LOYOLA UNIVERSITY CHICAGO
OFFICE OF RESEARCH SERVICES

ORS joins the Loyola community in celebrating our team - Go Ramblers!

ORS News

WELCOME TO THE NEW ORS NEWSLETTER!

The Office of Research Services (ORS) is here to assist the university community with searching for and submitting grants for external support and with compliance with federal regulations on research. Each newsletter will contain information and tips for navigating the grant process, from identifying a new grant opportunity through submission of a grant and post-award grant management. If you have any feedback for ORS, please email us at ors@luc.edu.

ORS Staffing News

ORS is happy to announce the following changes to our staff.

Angelica Vaca has been named Director of Research Services, effective immediately. Angie was appointed Interim Director of Research Services in 2015. She is a Certified Research Administrator and has worked in research administration at Loyola University Chicago since 1999. Angie has been instrumental in designing the content for our in–house proposal submission and management system known as PTAP. She has helped streamline policies and procedures to enhance research administration. Angie will supervise all ORS operations.

Andrew Ellis has been named Associate Director of Research Compliance, effective immediately. Andy joined Loyola University Chicago in 2009, serving as Assistant Director for Research Compliance. Andy has helped improve the efficiency and quality of the compliance program by overseeing the transition from paper based applications to the IRB, IACUC, and Radiation Safety Committee to an online system. He was also responsible for the development and ongoing improvement of the Responsible Conduct of Research (RCR) training program at the University. Andy will

continue to oversee all research compliance activities, serve as Chairman of the Radiation Safety and Institutional Biosafety Committees and coordinate intellectual property.

Register for the ORS Workshop on April 6

New to the process of seeking and applying for external grants? Join the ORS staff at a workshop on Friday, April 6 from 12 noon - 2 pm in IES 111. Register here by March 30.

Received an Award or a Grant? Let us know!

Some awards and grants that faculty receive are given directly to the recipient, e.g. NEH Summer Stipends, Guggenheim awards, etc. In these cases, ORS is not notified of the award. If you receive one of these honors, please send details to Susan Clarke at aclarke@luc.edu so that we can celebrate your achievement in our next newsletter and in our reports to the Provost.
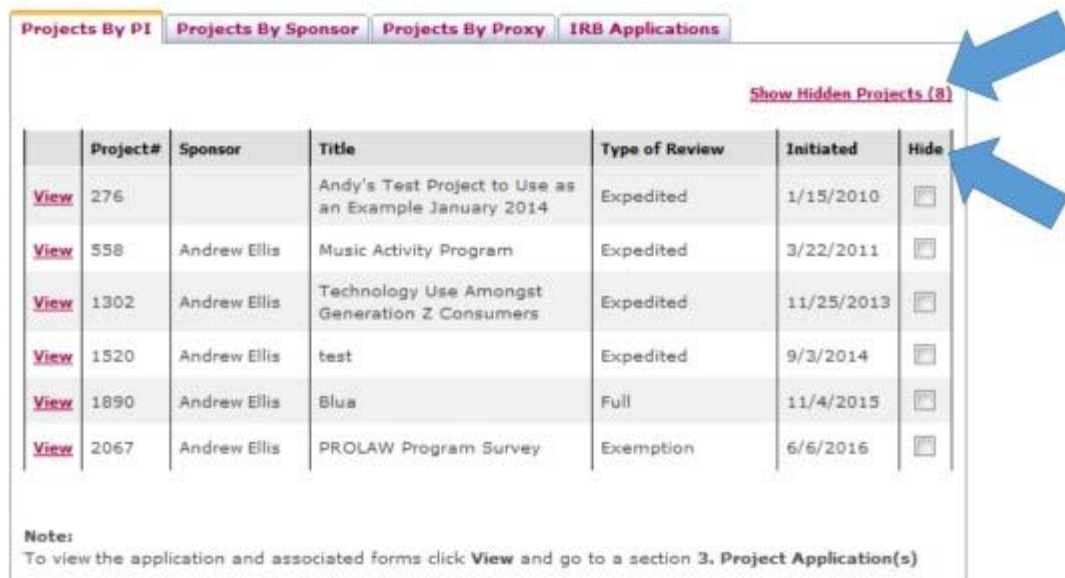
Research Compliance Announcements

Responsible Conduct of Research and Scholarship (RCRS)

In support of the University Mission and in accordance with federal regulations, Loyola has implemented a Responsible Conduct in Research and Scholarship (RCRS) instructional program in research ethics. The next RCRS course session is scheduled for **May 17th and 18th, 2018 in Room 142 of Crown Center.**

If you are required to take this training as part of an external funding obligation or University requirements, please register through LOCUS or contact Andrew Ellis (aellis5@luc.edu) before space fills up. Additional details are available on the RCRS website.

Tired of Searching through Lengthy Lists of Old Projects?

The Compliance Approval Portal (CAP) system has a new feature allowing you to "hide" projects that you don't need anymore. Simply select the "hide" box for your old/closed projects and they will disappear from your list, leaving you with a list of your current projects. If you accidentally hide something you need later on, use the "show hidden projects" box to see your hidden projects or deselect the hide box so that they return to your main page list.

CITI Program Changes – COMING SOON

This year Loyola Researchers will see two big changes to the online CITI training program. First, by the end of 2018 there will no longer be a need to remember a second user name and password for your CITI Program account! The CITI Program log in process will be changing as the Loyola University Chicago ITS system begins to link with the CITI program site allowing Loyola users to sign into their CITI Program accounts with their LUC username and passwords.

In addition, Loyola users will gain access to new content called "Information Privacy & Security (IPS)". IPS covers the principles of data protection, including the healthcare-related privacy and information security requirements of the Health Insurance Portability and Accountability Act (HIPAA) and the educational records and data-related requirements of the Family Educational Rights and Privacy Act (FERPA).

Both of these changes are currently in process, so you may notice them the next time you access the CITI program here.

PTAP Tips

Proposal Transmittal Approval Process (PTAP)
The PTAP is our user-friendly on-line routing and approval system for all extramural funding proposals. Faculty are required to create a PTAP record as the first step in the submission process. The system prompts you to enter information on applicable federal compliance requirements, project budgets, Co-PIs, etc., and to attach your narrative. After the grant is awarded, the PTAP provides a repository for documented grant management activities (e.g. compliance renewals, budget adjustments).

You can access PTAP at this link: https://ptap.luc.edu or from the link at the top of the ORS home page. You will need to upload at least the following documentation and in the following formats:

- Budget -- Excel
- Budget justification -- PDF or WORD
- Copy of the Proposal -- PDF

Research Administrators in ORS will be happy to assist you with the process.

ORS Internal Awards

Apply for ORS Internal Funding
ORS offers three internal grants to support full-time faculty in their research: Manuscript Publication Assistance, Book Subvention, and Research Support Grants. More information about these grants can be found here. Manuscript Publication Assistance and Book Subvention proposals are reviewed monthly. The next deadline for Research Support Grants is **May 1, 2018**.

Congratulations to the November 2017 Research Support Grant Awardees!
See the winners and project titles here.

Monthly ORS Reports

ORS produces monthly reports on proposals submitted and grants awarded to Lakeside faculty and staff. These reports can be found on the ORS home page here. Be sure to check out all the grant activity in our community!

Other News

Federal Agency News

The **National Science Foundation (NSF)** has released its most recent strategic plan, in which highlights of current research and its implications, e.g., computer analytics based on honeybee behavior, the link between astronomy and civil infrastructure, and glycoproteins as antifreeze, make for fascinating reading. Read about these highlights, planned future directions, and more here.

NSF's 2018 Report on Science and Engineering Indicators contains data on indicators in education, the workforce, technology, invention, innovation, and public attitudes toward science. Read the full report here.

Upcoming Events

The annual **SciTS Conference** is an international forum dedicated to the *science of team science*, bringing together leaders from a broad range of fields, including: communications, social/behavioral sciences, information technology, systems science, and translational research. It provides investigators with state-of-the-art knowledge, strategies, and connections. More information can be found here.

You've heard about it and may know someone who attended, but is it right for you? Attend the next **NIH Regional Seminar on Program Funding and Grants Administration** coming to Washington DC May 2-4. Learn about the NIH grants process and polices directly from ~ 70 NIH & HHS program, grants management, review, and policy staff and meet with experts 1:1 to get specific questions answered. More information is available here.
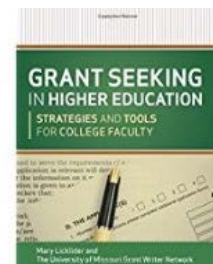
HHS Announces New Conscience and Religious Freedom Division

The U.S. Department of Health and Human Services (HHS) has announced the formation of a **new Conscience and Religious Freedom Division in the HHS Office for Civil Rights (OCR)**. OCR is the HHS agency that enforces federal laws protecting civil rights and conscience in health and human services and the privacy of people's health information. The new division will enable HHS to more effectively enforce laws protecting the fundamental and unalienable rights of conscience and religious freedom.

To learn more about the new Conscience and Religious Freedom Division, visit www.hhs.gov/conscience. To file a complaint with OCR based on a violation of civil rights, conscience or religious freedom, or health information privacy, visit https://www.hhs.gov/ocr/complaints.

Recommended Reading

Each newsletter will contain a recommendation for a book of practical value to a wide range of scholars. Here ORS recommends *Grant-Seeking in Higher Education*. "Written for anyone in higher education who is responsible for submitting and running a grant-funded project … this book offers a hands-on resource for developing and managing the grant process from start to finish." Such books are a small investment that can save you time and money vs. expensive workshops, and seeing this on your shelf should impress your chair!

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Preparing people to lead extraordinary lives