

LOCATING HELP

To locate your assigned ORSPA and department research advancement staff:

- Click on the “Help Center” link, and then on the “Who can help me?” link on the Research Administration webpage to visit:
<https://pride2.asu.edu/orspacontacts>
- Log in
- Type in your department name
- The page will display the name(s) of your assigned ORSPA and department research advancement staff

WHERE CAN I LEARN MORE ABOUT RESEARCH ADMINISTRATION?

The training unit provides workshops on areas that are of special interest to those working on sponsored projects. For topics and dates, go to:

<http://researchadmin.asu.edu/training>

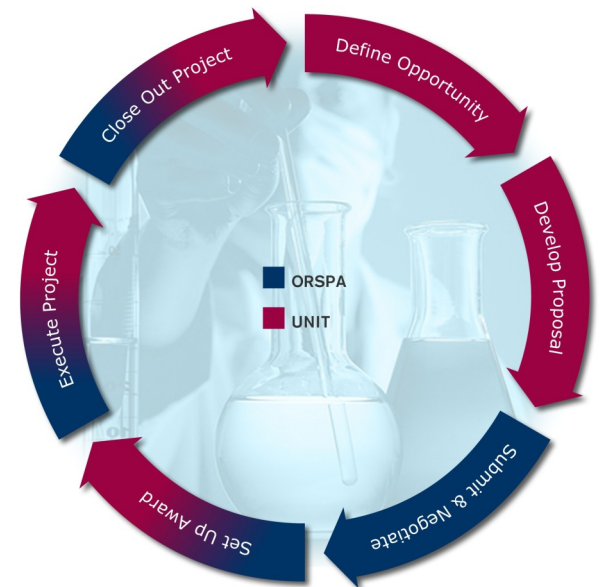
Office for Research & Sponsored
Projects Administration (ORSPA)
PO Box 873503
Tempe, AZ 85287-3503

Phone: (480) 965-5479
Fax: (480) 965-2455

<http://researchadmin.asu.edu>

ORSPA

A GRADUATE STUDENT’S INTRODUCTION
TO RESEARCH ADMINISTRATION



Office for Research & Sponsored
Projects Administration (ORSPA)

<http://researchadmin.asu.edu>

Office for Research & Sponsored Projects Administration (ORSPA)

ORSPA supports ASU faculty, staff and students responding to funding opportunities; negotiates award agreements with sponsors; and oversees change orders between investigators and sponsors throughout the life of each project. ORSPA is the authoritative source for:

- Proper implementation of federal, state, ABOR, ASU and sponsor regulatory requirements at ASU
- Centralized research administration processes:
 - proposal submission & sponsor negotiation
 - award setup
 - contract/subcontract/grant negotiation
 - project execution & closeout (ORSPA specific responsibilities)
- Training and technical assistance associated with distributed research administration processes (unit specific responsibilities)
 - defining opportunities
 - developing proposals
 - obtaining required approvals
 - executing project & closeout

ORSPA partners with ORIA (Office for Research Integrity and Assurance)

Integrity If your thesis or dissertation project involves any of the following issues, ORIA needs to be involved. For more information, please visit:

<http://researchintegrity.asu.edu>

Humans All research activities involving the use of human subjects, including surveys and interviews, must be reviewed and approved by the Institutional Review Board (IRB) before study activities and data collection can begin.

Animals The ASU Institutional Animal Care and Use Committee (IACUC) is committed to providing an animal care and use program that provides a humane and compliant environment for animals. Projects involving animal research require that applications be submitted to the IACUC for protocol approval.

Biosafety All research conducted at ASU involving recombinant DNA or the use of infectious agents must be registered with the Institutional Biosafety Committee (IBC) whether exempt from federal regulation or not.

Objectivity A conflict of interest must be disclosed when an investigator has a financial interest in a for-profit entity that could give the appearance of or potentially bias the design, conduct, or reporting of the research. The Intellectual Property Committee (IPC) helps investigators to manage or eliminate the conflict.

Security When an investigator is requested by an outside agency to obtain a security clearance, the facility security officer in the Office for Research Integrity and Assurance should be contacted for assistance.

Diving Several research groups at ASU engage in underwater research activities involving diving. ASU maintains an institutional membership in the American Academy of Underwater Sciences (AAUS), which has established standards and certification requirements for scientific diving.

ORSPA partners with PRIDE (Promoting Research Identification, Development & Execution)

PRIDE stays up-to-date on federal and state funding announcements and distributes information on funding opportunities through the website, weekly bulletins and a monthly newsletter. To find searchable databases, online tools, and information about subscribing to Community of Science (COS), please visit:

<http://pride.asu.edu/development>

Frequently Asked Questions

What is a principal investigator (PI)? Typically, it is a faculty member who submitted a proposal that was accepted and funded by an external sponsor. The principal investigator has primary responsibility for technical compliance, completion of programmatic work, and fiscal stewardship of sponsor funds.

Generally students, postdoctoral appointees, adjunct or visiting faculty who are not ASU employees and temporary employees are ineligible to serve as PIs. However, they may serve as co-PIs as program guidelines encourage or permit. In such cases an eligible PI must be assigned to supervise the co-PI's role within the project.

What is a sponsor? An external funding source that enters into an agreement with the university to support research, instruction, public service, or other sponsored activities. Sponsors include private businesses, corporations, foundations and other not-for-profit organizations, other universities, and federal, state, and local governments.

What is a sponsored project? A project supported by an external funding source under a mutually binding agreement that restricts the use of funds to the approved project and stipulates other conditions with which the university must comply. Sponsored projects typically:

- are initiated by a formal proposal and award notice
- are restricted to a particular purpose as described in the proposal
- require technical and/or financial reports
- entail other administrative requirements

The decision to classify a source of support as a sponsored project is coordinated among ORSPA, the Development Office, and the Financial Services Office.

If I find funding for my thesis or dissertation project, can I be the principal investigator? For internal purposes, ASU requires graduate students to list their faculty advisor as a principal investigator. You, your faculty advisor, the chair of your department and the research dean of your school, college or unit will also have to sign internal routing forms authorizing you to submit the proposal.

How can I submit a research proposal through ORSPA? Your advisor should be the first person you speak with about submitting a research proposal. Your advisor will work with the sponsored projects officer (SPO) assigned to your department.

Where is the policy manual? The Research and Sponsored Projects (RSP) Policy Manual is located at:

<http://www.asu.edu/aad/manuals>