

## Office of Research Services – Research Administration (ORS-RA)

### Preaward Central Office

- Application review and endorsement.
  - Regardless if an ink or electronic signature is required, all applications must be submitted to ORS-RA prior to submission to an outside sponsor.
  - Please allow ample time to review, provide feedback, make corrections, etc., by submitting applications to ORS-RA no less than five (5) business days before the application is due.
- Application (form and budget) preparation
  - Some departments have designated research administrators. For those who do not, ORS-RA can help prepare the form pages, budgets, and routing forms.
- Contact Susan Pugl, Assistant Director of Research Administration, at [smeyer1@luc.edu](mailto:smeyer1@luc.edu) or x68537

### Mandatory Research Training

- IACUC (animal subjects)
  - Training completion is mandatory **before** you can submit an application to the IACUC committee
  - AALAS Learning Library
  - Access instructions and information available at our IACUC's website:  
[http://hsd.luc.edu/research\\_services/committees/institutionalanimalcareandusecommitteeiacuc/](http://hsd.luc.edu/research_services/committees/institutionalanimalcareandusecommitteeiacuc/)
  - Contact Peggie Young, IACUC Administrative Secretary, at [pyoung4@luc.edu](mailto:pyoung4@luc.edu) or x65997
- IRB (human subjects)
  - Training completion is mandatory **before** you can submit an application to the IRB committee.
  - Collaborative Institutional Training Initiative (CITI)  
<https://www.citiprogram.org>
    - Basic Course in the Protection of Human Research Subjects
    - Health Information Privacy and Security Course (HIPS)
    - Responsible Conduct of Research Course (RCR)
  - Contact Angie Carrico, IRB Assistant Director, at [acarrico@luc.edu](mailto:acarrico@luc.edu) or x64608
- Conflict of Interest and Responsible Conduct of Research (**all** extramurally funded projects)
  - Training completion is mandatory for all key personnel (principal investigator and collaborators) and any other personnel who will be working on the project (postdocs, grad students, lab assistants, etc.) **before** you can submit grant applications for extramural funding.
  - Collaborative Institutional Training Initiative (CITI)  
<https://www.citiprogram.org>
    - Conflict of Interest Stage 1 mini course
    - Responsible Conduct of Research Course (RCR)

### Research Channel – Routing Form

- All projects require a routing form (grants, contracts, in-house studies)
- LU number is automatically issued for identification and internal tracking
- Other items connected to (accessed through) the routing form include
  - Conflict of Interest questionnaires (extramural funding)
  - IRB application (human subjects)
  - IACUC application (animal subjects)
  - Institutional Biosafety Committee (IBC) application (biohazardous materials)
- Agreements (non-disclosure, data use, material transfer, grant awards, subawards, contracts)
- Log into the Information Portal (<https://portal.luhs.org/template/dean/index.cfm>) and go to the Research Channel to access.
- Contact Susan Pugl, Assistant Director of Research Administration, at [smeyer1@luc.edu](mailto:smeyer1@luc.edu) or x68537

### Postaward

- Sponsored Program Accounting will create an accounting unit for your project and will provide you with monthly reports.
- Your designated research and/or department administrator will assist you in managing your awards.