

# OFFICE of CONTRACTS and GRANTS

## DIVISION OF RESEARCH

### The Office of Contracts and Grants

This office within DOR has three primary areas to assist researchers successfully apply for awards and manage research projects.

Contact information: Beverly Rymer: Executive Director of the Office of Contracts and Grants  
\* [brymer@Central.UH.EDU](mailto:brymer@Central.UH.EDU) \* 713-743-5773

### Pre-Award

- Identify funding opportunities which align with faculty research interests
- Assist faculty members with proposal preparation
- Create and route transmittals for institutional approvals
- Review and submit proposals
- Coordinate the transfer of incoming faculty awards to UH

Contact information: Ben Mull \* [bbmull@Central.UH.EDU](mailto:bbmull@Central.UH.EDU) \* 832-842-3711

### Post Award & Research Financial Services

- Review award agreements and accept awards
- Establish project cost centers for spending
- Establish sub-awards agreements, and monitor sub-recipients
- Track the submission of technical reports
- Serve as liaisons with sponsors for non-financial award management matters
- Review grant expenditures, prepare and submit invoices, coordinate federal draw
- Prepare and submit final financial and non-financial close out reports to agencies
- Coordinate external financial audits
- Award close out
- Oversee the UH Effort Reporting certification process

Contact information: Grace Rosanes \* [TGrace@Central.UH.EDU](mailto:TGrace@Central.UH.EDU) \* 713-743-3617

### Contract Negotiation and Execution

DOR currently has two (2) Contract Officers on staff to handle the negotiation and execution of monetary and non-monetary agreements.

#### Non-Monetary Agreements include

- Confidentiality and/or Non-Disclosure Agreement (NDA)
- Data Use and Software License Agreement
- Equipment Use Agreement
- Material Transfer Agreement
- Other types of collaboration Agreements

Contact information: Tom Gavranovic \* [TJGavran@Central.UH.EDU](mailto:TJGavran@Central.UH.EDU) \* 713-743-9253  
Sandy Brown-Ulmer \* [snbrown2@Central.UH.EDU](mailto:snbrown2@Central.UH.EDU) \* 713-743-1323

# Important Information

## Principal Investigator (PI) Dash Board

The PI dashboard is a web-based application that pulls information from PeopleSoft Grants and Finances and displays it in a manner the PI can use.



The PI portal is available in AccessUH using CougarNet credentials to log in. Features currently available include:

- Proposal Transmittal Creation and Routing: Allows PIs to create, approve, view, and route transmittals to the appropriate University officials for approvals.
- Project Award and Project Reports: Allows PIs to view the status of their Proposals, Awards, and Project cost centers.
- Technical Report Due List: Allows PIs to view and upload outstanding technical reports due to the sponsor.
- Cost Center Dashboard: Allows PIs to view all funding on which the PI is the cost center manager.
- Online Equipment Search: This feature provides a searchable page which can identify all equipment purchased on grants that may be shared if available.

## Effort Reporting

Is an “after the fact” tracking system that assures the payment of salary and wages from external funds is consistent, accurate, allowable, and properly allocated to federal and non-federal sponsored grant activities.



- The PI must log into [AccessUH](#) using their CougarNet credentials to access the portal. Under the Administrative Services section – Click on the Effort Reporting icon to certify the effort reports

## Export Control Training

University researchers are required to complete the online CITI training for Export Control. This training must be renewed every three (3) years. To sign up for the training, please visit the CITI homepage at [www.citiprogram.org/](http://www.citiprogram.org/) to register and follow the instructions that will allow you to select MY Courses: “CITI Export Controls Course, Stage 1” from the dropdown menu.



# RESEARCH INTEGRITY AND OVERSIGHT (RIO) OFFICE

## DIVISION OF RESEARCH



The Research Integrity and Oversight (RIO) Office is committed to the support and education of the UH research community in multiple aspects of regulatory review and Responsible Conduct of Research (RCR), including the ethical treatment of human and animal research subjects, financial conflicts of interest, the review of allegations of research misconduct and noncompliance, and grant congruency.

## Institutional Review Boards (IRBs) – Human Subjects Research requires review by the IRB/IRB Office as follows:

IRB 1: reviews faculty/staff protocols for:	IRB 2: reviews faculty/staff reviews protocols for:	IRB 3: reviews:
HHP Department of CLASS	C.T. Bauer School of Business	All student-led protocols. Student protocols require a faculty sponsor, who is responsible for ensuring IRB approval is obtained prior to research initiation.
College of Education	McGovern College of the Arts	
College of Natural Sciences and Mathematics	College of Liberal Arts and Social Sciences (except HHP)	
College of Optometry	Gerald D. Hines College of Architecture & Design	
College of Pharmacy	Graduate College of Social Work	
College of Technology	Hilton College of Hotel & Restaurant Management	
Cullen College of Engineering	UH Law Center	
College of Nursing	Research not affiliated with a specific college (e.g. DOR Centers and Institutes, Library, Health & Wellness)	
All FDA-regulated research, regardless of College		

### ONLINE

[www.uh.edu/research/compliance/irb/](http://www.uh.edu/research/compliance/irb/)

Submission deadlines, meeting dates, exempt/expedited categories, policies, templates, training requirements, etc.

### CONTACT

[CPHS@central.uh.edu](mailto:CPHS@central.uh.edu)

713-743-9204

### TRAINING

<https://www.citiprogram.org/> (please use@uh.edu email to register)

### SUBMIT

Online Protocol Submission: <http://icon.research.uh.edu/>

### INFO

Federal wide Assurance (FWA): 00005994



## Institutional Animal Care and Use Committee (IACUC)

All uses of vertebrate animals in research or teaching require the written approval of the IACUC.

### ONLINE

[www.uh.edu/research/compliance/iacuc/](http://www.uh.edu/research/compliance/iacuc/)

Submission deadlines, meeting dates, forms, policies, templates, training requirements, etc.

### CONTACT

[IACUC@central.uh.edu](mailto:IACUC@central.uh.edu)

Coordinator: (713) 743-9252

IACUC Veterinarian: (713) 743-4051

### TRAINING

<https://www.citiprogram.org/> (please use@uh.edu email to register)

See IACUC website for details.

### SUBMIT

Online protocol submission: <http://icon.research.uh.edu>

### INFO:

Animal Welfare Assurance: A3136-01

### OTHER:

Animal Care Operations: Core center, veterinary care, husbandry, and animal resource management. (713) 743-9199

<http://www.uh.edu/research/about/core-facilities/a/co/>

## Conflict of Interest in Research

All individuals meeting the definition of investigator (responsible for the design, conduct, or reporting of research) are required to submit an annual conflict of interest certification and applicable disclosures for review by the Conflict of Interest Committee.

### ONLINE

[www.uh.edu/research/compliance/coi/](http://www.uh.edu/research/compliance/coi/)

Policy, reporting requirements, training requirements, etc.

### CONTACT

[COI@central.uh.edu](mailto:COI@central.uh.edu)

(713) 743-9255

### TRAINING

[www.citiprogram.org/](http://www.citiprogram.org/) (please use@uh.edu email to register)

### SUBMIT

Online certification/disclosure: <http://icon.research.uh.edu> (contact COI office for access)

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## Research Congruency Review

All funded projects involving, or appearing to involve, research with animals, human subjects or biohazardous/radioactive materials are reviewed for congruency with approved committee protocols (e.g. IRB, IBC, IACUC, safety).

All research procedures outlined in the grant/contract must be described in the approved protocol(s) and all oversight committee approvals must be secured prior to the release of research funds.

Submit oversight committee protocol applications as soon as you are aware that the project may be funded to avoid a delay in the receipt of research funds. A congruency review may also be requested by the PI at any time prior to the award being made.

### ONLINE

[www.uh.edu/research/compliance/res-congruency/](http://www.uh.edu/research/compliance/res-congruency/)

### CONTACT

[GRC@central.uh.edu](mailto:GRC@central.uh.edu)

(713) 743-1897

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## Responsible Conduct of Research and Research Misconduct

RIO provides guidance and training on multiple RCR topics, and reviews adherence to RCR plans for certain NIH, NSF, and UDSA-covered research Projects.

### ONLINE

Policy, recommended matrix, online and on/off campus training resources

[www.uh.edu/research/compliance/res-conduct/](http://www.uh.edu/research/compliance/res-conduct/)

The RIO office also coordinates and oversees the review of allegations of research misconduct per federal and university requirements.

### ONLINE

[www.uh.edu/research/compliance/res-misconduct](http://www.uh.edu/research/compliance/res-misconduct)

### CONTACT

[RCR@central.uh.edu](mailto:RCR@central.uh.edu)

(713) 743-9740

# OFFICE of TECHNOLOGY TRANSFER and INNOVATION

## DIVISION OF RESEARCH



### INTELLECTUAL PROPERTY

- Patents, copyrights & know-how
- Invention disclosures



### TECHNOLOGY BRIDGE

- Startups
- Technology Bridge
- Innovation Center and Labs



### LICENSING

- IP marketing
- License agreements

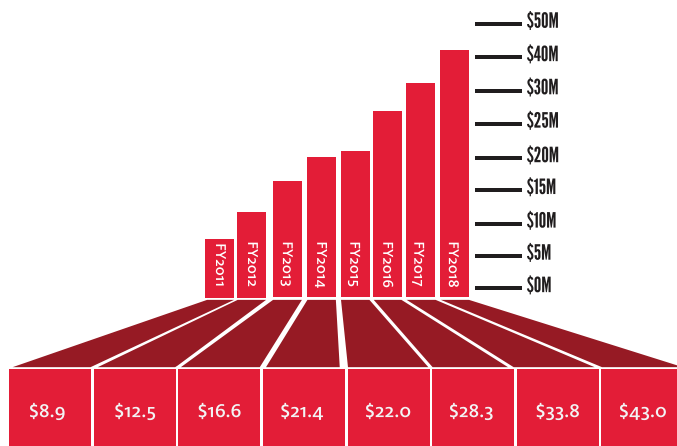
### Services Provided:

- Facilitate the generation of IP and provide effective stewardship of the UH IP portfolio
- Evaluate and market IP and execute licenses
- Promote collaborations with industry partners and startups to scale up and commercialize technology

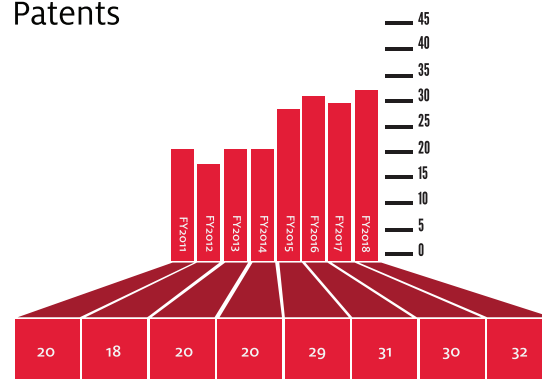
### OTTI Stats

- Top 100 Global Universities for granted U.S. utility patents (tied #91)
- #1 in licensing income among U.S. Public Universities without a medical school
- List of Top 50 Milken Institute, Best Universities for Tech Transfer (#45)

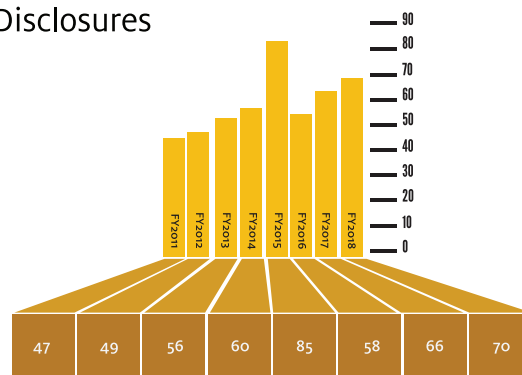
### Licensing Income



### Patents



### Disclosures



For invention disclosure forms, and IP related questions contact [oiptm@central.uh.edu](mailto:oiptm@central.uh.edu)

Disclosure form is located at [www.uh.edu/research/intellectual-property/](http://www.uh.edu/research/intellectual-property/)

## UH Technology Bridge

The UH Technology Bridge boasts more than 30,000 square feet of incubator space and nearly 200,000 square feet of built-up space ideally suited for large laboratories, pilot scale facilities, and light manufacturing. It offers access to resources and expertise in one location and in close proximity to the innovation and energy corridors, midtown innovation district, downtown, NASA, and the Houston Ship Channel complex.



### Building 4 – Innovation Center

Facilities include common meeting areas and office space



### Building 5 – Incubator Labs

De-risking technologies through laboratory proof-of-concept

#### Contact for Leasing Information and Tours:

**Ryan Black**  
Program Manager  
rblack2@central.uh.ed

#### Contact for General Inquiries and Information:

**Nancy Mostafa**  
Administrative Assistant  
nymostafa@uh.edu

**REEcycle**

**Sensytec**  
sensing systems | technologies

**DexMat**  
HIGH PERFORMANCE  
CNT PRODUCTS

**Metabocentric**  
Biotechnologies

**enLiving**

**DRYLET**

## Chancellor's Technology Bridging Fund

This funding program is designed to support UH inventors in moving their early stage technologies closer to commercial readiness. Funds are available to advance technologies by allowing inventors to clarify market needs, refine a value proposition, or decrease technical risk through prototyping and thereby increase the commercial value of the technology, whether it is licensed to an existing company or used as a catalyst for a startup.

**Award:** up to \$75,000 for 12 month projects

**Next Cycle:** Summer 2020

**Chancellor's Technology Bridging Fund Guidelines:**

<https://www.uh.edu/research/funding-opportunities/internal-awards/chancellors-technology-bridging-fund/>

# SUPPORTING SERVICES

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## DIVISION OF RESEARCH

### Business Operations

Business Operations provides human resources, financial, and administrative support services for the Division of Research. Business Operations serves three customer bases:

- DOR Central Units, providing direct business support;
- University Research Centers and Institutes, providing business oversight and support; and
- UH Research Community, supporting the financial administration of
  - Internal Awards,
  - Research Investments, and
  - Faculty Startup

Faculty Startup awards are funded by multiple sources, including your department, college, and the “university,” as indicated in your offer letter. In general, the Division of Research provides the “university” funds.

The DOR Business Operations team provides a cost center (often referred to as your account) to your academic unit. Your academic unit’s business officer will administer these funds, similar to when you receive an externally-sponsored project.

The DOR Business Operations team works collaboratively with your academic unit’s business office to assist with compliance, financial monitoring, and closeout of your faculty startup award.

### Research Administration

The Research Administration office provides oversight to laboratory renovation and construction projects, as well as University wide core facilities and large equipment purchases.

### Strategic Research Communications

Strategic Research Communications is responsible for raising the visibility of UH research and innovation programs nationally, among peer institutions and throughout Houston’s regional industry. In addition, the team manages programs to engage UH researchers and inventors, and supports Division of Research business communications.

Learn more about the latest University news and events, funding opportunities and other relevant information in the weekly Inside Research newsletter.

### Office of Data, Assessment and IT

The Office of Data, Assessment and IT is responsible for data and system analysis for division and institutional reporting, and oversees the design, development, and maintenance of computer databases and division information repositories.

The office collects, manages, analyzes, interprets and presents reliable data and information through which the division’s operations and strategic direction are evaluated. This developing office is also responsible for the division’s IT operations through its Research Information Center.

# ANIMAL CARE OPERATIONS

## DIVISION OF RESEARCH

### About ACO

#### Purpose Statement

Animal Care Operations will enhance animal welfare and animal well-being as we promote and support breakthroughs in biomedical research

#### Accreditation & Memberships

##### Accreditation

AAALAC International: AAALAC International is a private, nonprofit organization that promotes the humane treatment of animals in science through voluntary accreditation and assessment programs.

##### Memberships

Vivarium Operational Excellence Network (VOEN): The VOE-Network was born to help our community improve operations through members' experimentation, learning and sharing ideas based upon the Toyota Production System and Lean Management.

Texas Branch American Association for Laboratory Animal Science (TBAALAS): The Texas Branch was formed in 1963 by a group of forward thinking caring laboratory animal professionals who saw the need to promote technical excellence and best practices in animal care by increasing educational opportunities for people in the profession.

### Purchasing Animals

Researchers are required to have an approved protocol completed and reviewed by the Institutional Animal Care and Use Committee (IACUC), before conducting study on animals.

Ordering animals or conducting research is prohibited before receiving written approval of the IACUC. The IACUC is responsible for making certain that animal research accompanied at the University of Houston resides in union with federal, state and local regulations and institutional policies.

Once a researcher has an approved protocol, the method for ordering animals for research begins. The animal orders must be placed with approved vendors listed above.

#### Approved Vendors:

- Envigo
- Charles River Laboratories
- The Jackson Laboratory
- Taconic Biosciences
- Xenopus I
- Convanco Inc.

All other vendors are considered Non-Traditional Vendors.

### Animal Order Process

- The researcher's department's Business Office must complete the Animal Purchase Request Form for approved vendors.
- If researchers wish to order animals from Non-Traditional vendors, the Non-Traditional Vendors Import-Export Form (NTV Form) must be completed.
- The animal order forms must be completed accurately with all the required information. For example, the form must include the following:
  - Protocol number
  - PI name and contact information
  - Lab and Business contact information
  - Vendor name
  - Cost center information
  - Correct species and strain
  - Weight and age of animals (approved within the protocol)
- The lab and business contact information, vendor name, cost center information, the correct species and strain, weight and age of animals approved within the protocol.

- Please ensure the department's Business Administrator and Principal Investigator provides signature for approval on all animal orders.

Please visit website <http://www.uh.edu/research/about/core-facilities/aco/> for submission forms, animal transfers and shipments.



## Occupational Health Training

All research personnel who use animals in the course of their research are required to take this online course. The Occupational Health and Safety Training provides a brief overview of the Occupational Health Program.

The purpose of the Occupational Health Program is to prevent occupational injury and illness while promoting a safe working environment for personnel who will be working with animals or animal by-products at the University of Houston. This is accomplished by informing personnel of potential hazards associated with animal-related work, and referring each participant to an occupational health professional for an individualized risk assessment (currently under contract to UT Employee Health Services). This training also outlines the engineering controls utilized by the facility to minimize allergen exposure and the personal protective equipment (PPE) needed for working with the animals. At the conclusion of the course, each participant must sign a statement that indicates he/she understands the general risks presented in this course. Each student must also indicate on the enrollment form whether they will fully participate on the Occupational Health and Safety Program by turning in the Health Surveillance Questionnaire or opt out of full participation by signing the declination section of the form. The enrollment and/or declination will be kept on file as part of the training record.

**For trainings and Health surveillance questionnaire,  
Please send a request  
to [aco@central.uh.edu](mailto:aco@central.uh.edu).**

## Facility Access Training

All personnel requesting facility access must be added to an approved IACUC protocol and complete the following trainings:

- EH31: Occupational Health & Safety Training-Animal Care
- EH35: ACO Facility Access Training-HBS
- EH36: ACO Rodent Euthanasia Training
- EH34: ACO Isoflurane Training\* (Only if approved for use in the protocol)
- The ACO trainings are available online. Hands on training is also available for rodent euthanasia, isoflurane administration and a variety of other research techniques.
- In addition to these trainings, all personnel must either enroll or decline to enroll in the occupational health program by filling out a health questionnaire which is also available at the link below. Once they have been considered “medically cleared” by the UT Health professionals, then they will receive access to the animal facility.

**Please send a request  
to [aco@central.uh.edu](mailto:aco@central.uh.edu)  
for in person training.**