OEHS)
5425 Woodward, Suite 300
Phone: (313) 577-1200

8. The IRB Administration Office will verify that all CITTI training requirements have been completed for all study staff.

9. The protocol will be reviewed by the IRB at a convened meeting, if submitted for a Full Board Review.

10. The IRB decision and comments will be summarized in a memo and sent to PI either via e-mail, fax, and campus mail

11. **If** revisions are requested, submit copies to the IRB Administration Office; following the directions for resubmission stated on memo.

12. **Subsequent changes may be requested of the PI by the IRB. Once the IRB has determined that a study should receive IRB approval,** an approval memo will be sent via email and campus mail to the PI.

13. If the project is sponsored, the PI must provide Sponsored Programs Administration (SPA) with copy of the IRB approval letter before they will release funds.

14. Research can commence after the PI receives an Approval Memo from the IRB.

If you have any questions, please don't hesitate to call.

Office of Environmental Health & Safety
http://www.oehs.wayne.edu

The Office of Environmental Health & Safety (OEHS) started operation in May 1980 to serve the University in the area of biosafety, the control of hazardous materials, and enforcement of occupational and public health codes and regulations. In March of 2000, the Department of Health Physics & Radiation Control was merged with the Office of Environmental Health & Safety. There is no charge for most services provided to the University's academic and research communities. Building Coordinators may request these services for the building occupants. The various units of the department and typical services are listed below.

Office of Environmental Health & Safety

Wayne State University

5425 Woodward Ave, Suite 300

Detroit, Michigan 48202

(313) 577-1200

Fax: (313) 993-4079

Emergency (WSU Police): (313) 577-2222

OUR CORE AIMS

Communication

Inform our customers of pertinent policies and regulations

Service

Provide timely and professional services

Supplies

Provide supplies that promote safety in the workplace

Compliance

Maintain compliance with standards and regulations while not hindering productive research

Monitoring

Provide regular and reliable monitoring to ensure a safe work environment

OUR SUPPORTING VALUES

Customers

Customer satisfaction is essential. We will deliver superior value to our customers through quality and reliable service.

Quality

Quality is important in everything we do. Quality is everyone's responsibility and is achieved through continuous improvement. We seek to do things better.

People

The men and women at OEHS make our success possible. We encourage continuous professional development, and we reward the contribution of each employee. We value open and honest communication.

Integrity

We pursue our occupational and environmental interest in a socially responsible manner. We perform our work with the highest standards of legal and ethical conduct.

Office of Environmental Health & Safety
http://www.oehs.wayne.edu

WAYNE STATE UNIVERSITY

Director

(313) 577-1200

    Disposal Procedures for Extremely Toxic Materials
    Evaluation of OEHS Programs
    Biosafety Level 2 Inspections
    Non-traditional Industrial Hygiene Services
    Quality Assurance & Quality Control
    Statistical Analysis of Hazardous Disposal Trends
    Statistical Analysis of Laboratory Inspections
    Dangerous Goods Shipments

Associate Director/Manager of Hazardous Materials

(313) 993-7655

    Emergency Response Contingency Plan
    Emergency Spills Response Cleanup
    Free Sharp Containers
    Hazardous Chemical Waste Disposal
    Medical Waste
    Radioactive Waste Disposal
    Salvage Chemical Redistribution Program
    Universal Waste Assistance – Lamps and Monitors

Associate Director/Manager of Environmental Health

(313) 993-7679

    Biosafety Officer
    Asbestos Identification
    Chemical Exposure Monitoring
    Confined Space Permitting
    Formaldehyde Monitoring
    Indoor Air Quality
    Industrial Hygiene Services
    Lock Out/Tag Out
    Noise Monitoring
    Lab Decommissioning

Environmental Health Specialist/Program Coordinator

(313) 993-5702

    Bloodborne Pathogen/ Biosafety Training
    Laboratory Right-to-Know Training
    Biosafety Level 2 inspections
    Personal Protective Equipment
    Respiratory Protection Program
    Right-to-Know Training

Chemical Hygiene Officer

(313) 993-6614

    Biosafety Level 2 Inspections
    Cytotoxic Program
    Laboratory Inspections
    MIOSHA Laboratory Compliance
    NIH-CDC Laboratory Guidelines

Environmental Health Specialist

(313) 993-7597

    Coordinate Chemical & Biosafety Hood Certification
    Drinking Water Evaluation
    Inspection and Licensing of Food Establishments
    Inspection of Swimming Pools

Environmental Health Technician

(313) 993-7677

    Certify Biological Safety Cabinets
    Coordinate Biosafety Cabinet Decontaminations
    Repair Biological Safety Cabinets

Hazardous Materials Specialist

(313) 993-7676

    Inspect Laboratories/Facilities for Hazardous Waste Compliance
    Educate Staff on Proper Hazardous Waste Collection
    Respond to and Clean Up Hazardous Waste Spills
    Help with Collection/Transport/Disposal of Hazardous Waste

Health Physicist

(313) 577-0019

    Equipment Registration
    Laboratory Inspections
    Radiation Safety Officer
    Personnel Monitoring
    Regulatory/Compliance Assistance
    Training Coordination

Health Physics Specialist

(313) 577-9505

    Radiation Safety Support
    Laser Safety Officer
    Laser Safety Training
    Laser Hazard Assessments

Occupational Health Nurse Specialist

(313) 577-5917

    Animal Contact Education & Safety Training
    Epidemiological Surveys
    Ergonomic Assistance
    Medical Surveillance
    Occupational Health Consultation

Compliance Officer

(313) 993-7678

    Compliance Manuals
    Compliance Monitoring
    Hazardous Waste Profiles
    Consult on Regulation-Based Issues (Env./Safety)
    Controlled Substances Program

Training Courses Offered by the Office of Environmental Health and Safety

The Office of Environmental Health and Safety (OEHS) provides a number of important, and required, safety training courses to improve your understanding of laboratory safety that is relevant to chemical hazards, biological hazards and radiation/ radioactive hazards, among others. Training is geared to educate researchers and their staff on safe laboratory practices and procedures, and to meet the requirements of Federal Regulations including Michigan Occupational Safety and Health Administration (MIOSHA), Nuclear Regulatory Commission (NRC), US Department of Transportation (USDOT) and Michigan Department of Natural Resources and Environment (DNRE). The overall objective is to train and educate you and your staff on the risks associated with various research projects and the measures that can be taken to perform the work safely.

Below is an overview of courses available. A complete list can be found at www.oehs.wayne.edu. Class schedules are regularly updated on our OEHS website.

*OSHA Laboratory Standard

This training addresses laboratory chemical safety issues and is required for all laboratory workers and other employees who are expected to work in a lab from time to time. Topics that are covered include: contents of the OSHA Lab Standard, lab audit process, WSU Chemical Hygiene Plan, physical and health hazards of chemicals, safe handling and storage of chemicals, MSDSs, personal protective equipment, safety and emergency equipment in labs.

*Hazardous Waste/Emergency Procedures

This course describes WSU-specific waste management (collection and disposal) policies and what to do in case of a laboratory emergency. The course is required by state law (Michigan DNRE) for any lab that generates a hazardous waste (solid, liquid, chemical, biological, radioactive). University-specific emergency procedures are also discussed. Topics include: spill response procedures, evacuation procedures and emergency response to accidents/ injuries. Training is required annually.

*__Laboratory Safety Training__ is a 2 hour class that combines the former OSHA Laboratory Standard and Hazardous Waste & Emergency Procedures classes. This is **required ONCE** for all laboratory employees, including new hires and those who have never taken the classes before.

Annual Hazardous Waste Refresher Training is now online!

If you have already taken the Hazardous Waste & Emergency Procedures training at least once in the past, you may now complete the annual refresher online.

Basic Radiation Safety Training

Required for all users of radioactive material users; covers basic concepts of what is radiation, effects of radiation, types of radiation, annual dose limits, ALARA Policy, radiation instruments, radiation monitoring devices, postings, and radioactive waste policy and procedures

Radiation Generating Machine Training

Required for all persons operating various X-ray equipments including X-ray machines, bone densitometers, electron microscopes, X-ray diffraction units and fluoroscopes. Safety topics include X-ray production concepts, shielding, protection from exposure, and dose limits.

Irradiator Specific Training

Required for all persons operating an irradiator or being present while the irradiator is in use; Training involves discussing requirements of unescorted access, security features, radiation protection ,interlock systems, related regulations

Radiation Safety Awareness Training

Required for researchers who work in shared radioactive work approved lab spaces, but may not directly work with radioactive material. Covers general topics of radiation and postings

Biosafety/Blood borne Pathogen Training

Required for person working with human blood, human tissues, human fluids, human cell lines, biological toxins, recombinant DNA/ viral vector systems and any pathogenic or infectious materials. Training is required annually.

Laser Safety Training

Required for all users of Class III b and 4 lasers; covers laser theory, applications, creating standard operating procedures, evaluating hazards, and guidelines to using eye protection.

Shipping Dry Ice and Biological Substances Category B Training

This training is for labs that ship any materials on dry ice, and certain biological materials, including human samples. Untrained personnel are not permitted to ship these materials, so this shipping must be done through the OEHS if you don't have a trained person in your lab.

Laboratory Safety/ Training Checklist

In addition to the training provided by the Office of Environmental Health and Safety, new and current employees should be instructed by their supervisor or Principle Investigator on the specific policies and procedures in their work area. Check (or write "N/A" if not applicable) next to each topic to be covered. The employee and the supervisor or Principle Investigator should sign and date the bottom of the form. Keep this form with your Chemical Hygiene Plan and other safety documentation.

Location of Written Policies/Rules

❑ Informed on the location of written safety policies, including the following: Chemical Hygiene Plan, Material Safety Data Sheets, Permissible Exposure Limits; MIOSHA Part 431. Hazardous Work in Laboratories, Standard Operating Procedures

❑ Trained on the applicable details of the Chemical Hygiene Plan

❑ Medical surveillance explained and routine surveillance established if necessary

Risk Identification:

❑ Received explanation of the possible exposures to hazardous chemicals used in the lab and the signs and symptoms associated with exposure

Personal Protective Equipment (PPE): gloves, eye/face protection, lab coat, etc.

❑ Explanation of the type and proper use of PPE required for specific tasks

❑ Location and availability of PPE

❑ Maintenance and disposal of PPE (cleaning, storage, inspection, etc.)

❑ Location of fire extinguisher and first aid kit

Engineering Controls

❑ Location and operation of eyewash and safety shower

❑ Explanation of equipment specific to work area (e.g.; sharps containers, mechanical pipettes)

❑ Hood ventilation and periodic certification of flow rate explained

Chemical Procurement, Distribution, and Storage

❑ Explanation of proper labeling, handling, and storage of chemicals received

❑ Toxic chemicals and incompatible chemicals are segregated in labeled storage areas

Hazardous Waste Handling and Disposal

❑ Review of specific disposal of all supplies, chemicals and PPE used by the employee

Emergency Response

- ❑ Informed of methods used by the employer (environmental monitoring) and trained methods used by the employee (visual appearance and odor of chemicals being released) to detect the release of hazardous substances
- ❑ Review of the location and proper use of spill kits to neutralize chemical spills
- ❑ Review of procedure to follow in event of an exposure to potentially infectious material
- ❑ Emergency procedures and phone numbers discussed

Verification of Training

The site-specific training items listed above have been reviewed and understood as required by Wayne State University's Chemical Hygiene Plan. The employee has completed or is signed up for all the following safety trainings that apply:

- ❑ *Laboratory Safety Training (date taken or date registered: _____)
- ❑ OSHA Laboratory Standard (date taken or date registered: _____)
- ❑ Hazardous Waste & Emergency Procedures (date taken or date registered: _____)
- ❑ Biosafety (date taken or date registered: _____)
- ❑ Radiation Safety (date taken or date registered: _____)
- ❑ Other [e.g., Laser Safety, Dry Ice Shipping, Radiation Generating Equipment] please specify and include date registered or taken:_____

* As of 2012, this is now a 2 hour class that combines the former OSHA Laboratory Standard and Hazardous Waste & Emergency Procedures classes.

PI, Supervisor or Lab Manager Name (print): _____

I have reviewed the Laboratory Safety/ Training Checklist with the new employee and have discussed all required safety topics and training requirements with him/her

Signature:_____

Building/ Room Number: _____

Employee Name (print): _____

I have discussed the Laboratory Safety/ Training Checklist with the Principal Investigator, Supervisor or Lab Manager and will comply with all safety policies in the lab and will attend all required safety training classes as soon as possible.

Signature: _____

Date: _____

Wayne State University
Institutional Biosafety Committee
Mission Statement

The Wayne State University Institutional Biosafety Committee (IBC) was formed, as mandated by federal regulations, to initiate and promote safe biological work practices and procedures, which will establish and maintain a safe and healthful workplace for our research community. The IBC places emphasis on the protection of personnel, human subjects, the general public and the environment.

The Wayne State University IBC meets monthly and consists of research staff and faculty, including members from local institutions, and other departmental experts (DLAR, OEHS) with a broad scope of technical and scientific knowledge.

The IBC advises the Assistant Vice President for Research and recommends policies to guide Principal Investigators and the Office of Environmental Health & Safety (OEHS) in carrying out WSU's Biosafety Program. The Biosafety Program includes guidance on the acquisition, use, training, transfer, storage, disposal, and emergency response procedures for promoting good biological safety practices.

The WSU IBC uses the NIH Guidelines for Research Involving Recombinant DNA Molecules (2011 Edition), MIOSHA Laboratory Safety regulations (general lab safety and Bloodborne Pathogens), and CDC guidelines to review biological agents user application forms and safety procedures. These standards and guidelines assist the IBC to provide guidance and counsel in the implementation of the PI's protocols.

In addition to the review of research projects involving recombinant DNA molecules, the IBC also reviews human clinical trials and plant protocols involving gene expression delivery systems to insure compliance with federal regulations and university procedures. The IBC approves and maintains a record of all research and teaching activities by faculty, staff and students that involves biohazardous (infectious) agents, acutely hazardous biotoxins, and Select Agents.

Meetings are open to the public.

WAYNE STATE UNIVERSITY
RADIATION SAFETY COMMITTEE
MISSION STATEMENT

Wayne State University's Radiation Safety program operates based on the empowerment from the Vice President for Research and holds Type A broad scope license with Nuclear Regulatory Commission (NRC) with the privilege to use wide range of radioisotopes with large quantities.

The Radiation Safety Program is run by the Health Physics Department in Office of Environmental Health and Safety. The Health Physics Department and the Radiation Safety Committee oversees the safe use of ionizing radiation including radioactive material and X-ray machines and protection of campus faculty, staff and students from any hazard associated with these materials and/ or equipment.

Wayne State University's Radiation Safety Committee is a requirement for a Type A Broad Scope Radioactive Materials License with the Nuclear Regulatory Commission. The primary responsibility is to provide oversight of the University's Radiation Safety Program including the management of the use of radiation generating machines. The State of Michigan Department of Licensing and Regulatory Affairs, not the NRC, regulates radiation generating machines. The membership of the Committee includes faculty from various departments representing the major uses of radioisotopes and X-ray machines, a member of the Administration, a Committee Chairman, and the Radiation Safety Officer. Staff of the Office of Environmental Health and Safety assists the Committee, as necessary.

The Committee is formally appointed by the Vice President for Research and is charged with the following duties:

- Review and approve the policies for the Radiation Safety Program
- Review, as necessary, and approve all authorized uses of licensed materials
- Audit, and review the Radiation Safety Program and the Health Physics Department yearly. This shall include, but may not be limited to, the policies and procedures for controlling and maintaining inventories, possession limits, the procurement and transfer of licensed materials, emergency response, and training of users
- Assure the continued quality of the Radiation Safety Program
- Adjudicate any differences between authorized users and the Radiation Safety Officer

The Committee typically meets at least four times per year. A quorum of the Committee consists of the following:

- Chair of the Committee
- Radiation Safety Officer
- Representative of Management (Research Administration)
- Two additional voting members of the Committee

WAYNE STATE UNIVERSITY

GUIDELINES REGARDING RESEARCH DATA OWNERSHIP

1.0 Purpose

Institutions of higher education have rights and responsibilities with regard to research data generated by their employees, students, staff or affiliates. The University is accountable for the preservation and integrity of research data even if its creator(s) has left the institution. Therefore, with some exceptions, all research data generated with University Support (see Definitions) are owned by the University. Data ownership by the University is essential in order for the institution to fulfill its legal and institutional responsibilities, to protect intellectual property rights, to manage research programs, to meet regulatory requirements, and to prevent or investigate allegations of scientific misconduct.

2.0 Definitions

Data are "recorded information, regardless of the form or medium on which it may be recorded, and includes writing, films, sound recordings, pictorial reproductions, drawings, designs, or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data" (excerpted from the NIH Grants Policy Statement)

Investigator is any University employee, researcher, student or Trainee engaged in the conduct of research, or anyone using University Support, unless otherwise agreed in a prior contractual agreement

Research is a systematic investigation, including research development, testing and evaluation designed to develop or contribute to generalized knowledge.

Research data are "recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not any of the following: preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues" (from OMB Circular A-110).

Trainees include students at any level of education (undergraduate, graduate, or post-doctoral); volunteers in research laboratories or programs; and visiting scholars.

University Support means direct or indirect use of University funds, facilities or funds administered by the University or University services not available to the general public.

3.0 Guidelines

In its role as grantee or contractor, the University owns research data as a result of its contractual obligations. By tradition, and as a practical matter, the investigator retains possession of data on behalf of the institution. Thus, investigators are custodians or stewards of research data, while the institution retains ownership of such data. Both the institution and the investigator have rights and responsibilities with regard to access, use and maintenance of research data. In addition, consistent with University policy, these broad guidelines apply to internally funded and unfunded research.

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In general, federal policy and guidance supports institutional ownership of research data generated by federally funded research. OMB Circular A-110 states that the rights to intangible property belong to the institutional grantee. In contrast, private sector contracts often seek to grant data ownership to the sponsor as a condition of the award.   Terms addressing data ownership must be stated in the contract with the sponsor and reviewed by the University's Office of the General Counsel. It is incumbent upon the investigator to read and understand the conditions of his/her grant or contract with regard to ownership of data and to inform the Office of the General Counsel of any special circumstances impacting data ownership.

When there are no stated contractual terms providing data ownership to a third party, or in the cases of internally-sponsored research, the University retains ownership of the data. Other unusual circumstances, such as restrictions on the use of sensitive data, must be reviewed by General Counsel on a case-by-case basis.

3.1 University rights and responsibilities

The University must ensure that research data are obtained in accordance with federal, state, and local regulations and guidelines.

The University must ensure that research data are recorded and used properly, are retained on-site under responsible custody, and are made available for review as appropriate.

The University is responsible for the retention and protection of data supporting its intellectual property rights.

The University retains ownership of research data, although the University may choose to transfer ownership of data to the investigator or another individual or institution with an assignment agreement.

3.2 Investigator rights and responsibilities

The investigator is responsible for the collection, management and retention of research data.

The investigator has the primary authority to make judgments involving the use and dissemination of the data.

The investigator is ultimately responsible for the maintenance and retention of research records. Appropriate record-keeping includes maintenance of sufficient detail to allow replication of the research, response to questions about unintentional error or misinterpretation, establishment of the data's authenticity, and confirmation of their validity.

The investigator has the right to transfer a copyright, incorporating or based on data to be published, to the publisher of a journal or book. However, the investigator cannot transfer data ownership to the publisher.

3.3 Disputes about data ownership, retention, or access

Disputes regarding access to data should be settled at the lowest possible level, i.e. among the primary parties involved in the generation, analysis, and/or reporting of research data. The next level of arbitration would involve the Chair of the Department and/or the Dean of the College or School.

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If disputes about data access cannot be resolved at these levels, then the parties may request that the Vice President for Research review the issues and render a recommendation for resolution. These requests will be handled on a case-by-case basis and may be denied and sent back to the parties for resolution. Alternatively, the parties may then request review by the Office of the Provost.

3.4 When investigators leave the university

If the investigator leaves the university, he or she is expected to negotiate an agreement on the disposition of research data with the Department Chair or Dean. In most cases, this will entail the orderly transfer of data to the new institution. The University reserves its rights to access the transferred data for a minimum of 5 years, unless data ownership is transferred pursuant to an assignment agreement (in such cases, the terms of the assignment agreement shall indicate WSU's right to access the data) . In some cases, such as for data used in a patent application filed by the University, it may be necessary to keep the original data at the University. In this case, the investigator shall have the right to access and copy such data.

The HIPAA Privacy Rule does not allow investigators to transfer identifiable personal health information without appropriate authorization from the Privacy Board. At Wayne State University, the Human Investigation Committee serves as the Privacy Board.

3.5 Trainees

Trainees are not allowed to take original copies of data when they leave the institution without the express, written permission of their Department Chair or Dean. Removal of duplicate copies of data by trainees is subject to the permission of the principal investigator. It is strongly recommended that such arrangements, as well as issues related to authorship, be discussed among the parties at an early stage of the training experience. It may be helpful to formalize their understanding and agreements in writing.

4.0 Retention of data

Primary data should be preserved for a reasonable length of time to allow any questions raised by the scientific community to be answered. Federal guidelines require that data be kept for at least 3 years after the filing of a final expenditure report is filed. The Veteran's Administration requires that IRB materials be archived for 5 years. Therefore, it is recommended that any research data be archived for a minimum of 5 years after the conclusion of a study.

Longer periods of retention may be required in order to protect intellectual property. This should be determined on a case-by-case basis with the University's Office of the General Counsel.

Research data must be retained by investigators until any intercurrent allegations of scientific misconduct or conflicts of interest have been fully resolved.

During the retention period, access to the data must be provided to appropriate University officials, coauthors, coinvestigators, and collaborators. Sponsors and/or government officials are to be given access as appropriate.

05/02/06

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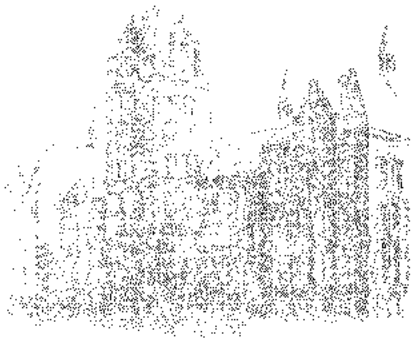
WAYNE STATE UNIVERSITY

OFFICE OF THE PRESIDENT

4200 FACULTY ADMINISTRATION BUILDING
DETROIT, MICHIGAN 48202
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University Policy 2010-01

Policy-Making by the President

Wayne State University Policy and Procedure Regarding Research Misconduct

1.0 Purpose and Scope

1.1 Regulations of the Public Health Service (PHS) require all universities that receive PHS support to establish policies and procedures for investigating and reporting instances of alleged or apparent research misconduct. The federal requirement for this policy accords with the University's commitment to an institutional culture that values integrity in the conduct of research and scholarship. This policy applies to all research regardless of the source of funding or other support.

Wayne State University therefore adopts this policy and these procedures on research misconduct. The policy and procedures have the purposes of 1) ensuring that the University remains in compliance with the law, 2) establishing uniform and well understood procedures for addressing allegations of research misconduct, 3) protecting those who in good faith bring allegations of misconduct from the possibility of retaliation, and 4) ensuring that unfounded allegations of research misconduct do not work to the detriment of researchers at the University.

1.2 This policy is intended to carry out Wayne State University's responsibilities under the Public Health Service (PHS) Policies on Research Misconduct. This policy applies to allegations of research misconduct (fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results) involving:

- Any person who, at the time of the alleged research misconduct, was employed by, was an agent of, or was affiliated by contract, agreement, or other arrangement with Wayne State University (this includes all faculty, primary investigators, other staff, students, research assistants, research associates, graduate assistants, postdoctoral fellows, visiting and adjunct faculty, and any other person conducting research at, sponsored by, or under the auspices of Wayne State University). These provisions apply even if the respondent is no longer employed by or otherwise associated with the University; and

- Any of the following:

  o Applications or proposals for PHS or other support for biomedical or behavioral research, research training or activities related to that research or research training; or

o   Research records produced in the course of research, research training, or activities related to that research or research training.

This policy includes any research proposed, performed, reviewed, or reported, or any research record generated from that research, regardless of whether or not the research is funded by a grant, contract, cooperative agreement, or other form of support.

This policy and the associated procedures do not apply to authorship or collaboration disputes and apply only to allegations of research misconduct that occurred within six years of the date the institution or HHS received the allegation, subject to the subsequent use, health or safety of the public, and grandfather exceptions authorized by the Code of Federal Regulations. Research misconduct does not include honest error or differences of opinion.

2.0   Definitions

2.1   *Allegation* means a disclosure of possible research misconduct by written, electronic, or oral statement to the Vice President for Research or his/her designee. An allegation must be more than a conclusory statement, and should contain sufficient specificity to allow the Vice President for Research or his/her designee to determine whether, if true, the allegation sets forth a possible basis for a conclusion of scientific misconduct.

2.2   *Complainant* means a person or entity, either known or anonymous, who makes an allegation of research misconduct.

2.3   *Committee* means a group of three or more individuals with the requisite characteristics described in Sections 5.5.1 (Inquiry) or 7.3.1 (Investigation) who are convened by the Vice President for Research or his/her designee for the purpose of an inquiry or investigation.

2.4   *Conflict of Interest* means any commitment or affiliation held by a member of an Inquiry or Investigation committee, or by his/her immediate family member(s), that could potentially or actually affect the member's ability to render an unbiased opinion about an allegation. Examples include significant personal, professional, or financial relationships with the complainant or respondent, or with the Department in which the complainant or respondent has appointments or employment. For the Vice President for Research, the Provost, the President, or other high ranking official of the University, "conflict of interest" means to be a respondent, within the meaning of section 2.22, or to have a commitment of affiliation that could potentially or actually affect significantly the individual's ability to perform a duty under the policy and procedure in an unbiased fashion.

2.5   *Deciding Official (DO)* means the Vice President for Research or designee, who makes determinations about institutional administrative actions concerning allegations of research misconduct. If the Vice President for Research is not able to perform the duties assigned under the Policy and Procedure for any reason, the person replacing the Vice President for Research shall be considered the designee of the Vice President for Research.

2.6   *Evidence* means any document, tangible item, or testimony offered or obtained during a research misconduct proceeding that tends to prove or disprove the existence of an alleged fact.

2.7   *Good faith* as applied to a complainant, means having a reasonable basis for a suspicion that the alleged misconduct had occurred based on the information known to the complainant at the time.   As applied to a witness (including a complainant giving testimony as a witness), "good faith" means having a reasonable belief in the truth of one's testimony based on the information known at the time of the testimony.   An allegation or testimony in a research misconduct proceeding is not in good faith if it is made with knowing or reckless disregard for information that would negate the allegation or testimony.   "Good faith", as applied to a committee member, means cooperating with the other members of the committee to achieve the purpose of helping an institution meet its responsibilities. A committee member does not act in good faith if his/her acts or omissions on the committee are dishonest or influenced by personal, professional, or financial conflicts of interest with those involved in the research misconduct proceeding.

2.8   *HHS* means the United States Department of Health and Human Services.

2.9   *Inquiry* means preliminary information-gathering and preliminary fact-finding.

2.10   *Institutional Official* refers to vice presidents, associate vice presidents, assistant vice presidents, deans, deputy deans, associate deans, assistant deans, directors, associate directors, chairs, and associate chairs, but does not include attorneys in the Office of the General Counsel.

2.11   *Investigation* means the formal development of a factual record and the examination of that record leading to a decision not to make a finding of research misconduct or to a recommendation for a finding of research misconduct which may include a recommendation for other appropriate actions, including administrative actions.

2.12   *Office of Research Integrity or ORI* means the office to which the HHS Secretary has delegated responsibility for addressing research integrity and misconduct issues related to PHS supported activities.

2.13   *Pre-Inquiry* means an initial assessment to determine whether an allegation has been made in good faith, whether it meets the definition of research misconduct provided in this Policy, and whether the support documentation is sufficiently credible to warrant an inquiry.

2.14   *Preponderance of the Evidence* means proof by information that, compared with that opposing it, leads to the conclusion that the fact at issue is more probably true than not.

2.15   *Public Health Service or PHS* means the unit within HHS that includes the Office of Public Health and Science and the following Operating Divisions: Agency for Healthcare Research and Quality, Agency for Toxic Substances and Disease Registry, Centers for Disease Control and Prevention, Food and Drug Administration, Health Resources and Services Administration, Indian Health Service, National Institutes of Health, the Substance Abuse and Mental Health Services Administration, and the offices of the Regional Health Administrators.

2.16   *PHS support* means PHS funding, or applications or proposals, for biomedical or behavioral research, biomedical or behavioral research training, or activities related to that research or training, that may be provided through: PHS grants, cooperative

agreements, or contracts or sub grants under those PHS funding instruments; or salary or other payments under PHS grants, cooperative agreements or contracts.

2.17   *Records of research misconduct proceedings* means: (1) the research records and evidence secured for the research misconduct proceeding pursuant to this policy, except to the extent the Research Integrity Officer determines and documents that those records are not relevant to the proceeding or that the records duplicate other records that have been retained; (2) the documentation of the determination of irrelevant or duplicate records; (3) the inquiry report and final documents (not drafts) produced in the course of preparing that report, including the documentation of any decision not to investigate; (4) the investigation report and all records (other than drafts of the report) in support of the report, including the recordings or transcripts of each interview conducted; and (5) the complete record of any appeal within the institution from the findings of research misconduct.

2.18   *Research Integrity Officer* (RIO) means the Associate Vice President for Research or designated substitute who is responsible for: (1) performing the initial assessment of allegations of research misconduct to determine if they fall within the definition of research misconduct, are covered by 42 CFR Part 93, and warrant an inquiry on the basis that the allegation and available supporting documentation is sufficiently credible and specific so that potential evidence of research misconduct may be identified; (2) overseeing inquiries and investigations; and (3) the other responsibilities described in this policy. The Vice President for Research or designee may designate a temporary RIO if the permanent position is vacant, or if the RIO is otherwise unable to conduct the responsibilities designated to him/her in this policy and procedure.

2.19   *Research misconduct* means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

- *Fabrication* is making up data or results and recording or reporting them.
- *Falsification* is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- *Plagiarism* is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. Plagiarism includes both the theft or misappropriation of intellectual property and the substantial unattributed textual copying of another's work. The theft or misappropriation of intellectual property includes the unauthorized use of ideas or unique methods obtained by a privileged communication, such as a grant or manuscript review, or a patent application. Substantial unattributed textual copying of another's work means the unattributed verbatim or nearly verbatim copying of sentences and paragraphs which materially mislead the ordinary reader regarding the contributions of the author.

2.20   *Research misconduct proceeding* means any actions related to alleged research misconduct, including but not limited to, allegation assessments, inquiries, investigations, ORI oversight reviews, hearings and administrative appeals.

2.21   *Research record* means the record of data or results that embody the facts resulting from scientific inquiry, including but not limited to, research proposals, laboratory records, both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports, journal articles, and any documentation and materials provided to HHS or an institutional official by a respondent in the course of the research misconduct proceeding.

2.22 *Respondent* means the person against whom an allegation of research misconduct is directed or who is the subject of a research misconduct proceeding.

2.23 *Retaliation* means an adverse action taken against a complainant, witness, or committee member by this institution or one of its employees or students in response to (1) a good faith allegation of research misconduct; or (2) a good faith cooperation with a research misconduct proceeding.

2.24 *Undue influence* means the exertion of persuasion that is strong enough to prevent a complainant, witness, or committee member from fulfilling objectively and voluntarily his or her responsibilities under the policy and procedure.

3.0 Rights and Responsibilities

3.1 Research Integrity Officer

3.1.1 The Vice President for Research (VPR) will appoint the RIO who will have primary responsibility for implementation of the institution's policies and procedures on research misconduct. The RIO will be an Associate Vice President (AVPR) who is well qualified to administer the procedures and is sensitive to the varied demands made on those who conduct research, those who are accused of research misconduct, those who make good faith allegations of research misconduct, and those who may serve on inquiry and investigation committees.

The responsibilities of the RIO include the following duties related to research misconduct proceedings:

- Consult confidentially with persons uncertain about whether to submit an allegation of research misconduct;
- Receive allegations of research misconduct;
- Assess each allegation of research misconduct to determine whether it falls within the definition of research misconduct and warrants an inquiry;
- As necessary, take interim action and notify ORI of special circumstances;
- Sequester research data and evidence pertinent to the allegation of research misconduct and maintain and preserve it securely in accordance with this policy and applicable law and regulation;
- Provide confidentiality to those involved in the research misconduct proceeding consistent with applicable law and institutional policy;
- Notify the respondent and provide opportunities for him or her to review, comment, or respond to allegations and committee reports;
- Inform respondents, complainants, and witnesses of the procedural steps in the research misconduct proceeding;
- Appoint the chair and members of the inquiry and investigation committees, ensure that those committees are properly staffed and that there is expertise appropriate to carry out a thorough and authoritative evaluation of the evidence;
- Determine whether each person involved in handling an allegation of research misconduct has an unresolved personal, professional, or financial conflict of interest and take appropriate action, including recusal, to ensure that no person with such conflict is involved in the research misconduct proceeding;

- In cooperation with other institutional officials, take all reasonable and practical steps to protect or restore the positions and reputations of good faith complainants, witnesses, and committee members, and counter potential or actual retaliation against them;
- Keep the VPR and others who need to know apprised of the progress of the review of the allegation of research misconduct;
- Notify and make reports to ORI as required by 42 CFR Part 93;
- Ensure that administrative actions taken by the institution and ORI are enforced and take appropriate action to notify other involved parties, such as sponsors, law enforcement agencies, and licensing boards of those actions; and
- Maintain records of the research misconduct proceeding and make them available to ORI in accordance with Section 8.7 of this policy.

3.2 Complainant

3.2.1 The complainant is responsible for making allegations in good faith, maintaining confidentiality, and cooperating with the inquiry and investigation. The complainant may, but not necessarily, be interviewed at the inquiry stage. The complainant must be interviewed during an investigation unless extenuating circumstances do not permit this.

3.3 Respondent

3.3.1 The respondent is responsible for maintaining confidentiality and cooperating with the conduct of an inquiry and investigation. The respondent is entitled to:

- A good faith effort from the RIO to notify the respondent in writing at the time of or before beginning an inquiry;
- Be notified of the outcome of the inquiry, and receive a copy of the inquiry report and the institution's policies and procedures on research misconduct;
- An opportunity to comment on the inquiry report. Comment must be submitted to RIO within 30 days of the date on which the respondent received the inquiry report in order to have his/her comments attached to the report;
- Be notified in writing of the allegations to be investigated within a reasonable time after the determination that an investigation is warranted, but before the investigation begins (within 30 days after the institution decides to begin an investigation), and be notified in writing of any new allegations, not addressed in the inquiry or in the initial notice of investigation, within a reasonable time after the determination to pursue those allegations;
- Be interviewed during the investigation;
- Request to have interviewed during the investigation any witness who has been reasonably identified by the respondent as having information on relevant aspects of the investigation-and to have the recording or transcript of the interview with the witness included in the record of investigation;
- Received a copy of the draft investigation report and, concurrently, a copy of, or supervised access to the evidence on which the report is based, and be notified that any comments must be submitted within 30 days of the date on which the copy was received and that the

comments will be considered by the institution and addressed in the final report; and

- Request an institutional appeal (see section 8.4).

3.3.2   If the respondent in an allegation is also the VPR, then a different University official who does not report to the VPR will be appointed by the President to serve as the RIO with respect to that specific case. If the respondent is also the AVPR, or Research Integrity Officer, then the VPR in consultation with the Provost will designate a different University Official to act as the RIO in that specific case. In addition, if the VPR or the Provost cannot fulfill the duties assigned to them under this policy and procedure because of a conflict of interest, as defined in section 2.4, or for any other reason, the President shall appoint a member of the University community to serve in place of the VPR or Provost. If the President is unable to fulfill his or her obligations under this policy and procedure, the Board of Governors shall appoint some member or group of members of the University community to serve as a substitute for the President.

3.3.3   The respondent should be afforded the opportunity to admit that the alleged research misconduct occurred and that he/she committed the research misconduct, provided that there is no inference as to whether misconduct occurred should the respondent decline to make an admission. The admission must be in writing, signed by the respondent. With the advice of the RIO and institutional legal counsel, the VPR may accept the admission and terminate the institution's review of an allegation that has been admitted. The admission must be accompanied by a report, prepared by the RIO, of the procedures leading up to the admission and a description of the evidence that has been assessed up to that point. Upon accepting the report and the admission, the VPR may recommend remedial activities or sanctions against the respondent. The admission, the report, and the recommendations, if any, will be submitted to the Provost and/or other University officials for a final settlement and implementation of sanctions, if any. If the research in question has PHS support, ORI must approve the institution's acceptance of the admission and any proposed settlement. If the VPR decides not to accept the admission and any proposed settlement. If the VPR decides not to accept the admission in settlement of all or part of the allegation(s) of misconduct, he/she shall remand the case for further inquiry or investigation in accordance with the procedures in this Policy.

3.4   Vice President for Research (VPR, or Deciding Official)

3.4.1   The VPR or Deciding Official will receive the inquiry report and after consulting with the RIO, decide whether an investigation is warranted. Any finding that an investigation is warranted must be in writing by the VPR, and must be provided to ORI when the investigation involves PHS-funded research, together with a copy of the inquiry report, within 30 days of the finding. If it is found that an investigation is not warranted, the VPR and the RIO will ensure that detailed documentation of the inquiry is retained for at least 7 years after termination of the inquiry, so that ORI may assess the reasons why the institution decided not to conduct an investigation of PHS funded research.

3.4.2   The VPR will receive the investigation report and, after consulting with the RIO and other appropriate officials, decide the extent to which Wayne State University accepts the findings of the investigation and, if research misconduct if found, decide what, if any, institutional administrative actions are appropriate. The VPR shall ensure that the final investigation report, the findings of the VPR and a description of any pending or completed administrative action are provided to ORI, when the investigation report involves PHS funded research.

4.0   General Policies and Principles

4.1   Responsibility to Report Misconduct

4.1.1   Anyone who has observed or has other reason to suspect that research misconduct has occurred is encouraged to report it to the RIO. Any institutional official who receives an allegation of research misconduct must report it immediately to the RIO. If an individual is unsure whether a suspected incident falls within the definition of research misconduct he or she may meet with or contact the RIO to discuss the suspected research misconduct informally, which may include discussing it anonymously and/or hypothetically. If the circumstances described by the individual do not meet the definition of research misconduct, the RIO will refer the individual or allegation to other offices or officials with responsibility for resolving the problem.

4.1.2   At any time, a person or entity may have confidential discussions and consultations about concerns of possible misconduct with the RIO and will be counseled about appropriate procedures for reporting allegations.

4.2   Cooperation with Research Misconduct Proceedings

4.2.1   All WSU employees must cooperate with the RIO and other institutional officials in the review of allegations and the conduct of inquiries and investigations. Employees and other members of the University community, including respondents, have an obligation to provide evidence relevant to research misconduct allegations to the RIO or other institutional officials.

4.2.2   Any attempt by WSU employees or students to exert undue influence over the research misconduct proceedings, including the activities of the RIO or DO, could result in disciplinary actions.

4.3   Confidentiality

4.3.1   The RIO will (1) to the extent permitted by law, limit disclosure of the identity of respondents and complainants, and other sensitive information, to those who need to know in order to carry out a thorough competent, objective, and fair research misconduct proceeding; and (2) except as otherwise prescribed by law, limit the disclosure of any records or evidence from which research subjects might be identified to those who need to know in order to carry out a research misconduct proceeding. The RIO should make a reasonable effort to ensure that recipients of confidential information do not make any further disclosure of such

information. The RIO may take reasonable steps to protect the confidentiality of witnesses when the circumstances indicate that the witnesses may be harassed, retaliated against, or otherwise need protection.

4.4   Protecting complainants, witnesses, and committee members

4.4.1   WSU employees and students may not unduly influence or retaliate in any way against complainants, witnesses, or committee members. Individuals who become aware of violations shall immediately report to the RIO, who shall review the matter and, as necessary, make reasonable and practical efforts to counter any potential or actual undue influence or retaliation. WSU employees who make an allegation of misconduct, provide testimony as a witness, serve on a committee, or otherwise participate in a proceeding under this policy and procedure shall be treated as having acted in the ordinary course of their duties as an employee as long as they have acted in good faith.

4.5   Protecting the Respondent

4.5.1   As requested or as appropriate, the RIO and other institutional officials shall make all reasonable and practical efforts to protect or restore the reputation of persons alleged to have engaged in research misconduct, but against whom no finding of research misconduct is made.

4.5.2   During the research misconduct proceeding, the RIO is responsible for ensuring that respondents receive all the information provided for in this policy. Respondents may consult with legal counsel or a non-lawyer personal adviser (who is not a principal or witness in the case) to seek advice and may bring the counsel or personal adviser to interviews or meetings on the case. The role of the attorney or advisor shall be limited to counseling and assisting the respondent.

4.6   Interim Administrative Actions and Notifying ORI of Special Circumstances

4.6.1   Throughout the research misconduct proceeding, the RIO will review the situation to determine if there is any threat of harm to public health, federal funds and equipment, or the integrity of the research process. In the event of such a threat, the RIO shall, in consultation with other institutional officials, and ORI when applicable, take appropriate interim action to protect against any such threat. Interim action might include additional monitoring of the research process and the handling of federal funds and equipment, reassignment of personnel or of the responsibility for the handling of federal funds and equipment, additional review of research data and results, or delaying publication. The RIO shall, at any time during a research misconduct proceeding related to PHS funded research, notify ORI immediately if he/she has reason to believe that any of the following conditions exist:

- Health or safety of the public is at risk, including an immediate need to protect human or animal subjects;
- HHS resources or interests are threatened;
- Research activities should be suspended;

- There is a reasonable indication of possible violations of civil or criminal law related to the research misconduct proceeding;
- Federal action is required to protect the interests of those involved in the research misconduct proceeding;
- The research misconduct proceeding may be made public prematurely and HHS action may be necessary to safeguard evidence and protect the rights of those involved; or
- The research community or public should be informed.

4.7   Time Limitations

4.7.1   An allegation of research misconduct must be made by a complainant within six (6) years of the occurrence of the alleged misconduct.

4.7.2   Exceptions to the six-year limitation include the following:

- Subsequent use exception. The respondent continues or renews any incident of alleged research misconduct that occurred before the six-year limitation through the citation, republication or other use for the potential benefit or the respondent of the research record that is alleged to have been fabricated, falsified, or plagiarized.
- Health or safety of the public exception. If ORI or the institution, following consultation with ORI, determines that the alleged misconduct, if it occurred, would possibly have a substantial adverse effect on the health or safety of the public.

5.0   Conducting the Assessment and Inquiry

5.1   Assessment of Allegations

5.1.1   Upon receiving an allegation of research misconduct, the RIO will assess the allegation and supporting documentation to determine whether they are sufficiently credible and specific so that potential evidence of research misconduct may be identified, whether it is within the jurisdiction of ORI, and whether the allegation falls within the definition of research misconduct in this policy. An inquiry must be conducted if all these criteria are met; otherwise, an inquiry may be conducted at the RIO's discretion.

5.1.2   A complainant may request, or the RIO may decide, that the University will conduct a pre-inquiry review of the research misconduct. The pre-inquiry shall be completed within 90 days of receipt of the allegation.

5.1.3   The pre-inquiry shall be undertaken by the RIO and VPR, or his or her designee, and shall take into account the following considerations:

- Whether the allegation is accomplished by supporting evidence sufficient to demonstrate a reasonable possibility that research misconduct has occurred;
- Whether the complainant has reviewed and considered all the evidence known to the complainant related to purported research misconduct, and has provided or, if such evidence is unavailable to the complainant, called all such evidence to the attention of the RIO at the time the allegation was filed;

- Whether the complainant has agreed to cooperate in the inquiry and investigation, and to testify before the Investigation Committee if requested to do so:

5.1.4   In conducting the pre-inquiry, the RIO need not interview the complainant, respondent, or other witnesses, or gather data beyond any that may have been submitted with the allegation, except as necessary to determine whether the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified. The RIO shall, on or before the date on which the respondent is notified of the allegation, obtain custody of, inventory, sequester, and preserve all research records and evidence needed to conduct the research misconduct proceeding, as provided in 5.3.1 of this section. The complainant shall cooperate with the RIO in obtaining, gathering, or organizing relevant research records and evidence.

5.2   Invitation and Purpose of the Inquiry

5.2.1   If the RIO determines that the criteria for an inquiry are met, he or she will immediately initiate the inquiry process. The purpose of the inquiry is to conduct an initial review of the available evidence to determine whether to conduct an investigation. An inquiry does not require a full review of all the evidence related to the allegation.

5.3   Notice to Respondent; Sequestration of Research Records

5.3.1   At the time of or before beginning an inquiry, the RIO must make a good faith effort to notify the respondent in writing. If the inquiry subsequently identifies additional respondents, they must be notified in writing. On or before the date on which the respondent is notified, or the inquiry begins, whichever is earlier, the RIO must take all reasonable and practical steps to obtain custody of all the research records and evidence needed to conduct the research misconduct proceeding, inventory the records and evidence and sequester them in a secure manner, except that where the research records or evidence encompass scientific instruments shared by a number of users, custody may be limited to copies of the data or evidence on such instruments, so long as those copies are substantially equivalent to the evidentiary value of the instruments. The RIO may consult with ORI for advice and assistance in this regard.

5.4   Appointment of the Inquiry Committee

5.4.1   The RIO, in consultation with other institutional officials as appropriate, will appoint an Inquiry Committee within 10 business days of the initiation of the inquiry or as soon thereafter as practical. The Inquiry Committee must consist of individuals who do not have unresolved personal, professional, or financial conflicts of interest with those involved with the inquiry, including the respondent. The respondent shall be made aware of this provision. The Committee should include individuals with appropriate expertise to evaluate the evidence and issues related to the allegation, to interview the principals and key witnesses, and to conduct the inquiry.

5.5   Charge to the Committee and First Meeting

    5.5.1   At the Committee's first meeting, the RIO will review the charge (described below) with the Committee; discuss the allegations, any related issues, and the appropriate procedures for conducting the inquiry; assist the Committee with organizing plans for the inquiry; and answer any questions raised by the Committee. The RIO will be available throughout the inquiry to advise the Committee as needed.

    5.5.2   The RIO will prepare a charge for the Inquiry Committee that:

        a.   Describes the allegations and any related issues identified during the allegation assessment or pre-inquiry (if conducted);

        b.   States that the purpose of the inquiry is to conduct an initial review of the evidence, which may include the testimony of the respondent, complainant and key witnesses, and to determine whether an investigation is warranted. The inquiry's purpose is not to determine whether research misconduct definitely occurred or who was responsible for any such misconduct;

        c.   Sets forth the deadline for completing the inquiry;

        d.   States that an investigation is warranted if the committee determines;

            o   There is a reasonable basis for concluding that the allegation falls within the definition of research misconduct described in this policy; and

            o   The allegation is supported by sufficient evidence to be credible and warrants an investigation, based on the Committee's review during the inquiry

        e.   Informs the inquiry Committee that they are responsible for preparing or directing the preparation of a written report of the inquiry that meets the requirements of this policy.

5.7   Inquiry Process

    5.7.1   The Inquiry Committee may interview the complainant, the respondent, and key witnesses, and must examine available relevant research records and materials. Then the Inquiry Committee must evaluate this evidence. After consultation with the RIO, the Committee members will decide whether an investigation is warranted based on the criteria in this policy.

5.8   Time for Completion

5.8.1   The inquiry, including preparation of the final inquiry report and the decision of the DO on whether an investigation is warranted, must be completed within 60 calendar days of initiation of the inquiry, unless the RIO determines that circumstances clearly warrant a longer period. If the RIO approves an extension, the inquiry report must document the reasons for extending the 60-day period.

6.0   The Inquiry Report

6.1   Elements of the Inquiry Report

6.1.1   The Inquiry Committee must prepare a written report that includes:

a.   The name and position of the respondent;
b.   A description of the allegations of research misconduct;
c.   The PHS support, including, for example, grant numbers, grant applications, contracts and publications listing PHS support;
d.   A summary of the inquiry process used;
e.   A list of the research records reviewed;
f.   Summaries of any interviews;
g.   The basis for recommending or not recommending that the allegations warrant an investigation; and
h.   Any other actions that should be taken if an investigation is not recommended.

6.1.2   The Inquiry Committee must transmit a copy of the report to the RIO with confirmation that all Committee members have reviewed and agreed to its contents.

6.2   Notification and Opportunity to Comment

6.2.1   If the Inquiry Committee finds an investigation is warranted, the RIO shall so notify the respondent. The RIO shall provide the respondent with the inquiry report for comment within 10 business days of when the Committee issues the report to the RIO, and shall include a copy of Wayne State University's policies and procedures on research misconduct.

6.2.2   The RIO may notify the complainant whether the inquiry found an investigation to be warranted and may provide relevant portions of the inquiry report to the complainant for comment within 10 business days of when the Committee issues the report to the RIO. The complainant must agree in writing to maintain confidentiality before receiving access to the report.

6.2.3   Any comments that are submitted will be attached to the inquiry report.

6.3   Institutional Decision and Notification

6.3.1   Decision by Deciding Official

6.3.1.1 The RIO will transmit the inquiry report and any comments to the DO, who must determine in writing whether an investigation is warranted. The DO must make this determination within 10 business days of receiving the inquiry report. The inquiry is complete when the DO makes this determination.

6.3.2   Notification to ORI

6.3.2.1 If notification to ORI is required under the Code of Federal Regulations, the RIO must provide ORI with the DO's written decision and a copy of the inquiry report within 30 calendar days of the DO's decision that an investigation is warranted. The RIO must provide the following information to ORI upon request:

a.   The institutional policies and procedures under which the inquiry was conducted;

b.   The research records and evidence reviewed, transcripts or recordings of any interviews, and copies of all relevant documents; and

c.   The charges to be considered in the investigation.

6.3.3 Documentation of Decision Not to Investigate

6.3.3.1 If the DO decides that an investigation is not warranted, the RIO shall secure and maintain, for 7 years after the termination of the inquiry, sufficiently detailed documentation of the inquiry to permit a later assessment by ORI of the reasons why an investigation was not conducted. These documents must be provided to ORI or other authorized HHS personnel upon request.

7.0   Conducting the Investigation

7.1   Initiation and Purpose

7.1.1   The investigation must begin within 30 calendar days after the DO's determination that an investigation is warranted. The purpose of the investigation is to develop a factual record by exploring the allegations in detail and examining the evidence in depth, leading to recommended findings on whether research misconduct has been committed, by whom, and to what extent. The investigation will also determine whether there are additional instances of possible research misconduct that would justify broadening the scope beyond the initial allegations. This is particularly important where the alleged research misconduct involves clinical trials or potential harm to human subjects or the general public, or if it affects research that forms the basis for public policy, clinical practice, or public health practice. The findings of the investigation will be set forth in an Investigation Report.

7.2   Notifying ORI and Respondent; Sequestration of Research Records

7.2.1   Before the investigation begins, the RIO must:

a.   Notify the ORI Director of the decision to begin the investigation;

b.   Provide ORI a copy of the inquiry report; and

c.   Notify the respondent in writing of the allegations to be investigated.

7.2.2   If the Investigation Committee pursues new allegations of research misconduct not addressed in the inquiry report or in the notice of investigation, the RIO must give the respondent written notice within 10 business days of the Committee's decision to pursue these allegations.

7.2.3   To conduct the investigation, the RIO must take all reasonable and practical steps to obtain custody of and sequester in a secure manner all relevant research records and evidence. Where the research records or evidence encompass scientific instruments shared by a number of users, custody may be limited to copies of the data or evidence on such instruments, so long as those copies are sufficient to evaluate the

evidence. The need for additional sequestration of records for the investigation may occur for any number of reasons, including Wayne State University's decision to investigate additional allegations or respondents. Sequestration procedures for the investigation are the same as those for the inquiry.

7.3   Appointment of the Investigation Committee

7.3.1   The RIO will appoint an Investigation Committee. The Investigation Committee must consist of individuals who do not have unresolved personal, professional, or financial conflicts of interest who those parties involved with the investigation. The Investigation Committee should include individuals with the appropriate expertise to evaluate the evidence and issues related to the allegation, to interview the respondent and complainant, and to conduct the investigation. The Committee must include at least three members. Two members must be Wayne State University faculty. No member may be affiliated with either the complainant's or the respondent's departments or equivalent units. The RIO may appoint individuals to the Investigation Committee who served on the Inquiry Committee. The RIO may select Committee members from outside Wayne State University.

7.3.2   The VPR will make the final determination on whether such a conflict exists. If it is decided that such a conflict exists, the member must be removed from the Investigation Committee. If a replacement member is needed for any reason, the RIO shall follow the procedures described above to appoint the replacement member.

7.4   Charge to the Committee and the First Meeting

7.4.1   Charge to the Committee

7.4.1.1 The RIO will define the subject matter of the investigation in a written charge to the Committee that:

   a.   Describes the allegations and related issues identified during the inquiry;
   b.   Identifies the respondent;
   c.   Informs the Committee that it must conduct the investigation as prescribed in 7.5 of this section;
   d.   Defines Research Misconduct;
   e.   Informs the Committee that it must;
        1.   Evaluate the evidence and testimony;
        2.   Determine whether, based on a preponderance of the evidence research misconduct occurred; and if so,
        3.   Determine the type and extent of research misconduct and who was responsible for the research misconduct.
   f.   Informs the Committee that to determine that the respondent committed research misconduct it must find, by a preponderance of the evidence, that:
        1.   Research misconduct occurred, and
        2.   Respondent committed the research misconduct intentionally, knowingly, or recklessly.

g.   Informs the committee that it must prepare or direct the preparation of a written Investigation Report that meets the requirements of this policy.

7.4.2   The First Meeting

7.4.2.1 The RIO will convene the first meeting of the Investigation Committee to review the charge, the Inquiry Report, and the prescribed procedures and standards for the conduct of the investigation.   The RIO will emphasize the necessity for the confidentiality and for a specific investigation plan.   The RIO will provide a copy of this policy to the Investigation Committee.   The RIO will be available throughout the investigation to advise the Committee.

7.5   Investigation Process

7.5.1   The Investigation Committee and the RIO must:

a.   Use diligent efforts to ensure that the investigation is thorough, sufficiently documented, and includes examination of all research records and evidence relevant to reaching a decision on each allegation;

b.   Take reasonable steps to ensure an impartial and unbiased investigation to the maximum extent practical;

c.   Interview each respondent, complainant, and other individuals who are likely to have information regarding relevant aspects of the investigation.   The Committee must ensure there is a record or transcription of each interview, and include the recording or transcript in the record of the investigation; and

d.   Pursue diligently any evidence of any additional instances of possible research misconduct and any additional respondents, and continue the investigation to completion.

7.6   Time for Completion

7.6.1   The investigation is to be completed within 120 days.   If the research is governed by 42 CFR Part 93, and the RIO determines that the investigation will not be completed within 120 days, the RIO will submit to ORI a written request for an extension.   If ORI grants the extension, and directs Wayne State University to file periodic progress reports, the RIO will ensure that the reports are filed with ORI.

8.0   The Investigation Report

8.1   Elements of the Investigation Report

8.1.1   The Investigation Committee and the RIO are responsible for preparing a written draft report of the investigation that:

a.   Describes the nature of the allegation of research misconduct, including identification of the respondent;

b.   Describes and documents the PHS support, including, for example the numbers of any grants that are involved, grant applications,

contracts, and publications listing PHS support;

c. Describes the specific allegations of research misconduct considered in the investigation;

d. Includes the institutional policies and procedures under which the investigation was conducted, unless those policies and procedures were provided to ORI previously;

e. Identifies and summarizes the research records and evidence reviewed and identifies any evidence taken into custody but not reviewed; and

f. Includes a statement of findings for each allegation of research misconduct identified during the investigation. Each statement of findings must: (1) identify whether the alleged research misconduct was or was not falsification, fabrication, or plagiarism, and if research misconduct occurred, whether it was committed intentionally, knowingly, or recklessly; (2) summarize the facts and the analysis that support the conclusion and consider the merits of any reasonable explanation by the respondent, including any effort by respondent to establish by a preponderance of the evidence that he or she did not engage in research misconduct because of honest error or a difference of opinion; (3) identify the specific PHS support; (4) identify whether any publications need correction or retraction; (5) identify the person(s) responsible for the misconduct; and (6) list any current support, known applications, or proposals for support that the respondent has pending with non-PHS federal agencies.

8.2 Comments on the Draft Report and Access to Evidence

8.2.1 Respondent

8.2.1.1 The RIO must give the respondent a copy of the draft investigation report for comment and, concurrently, a copy of, or supervised access to the evidence on which the report is based. The respondent has 30 days from the date he/she received the draft report to submit comments to the RIO. The respondent's comments must be included and considered in the final report.

8.2.2 Complainant

8.2.2.1 The RIO may give the complainant a copy of the draft investigation report or relevant portions of the report for comment and, concurrently, a copy of, or supervised access to, the evidence on which the report is based. The complainant has 30 days from the date he/she received the draft report to submit comments to the RIO. The complainant's comments must be included and considered in the final report.

8.2.3 Confidentiality

8.2.3.1 In distributing the draft report, or portions thereof, to the respondent or complainant, the RIO will inform the recipient of the confidentiality under which the draft report is made available and may establish reasonable conditions to ensure such confidentiality. For example, the RIO may require that the recipient sign a confidentiality agreement.

8.3   Decision by Deciding Official

8.3.1   The RIO will assist the Investigation Committee in finalizing the draft investigation report, including ensuring that the respondent's and complainant's comments are included and considered, and transmit the final investigation report to the DO. The DO will determine in writing: (1) whether the institution accepts the investigation report, its findings, and the recommended institutional actions; and (2) the appropriate institutional actions in response to the accepted findings of research misconduct. If this determination varies from the findings of the Investigation Committee, the DO will, as part of his/her written determination, explain in detail the basis for rendering a decision different from the findings of the Investigation Committee. Alternatively, the DO may return the report to the Investigation Committee with a request for further fact-finding or analysis.

8.3.2   When a final decision on the case has been reached, the RIO will notify both the respondent and the complainant in writing. The notification must include the DO's written decision. After informing ORI, the DO will determine whether law enforcement agencies, professional societies, professional licensing boards, editors of journals in which falsified reports have been published or submitted, collaborators of the respondent in the work, or other relevant parties should be notified of outcome of the case. The RIO is responsible for ensuring compliance with all notification requirements of funding or sponsoring agencies.

8.4   Appeals

8.4.1   The respondent may appeal the final decision of a finding of research misconduct and the recommendations for appropriate disciplinary action to the Provost. If the respondent desires to appeal, the respondent must file a written Notice of Appeal with the Provost and the Vice President for Research within 30 days of the date when the RIO transmits notification of the final decision of the DO to the respondent.

8.4.2   The Notice of Appeal shall be in the form of a written submission to the Provost. Respondent shall have 30 days from the date of the Notice of Appeal in which to submit written argument in support of his/her appeal. Upon a showing of good cause by the respondent, this period may be extended by the Provost. The submission shall identify specific elements or portions of the final report which the respondent believes to be in error. Factual materials not previously made available to the Committee of Inquiry or the Investigating Committee will not be considered except under the conditions set forth in Section 8.4.3.

8.4.3   If new evidence with significant probative value, which it was not possible to provide earlier, becomes available to the complainant or respondent after the DO's decision, the Provost may consider the new evidence during the appeal.

8.4.4   The Provost may affirm, reverse, or modify the final report and may increase or decrease the recommended sanctions. The Provost shall notify the respondent, the Vice President for Research, and the complainant of his/her decision within 90 days of receiving the respondent's written argument in support of his/her appeal. The Vice President for Research shall provide the results of the appeal to the Office

of Research Integrity and to any agencies, organizations, and individuals which may have received prior notice of the finding of research misconduct.

8.5   Notice to ORI of Institutional Findings and Actions

8.5.1   Unless an extension has been granted, the RIO must, within the 120-day period for completing the investigation or the 90-day period for completion of any appeal, submit the following to ORI: (1) a copy of the final investigation report with all attachments and any appeal; (2) a statement of whether the institution accepts the findings of the investigation report or a statement of the outcome of the appeal; (3) a statement of whether the institution found misconduct and, if so, who committed the misconduct; and (4) a description of any pending or completed administrative actions against the respondent.

8.6   Time for Completion

8.6.1   The Appeal is to be completed within 90 days of the respondent's filing the Notice of Appeal. If the research is governed by the Code of Federal Regulations (42 CFR Part 93), and the RIO determines that the Appeal will not be completed within 90 days, the RIO will submit to ORI a written request for an extension. If ORI grants the extension, and directs Wayne State University to file periodic progress reports, the RIO will ensure that the reports are filed with ORI.

8.7   Maintaining Records for Review by ORI

8.7.1   The RIO must maintain and provide to ORI upon request *Records of research misconduct proceedings.* Unless custody has been transferred to HHS or ORI has advised in writing the records no longer need to be retained, records of research misconduct proceedings must be maintained in a secure manner for 7 years after completion of the proceeding or the completion of any PHS proceeding involving the research misconduct allegation. The RIO is also responsible for providing any information, documentation, research records, evidence or clarification requested by ORI to carry out its review of an allegation of research misconduct or of the institution's handling of such an allegation.

9.0   Institutional Administrative Actions

9.1   After a finding of research misconduct has been made and the appeals process is completed, the Vice President for Research in consultation with the Provost will decide on the appropriate actions to be taken. The administrative actions may include:

   •   Withdrawal or correction of all pending or published abstracts and papers emanating from the research where research misconduct was found;
   •   Removal of the responsible person from the particular project, letter of reprimand, special monitoring of future work, probation, suspension, salary reduction, or initiation of steps leading to possible rank reduction or termination of employment;

- Restitution of funds to the grantor agency as appropriate; and
- Other action appropriate to the misconduct.

10.0 Reporting to Sponsors and Federal Agencies

10.1 The RIO will ensure that the reporting requirements of sponsors of the research, and federal agencies if applicable, are met regarding research misconduct proceedings and/or findings.

10.2 Premature Closures

10.2.1 The RIO must notify ORI in advance if there are plans to close a case at the inquiry, investigation, or appeal stage on the basis that the respondent has admitted guilt, a settlement with the respondent has been reached, or for any other reason, except: (1) closing of a case at the inquiry stage on the basis that an investigation is not warranted; or (2) a finding of no misconduct at the investigation stage, which must be reported to ORI, as prescribed in this policy and 42 CFR § 93.315.

11.0 Other Considerations

11.1 Termination or Resignation Prior to Completing Inquiry or Investigation

11.1.1 The termination of the respondent's institutional employment, by resignation or otherwise, before or after an allegation of possible research misconduct has been reported, will not preclude or terminate the research misconduct proceeding or otherwise limit any of the institution's responsibilities under 42 CFR Part 93. If the respondent refuses to participate in the process after termination or resignation, the RIO and any Inquiry or Investigation Committee will note in the report the respondent's failure to cooperate in its effect on the evidence.

11.2 Restoration of the Respondent's Reputation

11.2.1 Following a final finding of no research misconduct, including ORI concurrence where required by 42 CFR Part 93, the RIO will, at the request of the respondent, undertake all reasonable and practical efforts to restore the respondent's reputation. Depending on the particular circumstances and the views of the respondent, the RIO should consider:

- Notifying those individuals aware of or involved in the investigation of the final outcome;
- Publicizing the final outcome in any forum in which the allegation of research misconduct was previously publicized; and/or
- Expunging all reference to the research misconduct allegation from the respondent's personnel file

11.3 Protection of the Complainant, Witnesses and Committee Members

11.3.1 During the research misconduct proceeding and upon its completion, regardless of whether the institution or ORI determines that research misconduct occurred, the RIO will undertake all reasonable and practical efforts to protect the position and reputation of, or to counter potential or

actual retaliation against, any complainant who made allegations of research misconduct in good faith and of any witnesses and committee members who cooperate in good faith with the research misconduct proceeding. The DO will determine, after consulting with the RIO, and with the complainant, witnesses, or committee members, what steps, if any, are needed to restore their respective positions or reputations or to counter potential or actual retaliation against them. The RIO is responsible for implementing any steps the DO approves.

11.4   Institutional Administrative Actions

11.4.1 Any institutional administrative actions taken in accordance with section 3.4.2 do not prohibit the institution from taking appropriate administrative actions that are not specifically covered under this policy.

12.0   Notification

12.1   The Vice President for Research shall notify faculty and staff, including both scientific and administrative staff, of the existence of these policies and procedures, and of the importance of compliance with them.
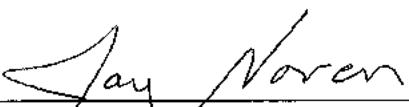
13.0   Revocation

13.1   This University Policy is revocable by the President at any time and without notice. That revocation shall not affect a proceeding that has already been initiated.

14.0   Effective Date

14.1   This University Policy is effective upon issuance.

14.2   Executive Order 89-4 is hereby revoked, effectively immediately.

_____   ___7/13/10___
Jay Noren   Date
President

Wayne State University
Research Policy

Individual and Institutional
Financial Conflict of Interest and Commitment

1. Purpose

   1.1. The purpose of this university policy is to promote objectivity in Sponsored Programs that support the research, scholarship and service mission of the University. It will do so by establishing standards to ensure there is no reasonable expectation that the design, conduct or reporting of funded research or cooperative agreements with Companies will be biased by any conflicting financial interest of WSU Employees, students or Immediate Family members. Complete disclosure and expeditious review of such conflicts or potential conflicts is in the best interest of the Employee, student, and administration.

   1.2. It is critical to maintain the highest standards of quality in research, scholarship and service to support the mission of WSU, and therefore the University and its Employees are committed to conducting themselves with the highest standards of integrity and ethics as these relate to potential Conflicts of Interest and Commitment. This policy will guide WSU Employees in the identification, disclosure, management, and when necessary, elimination of conflicts of interest.

   1.3. This policy is applicable to Employees interacting with Companies in research and Sponsored Programs. It addresses the specific combination of activities or Significant Financial Interest that may lead to potential Financial Conflict of Interest and/or Commitment. This policy is designed (a) to guide Employees in the identification of Financial Conflict of Interest and Commitment involving Companies, (b) to assist Employees in the management of or, when necessary, elimination of Financial Conflict of Interest and Commitment, and (c) to establish a mechanism for disclosure and review of all relevant relationships with Companies.

2. Policy Statement

   2.1. Without administrative approval, WSU Employees are prohibited from engaging in activities from which they, their families or their businesses will gain financially because of the employee's position at WSU or because of the use or disclosure of WSU information. Employees are required to disclose such situations, manage, and if so directed, to eliminate or avoid situations which either create Financial Conflicts of Interest or which appear to be Financial Conflicts of Interest.

   2.2. Faculty members and other employees who accept employment at WSU make a commitment to WSU that includes the appropriate and responsible use of WSU information and resources. Employees must ensure that both their use of WSU information and resources and their outside obligations, financial interests, and activities do not interfere with, nor appear to interfere with, their primary obligations to WSU. It is the responsibility of the Employee to disclose in writing any potential or actual Financial Conflict of Interest. The failure of an Employee to disclose a Financial Conflict of Interest or failure to eliminate a conflict when so directed may be grounds for disciplinary action up to, and including, discharge or termination for cause.

   2.3. Wayne State University encourages external activities that enhance an employee's value to WSU; which enhance WSU's presence in local, national, or international

communities; or which provide public service. Such service to outside educational, professional, scientific, artistic, cultural, civic, business or other organizations is permissible under the terms of this policy as long as it does not pose a Financial Conflict of Interest.

3. Definitions[1]

   3.1. **AIC**. The "AIC" refers to the Animal Investigation Committee at the University.

   3.2. **Company.** "Company" means any corporation, partnership, sole proprietorship, firm, franchise, association, organization, holding company, joint stock company, receivership, business or real estate trust, or any nongovernmental legal entity organized for profit or nonprofit purposes.

   3.3. **Company Position**. "Company Position" means holding any executive position or membership on a board regardless of compensation.

   3.4. **Conflict of Commitment**. A "Conflict of Commitment" exists when the external activities of an Employee are so substantial or demanding of the staff member's time and attention as to interfere with the individual's responsibilities to the unit to which the individual is assigned, to students or to the University.

   3.5. **Disclosure.** To inform the Financial Conflict of Interest committee of any significant financial interest, income, corporate or for profit leadership position, and/or named as an inventor on a patent, patent application or copyright involving technology/processes/products licensed or expected to be licensed to the company sponsor.

   3.6. **Employee.** "Employee" means:
   (1) any person possessing either a full-time or part-time appointment at the University. These include the faculty ranks of professor, associate professor, assistant professor (and all of the foregoing whose appointments contain such terms as "Research," Adjunct," "Visiting," or "Clinical,") instructor, and lecturer, as well as academic professionals and postdoctoral associates.
   (2) employees, students, and other individuals identified as key personnel on grant applications, whether salaried or not salaried, who on behalf of the University are responsible for or in a position to influence, the design, conduct or reporting of the research or other scholarly activity.

   3.7. **Equity.** An interest in a business consisting of any stock, stock option or similar ownership interest in such business

   3.8. **FCOI**. The "FCOI" refers to Financial Conflict of Interest.

   3.9. **Financial Conflict of Interest.** "Financial Conflict of Interest" refers to situations in which financial considerations may compromise or have the appearance of compromising, an investigator's professional judgment in conducting or reporting research. The bias such conflict may conceivably impart not only affects collection, analysis, and interpretation of data, but also the hiring of staff, procurement of materials, sharing of results, choice of protocol, involvement of human participants, and the use of

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[1] Throughout the policy, the first letter of each word being capitalized indicates terms defined in this section.

statistical methods.[2]

Examples of potential financial considerations include salary; equity; stock options; stock warranties; consulting fees; royalty interest; income from seminars, lectures or teaching engagements; income from service on advisory committees or review panels; legal partnerships; gifts to their institutions; and other forms of payment to the investigators, key personnel, their spouses, domestic partners and dependent children.

Potential Financial Conflict of Interest may be classified in one categories as described in Section 5 of this report.

3.10. **HIC.** "HIC" refers to the Human Investigation Committee or one of the Institutional Review Boards at the University.

3.11. **Immediate Family.** "Immediate Family" means the employee's spouse or domestic partner and dependent children.

3.12. **Institutional Financial Conflict of Interest.** "Institutional Financial Conflict of Interest" may occur when the institution, any of its senior management or trustees, or a department, school, or other sub-unit, or an affiliated foundation or organization, has an external relationship or financial interest in a company that itself has a financial interest in a faculty research project. Senior managers or trustees may also have conflicts when they serve on the boards of (or otherwise have an official relationship with) organizations that have significant commercial transactions with the University. The existence (or appearance) of such conflict can lead to actual bias, or suspicion about possible bias, in the review or conduct of research at the University. If they are not evaluated or managed, they may result in choices or actions that are incongruent with the missions, obligations or the values of the University.[3]

Note: The definition does not apply to affiliated foundations if the structure of the relationship between the University and the foundation effectively eliminates any potential Financial Conflict of Interest on the part of the foundation (e.g. if the foundation simply provides financial support for a particular project through the University and does not retain any direct financial interest in the project.)

3.13. **Significant Financial Interest**. "Significant Financial Interest" means anything of monetary value including but not limited to:
(1) an interest in a business consisting of any stock, stock option or similar ownership interest in such business whether or not it is publicly traded on the stock exchange, but excluding any interest arising solely by reason of investment in such business by a mutual, pension or other institutional investment fund over which the employee does not exercise control; or
(2) Ownership interest of any amount when the value would be affected by the outcome of the research. whether or not it is publicly traded on the stock exchange,
(3) receipt of, or the right or expectation to receive, any income in one or more of the following forms: a consulting fee, honoraria, salary, allowance, forbearance, forgiveness, interest in real or personal property, dividend, royalty derived from the licensing of technology or other processes or products, rent, capital gain or any other

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[2] Task Force on Research Accountability, <u>Report on Individual and Institutional Financial Conflict of Interest,</u> <u>Report and Recommendations,</u> Association of American Universities, October 2001, p. 2.
[3] Task Force on Research Accountability, <u>Report on Individual and Institutional Financial Conflict of Interest,</u> <u>Report and Recommendations,</u> Association of American Universities, October 2001, p. 10.

form of compensation when the value would be affected by the outcome of the research.

(4) Proprietary interests including, but not limited to a patent, trademark, copyright or license agreement, and

(5) Uncompensated board or executive relationships regardless of compensation.

3.14. **Sponsored Programs**. "Sponsored Programs" means research, training, and instructional projects involving funds, materials or other compensation from outside sources under agreements that contain <u>any</u> of the following: The agreement binds the University to a line of scholarly or scientific inquiry specified to a substantial level of detail; a line-item budget is involved; financial reports are required; the award is subject to external audit; unexpended funds must be returned to the sponsor at the conclusion of the project; or the agreement provides for the disposition of either tangible or intangible properties that may result from the activity.

4. Compliance with relevant Policies and Laws

4.1. Applicable University Policies

4.1.1. WSU Code Annotated 2.41.03 CONFLICT OF INTEREST; CONTRACTS.

4.1.2. WSU Executive Order 89-3 Conflict of Interest Disclosure (Management), September 22, 1989.

4.1.3. WSU Executive Order 96-2 Investigator Disclosure, April 1, 1996.
NOTE: This "Research Policy" further defines the procedures for disclosure and management of conflicts outlined in the Executive Order.

4.2. Institutional policies on Financial Conflict of Interest and Commitment were developed to encourage Employees to be in compliance with all applicable federal and state laws and regulations involving Financial Conflict of Interest and Commitment. These include, but are not limited to:

4.2.1. Public Health Service Regulation: "Responsibility of Applicants for Promoting Objectivity in Research for Which PHS Funding is Sought," 42 CFR, pt. 50 Subpart F, effective October 1, 1999.

4.2.2. Public Health Service Regulation: "Managing Conflict of Interest," 45 CFR, pt. 94, October 1, 2001.

4.2.3. National Science Foundation: "Investigator Financial Disclosure Policy," 60 <u>Federal Register</u> 132 35809, effective July 11, 1995.

4.2.4. Food and Drug Administration Regulation: "Financial Disclosure by Clinical Investigators," 21 CFR pt 54 and applicable portions of part 312, 314, 320, 330, 601, 807, 812, 814, and 860, effective February 2, 1999.

4.2.5. State of Michigan Conflict of Interest Law: "Contracts of Public Servants with Public Entities" Public Act 317 of 1968, as amended by Public Act 81 of 1984.

5. Classification of Potential Financial Conflict of Interest and Commitment

5.1. A potential Financial Conflict of Interest or Commitment may exist when an Employee has multiple relationships (consulting, conducting research, receiving royalty, having an equity position, maintaining an executive position, serving on the board, etc.) with a Company.

5.2. The following chart lists categories of activities and external relationships covered by this policy. For each level, depending on whether the Sponsored Program involves human participants, the requirements for disclosure and/or management are provided. Any combination of activity and external relationships not specifically identified in the chart, that an employee reasonably believes constitutes a potential conflict of interest, must be disclosed. A designated representative of the Financial Conflict of Interest (FCOI) Committee will determine whether the relationship represents an activity requiring additional review.

5.3.

HUMAN RESEARCH STUDY					
1	2	3	4	5	6
< $10,000 or < 5% equity No company position or other commitment	< $10,000 or <5% equity + company position or other commitment	$10,000-$25,000 or 5-15% equity No company position or other commitment	$10,000-$25,000 or 5-15% equity + company position or other commitment	>$25,000 or >15% equity, with or without other commitments	More complex than Level 5
No management plan	Expedited management plan	Expedited management plan	Electronic review by full committee	Electronic review or full committee review	Full committee review
No consent language	Possible consent language	Possible consent language	Consent language required	Consent language required	Consent language required
NON-HUMAN RESEARCH PROGRAM					
1	2	3	4	5	6
< $10,000 or < 5% equity No company position or other commitment	< $10,000 or <5% equity + company position or other commitment	$10,000-$25,000 or 5-15% equity No company position or other commitment	$10,000-$25,000 or 5-15% equity + company position or other commitment	>$25,000 or >15% equity, with or without other commitments	More complex than Level 5
No management plan	No management plan	Expedited management plan	Expedited management plan	Electronic review or full committee review	Full committee review

Definitions:

Commitment: Self, spouse, domestic partner, or dependent children (1) have a Company Position; (2) are listed as inventor on a patent, patent application, or copyright which relates to the company or research project; (3) have reporting relationship to other project investigator(s);

(4) have other relevant potential or actual financial conflicts of interest not covered under income, equity or categories 1-3 of "commitment"

Consent Language: language that discloses the investigator(s) financial conflict in the research informed consent document that requires approval by The Human Investigation Committee.

Electronic review: FCOI-ER Subcommittee appoints two FCOI Committee reviewers; recommendation is sent to full committee by e-mail and objections are requested within a specified time period.

Expedited management plan: The Financial Conflict of Interest Expedited Review (FCOI-ER) Subcommittee (AVP or VP or Chair, and Conflict of Interest Coordinator); details of expedited management plans will be read into the minutes of the full committee meeting.

Full committee review: Full FCOI Committee develops management plan or disapproves proposal, discussion and voting by teleconference or at regularly scheduled meeting.

6. Students

6.1. The following applies to Employees assigning students, postdoctoral fellows or other trainees to a Sponsored Program with a Company in which the Employee or the Immediate Family may be entitled to receive Significant Financial Interest or Company Position from a consulting services or Company Position: the multiple relationships must be disclosed to the trainee, to the thesis advisory committee and/or to the chair of the department, as appropriate.

7. Appointment of and Responsibilities for a Financial Conflict of Interest Committee

7.1. The Vice President for Research shall appoint members of a Financial Conflict of Interest (FCOI) Committee. While membership should come from the faculty and administration, a majority of the voting members of the Committee shall represent the faculty.

7.2. The responsibilities of the FCOI Committee are to:

7.2.1. Formulate guidelines, applicable to Employees, that identify the types of potential Financial Conflict of Interest and Commitment in academic-industrial relationships;

7.2.2. Develop procedures to obtain and review information supplied by Employees;

7.2.3. Conduct the review of all disclosures via an expedited or full committee review process, recommend an appropriate management plan and, when appropriate, recommend the elimination of Financial Conflict of Interest. The Employee and/or WSU administration will not implement a Sponsored Program, human participant protocol or animal protocol until a management plan, approved by the FCOI Committee, has been implemented or the FCOI has been eliminated,

7.2.4. Communicate with the HIC, the AIC, and other administrative units about multiple relationships that an Employee has with a Company.

7.3. The Office of the Vice President for Research shall provide administrative support for the Financial Conflict of Interest Committee. A representative from that Office shall staff

the Committee and provide education and advice to Employees concerning their responsibilities under this policy. That representative shall also oversee and coordinate compliance with the recommendations of the Committee.

8. Disclosure and Review Process

   8.1. Disclosure to the Financial Conflict of Interest Committee

      8.1.1.   Sponsored Program with Human Participants: At the time that a proposal for Company support of a Sponsored Program is being submitted, an Employee must disclose to the FCOI Committee multiple relationships with the Company in which the Employee or Immediate Family member has a Significant Financial Interest as determined through reference to public prices or other reasonable measures of fair market value or Company Position. Refer to chart above
      Funding for the Sponsored Program will not be available to the Employee until the disclosure of financial interest is reviewed and approved by the FCOI Committee. In addition, funding for the Sponsored Program will not be available to the Employee until an appropriate management plan, approved by the FCOI Committee, has been implemented.

      8.1.2.   No human participants in Sponsored Program: Disclosure is required when an Employee has a Significant Financial Interest or Company Position equal to or greater than $10,000 annually or five percent of the Company as determined through reference to public prices or other reasonable measures of fair market value.

      Until a management plan for managing the potential Financial Conflict of Interest has been approved by the FCOI Committee and implemented, Employees may not participate in activities involving multiple relationships.

      8.1.3.   Potential Financial Conflict of Interest involving University royalty entitlements shall be disclosed by the Employee to the FCOI Committee at the time that a Sponsored Program, HIC protocol or AIC protocol is being submitted.

      8.1.4.   The Employee is required to update their disclosure to the FCOI on an annual basis or within 30 days when there is a proposed significant change to an existing relationship.

      8.1.5.   When there is no potential for Financial Conflict of Interest and/or Commitment for any member of the research team, the Principal Investigator may certify no Financial Conflict of Interest on the Sponsored Program Administration Form for External Support (FES).

      8.1.6.   When Employees participate in Sponsored Programs with collaborators outside the University, the University, to the extent required by the sponsor, will take reasonable steps to ensure that external collaborators comply with appropriate Conflict of Interest disclosure and review requirements.

   8.2. Disclosure to other Committees, Offices, and Outside Organizations

      8.2.1.   Employees must disclose their relationships with Company or temporarily excuse themselves from any University Committee or review process that is considering an Position.

    8.2.2. If a Company is proposing to sponsor research, an Employee must disclose Significant Financial Interest or Company Position to that Company.

    8.2.3. Employees proposing a Material Transfer Agreement under which the University will provide materials to or receive materials from a Company in which the Employee or their Immediate Family has a Significant Financial Interest, consulting relationship or Company Position must first disclose the proposed arrangement to the University's Technology Transfer Office.

    8.2.4. Employees must disclose their relationships with Companies in all written or oral communications about the results of the Sponsored Program. The disclosure includes communication with professional groups and information to news media.

  8.3. Correspondence with Financial Conflict of Interest Committee
    8.3.1. Employees may choose to sign and return the management plan received from the Committee, or may communicate questions, concerns, or disagreements about the management plan directly to the Committee. All correspondence must be in writing.
    8.3.2. Employees must respond to the Committee in writing within 30 days of receipt of a management plan. After that time, a new disclosure form may have to be submitted for consideration by the Committee.

9. Institutional Financial Conflict of Interest

  9.1. Institutional Financial Conflict of Interest consists of two major types:

    9.1.1. Potential Conflict of Interest involving University equity holdings or a royalty arrangement related to Sponsored Programs, and

    9.1.2. Potential Conflict of Interest involving University officials who make decisions with institutional-wide implications, which can include department heads and centers and institutes directors, in addition to senior management.

  9.2. Institutional Financial Conflict of Interest involving equity holding or royalty arrangements shall be covered by this policy and Institutional Financial Conflict of Interest involving University officials shall be covered by a separate Board of Governors policy (Currently Executive Order 89-3).

  9.3. Department Chairs, Deans, Directors, and employees within the Office of the Vice President for Research who review, approve, and/or manage Sponsored Programs with Companies shall disclose to the FCOI Committee all relationships with those Companies in which they are involved.

  9.4. The Assistant Vice President for Technology Transfer shall disclose to the COI Committee all technology transfer agreements in which the University is proposing an equity position in the Company.

  9.5. All affiliated organizations, affiliated practice plans and investment subsidies must disclose equity holding in technology resulting from Sponsored Programs conducted at

the University.

10. Enforcement

10.1. Breaches of this policy include, but are not limited to failure to file, intentionally filing an incomplete, erroneous, or misleading disclosure form or failure to provide additional information as required by the FCOI Committee. Violation of this policy may be the basis for discipline of the Employee in accordance with other applicable Board of Governors and administrative policies and procedures. The potential sanctions may include, but are not limited to,

10.1.1. Letter of admonition;
10.1.2. Ineligibility of the Employee to participate in Sponsored Program;
10.1.3. Ineligibility of the Employee to participate in HIC or AIC protocols;
10.1.4. Ineligibility of the Employee to supervise graduate students;
10.1.5. Suspension
10.1.6. Nonrenewal of appointment; or
10.1.7. Dismissal.

10.2. While the FCOI Committee will have the authority to send letters of admonition to the Employee, all other forms of disciplinary action are advisory to the Vice President for Research who will coordinate and implement the recommendation with the appropriate administrative unit.

10.3. If an Employee who is involved with Sponsored Programs fails to comply with this policy, then the Dean of the academic unit or other individual who may become aware of the failure to comply must promptly inform the Office of the Vice President for Research of the violation.

10.4. To the extent required by sponsor or government agencies requirements, the Office of the Vice President for Research will notify the sponsoring or government agency of the violation and any corrective action taken or scheduled to be taken.

Wayne State University Export Control Compliance Policy Statement

It is the policy of Wayne State University (WSU) to comply fully and completely with all United States export control laws and regulations. It is WSU's policy that all employees, faculty, visiting scientists, postdoctoral fellows, students, and other persons retained by or working at or for WSU (collectively "WSU Personnel") conduct their affairs in accordance with these laws.

WSU Personnel shall not export any items or technology contrary to U.S. export control laws and regulations. Under these laws and regulations, export is defined as the following: 1) actual shipment of any controlled goods or items; 2) the electronic or digital transmission of any controlled goods, items or technology or services related to controlled goods; 3) any release or disclosure, including verbal disclosures or visual inspections, of any controlled technology, software or technical data to certain foreign nationals[1]; or 4) actual use or application of controlled technology on behalf of or for the benefit of any foreign entity or person regardless of where they are located.

While WSU recognizes the valuable contributions of our foreign researchers and students, there are certain conditions under which the export of information or technology to a foreign national is either prohibited by law or requires license from the U.S. Government. This policy has been enacted to establish, document and implement procedures needed to ensure that WSU, and its Personnel, remain in full compliance with all rules and regulations and specifically those administered by the U.S. Department of Commerce through the Export Administration Regulations, (EAR) http://www.bis.doc.gov/,the U.S. Department of State through the International Trafficking in Arms Regulations, (ITAR) http://www.pmddtc.state.gov/ and the U.S. Department of Treasury through the Office of Foreign Assets Control (OFAC) http://www.treas.gov/offices/enforcement/ofac/programs/index.shtml.

Contact Information

The majority of activities do not require government licenses. Due to the complex nature of these laws, WSU has established an Export Control Office to assist with ensuring compliance with export-control obligations. You are strongly encouraged to call, if you are planning to export materials abroad according to any of the definitions listed above, to engage in international collaborations that will involve the transfer of materials, equipment, or information; have research contact with students or colleagues from any of the countries covered by these regulations; or have any questions about the application of export controls to activities in which you are involved.

Please contact the Export Control Compliance Office at (313) 577-9064 or at exportcontrol@wayne.edu. You may also mail inquiries to Wayne State University, Office of Research Compliance, 5057 Woodward, Suite 2317, Detroit, MI 48202.

Foreign National – Persons who are not U.S. citizens, aliens who are "Lawful Permanent Residents" (Green Card), [8 U.S.C.§ 1101(a) (20)], or other Protected Individuals" under the Immigration and Naturalization Act, [8 U.S.C. § 1324b (a) (3)].

Sponsored Program Administration (SPA)

www.spa.wayne.edu

Sponsored Program Administration (SPA)

www.spa.wayne.edu

Wayne State University's Sponsored Program Administration office (SPA) seeks to provide faculty, staff, and students with the best possible resources to facilitate their efforts in the identification of funding sources, submission of proposals, and administration of sponsored programs, private grants, and gifts.

Gail Ryan, Assistant Vice President of Sponsored Program Administration – 577-6595, gailryan@wayne.edu
- Oversee and manage Sponsored Program Administration and Finance functions.
- Serve as lead administrator for sponsored grants and contracts.

Marlene Erno, Senior Director of Sponsored Program Finance – 577-6594, merno@wayne.edu
- Oversee preparation of the annual financial statement, A-133 audit and maintain the accounting system.
- Oversee the cash management for grants and contracts, including federal letters of credit, invoicing and accounts receivable.
- Oversee the completion of all required interim and final financial reports.

LaShonda Cooley, Senior Director of Sponsored Program Administration – 577-2142, an7095@wayne.edu
- Oversee sponsored project proposal submission process and award administration throughout the lifecycle of the award.
- Ensure compliance with federal, state and private sponsor and University policies and guidelines.
- Oversee contract negotiation and award acceptance.

**Sponsored Program Administration
(SPA) 5057 Woodward/Suite 13001
Detroit, MI 48202 (313) 577-3726
(313) 577-2653 fax**

Sponsored Program Administration
<u>Division of Research</u>

Overview

The Sponsored Program Administration (SPA) Office within the Division of Research is responsible for the institutional oversight for Wayne State University's externally sponsored programs. In this capacity, SPA provides service to three distinct groups: 1) faculty, 2) the University, and 3) the sponsors. SPA plays a role throughout the lifecycle of the project that includes:

- Proposal preparation and submission.
- Award acceptance.
- Successful completion of the project objectives.

In these days of shrinking state appropriations and their subsequent impact on institutional budgets, it is critical that we find alternative funding sources to accomplish the activities that meet the objectives of our respective colleges, departments and units. Just as important, after funds are awarded we ensure that they are utilized in a manner that meets the expectations and requirements of the institution <u>and</u> the sponsor.

SPA Organizational Structure

SPA is organized into three operating units or divisions: 1) Sponsored Program Administration; 2) Sponsored Program Finance; and 3) Training & Development. Each unit has a unique role and set of responsibilities during the sponsored program lifecycle. In recent years, these units have strived to work more closely and cohesively in order to provide a common set of processes and policies for the WSU community.

The Assistant Vice President for Sponsored Program Administration leads the organization and is responsible for establishment of the institutional policies and procedures necessary to ensure WSU's compliance with Federal and non-Federal regulations.

The Sponsored Program Administration Division

The Sponsored Program Administration (SPA) division has responsibility for the entire life cycle of a project, beginning with the proposal all the way through to close-out activities for the award. The functions include assistance in the preparation of external proposals, award negotiation and acceptance, managing changes throughout the life of the award, and successful project close out. Their mission is to provide a high level of service and guidance to the research community while also satisfying obligations to sponsoring agencies and maintaining compliance with sponsor and University policies.

This division is led by a Senior Director, and is divided into three teams, each headed by an Associate Director. Two of these teams are devoted to proposal processing and award administration. These teams each consist of an Associate Director, Grant & Contract Officers, and accountants responsible for

serving a defined group of University units/departments. The Grant & Contract Officers are the primary contact for faculty members in preparing and submitting proposals and award administration issues. The division establishes the project account in the institutional award data base and financial system, setting up the proper codes to ensure revenue is requested and received on a timely basis. The accountants handle various items including non-labor expenditure transfers, cost-sharing funding and monitoring and financial close-out of awards. The third team is responsible for processing and negotiating all incoming contracts and outgoing sub-contracts. This team consists of an Associate Director and Grant & Contract Officers.

The Sponsored Program Finance Division

The division is led by a Senior Director who is responsible for coordinating the activities of the three teams within this division. The three teams are: 1) Financial Reporting; 2) Invoicing and Accounts Receivable, and 3) Institutional Support. Each team is headed by an Associate Director who coordinates the activities for the staff of accountants dedicated to their team.

The Financial Reporting team is responsible for completion of all required periodic financial reports, both interim and final. The Invoicing and Accounts Receivable team submits the requisite invoices and manages the revenue portion of the award. The third group, Institutional Support, is responsible for a number of institutional activities relative to the overall research enterprise. These activities include payroll processing and verification, letter-of-credit management, coordination of external audits and other activities not directly allocable to individual projects.

Training & Development

SPA Training & Development is designed to provide users of all experience levels the chance to familiarize themselves with, and gain in-depth training of, the various nuances of research administration.

SPA Training & Development establishes, coordinates, and delivers training sessions for topics related to all aspects of research administration. Led by a Training Coordinator, the division provides the opportunity for the university's research community to partake in training sessions by various means: classroom, small group, one-on-one sessions or on-demand via the internet.

You can reach us at the SPA website at: http://www.spa.wayne.edu/.

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WSU Grant and Contract Officer Information

Unit Name	Office	Phone	Email
Anatomy	Lisa Ellis	577-9120	ak5050@wayne.edu
Anesthesiology	Priscilla Amjad	577-3689	du1280@wayne.edu
Athletics	Alka Doshi	577-9924	aa2664@wayne.edu
Biochemistry	April Spraggins	577-5864	au0477@wayne.edu
Biology	vacant		
Business Administration	Priscilla Amjad	577-3689	du1280@wayne.edu
Business and Aux Opers	Lisa Ellis	577-9120	ak5050@wayne.edu
Business and Aux Opers	Lisa Ellis	577-9120	ak5050@wayne.edu
Cardiovascular Research Inst	April Spraggins	577-5864	au0477@wayne.edu
Center for Health Effectiveness Res	vacant		
Chemistry	vacant		
CMMG	vacant		
College of Education	Kerry Davis	577-3275	ao0321@wayne.edu
College of Science - Misc	Priscilla Amjad	577-3689	du1280@wayne.edu
Communications	Priscilla Amjad	577-3689	du1280@wayne.edu
Computer Science	Lauren Orleman	577-9848	dx1993@wayne.edu
CULMA	Sophia Johnson-Parks	577-9340	ah7195@wayne.edu
Dermatology	April Spraggins	577-5864	au0477@wayne.edu
Developmental Disabilities Inst	Sophia Johnson-Parks	577-9340	ah7195@wayne.edu
Division of Research	Lisa Ellis	577-9120	ak5050@wayne.edu
Emergency Medicine	Andrea Hill	577-4806	av9758@wayne.edu
Engineering - Auto Research Ctr	Lauren Orleman	577-9848	dx1993@wayne.edu
Engineering - Biomedical	Sophia Johnson-Parks	577-9340	ah7195@wayne.edu
Engineering - Chemical	Sophia Johnson-Parks	577-9340	ah7195@wayne.edu
Engineering - Civil	April Spraggins	577-5864	au0477@wayne.edu
Engineering - Dean's Office	Lauren Orleman	577-9848	dx1993@wayne.edu
Engineering - Electrical & Computer	April Spraggins	577-5864	au0477@wayne.edu
Engineering - Ind & Mfg	Lauren Orleman	577-9848	dx1993@wayne.edu
Engineering - Mechanical	Lauren Orleman	577-9848	dx1993@wayne.edu
Engineering Technology	Lauren Orleman	577-9848	dx1993@wayne.edu
Family Medicine	Lauren Orleman	577-9848	dx1993@wayne.edu
Fine & Performing Arts	Priscilla Amjad	577-3689	du1280@wayne.edu
Geology	vacant		
Graduate School	Lisa Ellis	577-9120	ak5050@wayne.edu
Immunology & Microbiology	Lauren Orleman	577-9848	dx1993@wayne.edu
Internal Med - Cardiology	Lauren Orleman	577-9848	dx1993@wayne.edu
Internal Med - Endocrinology	Lauren Orleman	577-9848	dx1993@wayne.edu
Internal Med - Gastro	Lisa Ellis	577-9120	ah7195@wayne.edu
Internal Med - General Med	Lauren Orleman	577-9848	dx1993@wayne.edu
Internal Med - Hem/Onc	Sophia Johnson-Parks	577-9340	ak5050@wayne.edu
Internal Med - Infectious Dis	Andrea Hill	577-4806	av9758@wayne.edu
Internal Med - Nephrology	Lauren Orleman	577-9848	dx1993@wayne.edu
Internal Med - Pulmonary	Andrea Hill	577-4806	av9758@wayne.edu
Internal Med - Rheumatology	Lauren Orleman	577-9848	dx1993@wayne.edu
Internal Medicine (all others)	Lauren Orleman	577-9848	dx1993@wayne.edu
Judaic Center	Sophia Johnson-Parks	577-9340	ah7195@wayne.edu
Law School	Priscilla Amjad	577-3689	du1280@wayne.edu
Liberal Arts - Misc	Priscilla Amjad	577-3689	du1280@wayne.edu

WSU Grant and Contract Officer Information

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Anatomy	Lisa Ellis	577-9120	ak5050@wayne.edu
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Athletics	Alka Doshi	577-9924	aa2664@wayne.edu
Mathematics	Alka Doshi	577-9924	aa2664@wayne.edu
Med School - Research and Grad Prgm	April Spraggins	577-5864	au0477@wayne.edu
Medical Acad & Student Programs	April Spraggins	577-5864	au0477@wayne.edu
Medicine - Dean's office	Andrea Hill	577-4806	av9758@wayne.edu
Neurology	Sophia Johnson-Parks	577-9340	ah7195@wayne.edu
Neurosurgery	April Spraggins	577-5864	au0477@wayne.edu
Nursing	Lisa Ellis	577-9120	ak5050@wayne.edu
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Oncology/Cancer Institute	Alka Doshi	577-9924	aa2664@wayne.edu
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Pathology	Lauren Orleman	577-9848	dx1993@wayne.edu
Pediatrics	Kerry Davis	577-3275	ao0321@wayne.edu
Pharmacology	April Spraggins	577-5864	au0477@wayne.edu
Pharmacy	Andrea Hill	577-4806	av9758@wayne.edu
Pharmacy	Andrea Hill	577-4806	av9758@wayne.edu
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Provost & VP Academic Affairs	Sophia Johnson-Parks	577-9340	ah7195@wayne.edu
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Psychology	Priscilla Amjad	577-3689	du1280@wayne.edu
Radiation Oncology	Andrea Hill	577-4806	av9758@wayne.edu
Radiology	Andrea Hill	577-4806	av9758@wayne.edu
Social Work	Lisa Ellis	577-9120	ak5050@wayne.edu
Surgery	Kerry Davis	577-6596	ah8208@wayne.edu
Translational Res/Clin Epid (TraCE)	Lauren Orleman	577-9848	dx1993@wayne.edu
University Libraries	vacant		
University Press	Sophia Johnson-Parks	577-9340	ah7195@wayne.edu
Urology	Alka Doshi	577-9924	aa2664@wayne.edu

Sponsored Program Administration Roles and Responsibilities Matrix

Activity	Comments	Role Played by:			
		Principal Investigator	Department-Grant Administrator (GA)	College	SPA
Pre-Award Activities:					
1. Coordination with University Advancement-Gift/Grant decision	Central and PI determine the designation	X			Primary
2. Process gift paperwork	Paperwork and check/award processed by GA with SPA input		Primary		X
3. Understanding of Grantor proposal rules and guidelines	All must know these	X	X		Primary
4. Development of the Proposal Budget content	Budget decisions made by the PI with input from the school/college	Primary		X	
5. Prepare budget- format and upload	Format and upload for submission should be done by the GA under the PI's guidance	X	Primary		
6. Composition of the "science" of the proposal	This is the exclusive responsibility of the PI	Primary			
7. Develop other proposal elements - discussion, decision	Decisions made by the PI with input from the school/college	Primary		X	
8. Prepare proposal elements for submission- format and upload	Format and upload for submission can be done by the GA and/or PI	X	Primary		
9. Review proposal to ensure college rules are followed				Primary	
10. Review proposal for institutional				X	Primary

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Activity	Comments	Role Played by:			
		Principal Investigator	**Department-Grant Administrator (GA)**	**College**	**SPA**
assurances, ensure completeness of proposal					
11. Approve proposal on behalf of institution					Primary
12. Make necessary copies of proposal	GA should do this	X	Primary		
13. Submit proposal to grantor	Follow sponsor's requirements		X		Primary
14. Forward copy of submitted proposal to SPA	GA should do this	X	Primary		
15. Update institutional grants management system					Primary
16. Request a tentative account be established	PI approves and GA submits paperwork	Primary	X		
17. Review and approve/guarantee tentative request				X	
18. Approve and establish account in response to tentative request					Primary
19. Accept / Negotiate award terms and conditions		X			Primary
20. Understanding of Award terms and conditions	All partners need to know the terms and conditions in order to manage the award	X	X		Primary
Post Award Activities:					
21. Establish and amend grants in University financial systems					Primary
22. Finalize budgets for awards	PI must review and approve	X	X		Primary

2

Activity	Comments	Principal Investigator	Department-Grant Administrator (GA)	College	SPA
23. Load budgets into BANNER					Primary
24. Process personnel documents to allocate charges	GA can process documents with PI input	X	Primary		X
25. Process non-personnel expenditure documents	GA can process documents with PI input	X	Primary		X
26. Subcontracting activities including:					
➢ Initiate/develop/execute subcontract	PI must have input into this process	X			Primary
➢ Request PO to encumber subcontract					Primary
➢ Receive, process subcontract invoices	SPA receives and processes				Primary
➢ Approve subcontract invoices- identify problems	PI approves work- GA approves appropriate charge and communicates problems to PI and SPA	Primary	X		
➢ Close-out subcontract	GA should report on expenditures	X	X		Primary
27. Prepare programmatic/scientific progress reports		Primary			
28. Monitor budget vs. expense	With good tools, GA can monitor budgets and report to PI	**X**	Primary		X
29. Review, expenditure requests	PI and GA do the programmatic and financial review	Primary	X		
30. Approve expenditure requests	SPA does sponsor policy review and approval, when necessary				Primary

3

Activity	Comments	Role Played by:			
		Principal Investigator	Department-Grant Administrator (GA)	College	SPA
31. Identify need for and request cost transfer	PI and GA identify when a transfer is needed	Primary	X		
32. Approve and process cost transfer	GA processes the document and SPA approves		X		Primary
33. Revenue management including:					
➤ Preparation/submission of financial status reports		X	X		Primary
➤ Preparation/submission of invoices or periodic billing		X	X		Primary
➤ Account receivable follow-up	The circumstances that would require PI or GA involvement with A/R follow-up should be defined	X	X		Primary
➤ Receipt and deposit of checks/fund transfers for SPA projects					Primary
➤ Preparation of letter-of-credit draws					Primary
34. Initiate request for modification, change to grant/contract		Primary	X		
35. Process request to sponsor for project modifications/approvals, such as no-cost time extensions, funds carryover		X	X		Primary
36. Close-out Activities including:					
➤ Financial Reporting/Invoicing		X	X		Primary
➤ Programmatic Reports		Primary			
➤ Intellectual Property Reporting		X			Primary (1)

Activity	Comments	Role Played by:			
		Principal Investigator	Department-Grant Administrator (GA)	College	SPA
➢ Fixed Asset/Property Reporting		X			Primary (2)

(1) Report completed by WSU Technology Transfer Office
(2) Report Completed by WSU Property Office

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SPA Submission Flowchart

7-10 days out

PI/Co-PI — Finalize entry into E-Prop/Coeus Lite

↓

Departmental Administrator

↓

Departmental Approvals — Department Head for all key personnel reviews and authorizes proposal via E-Prop/Coeus Lite

↓

School Approval — Dean of lead and participating units review and authorizes proposal via E-Prop/Coeus Lite

↓

4-6 days out

Sponsored Program Administration — SPA receives proposal via E-Prop/Coeus Lite

↓

If necessary, return to PI for adjustments

If Rejected

Proposal Reviewer — Grant and Contract Officer review proposal. Notes corrections; rejects in E-Prop/Coeus Lite

↓

Institutional Approval — Corrections to proposal are made. Final version to sponsor generated. Final SPA review. Institutional approval (via electronic or actual signature-whichever is applicable) is provided.

↓

3-5 days out

Sponsored Program Administration — Final proposal package generated and submitted to sponsor by SPA (via Grants.gov, NSF Fastlane, etc.) Institute proposal record created in COEUS. Grants.gov basic check; if errors, must resubmit

↓

-1 days out

Check Submission Status in e-Commons (NIH) — Check submission status in e-Commons – email notification

↓

-3 days out

Check Assembled Application from Agency — Check assembled application status – accepted or rejected. If rejected – check for warning errors; correct and resubmit via SPA

↓

Breathe easy/ take vacation

Submission Complete — Submission complete

Grant Life Cycle

The Division of Research is pleased to introduce a web site created to assist WSU grant preparers and administrators navigate through the grant process from the beginning stages of generating an idea to finding funding sources to managing grants once funding is received.

This user-friendly web site offers guidance and tips as well as step-by-step tutorial videos on how to develop a proposal on our new electronic proposal development and submission program *eProp/COEUS* and our award-winning grants management program *Researcher's Dashboard*.

The site is organized into six steps that makeup the grant life cycle. Input from faculty and administrators, both "veterans" and "novices," was solicited during the development phase of this site to help us create the most relevant and useful resource for our faculty, staff and students.

Please visit the site at http://www.spa.wayne.edu/grant and let us know what you think. Email feedback to sjames@wayne.edu.

eProp

eProp is a web-based proposal development tool created to assist faculty and research administrators in streamlining the pre-award process. This tool brings together the FES, budget development, and science pieces in one location on the web which can be accessed from WSU or home. eProp allows budget development functionality directly on the form, including calculating the out-years; calculates indirect costs, including backing out exclusionary items from the base; and eliminates the need to hand carry or fax the FES to various areas for signatures.

eProp is a repository for all grant applications of faculty members, past and present. In addition, this tool identifies which application sections are complete or incomplete, and provides application status during the approval process.

To access eProp go to https://coeusweb.wayne.edu:8443/coeus/userAuthAction.do, and enter the same access ID and password you use to access your WSU email.

To view tutorials on eProp go to http://www.spa.wayne.edu/grant/eprop/eprop-tutorial.php.

WAYNE STATE UNIVERSITY RESEARCHER'S DASHBOARD

A window to efficient and streamlined proposal and grants management

Wayne State University is one of the top public research universities in the nation, as noted by the National Science Foundation, and one of a few public urban universities holding both the Carnegie Foundation's "Very High Research" and "Community Engagement" designations. Through Wayne State's multidisciplinary approach to research and education, and its ongoing collaboration with government, industry and other institutions, the university seeks to enhance economic growth and improve the quality of life in the city of Detroit, state of Michigan and throughout the world.

Researcher's Dashboard is a Web-based, custom software application that seamlessly and intuitively integrates multiple administrative systems to aid researchers and grant administrators in managing the grant proposal process and funded grants. This project was developed in partnership by the Office of the Vice President for Research and Computing & Information Technology.
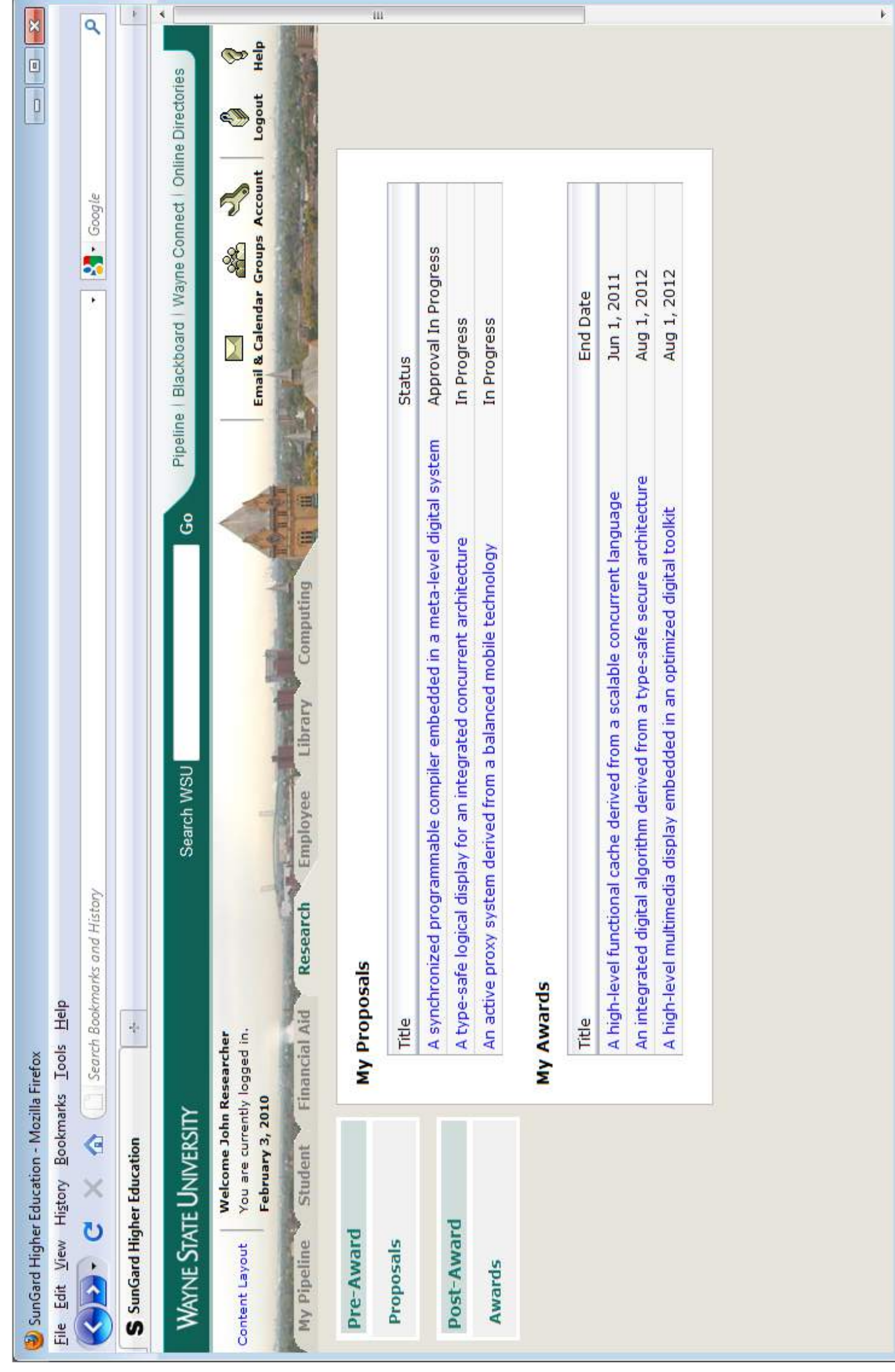
Dashboard benefits:

- Enables WSU researchers to spend less time on the complexities of managing grants and more time on their main charge: valuable research.
- Gives grant administrators an improved and more efficient way of monitoring and managing research proposals and awarded grants to which they are assigned.
- Provides both researchers and administrators with more accurate proposal and grant information in real-time.

Integrated technologies:

- Coeus research administration system that assists the research community in proposal development and pre- and post-award management.
- SunGard Higher Education systems: the Banner Digital Campus, Banner Document Management Suite, Banner Operational Data Store, and the Luminis Platform are integrated, providing researchers and administrators real-time access to grant finance and personnel data, as well as easy access to view paper documents and compile and prepare timely reports associated with their research administration.
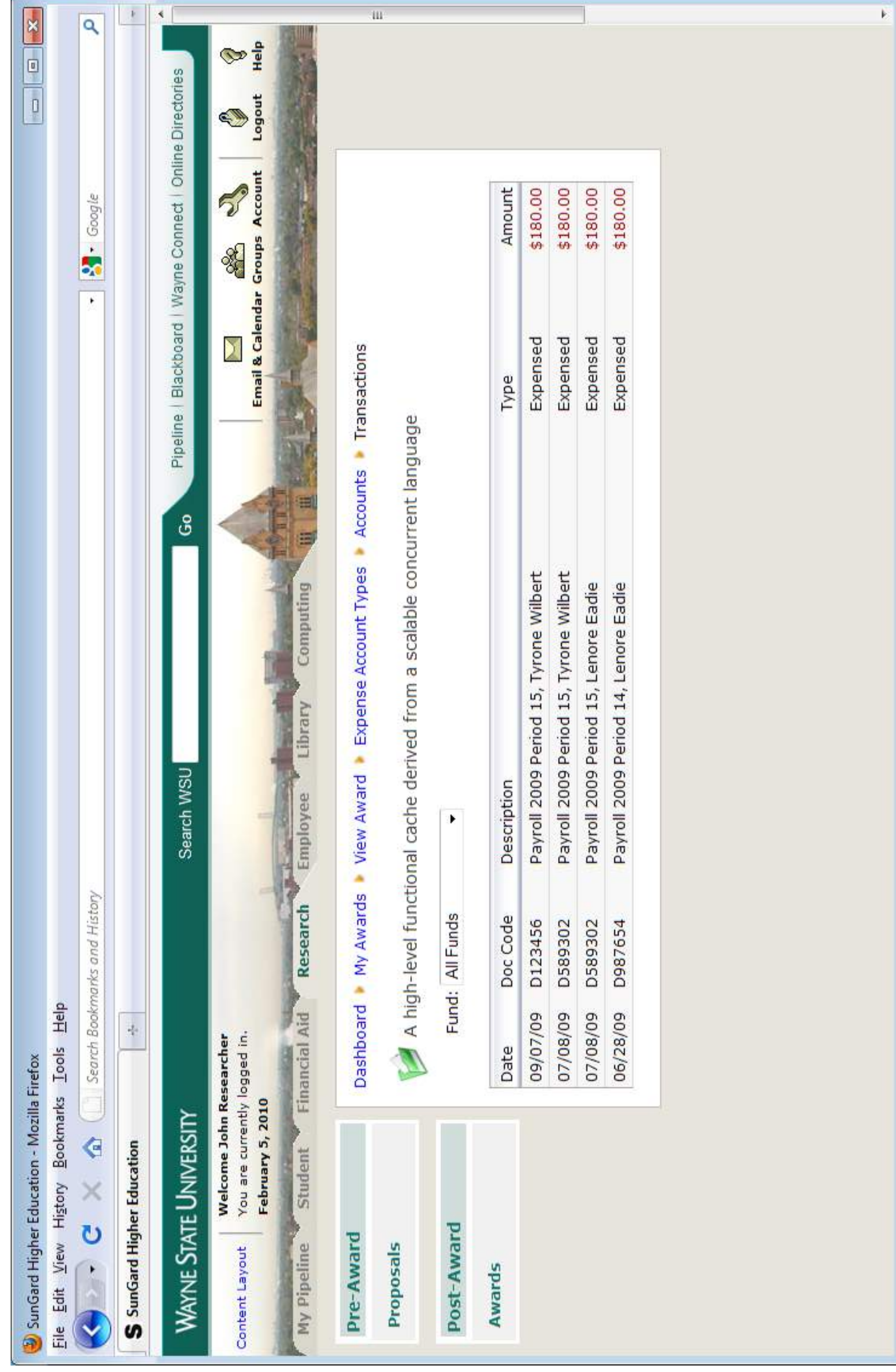
Direct Access to Proposal and Grant Activity

By accessing the Researcher's Dashboard through Wayne State University's portal, researchers can gain direct access to monitor vital activities on their research proposals or awarded grants. The Dashboard 'umbrella' has brought together a number of disparate administrative systems into a seamless, one-point access to 'live' proposal and grant activity. This unified resource simplifies real-time information access and research administration.

The Dashboard has created a more efficient and productive research enterprise at Wayne State by giving both researchers and grant administrators the best information available to support day-to-day administration.
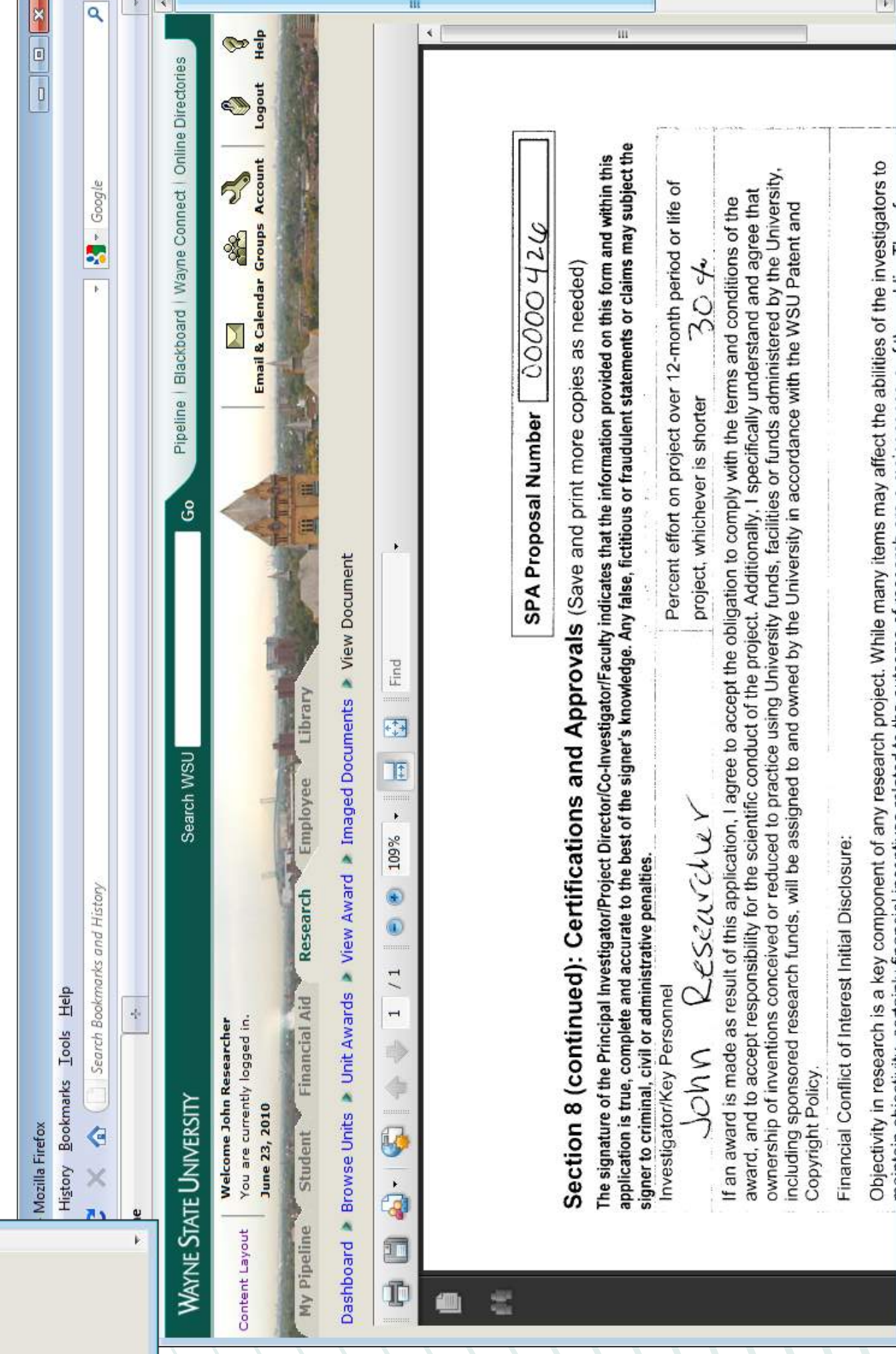
The Researcher's Dashboard integrates with the Banner Document Management Suite to provide direct access to electronic images of paper documents.

The Researcher's Dashboard seamlessly integrates with multiple administrative systems. Research proposal and grant information is gathered and represented through one unified interface with a common look and feel.

Intuitive User Interface

The Researcher's Dashboard fully integrates with Wayne State University's web portal — already being used by employees, faculty, staff, and students — as a single entry point for accessing WSU self-services. By integrating the Dashboard into the portal, which utilizes SunGard's Luminis Platform, researchers were able to hit the ground running. They now can access their research proposal and grant information through a common user interface that they were already comfortable using.

The Dashboard was built from a researcher's perspective on proposal and grants management, rather than the traditional administrative perspective. This design gives researchers an interface in which they can quickly and easily monitor activities on their research proposals and grants. The streamlined interface ultimately frees up researchers to spend less time on administration and focus more on their main charge: research.
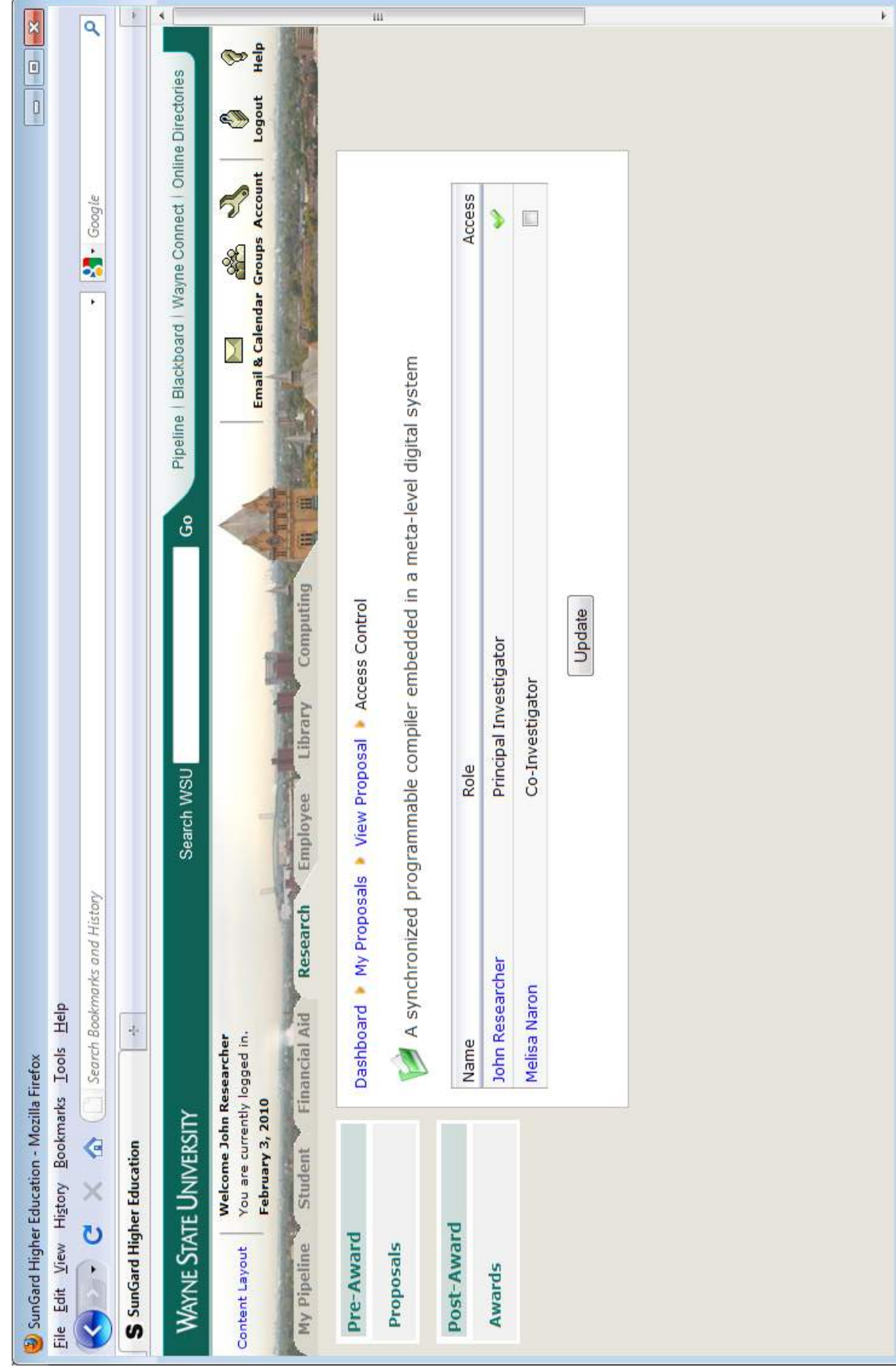

The Researcher's Dashboard presents accounting details from a researcher's perspective. Expenses are displayed in a familiar checkbook-style format.

Simplified Access Control

The Researcher's Dashboard greatly simplifies the complexities of controlling access across administrative systems. Previously, researchers' access to administrative systems was limited. Access was typically available only to administrators at an organizational or university level.

In addition, the Dashboard uses a custom security model that provides a personalized level of access for researchers, based on their active research proposals and awarded grants. Access is secured at the level of grant activity associated with a particular researcher, and this access is granted automatically during portal log-in. This ensures that researchers have all of the information at their disposal to monitor their proposals and grants effectively and efficiently.

The access control system for the Researcher's Dashboard allows researchers to extend access to other key personnel working on their grants and proposals. This functionality gives researchers complete control over who can access their proposal and grant activity.

SPA Training & Development

In broadening its responsibility for the institutional oversight of Wayne State University's externally funded programs, Sponsored Program Administration provides training sessions for a wide range of topics related to research administration including eProp, Proposal Budget Development, Cost Principles, Award Close-Out, Cost-Sharing and many others. Regularly held classroom training sessions will be offered; please check the SPA home page, spa.wayne.edu, for scheduled events. Additionally, one-on-one or small group sessions are available on an as-needed basis.

SPA eTraining – See It. Try It. Know It!

eTraining provides an alternative approach to learning material also offered in classroom training sessions, allowing users to broaden their knowledge base while ensuring a standard level of expertise among those who support the research endeavors of Wayne State University. eTraining courses can be taken through review of written material, presentations or viewing video snippets of related information – **SEE IT**. Some course modules will have a hands-on component, allowing users to try out their newly acquired skills – **TRY IT**. Additionally, a user self-test can be taken for each course for users to gauge their progress – **KNOW IT**!

In conjunction with the self-test, a number of courses have been designated as 'core' modules, granting users eligibility for certification upon successful completion. Please check the SPA Training & Development website, http://spa.wayne.edu/spatraining.php, for updates.

For further information, please contact Tim Foley, SPA Training Coordinator, at 577-8357 or email tpfoley@wayne.edu.

SPA PREP (Proposal Review Expedited Process)

In an effort to better meet the needs of WSU's research community, Sponsored Program Administration (SPA) has initiated PREP (Proposal Review Expedited Process). This new process is optional and provides a Principal Investigator (PI) the opportunity to submit, via eProp, portions of a proposal for review well before the actual submission deadline to the sponsor, while continuing to work on the science or narrative portion of an application up to 9 a.m. one day prior to the sponsor submission deadline. The benefits of PREP are two-fold: SPA can begin review of any application forms and budgets for content and accuracy and Principal Investigators can devote more time to honing the science and narrative portions of their applications.

Please take a look at this sample timeline (http://spa.wayne.edu/external/prep.pdf) for PREP procedure details. If you have any questions regarding PREP, please contact your SPA Grant & Contract Officer.

Technology Commercialization (TC) and TechTown

www.techtransfer.wayne.edu and *www.techtownwsu.org*

TECHNOLOGY COMMERCIALIZATION (TC)

Wayne State Technology Commercialization (TC) is responsible for the identification, protection, marketing and licensing of intellectual property (e.g., patents, unique biological or other materials, and certain copyrights) developed by WSU faculty, staff and students. TC promotes an entrepreneurial culture and supports start-up ventures and regional economic development. TC also negotiates Material Transfer Agreements and Confidentiality Agreements and reviews the Intellectual Property terms of Sponsored Research Agreements.

The goal of TC is to comprehensively manage and aggressively pursue technology transfer activities to support the faculty and the university in translating innovative ideas from the university to the marketplace. As part of continuing improvement, TC has added three new programs to support technology validation, venture development and entrepreneurial education:

- o The "Technology Development Incubator" provides access to proof of concept funding and industry expertise to expeditiously advance inventions through the early technical and commercial feasibility assessments and milestones.

- o The Mentors-in-Residence program employs experienced entrepreneurs with specialized industry and venture expertise to assist the faculty and TC in the creation of high growth potential start-ups.

- o The Innovation Fellows Program is designed to generate the next generation of entrepreneurial scientists for high tech industry with the skills and knowledge to advance technology from the bench to the marketplace.

TC manages all aspects of the technology transfer process including the encouragement, assessment, intellectual property protection and licensing of inventions; the post-licensing oversight of agreement compliance; distribution of royalties and fees; and record keeping for all aspects of WSU intellectual property technology transfer. In addition, TC is engaged in entrepreneurship training and local economic development and interfaces with Tech Town, the WSU incubator, supporting startup companies founded on WSU technologies.

Technology Commercialization
5057 Woodward Ave. 6th Floor
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(313) 577-5655
tto@wayne.edu
www.techtransfer.wayne.edu

Technology Commercialization Programs

WSU Innovation Fellows Program

Wayne State University's Technology Commercialization Office (TC) has created the Innovation Fellows Program to cultivate the next generation of chief scientific officers and entrepreneurial scientists for local high-tech industry. The Program is part of the WSU ERA initiative supported by the New Economy Initiative (NEI) for Southeast Michigan .

The Innovation Fellows program will promote technology commercialization education for Post-docs in Medicine, Pharmacy and Allied Health, Nursing, Engineering and CLAS. Four to five qualified postdoctoral fellows will be recruited to the program annually. In addition to their scientific research , the fellows will be trained in technology and market assessment, product development, business and entrepreneurship. The inaugural class of fellows is anticipated to enter the program in the summer of 2013. Fellows are expected to participate in translational research projects and develop a research and commercialization plan on a project topic. Each Fellow will be assigned an industry mentor to assist in the development of their project and technology commercialization roadmap.

WSU Technology Development Incubator (TDI) Program

WSU seeks to provide a comprehensive solution to the cultural, technological and financial challenges associated with the translation of innovative early stage technologies from academia to the marketplace. The **Technology Development Incubator (TDI) program** provides the infrastructure to accelerate the feasibility studies necessary for licensing, industry partnerships and start-up opportunities.

The objective of the Incubator program is to provide qualified technologies with the support necessary to undertake prototype development, proof of concept and validation studies. The award of such funding would be based on the market and commercialization opportunities together with a milestone-driven technology development plan with clear no-go decision points. Funding would be directed not only to internal research but also to the outsourcing of activities (e.g. toxicity & pre-clinical studies, prototyping, etc.) The goal is to support approximately 5 - 10 projects per year with an average award of approximately $10,000 - $35,000 per project.

Critical to the success of the program is not only the financial support for early validation studies but also access to industry mentors and consultants to provide insights into market opportunities and guidance on technology development and commercialization road maps. A critical component of the TDI is to leverage the expertise of industry advisors. WSU has recruited consultants with industry, investment and entrepreneurial experience to review and guide in the funding decisions as well as mentor awarded faculty in defining technology development and commercialization milestones.

Please contact Bramdon Dogwill at 313-577-5622, bramdondogwill@wayne.edu for more information.

Technology Commercialization Has Your Answers!

Contact us today and ask about ...

Commercializing Medical & Life Sciences Technology, Drugs, Devices, & Diagnostics
Frank Urban, (313) 577-1439, frank.urban@wayne.edu

Commercializing Biophysical Chemistry and Liberal Arts & Sciences
Nicole Grynaviski, (313) 577-2283, nicole.grynaviski@wayne.edu

Commercializing Engineering & Physical Science Technologies
Nic Wetzler, (313) 577-5600, nic.wetzler@wayne.edu

Intellectual Property & Contracts Administrator
Julie Rajzer, (313) 577-5657, julie.rajzer@wayne.edu

Project Manager – Innovation Programs
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Market Research Analyst
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Technology Specialist
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Executive Support
Laura Terlecky (313) 577-1827, lterlecky@med.wayne.edu

Vice President for Technology Commercialization
Joan Dunbar, (313) 577-5542, jcdunbar@med.uwayne.edu

Conveniently Located At:

5057 Woodward Ave-6th Floor
Detroit, MI 48202
Phone (313) 577-5655
tto@wayne.edu
www.techtransfer.wayne.edu

10 Steps
To Commercialization

1. **Research**
   Observation and experiments during your research activity that lead you to a discovery or invention. An invention is any useful process, machine, composition of matter, or any new or useful improvement to these. Often, multiple researchers have contributed to the invention.

2. **Pre-Disclosure**
   Speaking with the TC Office for guidance regarding your invention, when to file an invention disclosure, and protection basics.

3. **Invention Disclosure**
   Written notice of invention that begins the formal technology commercialization process.

4. **Commercial Assessment**
   Review of your invention disclosure with your TC Case Team to analyze your invention's commercialization potential and licensing options.

5. **Protection**
   Inventors and the TC Team will present a recommendation on patenting and/or other protection options to the Commercialization/APC Board.

6. **Marketing to Find or Form a Licensee**
   Our marketing analyst, along with you as part of the TC Case Team, will work to identify companies that have resources to bring your technology to the market, or determine if a start-up company should be formed.

7. **Identify Licensee**
   a. **Working with or Forming a Start-Up**: If working with or forming a start-up is merited, TC's staff will help enable the start-up company, assisting with early business concept planning, strategic business guidance, management team identification, as well as pursuit of financing.
   b. **Existing Business**: When companies with the appropriate resources are selected as potential licensees, the TC staff will work with the company to develop suitable terms to commercialize your technology.

8. **Licensing**
   The TC Case Manager will negotiate a formal agreement between the University and a licensee that addresses the business terms of commercial development of your invention.

9. **Commercialization**
   Licensee advances the technology in the marketplace through investments, regulatory approval, sales, etc.

10. **Revenue**
    The University will receive royalties on your licensed technology and will distribute them to the inventors, the inventor's department(s) and the University according to policy.

The Technology Commercialization Process at WSU

Many research faculty are curious about the steps associated with disclosing an invention, protecting it via patenting and the marketing and licensing of technology. This article summarizes the process.

There are four stages in the technology commercialization process: **formal invention disclosure, protection, marketing,** and **licensing**. Inventors take part in all four activities but there is some latitude in the time investment required depending on your preference and the situation. The Technology Commercialization Office (TC) can tailor the level of involvement to your needs.

Formal Invention Disclosure: Disclosure in this context means to submit an invention disclosure form to WSU's TC Office. When should this be done? The easy answer is to call TC at 313-874-5622 and we will advise you. Three main factors in the timing of formal invention disclosure are: 1) possible loss of patent protection due to publication; 2) development stage of the invention; and 3) commercial significance of an idea. (Keep in mind that obligations to most external research sponsors, including federal funding agencies, require you to disclose inventions to the University). Any publication, published abstract, or public presentation of a discovery prior to filing a U.S. patent application may destroy your ability to obtain patents in most foreign countries. To avoid this, let us know as early as possible so we can review the protection of your discovery and avoid publication delays. In certain cases involving biological materials or software, WSU can protect and license an invention without patenting.

A discovery should be sufficiently developed before patenting; however, standard academic practice does <u>not</u> always apply in the timing of a patent application filing. When you submit to a peer-reviewed journal, your conclusions tend to be conservative and carefully supported by data. In contrast to publishing, however, a patent application may be filed before all confirming results are in hand and the patent seeker can be more expansive in making claims. Of course, if an invention does not meet the requirements of

patentability, i.e., ***novelty, non-obviousness and utility, reduction to practice*** and ***enabled by a complete written description***, it may not be protectable under patent law. When in doubt, contact the TC Office who will seek, as needed, opinions from outside patent counsel on patentability.

Judging commercial significance is as much art as science. Most technology transfer offices have years of experience in evaluating which inventions are likely to be successfully transferred to industry. Often, TC will ask consultants or industry representatives to evaluate an invention in confidence. Key factors influencing commercial potential include the size and growth rate of the potential market for a new product or service; investment required to develop the technology; the competitive landscape; cost reduction; regulatory or liability issues; and number of potential licensees. Evaluating the commercial significance is a team effort between the inventor and TC teams' and the Administrative Patent Committee.

In conclusion, before publishing or making any <u>public</u> disclosure of a discovery with commercial significance that may be protectable under U.S. intellectual property laws, contact TC about submitting an invention disclosure form. It takes approximately 1-2 hours to prepare the disclosure form and gather supporting documentation. Within 1-2 days of receipt of your completed disclosure form, you will receive an email, confirming receipt and advising you of the name of your case manager who will contact you within 2 business days of the email to begin the evaluation process.

Protection: If the decision is made to invest in patent protection for your invention, most of the actual work of writing the patent application will be done by an outside patent attorney retained by WSU's General Counsel. The attorney will ask you to supply certain technical details or data and may ask you to provide substantiation or arguments which will increase the likelihood of securing a patent. You will carefully review one or two patent application drafts before the final version is filed with the U.S. Patent and Trademark Office (USPTO).

From the time a decision to file is made until actual filing takes from 4-12 weeks or longer; your time commitment during that period is dependent upon the complexity of your invention and the completeness of the materials provided on which the application will be based. A well presented technology will usually require about 8 hours of your time. Once filed, it can take 2-5 years for a patent application to be approved for issuance, and approval is not guaranteed. Again, the patent attorney handles the effort to obtain protection and your role is to comment, inform and advise the attorney as he/she negotiates with the USPTO. Your time commitment during this "prosecution" phase will vary from 4-10 hours per year depending on the technology and the response of the patent office.

Marketing: Fortunately TC does not need to wait for a patent to issue to begin promoting a discovery to prospective licensees. It is possible and appropriate to license a patent application to a company, so marketing efforts can begin immediately after the application is filed if certain precautions (e.g., confidentiality agreements) are put in place. However, the most effective marketing activities involve the inventor. You are most familiar with the technology and are an ideal spokesperson for it and companies see your expertise and personal involvement as a key part of the technology package. Also, you often have contacts in industry with which can assist TC in the licensing process. When one or more companies expresses an interest in securing license rights and supporting further development of an idea, the inventor's participation in technical meetings is critical to the success of the licensing effort. Companies are extremely interested in the inventor's vision of the discovery, its details and its applications.

Often the inventor works closely with company scientists to draft a plan for further development. Finding the right licensee may take several months or many years depending on the circumstances. Your interactions with a company can take from 1-10 hours or more for each prospective licensee which formally evaluates your invention.

Licensing: If a qualified company wishes to license WSU technology and enters into a licensing negotiation, TC will handle all aspects of the negotiation, while informing and seeking input from the inventor. If the licensee agrees to support further research at WSU, you will work with company scientists to create a research plan and budget. Completing a license negotiation may take from three weeks to one year (depending on the deal structure and complexity). Your possible time commitment for input during a license negotiation is 1-5 hours; for developing and writing a research plan and budget, 4-16 hours. After a license is signed, your assistance for a day or more each year may be needed to ensure timely and successful development of products or processes based on your discovery.

Disclaimer! The process and times described above are estimates; your actual participation time may vary. Overall, the process is fascinating and worthwhile, even if a particular invention is not licensed. Among the benefits to you as an inventor are collaborations with industry researchers, possible research support, seeing your inventions made available to society, and the potential for personal share of any royalties. For further information on these or any topic related to technology commercialization, please contact us.

Technology Commercialization
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Philosophy of Technology Licensing at Wayne State University

Wayne State University has a strong interest in and commitment to licensing discoveries made by its research faculty. Although licensing is not the primary mission of WSU, it fits very well within our objectives of research excellence and service. Our researchers are engaged in a wide variety of studies, both basic in terms of patent standards, they are novel and useful. When industry uses or commercializes our technology, we know that it is both valuable and relevant because it solves a problem, cures a disease, produces savings of costs or efficiencies or is deemed worthy of investment for the creation of new products or businesses.

Licensing also helps us meet obligations to sponsors of our research, whether they are government agencies, foundations, or private organizations. Licensing can generate discretionary funds and revenue to support the University's research and educational activities. Finally, licensing is one means of recognizing and rewarding the innovators whose work has advanced science.

Wayne State University's commitment to licensing is demonstrated by its support of an office whose primary responsibility is to engage in technology identification, marketing and transfer. This support takes the form of salaries for professionals, an operating budget and adequate financial resources for intellectual property protection. The activities of Technology Commercialization take place within the context of our Patent and Copyright policy and the fiduciary responsibilities of various parties including the WSU Board of Governors, the President, the Vice President for Research and the Associate Vice President for Research and Technology Commercialization.

In terms of WSU's specific goals and approach to licensing there are several principles to keep in mind. First, we are absolutely committed to high quality licensing transactions and interactions with industry. We prepare the strongest possible package of technology and rights to license. We perform internal due diligence on questions such as clear title, an accurate description of the technology, and the filing of the broadest possible patent applications using competent outside counsel. We approach all negotiations and transactions in a manner that is ethical and fair to both parties. We also perform due diligence on prospective licensees, e.g., by investigating their size, assets and resources, number of employees, technical capabilities, and overall commitment to advancing WSU's technology.

WSU regards licensing as a business activity and our goal is to oversee compliance with the license agreement, protect our intellectual assets, and receive a fair exchange of value without compromising the University's mission, reputation or other assets. Licensing negotiations involve a specific invention case manager as the point person responsible for all communication between the negotiating parties concerning license terms. Any license deal relies on consensus within our organization and the licensing team. We communicate with our attorneys at an early stage so they are not surprised later or asked to approve an arrangement we have already agreed to. Our inventors are stakeholders who are kept informed of the terms we are seeking and given an opportunity to comment. However, we do not let them choose terms or negotiate. In fact, inventors are excluded from negotiating process to the extent possible to protect their relationship with the prospective licensee and its scientist.

In licensing, all terms we discuss with the licensee are reduced to writing. We prefer to work from a formal term sheet that both parties approve prior to drafting a licensee agreement. Our preference is to draft the agreement ourselves because we are more aware of the unique requirements of universities and because we typically can produce an agreement in less time than the company. However, in some cases we are willing to look at drafts prepared by the prospective licensee, for example, when licensing research reagents to companies that have entered into hundreds of such agreements.

There are other agreements associated with a license agreement such as Material Transfer Agreements, Non-Disclosure Agreements and Sponsored Research Agreements. We are especially interested in combination transactions that include both a license and sponsored research agreement. As for specific licensing terms, we consider the industry to which the technology relates and adjust accordingly in terms of milestones, diligence and financial consideration. Common terms include, for example, identification of the intellectual property rights, patents to be licensed, extent and type of rights to be granted, consideration, responsibility for patents, etc. In addition, many terms are "standard" and will generally be consistent with the booklet put together by the Agreement Streamlining Committee of the Michigan Universities Commercialization Initiative (MUCI).

If a license agreement will involve the acceptance of equity by WSU, we will follow the principle of Wayne State University's Equity Guidelines (available on request). All licenses must be consistent with our policies on Conflict of Interest and those relating to transactions with organizations in which our employees have an ownership interest. Some agreements will require Board of Governor approval. The Associate Vice President for Research has authority to sign license agreements approved by WSU's General Counsel.

In all licensing, we try to maintain a balance. On the one hand, we have a fiduciary obligation to the University and must also consider the rights of our inventor stakeholders. We cannot transfer assets at less than fair market value or enter into "sweetheart" deals. Arm's length agreements keep us within the parameters of our non-profit status. On the other hand, as long as the financial terms fall within a reasonable range, the University does not seek to maximize revenue from any particular licensing deal. We try to look at transactions in a holistic way. Are the benefits of our technology most likely to reach the public with a particular company managing the commercialization? Are there other tangible or intangible benefits to the arrangement? What is our relationship with the prospective licensee? Can we flexibly structure the deal in a way that benefits both parties?

Other key points in a license agreement:

Diligence- This is an important factor in all license agreements but we understand that this is a difficult area for licensees and we try not to be rigid. We balance effort milestones with results milestones because it may be unreasonable to mandate results when a third party, e.g., the FDA, is involved and will affect the licensee's ability to achieve milestones by a specified date.

Timing of Consideration- We prefer to have some financial consideration upfront but recognize that such cash burdens can be counter-productive and undermine the company's efforts to develop our

technology. In some cases, we delay the receipt of significant financial rewards until the company achieves commercial success.

Obligations to Third Parties- When an invention has resulted from a government sponsored project, we adhere to any federal government requirements that apply, e.g., the requirement of an exclusive licensee to substantially manufacture on the U.S. All licenses will also contain terms that are appropriate for a state institution.

Confidentiality- If more than one company is interested in a license, prior to entering negotiations with one company; we will inform other companies that there are several prospective licensees without identifying the other companies by name. We do not reveal any more about a licensee or a license agreement than we are required to.

Start-ups and Small Companies- If an invention resulted from federal funding, we have a preference for licensing smaller companies provided they have the necessary expertise and resources to develop and commercialize the technology in question. We will accept equity in a start-up and some cases in an existing company and such equity is typically in exchange for cash we would otherwise have received or for significant efforts by WSU in creating the company.

Location of Licensee- When possible, we look for opportunities to license locally or in Michigan. Having the licensee nearby increases the effectiveness of our collaboration and partnership. It also contributes to state economic development. However, it is often difficult to find a company whose strengths or resources are a good fit for our technology so we are prepared to license companies in any state or country to conclude a transfer.

Overall, WSU seeks a win-win deal structure. We regard ourselves as a cooperative partner for the company and value a long-term relationship based on trust, good communications and mutual benefit. We do not expect a company to act like a university nor do we wish to perform like a commercial entity. Our skills and values are complementary and together we can see the benefits of novel technology reach society.

WAYNE STATE UNIVERSITY

PATENT AND COPYRIGHT POLICY
AND
COMPUTER SOFTWARE POLICY

Introduction

More than 550 intellectual properties have been disclosed to the University by faculty and staff since the issuance of the University's current patent policy in 1984. A number of these technologies have been patented and licensed to new or existing companies and the University has received sponsored research support, licensing fees and royalties as a result. Such technology transfer activity benefits all parties- faculty, the department and the University- because it brings financial support and licensing revenue which is shared by all three stakeholders. In addition alliances with industry strengthen the University's technology base and may result in future collaboration opportunities. Finally, successful commercialization of University innovation brings needed products to society and enhances the reputation of the University and its scientists.

Cooperation and coordination are required to expedite the transfer of innovations to industry and society. During the invention review process several key issues arise which affect the University's ability to protect and market faculty inventions. These problems can be avoided by remembering that:

- **Publications and other forms of public disclosure relating to patentable inventions should be avoided until the University has actually filed a patent application or otherwise protected the invention.** Inventions must be disclosed to the University for evaluation on a timely basis. Premature disclosure to persons outside of the University before a patent is sought can result in the loss of some or all patent rights. Public disclosure includes publications in academic journals, these, grant and contract applications (when awarded), publication of abstracts, materials distributed on the web, and tapes and projected materials which are distributed or discussed at non-confidential meetings or conferences as well as informally among individuals.
- **Unique biological or other materials which have commercial value should not be transferred outside of the University (e.g., to industrial or academic scientists) without a Material Transfer Agreement (MTA) signed by the recipient scientist and an authorized representative of his or her organization.** Such material can be protected by

carefully controlling its distribution by means of a signed MTA and then licensed as a proprietary property.

- **Use of third party material in making a WSU invention.** If you utilized proprietary material owned by outside organizations or individuals to make an invention at WSU, please note this on your invention disclosure form. Examples of such material are chemical compounds, cell lines, cDNA's, antibodies, transgenic animals, or computer source code.

- **All computer software must be reported to the University for an evaluation of patentability and commercial potential of the subject matter.** The University's policy regarding computer software represents an agreement between the University and AAUP on procedures for faculty to submit their computer software inventions to the University for review. Originators of software products are entitled to the same rights and benefits enjoyed by creators of other intellectual properties (e.g., they are entitled to a share of royalties).

The following sections provide basic information on the protection of ideas, inventions, discoveries, or computer software developed in the course of one's employment at Wayne State University. They also describe invention procedures and specific financial benefits to inventors whose work is commercialized.

A copy of the Invention Disclosure Form is available from Technology Commercialization. Please use this form when reporting inventions and return it to Technology Commercialization, 5057 Woodward ((313) 577-5655). Where applicable, the form must be accompanied by information about the funded project/proposal which led to the development of the invention. A review process will begin once the disclosure is received. This process includes a determination of ownership of the intellectual property; an evaluation of its scientific merit, patentability, and commercial potential; and establishment of a course of action to protect and license the property, if warranted. Software, once it is disclosed, will be subject to a similar evaluation.

Feel free to call Technology Commercialization at 313-577-5655 for assistance or additional information about this document or the invention review process.

Patent and Copyright Policy

1.0   Preamble

The basic mission of University research is the pursuit and utilization of knowledge, including the discovery of new ideas and information, and the application of knowledge to fundamental areas of social concern. In particular, University research has served as a critical source of new scientific, technological and social ideas and concepts which underlie major advances in industry and the quality of life. The constant flow of University-generated research ideas to new uses in industry and society is an essential requirement for economic growth and social well being.

Wayne State University has established a Patent Policy to support and stimulate the rapid transfer of useful knowledge to new social and economic applications. The specific objectives of this policy are to:

- Expedite Technology Commercialization and the dissemination of useful knowledge;
- Protect and balance the equitable rights of inventions, research sponsors, the University and the Public;
- Support and stimulate further research and invention;
- Prevent improper exploitation of inventions or abuse of new information.

Wayne State University's Patent Policy is applicable to all full-time and fractional-time University employees. All such personnel are hereby required to comply with a University Patent Agreement which will detail the patent-related rights and responsibilities of the employee and the University. Except for instances in which the University has specifically waived its patent rights, the Patent Agreement requires reporting of all inventions made following the issuance of this Patent Policy, as provided for in procedures issued by the President. Patents shall be subject to the ownership provisions set forth is Section 2.0 (Ownership Rights) provided that applications for such patents were submitted following the issuance of this policy.

This Patent Policy applies only to patentable inventions. No inference in any form is to be made toward applying this Patent Policy to traditionally copyrightable materials or Copyright Policy currently in force.

2.0   Ownership Rights

Wayne State University recognizes that research and invention frequently involve complex relationships among several parties, including individual inventors, external research sponsors,

and various units and departments of the University. This section of the University Patent Policy is designed to clarify the rights ownership of patents among these several parties and to provide guidelines for determination of ownership under various types of research arrangements.

3.0   Inventions Made without University Support

Patentable inventions will be owned by individual inventors if the patentable invention was made or developed: [(1) without University support (including salary, funds, facilities, equipment or services not available to the general public); or (2) without the use of University funds (not including salary), facilities, equipment or services outside the field of knowledge for which that individual is employed by the University;] and (3) independent of any terms or conditions specified by a sponsored research or contractual agreement which provide for assignment of patent rights to an external organizations (see subsection 2.3). In general, patentable inventions made without University support, and thereby included in this subsection (2.1), must be initiated, and the work conducted and perfected while the inventor is outside normal University service, i.e. during an unpaid absence or unpaid summer periods. Under the aforementioned conditions, the inventor will report the invention to the University in accordance with procedures established by the President. If an invention was made without University support, the inventor will inform the University of the invention, and of his/her intention to apply for a patent. The University shall review and make a determination of whether University support was used to develop the invention. If it is determined that University support was not used in the development of the invention, the University will inform the inventor in writing within twenty (20) working days following the report of the invention, that the University acknowledges the inventor's ownership of the invention. The University may require a sworn statement that the invention was made without University support. In case of disagreement between the inventor and the University with regard to inventions described under the terms of the subsection (2.1), the dispute will be referred to the Patent Committee as provided for in Section 5.0. Ownership of patentable inventions by individual inventors under this subsection will be promptly reported to the Board of Governors.

3.1   Inventions Made with University Support

Wayne State University will have the right of first refusal to hold title to all patents which emerge from research that: (a) involves University support (as defined in subsection 2.1) and (b) is not conducted under the terms of a sponsored research agreement or contract which specifically requires patent ownership by an external sponsor (see subsection 2.3). Wayne State University will also have the right of first refusal to hold title to all patentable inventions made by non-salaried personnel or other individuals affiliated with the University, if such inventions are made with support of

University funds, facilities, or equipment. Title to patentable inventions made or developed under conditions described in this subsection will be assigned to the University by the individual inventor(s). The University may elect to waive its patent rights, following patent evaluation procedures established by the President. If the University elects to acquire title to an invention by assignment, the University will cover reasonable costs of the patent application, patent development, and related activities such as travel and attorney fees. Such costs will be a prior charge to any royalty income. Any decision by the University to either acquire or waive patent rights under this subsection must be rendered within four calendar months following receipt of the report of an invention. Acquisition, assignment, or waiver of patent rights under this subsection will be promptly reported to the Board of Governors.

3.2   Inventions Made Under the Terms of Sponsored Research Agreements and/or Contracts

In Public Law 96-517, "The Patent and Trademark Amendments of 1980", the federal government has given non-profit organizations and small businesses right of first refusal to title in inventions made in the performance of government grants and contracts with some limited exceptions. This act clearly sets forth, as the objective of Congress, the utilization of the patent system "to effectuate the transfer of government-funded inventions to the public."

Although it will be the general policy of Wayne State University to hold title to all patents emerging from sponsored research programs which utilize University facilities, equipment, services and/or staff, provision will be made for the assignment of patent rights to private sector sponsors under certain conditions. In particular, industrial sponsors may require the assignment of patent rights to the sponsor as a precondition for support of basic or applied research at the University. Wayne State University Administration may assign patent ownership right to private sector research sponsors. If the University elects to assign patent rights, such assignments will be explicitly stated in the sponsored research agreement and/or contract which is established between the University and the private sponsor. When assigning patent rights to an external sponsor, University Administration will ensure that University equity in privately sponsored research programs is fully protected. Such protection may include any or all of the following arrangements: (1) payment of an initial fee by the sponsor to the University in exchange for assignment of patent rights; (2) payment of a specified fee by the sponsor to the University for each patent emerging from the sponsored research program; (3) guarantee by the sponsor that the University will receive an equitable share of royalty income generated from patents which are assigned to the sponsor; and/or (4)

requirement that the sponsor grant to the University a royalty-free license for use of the patent.

The specific arrangements itemized above represent attractive options that both protect University equity and return a benefit directly to the University research enterprise. In addition to these arrangements, other mechanisms whereby external research sponsors provide support for the University's educational mission in exchange for waiver of patent rights may also be acceptable (e.g., establishment of student fellowship programs, contributions to the University endowment fund, support of endowed chairs, etc.).

Any such arrangements which protect the University's interest in patents emerging from privately sponsored research will be made with the full knowledge of the principal University faculty researchers that are involved in the project. Such arrangements will also be explicitly stated in agreements and/or contracts established between the University and the external sponsor. All such contracts will be promptly reported to the Board of Governors.

3.3   Inventions Made Under the Terms of University Practice Plan Agreements

Wayne State University, or separate academic units within the University, may elect to establish Practice Plans whereby the professional. Scientific and technical expertise of University personnel can be mobilized to provide applied research, testing and evaluation or other technical services for external organizations. The University will have right of first refusal to hold the title to all inventions developed under the terms of University Practice Plan Agreements, unless there is prior waiver of University rights to patent ownership as provided for in subsection 2.3.

4.0   Licensing Arrangements

Wayne State University will aggressively seek to license all patents to which it holds title. By mutual agreement with the inventor, the University may license or arrange for licensing of patents owned by individuals who are employees of the University. The administration may determine whether, under certain conditions, the University will contract with a competent agency or firm for the licensing of certain patents. University administration will also determine whether University-owned patents may be licensed to University employees.

The University will cover necessary costs leading to licensing of patents, and such costs will be a prior charge against royalty income.

Disputes which may arise between the inventor and the University in connection with licensing of University-owned patents may be referred to the Patent Committee for resolution (see Section 5.0) at the request of either party.

Failure of the University to license an invention to which it holds title within 24 months following issuance of the patent will result in transfer of ownership of the invention to the inventor. However, in such cases, royalty income resulting from licensing of the patent shall be distributed as in Section 4.0.

4.1   Exclusive Licenses

The University administration may grant an exclusive license for use of University-owned patents to an external organization or to a University employee. Exclusive licenses typically will be granted for periods of ten years; they may include provisions for an option to renew the exclusive license for an additional seven years. In all cases where an exclusive license is granted for a limited period, the University will retain an option to revoke the license in the event that the licensee does not demonstrate due diligence in the exercise of the license.

4.2   Royalty-Free University License

In keeping with the University's mission to broadly disseminate new knowledge, and to protect the public interest, University administration will have the authority to retain royalty-free license rights for use of University-owned patents by the University.

5.0   Royalty Distribution

All Wayne State University patents which are licensed to external users or to University employees will return to the inventor and to the University an equitable royalty income. Gross royalty income returning to the University will first be used to repay all costs associated with patent development, patent application and licensing.

Following the deduction of such expenses, net royalty income will be distributed among the inventor(s) and other University units according to the following formula:

Net Income	Inventor	Department	University
Up to $10,000	75%	15%	10%
Next $90,000	50%	15%	35%
Next $900,000	40%	15%	45%
Over $1 million	35%	15%	50%

The inventor's share of royalty income shall be fixed according to the above formula. Modification of this formula with respect to the share allocated to departments and the University shall require approval of the Board of Governors following the recommendation of University administration.

The inventor's share of net royalty income returning from patents involving more than one inventor will be divided equally among the inventors unless a written request to provide for some other division is signed by all inventors and filed with a designated University office thirty (30) days prior to the first payment of net royalties.

The University's share of net royalty income will be deposited in a University Research Stimulation Fund to support and stimulate further research, invention, patent development, and technology transfer. Academic departments will also utilize their share of royalty proceeds to support research programs.

In the event that an inventor (or co-inventor) terminates his/her employment at Wayne State University for any reason, the inventor's share of royalty income will continue to be paid to that inventor (or co-inventor). If an inventor (or co-inventor) dies, the inventor's share of royalty income will be paid to the heirs and beneficiaries of the deceased. Upon employment termination, or in the event that an inventor (or co-inventor) dies, the University's share of royalty income will continue to be paid to designated departmental and University accounts at Wayne State University. The departmental and University shares of royalty income may not be transferred to any other institution, organization or individual in the event of an inventor's (co-inventor's) employment termination or death.

Furthermore, any equipment or other resources purchased from the departmental or University shares of royalty income will remain the property of Wayne State University, and will not be transferred to another institution, unless written approval of such transfer is obtained from University administration.

6.0   Patent Committee

If there is a question as to the ownership of an invention or patent under the provisions of Section 2.0, the matter shall be referred to a committee of persons from the University community to be named by the President of the University. The Committee shall be chaired by the Vice President for Academic Affairs or his/her designee. At least one-half of the Committee members shall be members of the academic faculty of the University selected by the President from a list of names submitted by the Academic Senate. The list of names submitted by the Academic Senate shall include twice as many names as the total number of academic faculty members that are to be included on the Committee. The Committee shall make a careful investigation of the circumstances under which the invention was made and shall transmit its findings and recommendations to the President.

Disputes pertaining to the licensing of University-owned patents under Section 3.0 shall also be referred to the Patent Committee. The Committee shall review efforts to license the invention and transmit its findings and recommendations to the President.

Disputes pertaining to the waiver of University patent rights shall be referred to the Patent Committee at the request of the faculty member. The Committee shall review all aspects of the specific dispute and transmit its findings and recommendations to the President.

7.0 Other Provisions

7.1 Private Consulting

Consulting activities by employees of Wayne State University are subject to regulation under existing statues, contractual agreements and such executive orders and administrative regulations as may be issued to implement existing statues.

7.2 Waiver of University Patent Rights in Consulting or Temporary Employment Agreements

The increasing necessity for complex relationships among universities, private industry and the public sector has heightened national sensitivity to the potential for conflicts of interest which may arise when university personnel are engaged in fee-for-service or equivalent activities with external organizations. Wayne State University wishes to encourage and promote university-industry linkages and the emergence of new technology-based industries, while simultaneously avoiding real or perceived conflicts of interest which might ultimately impair the University's basic mission and detract from its role in society. As a constitutionally autonomous public institution, Wayne State University has an obligation to ensure that its officers, faculty, staff and others acting on its behalf avoid ethical, legal, financial, or other actual or perceived conflicts of interest, and to ensure that the activities and interest of such individuals do not conflict with their obligations to the University or its well-being. The guidelines set forth in this subsection (6.2) are intended to preserve and protect the University's mission and social obligations, to maintain institutional independence and integrity, to assure impartiality and to keep the public trust.

Full and fractional –time faculty who enter into private consulting relationships or temporary employment arrangements with private external organizations which require employee assignment of patent rights to the external organization shall inform the University of this required assignment. The University, upon verifying the appropriateness of the consulting relationship or temporary employment arrangement, will inform the faculty member in writing that the University has no objection to the assignment of patent rights to the external organization is question, except under provisions described in subsection 6.3, or where either of the following conditions applies:

The faculty member is a stockholder, officer, and/or member of the governing board of that organization (see section 7.0); or

The faculty member is permitted, via contractual agreement, to realize significant financial gain (i.e., monetary return that exceeds a nominal or token amount) as a result of patents assigned to external organizations.

Waiver of University patent rights under conditions described in this subsection (6.2) shall be conditional upon a review of the potential for conflict of interest in each individual case, and a determination by University administration that such conflicts do not exist or can be avoided through special arrangements.

All requests for a waiver of University patent rights under this subsection shall be approved or disapproved within ten (10) working days following receipt of the request. Disapproval by University administration of a request for waiver of patent rights shall be accompanied by a written explanation. Denial of University patent right waiver under this subsection (6.2) shall be referred to the Patent Committee at the request of the faculty member, for determination as provided for in section 5.0.

7.3   Waiver of Patent Rights During Consulting while participating in a Federally Sponsored Research Program

Public Law 95-517, "The Patent and Trademark Amendments of 1980", grants to universities the right of first refusal to hold title to inventions emerging from federally sponsored research projects (see subsection 2.3). Faculty members who receive federal support for research are obligated to protect the public interest in federally sponsored research by honoring the first refusal rights of Wayne State University. Working with an external organization in the same general research area as work being supported by federal funds and administered through the University does not necessarily constitute a conflict of interest. However, in situations where a faculty member is engaged in federally sponsored research in a specific research problem area and expects to enter into a private consulting relationship in that same specific research problem area, and where, in the judgment of that faculty member, there is a reasonable likelihood that inventions or ideas which emerge in the course of the federally sponsored project might be "reduced to practice" or otherwise developed during the consulting relationship, it shall be the duty of that faculty member to request a written waiver of University patent rights before assigning patent rights to the private external sponsor of the consulting relationship. Wayne State University will normally grant such requests for waiver of patent rights provided that the proposed consulting relationship: (1) follows established guidelines for faculty consulting; (2) does not constitute an actual conflict of interest; or

(3) does not fall under the provisions of subsection 6.2. Request for waiver of University patent rights described in this subsection will be reviewed and acted upon within ten (10) working days following their receipt by a designated University office.

7.4   Restrictions on the Public Dissemination of Knowledge

Wayne State University will not enter into sponsored research agreements and/or contracts which include provision for assignment of patent rights to the external sponsor if such agreements totally preclude publication and/or dissemination of research results gathered during the course of the sponsored program. All exceptions to this policy will require prior approval by the Board of Governors following the recommendation of University administration.

University administration will have the authority to approve sponsored research agreements and/or contracts which require a reasonable delay in the public dissemination of research results, including a reasonable delay in publication, the delivery of lectures or seminars, and the release of other materials or devices which broadly disseminate information. For purposes of this policy, a reasonable delay is defined as a delay of no more than one year following submission of publishable material to the research sponsor, or six months following termination of the research contract, whichever time period is of shorter duration.

7.5   Administration and Procedures

Administrative systems and procedures to implement this Statute shall be issued by the President of the University.

8.0   Definitions

Application(patent)- Complete papers submitted to the United States Patent and Trademark Office seeking a patent, including specifications, claims, drawings and the filing fee.

Assignment – Written contract that transfers title to, and interest in an invention, patent, or patent application. An assignor conveys title, and assignee receives title.

Consulting – See definition in statutes establishing the University's consulting policies and executive orders implementing those statutes.

Disclosure – Written description explaining the novelty and importance of an invention to another person. The term also refers to the drawings and descriptions furnished with the patent application and found in the patent.

Exclusive License – An agreement granting to one party sole (exclusive) rights to use an issue patent, with the licensor giving up the rights to offer or give a license on that patent to any other party.

Fractional-time Employees- Academic personnel employed fifty percent (50%) time or more at Wayne State University {but less than one hundred percent (100%) time} are considered to hold fractional-time service positions.

Invention (patentable) - A novel and useful solution to a problem, including solutions relating to processes, machines, articles of manufacture or compositions of matter. The invention, which may embody a new idea or the improvement of a pre-existing approach, is generally not obvious to a person skilled in the pertinent art.

License – An agreement granting to another party the right to make, use and sell a patented invention without transfer of title to the patent. A licensor grants the license; a licensing, legal and other expense related to patent application and licensing.

Net Royalty Income – Gross royalties minus direct cost of patent application, licensing, legal and other expenses related to patent application and licensing.

Non-Salaried Personnel- (or other individuals affiliated with the University)- Includes but is not limited to, hourly personnel, part-time, volunteer, adjunct, cooperating and visiting faculty, as well as undergraduate, graduate and postdoctoral students.

Patent- A grant from the U.S. Government giving the owner of an invention the right to exclude all others from making, using, or selling the invention within the United States, its territories or possessions, for 20 years. Patent protection in a foreign country is governed by the individual patent laws of that country.

Practice Plan- An arrangement between an employer and professional personnel which specifies terms and conditions under which those personnel may receive compensation for external consulting activities. Frequently, practice plan arrangement provide some organizational services to support remunerated external activities, in exchange for which professional personnel return some specified portion of their remuneration to the employer.

Private External Organization- Private corporations, co-partnerships, unincorporated associations, or trusts.

Publication- Any disclosure in a form which is readily accessible or distributed to the public.

Report of Invention- Written description explaining the general nature of an invention to another person. The report should include the approximate date or time during which the

invention was developed, and the general circumstances surrounding the development of the invention.

Royalty- Payment to the owner of an invention for use of that invention, frequently in the form of a stated percentage of sales.

Royalty-free- A license wherein the licensee is not required to pay royalties to the owner of an invention under specified conditions.

Stakeholder- For purposes of this policy stakeholder shall be defined according to guidelines established by the State of Michigan, Conflict of Interest Statute, i.e., ownership of more than one percent of the total outstanding stock of any class where such stock is not listed on a stock exchange, or stock with a present total market value in excess of $25,000 where such stock is listed on a stock exchange.

Unpatentable- An invention not involving sufficient departure from pre-existing knowledge in the art, or that for some reason is not the proper subject matter of a patent, but may nonetheless comprise a valuable trade secret.

9.0   Copyright

Generally, the members of the University faculty and staff shall retain all rights to copyright in published works which they have authored as a part of their traditional scholarly pursuits. However, in cases where persons are employed or directed within the scope of their employment to produce specific works subject to copyright, the University shall have the right to publish such works without copyright, or to copyright it in its own name. When this occurs, the copyright may be subject to contractual arrangements between the University and the personnel involved. In those cases where the author requests the use of University facilities and/or the participation of University personnel, arrangements should be made through the administrative staff in advance with respect to the assistance which may be appropriately given and the equity of the University in the finished work.

Adapted from Statute No. 2.41.04.010- 2.41.04.640

10.0   Computer Software Policy

It is agreed that bargaining unit members shall report to the University the creation of all computer software that is patentable and has potential commercial value for a patentability determination and a decision as to whether the University wishes to exercise its ownership rights of patentable inventions.

WAYNE STATE UNIVERSITY

1. Title of invention:

2. Name, title, office address, phone number and institutional affiliation (if not WSU) of each investigator substantively involved with the invention:

   a. WSU affiliated inventors

   b. Non-WSU affiliated investigators

3. Is the invention a new process or method, composition of matter or device? Or is it a new use for, or an improvement of, an existing product or process? Kindly provide a narrative description. (Use additional sheets to elaborate, if necessary.)

4. How does the invention differ from existing technology? Why did you create it? What advantages does it possess over existing technology? What unmet need does your invention fill?

5. If not previously stated, please identify the function and possible commercial uses of the invention.

6. Are there disadvantages to or limitations on the invention's usefulness? Please explain.

7. Are there current or future publications planned--theses, reports, pre-prints, reprints, abstracts, public lectures, etc.--pertaining to the invention? Please list with **publication dates**, and attach copies insofar as is practical. Include manuscripts for publication (submitted or not), news releases, internet communications, feature articles and items from internal publications. Also, please provide any information regarding future publication plans, including possible dates of submission/acceptance.

8. Are laboratory records and/or data available? Give reference numbers and physical locations, but do not enclose.

9. Please identify any related publications or patents known to you.

10. If there have been public disclosures (e.g., a presentation, abstract, funded grant application), please state the date, place and circumstances of such disclosures.

11. Was the work that led to the invention sponsored by another organization or the government?

_____ Yes   _____ No

If yes, please identify in the blanks below all sources of public or private funding other than from WSU (e.g., contracts or grants from federal or state agencies, foundations, public or private organizations or industry), and **submit a copy of** the relevant invention or intellectual property sections of **each contract or agreement** with this disclosure.

    a. Title of Government Agency: _____

           Grant/Contract No. _____

           Principal Investigator _____Phone _____

    b. Name of Industrial Sponsor: _____

           Grant/Contract No. _____

           Principal Investigator _____Phone _____

    c. Other sponsor(s):_____
           Grant/Contract No. _____

           Principal Investigator _____ Phone _____

12. Has any commercial interest been shown to date? Identify companies, with addresses, names or representatives and phone numbers, if known to you.

13. Please identify any firms not listed above which would likely be interested in the invention.

14. Give the approximate date or period of time when the invention was first conceived; first described in writing; and first made and reduced to practice.

15. Please specify the nature of University support (including salary, funds, facilities, services, and/or equipment).

16. During the course of your work on this invention, were you salaried with or employed by any organization or entity that may have a right to this technology? _____ Yes _____ No

    If yes, please attach a statement of particulars.

17. Did you use proprietary materials owned by another organization to make this invention? (Examples of proprietary materials: confidential information; biological materials such as cell lines, transgenic animals, vectors, or genetic sequences; chemical compounds; and software or computer source code). If so, please attach a copy of the documentation or agreement which covered the transfer of such material to you or the University.

18. Please list two individuals on campus or in the immediate vicinity (please provide department if on campus, and address if off-campus) who are qualified to comment on the scientific content of your invention and/or its commercial potential. (Please attach an extra copy of the disclosure for each reviewer over two if including more than two names.)

19. If you have a clear preference for dealing with any particular patent attorneys, please so indicate.

****

Please do not submit this disclosure without department/dean signatures as appropriate or without the signatures of all persons named as investigators in item 2. If more than one investigator, please indicate percent of contribution.

		% OF				
SIGNATURES:	**DATES:**	**CONTRIBUTION:**	**WSU AFFILIATION?**			
			YES	NO	OTHER	INSTITUTION NAME (if other)

_____   _____   _____   ☐   ☐   ☐   _____
INVESTIGATOR

_____   _____   _____   ☐   ☐   ☐   _____
INVESTIGATOR

_____   _____   _____   ☐   ☐   ☐   _____
INVESTIGATOR

_____   _____   _____   ☐   ☐   ☐   _____
INVESTIGATOR

_____   _____
CHAIR (Need all if multiple departments)

_____   _____
CHAIR

_____   _____
DEAN (Need all if multiple departments)

_____   _____
DEAN

WSU INVENTOR INFORMATION

To facilitate payments to inventors, maintenance of the Technology Transfer Office database and to ensure the accuracy of legal documents, please supply the following information.

1.   Inventor Name _____
     Citizenship _____ If not U.S. citizen indicate visa type_____
     and check the following: ___ Nonresident alien   ___ Resident alien
     Title_____Degree_____
     Department_____Division_____
     WSU Address _____ Phone _____ Fax _____
     Home Address_____ Phone_____
     _____ E-mail _____

2.   Inventor Name _____
     Citizenship _____ If not U.S. citizen indicate visa type_____
     and check the following: ___ Nonresident alien   ___ Resident alien
     Title_____Degree_____
     Department_____Division_____
     WSU Address _____ Phone _____Fax_____
     Home Address_____ Phone_____
     _____Email _____

3.   Inventor Name _____
     Citizenship _____ If not U.S. citizen indicate visa type_____
     and check the following: ___ Nonresident alien   ___ Resident alien
     Title_____Degree_____
     Department_____Division_____
     WSU Address_____ Phone_____Fax_____
     Home Address_____ Phone_____
     _____E-mail _____

4.   Inventor Name _____
     Citizenship _____ If not U.S. citizen indicate visa type_____
     and check the following: ___ Nonresident alien   ___ Resident alien
     Title_____Degree_____
     Department_____Division_____
     WSU Address_____ Phone _____Fax_____
     Home Address_____ Phone_____
     _____ E-mail _____

Name	Role	Phone
Adams, Carol	Executive Assistant, Leadership Team	313.309.4132
Carr, Loretta	Accounting Coordinator	313.309.4147
Creedon, Betsy^	Consultant, Entrepreneurial Services	313.404.0031
Foreman, Sheila*	Receptionist	313.879.5250
Gallagher, Sheu-Jane	Director, Entrepreneurial Services	313.483.0999
Jones, Ted	Associate Portfolio Manager	313.309.4130
Karner, Scott	Facilities Manager	313.879.4485
Leppek, Derrin	Managing Director, Place-Based Entrepreneurial Programs	586.491.4102
Love-Suvada, Diane	Marketing Coordinator	313.483.1302
Merriweather, James^*	Security	313.879.5250
Meskin, Ken	Controller	313.483.1351
Moret, Charlie	Managing Director, Tech-Based Entrepreneurial Programs	313.309.4129
O'Rourke, Michael	Managing Director, Real Estate Programming & Operations	313.648.8237
Peng, Han	Manager, Entrepreneurial Services	313.309.4107
Smith, Leslie	President & CEO	313.483.1321
Stevens, Kathe	Executive Assistant, Governance & External Communications	313.879.5249
Welsh, Michelle	Director, Marketing & Communications	313.450.3883
Wilson, Wendy	Community Coordinator	313.483.1331

Email addresses are [first name]@techtowndetroit.org

^Contractor
*Part-Time

WE MEAN BUSINESS

We are Detroit's business growth center. We help create and grow companies. We incubate and accelerate technology and innovation. We are engines of economic growth and catalysts of urban revitalization. We are TechTown.

TechTown is the most established business incubator in Detroit – founded specifically to develop and grow sustainable, technology-based businesses. Today our work supports industry verticals that are specific to the region's inherent assets and address the city's identified needs, supporting not only tech-based businesses but also retail and neighborhood enterprises for a more holistic approach to economic development. TechTown is a 501(c)(3) nonprofit and is located within the Woodward Technology Corridor SmartZone.

OUR BUSINESS UNITS & PROGRAMS

Labs: For high-potential, tech-centric startups

Venture Accelerator – highly competitive, boot-camp style program helps show entrepreneurs how to turn their early stage technology-based startups into sustainable, market-ready businesses

Detroit Technology Exchange (DTX) – programmatic partnership between TechTown, Bizdom, Invest Detroit and the Detroit Creative Corridor Center; offerings include a boot camp for college students and recent grads, an executive-in-residence program and a fellowship program

Blocks: For retail entrepreneurs & neighborhood enterprises

Retail Boot Camp – competitive, highly customized program prepares serious entrepreneurs with strong retail concepts for the successful launch of their Detroit business

SWOT City – delivers TechTown acceleration services to small businesses in underserved neighborhoods through partnerships with community and economic development organizations

OUR HISTORY

We were founded in 2000 to help stimulate the local economy and further economic diversification efforts by serving technology-based businesses, including university spin outs.

Wayne State University, Henry Ford Health System and General Motors Co. served as our founding partners. Start-up funding came from a public and private coalition with investment totaling approximately $35 million.

OUR BUILDING

More than 50 businesses call our historic building home. Some are clients or alumni, others are businesses unaffiliated with our programs but still drawn to our facility's unique amenities, flexible lease terms and supportive community of like-minded peers.

The 140,000-square-foot structure was designed by famed Detroit architect Albert Kahn in 1927. It was first a service department for Pontiac then later became the Chevrolet Creative Services building. The Corvette was designed on the third floor and auto show displays were built here as well.

Today we offer a range of spaces for lease, including small offices, office suites and wet labs. As a Biobanking Center of Excellence, we're proud to house operations such as National Institutes of Health-funded Perinatology Research Branch. In late 2013, we'll offer membership-based co-working space, as well as rentable event space.

OUR INVESTORS

- New Economy Initiative for Southeast Michigan
- American Reinvestment and Recovery Act
- City of Detroit
- Community Foundation for Southeast Michigan
- Ewing Marion Kauffman Foundation
- The Herbert H. and Grace A. Dow Foundation
- Hudson-Webber Foundation
- Michigan Economic Development Corporation
- The Kresge Foundation
- Wayne County
- U.S. Department of Housing and Urban Development

techtowndetroit.org

Division of Laboratory Animal Resources (DLAR)

www.dlar.wayne.edu

Division of Laboratory Animal Resources (DLAR)

www.dlar.wayne.edu

Wayne State University is committed to ensuring that all research and teaching protocols using live animals are designed and carried out in a humane manner that complies with all laws, policies, and guidelines. Oversight of the laboratory animal care and use program is the joint responsibility of the Division of Laboratory Animal Resources (DLAR) and the Institutional Animal Care and Use Committee (IACUC). DLAR provides the animal husbandry and veterinary care for all animals at WSU and John Dingell Veteran's Administration Center, and offers training courses and technical assistance. Animal purchases must be placed through the DLAR Business Office. WSU is accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care, International.

KEY DLAR PHONE NUMBERS

Senior Director and Attending Veterinarian - Dr. Lisa Brossia-Root...........993-6790, Lisa.brossia@wayne.edu
Business Manager 577-1418
Animal Ordering/Business Office...577-1107 (577-5890 fax)
Veterinary Technical Services 577-1343
Veterinary Surgical Services.....................................577-1236
Manager for Animal Facilities Staff.............................577-1452
Manager of DLAR Facilities and Equipment................577-5824
Training (animal handling, surgery, special procedures, etc.) ………………….. 577-1343
Reservations for Training Classes………………………………………………….. see DLAR webpage
(See IACUC required rodent training below)
Veterinary Technology Program (Academic) 577-1156

Interdepartmental mail sent to the DLAR offices listed should go to Room 5116, 259 Mack Avenue, Eugene Applebaum College of Pharmacy and Health Sciences (EACPHS) Building. DLAR conducts Institutional Animal Care and Use Committee (IACUC) required training sessions in Room 5450.1 of the same building. Parking for visitors is available in parking structure # 7 at John R and Mack Avenue. The DLAR web page is: http://www.dlar.wayne.edu/. The IACUC web page http://www.iacuc.wayne.edu/ is also of key importance to users of animals in research and education programs.

Suggested Websites:

Wayne State University Institutional Animal Care and Use Committee: http://www.iacuc.wayne.edu

Wayne State University Division of Laboratory Animal Resources: http://www.dlar.wayne.edu

Wayne State University Office of Environmental Health and Safety: http://www.oehs.wayne.edu

Office of Laboratory Animal Welfare (OLAW), National Institutes of Health: http://grants.nih.gov/grants/olaw/olaw.htm

The OLAW website has links to a broad range of issues related to laboratory animal care and use including how to properly prepare an animal research protocol that will meet requirements of federal regulations and policies.

Division of Laboratory Animal Resources
259 Mack Avenue/Room 5116
Detroit, MI 48201 (313) 577-1107
(313) 577-5890 fax

Institutional Veterinary Care and Laboratory Animal Care and Use Program

Wayne State University (WSU) and the John D. Dingell Veterans Affairs Medical Center (DVAMC) are jointly accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC). The Division of Laboratory Animal Resources (DLAR) staffs and manages all animal facilities. Veterinarians who are either board certified by the American College of Laboratory Animal Medicine (ACLAM) or the American College of Veterinary Pathology (ACVP) are included on the staff of veterinarians serving the laboratory animal care and use program. Licensed Veterinary Technicians (LVT's) also provide animal husbandry, technical assistance, and training assistance. Many of the veterinary technicians and supervisory staff also hold certification by the American Association of Laboratory Animal Science (AALAS). The laboratory animal care and use program conforms to the 8th edition of the National Research Council's *Guide for the Care and Use of Laboratory Animals*, revised in 2011. At Wayne State University, our Institutional Animal Care and Use Committee (IACUC) is comprised of over 15 members. The IACUC is structured and operated in accord with NIH's Office of Laboratory Animal Welfare (OLAW) *Public Health Service Policy on Humane Care and Use of Laboratory Animals.* The NIH animal welfare assurance number for WSU and the DVAMC's laboratory animal care and use program is A3310-01. The United States Department of Agriculture (USDA) registration number is 34-R-014. AAALAC accreditation unit number is 000393.

Training Requirements for Research using Animal Models

IACUC protocol applications are submitted to the IACUC office, which then assigns the protocols to veterinarians for pre-review. The veterinarian provides consultation to the PI on the planned animal procedures. After satisfactory completion of the veterinary pre-review, the protocol is assigned to primary and secondary reviewers prior to the monthly IACUC meetings. Training must be completed prior to protocol approval.

The following list details the training required for persons involved in the conduct of animal-based research. The extent of training required will vary according to the nature of the research. The listing also includes guidance on how to enroll in the occupational medicine program and obtain veterinary consultations for projects.

RESPONSIBLE CONDUCT in RESEARCH ON-LINE TRAINING PROGRAM MODULES: Required training for PI, Co-PI, Faculty Advisor, and all personnel on protocol. Training modules can be accessed on website http://www.iacuc.wayne.edu. The university and the John D. Dingell VAMC use training modules developed by the Collaborative Institutional Training Initiative (CITI).

SPECIES SPECIFIC TRAINING: Requirement for PI and each person working with animals on IACUC approved protocols. To enroll for training involving mice and rats, register at the DLAR website at http://www.dlar.wayne.edu. For other species call the DLAR Veterinary Technical Services at 577-1343.

DLAR RODENT SURGERY TRAINING: Requirement for PI and each person working with rodents (mice, rats, hamsters, gerbils, guinea pigs) in projects involving survival rodent surgery. To enroll, visit the DLAR website at http://www.dlar.wayne.edu.

VETERINARY CONSULTATION: According to the federal Animal Welfare Act, a veterinarian must be consulted to assist in the planning of procedures that will involve pain or distress that is more than momentary or slight. This is required if animal procedures are in USDA CATEGORY "D" or "E". Animal research protocols must be submitted to the IACUC Office for assignment to a veterinarian for electronic pre-review of animal procedures. After a review of animal procedures is accomplished with appropriate revisions done by the PI, if needed, the protocol will be assigned to primary and secondary non-veterinary reviewers prior to full committee action or review. Call any one of the following veterinarians if advice or information is needed: Dr. Lisa Brossia-Root, 993-6790; Dr. Tara Cotroneo, 577-1405; Dr. Elizabeth Dawe, 577-1236 (for large animal surgical models).

Suggested Websites:

Wayne State University Institutional Animal Care and Use Committee: http://www.iacuc.wayne.edu

Wayne State University Division of Laboratory Animal Resources: http://www.dlar.wayne.edu

Wayne State University Office of Environmental Health and Safety: http://www.oehs.wayne.edu

Office of Laboratory Animal Welfare (OLAW), National Institutes of Health:
http://grants.nih.gov/grants/olaw/olaw.htm

The OLAW website has links to a broad range of issues related to laboratory animal care and use including how to properly prepare an animal research protocol that will meet requirements of federal regulations and policies.

OCCUPATIONAL HEALTH and SAFETY () Program: PI and all personnel on an IACUC protocol must be enrolled. An Animal Contact Occupational Health Services Risk Assessment Questionnaire must be submitted to Office of Environmental Health and Safety. Questionnaire (Form 1080) can be downloaded from website http://www.oehs.wayne.edu. See forms link. Call Occupational Health Specialist at 577-5917 if you have questions.

OSHA LABORATORY STANDARD TRAINING: Requirement for PI and each person on approved IACUC protocol. Must be taken once. To register, visit the Office of Environmental Health and Safety (OEHS) website at http://www.oehs.wayne.edu.

OSHA LABORATORY STANDARD-HAZARDOUS WASTE and EMERGENCY PROCEDURES: Required annually for PI and all persons on protocol if hazardous waste will be generated. See Office of Environmental Health and Safety web site for information. http://www.oehs.wayne.edu

OSHA BLOODBORNE PATHOGEN STANDARD/BIOSAFETY TRAINING: Required annually if IACUC protocol involves the use of **any** human tissue, blood, body fluids, cell line of human origin, or animals infected with human pathogens. Required for PI and all persons involved with protocol. To register see Office of Environmental Health and Safety web site http://www.oehs.wayne.edu.

IRRADIATION TRAINING (Users of Radiation Generating Equipment): Required annually for all protocols that involve the use of irradiation procedures or the use of radiation generating equipment. Required for PI and all persons involved with protocol. Training is taken on line. To obtain training see the Office of Environmental Health and Safety website http://www.oehs.wayne.edu,

RADIOISOTOPE TRAINING (Material Users and Buyers): Required for PI and all persons on protocol if there is use of radioisotopes. Refresher classes are required annually and are completed on-line. For information on this training see http://www.oehs.wayne.edu.

Notes