

## INTELLECTUAL PROPERTY DISCLOSURE

Patentable inventions, products, processes, and discoveries and copyrightable materials covered by the University's Intellectual Property Policy must be disclosed to ORDA. Disclosure forms and copies of the policy are available at ORDA or via our Technology Transfer web site, [www.siu.edu/~techtransfer](http://www.siu.edu/~techtransfer). Cases are reviewed by a University committee, which determines whether SIUC will pursue the development of the intellectual property or will release it to the inventor/author. ORDA also negotiates with funding agencies about potential patents and licensing agreements that might ensue from the research they are supporting at SIUC.

For more information about intellectual property rights or technology transfer, call 453-4556 or see [www.siu.edu/~techtransfer](http://www.siu.edu/~techtransfer).

## RESEARCH SUPPORT FACILITIES

Services of these facilities, some administered by ORDA and some by other units, are available to all faculty.

### Central Research Shop

[www.siu.edu/~shops/cenrsrch](http://www.siu.edu/~shops/cenrsrch) • 453-2022 • Technology B-55  
Provides technical and machining services in the design, construction, modification, repair, and testing of custom and standard laboratory equipment.

### DNA Sequencing & Marker Analysis Facility

[www.siu.edu/~pbgc/Services/automated.htm](http://www.siu.edu/~pbgc/Services/automated.htm)  
453-5727 • Public Policy Institute Basement B7  
Provides next-day DNA sequencing services for plasmid, PCR, and BAC DNA and fragment size analysis with fluorescent labeled probes for microsatellites and other genetic markers. Real-time PCR available. Visible or UV light excited fluors used.

### Genomics & Robotics Services

[www.siu.edu/~pbgc/Services/robotic.htm](http://www.siu.edu/~pbgc/Services/robotic.htm)  
453-2606 • Public Policy Institute Basement B1  
Provides robotic services attuned to high-throughput marker assisted selection, BAC and cDNA library construction and arraying, physical map generation, micro-array analysis, GMO content testing, genotyping, and genetic identity testing. Real-time PCR available.

### IMAGE (Integrated Microscopy and Graphics Expertise)

[www.siu.edu/~image](http://www.siu.edu/~image) • 453-3730 • 750 Communications Dr.  
Provides training, technical service, and research in scanning

electron, transmission electron, atomic-force, and light microscopy. Advanced capabilities include x-ray analysis, image analysis, and viewing of specimens under near-atmospheric conditions.

IMAGE also administers a **computer graphics and photography** unit (476 Life Science II) that designs and prints large-format posters for research conferences and produces illustrations and photographs for journal articles. Call 453-3041 for posters/graphics and 453-3043 for photography.

### Laboratory Animal Program

[www.siu.edu/~iacuc](http://www.siu.edu/~iacuc) • 536-2346 • 1062 Life Science III  
Accredited by the Association for Assessment and Accreditation of Laboratory Animal Care and maintained under the direction of a veterinarian with specialty training in laboratory animal medicine, this facility houses vertebrate animals used in research or teaching. Activities must have prior approval from the Institutional Animal Care and Use Committee.

### Mass Spectrometry Facility

453-6428 • Neckers 103  
Provides service and expertise in mass spectrometry to support research. Services include, but are not limited to, the processing and mass spectrometric analysis of organic, inorganic, and biological compounds.

### Nuclear Magnetic Resonance (NMR) Facility

[opie.nmr.siu.edu](http://opie.nmr.siu.edu) • 453-6498 • Neckers A-36  
The facility houses three spectrometers: a state-of-the-art Varian four-channel Inova-500 system, a Varian dual-band Inova-300 system with a wide-bore magnet, and a Varian Mercury 400 MHz instrument with automated probe tuning. A network of Sun computers and PCs allows for supplemental NMR data processing, molecular modeling, and remote instructional NMR computing to X-windows clients.

### For more information:

**Research Development and Administration**  
**Woody Hall C-206 • Mail Code 4709**  
**618.453.4540 office • 618.453.8038 fax**  
**[orda@siu.edu](mailto:orda@siu.edu)**  
**[www.siu.edu/orda](http://www.siu.edu/orda)**

6 M. May 2006. Front panel: Collecting microbial samples in Antarctica.  
Photo by Laurie Achenbach.

# Research Services and Support



[www.siu.edu/orda](http://www.siu.edu/orda)

Office of Research Development  
and Administration



The Office of Research Development and Administration (ORDA), part of the Office of the Vice Chancellor for Research and Graduate Dean, facilitates and promotes research and sponsored project activities on campus.

SIUC faculty and staff must work through ORDA to submit proposals for external grants and contracts and to accept grant/contract awards. Our office notifies faculty of funding opportunities, offers proposal development services, negotiates awards, and handles grant administrative matters. We also coordinate internal grant programs that provide resources for faculty projects and administer **REACH (Research-Enriched Academic Challenge)**, SIUC's undergraduate research program. Finally, we play a key role in formulating and monitoring SIUC policies governing research, sponsored projects, and intellectual property.

Several specialized facilities, some administered by ORDA, provide technical services to researchers across campus.

## INTERNAL RESEARCH SUPPORT

For forms and more information, see [www.siu.edu/ordal/interanal](http://www.siu.edu/ordal/interanal). Application deadlines and program changes are announced in ORDA's newsletter and on our web site.

### Faculty Seed Grants

Full-time faculty members on continuing appointment may apply for these grants, intended to fund a variety of research, scholarly, and creative activities. The primary goal is to provide "seed" support to enable new faculty, or faculty substantially changing the direction of their research, to develop projects that are highly competitive for external funding.

### Interdisciplinary Research Seed Grants

Full-time faculty members on continuing appointment may apply for these grants, intended to fund new, long-term, collaborative projects with high potential for external funding. Proposals should involve multiple colleges, centers, and/or SIU campuses. Grants are currently being made in priority areas.

### Matching Funds

This program, open to all principal investigators, considers requests for matching funds for the following: (1) grant proposals for basic or applied research submitted to competitive federal programs that require a match; and (2) proposals where matching funds would enhance the merit and impact of the proposed project and thus positively influence the agency's funding decision. Preference is given to proposals with some match from the department/college or other unit.

### Travel Funds

Faculty and staff may apply for funds for travel to attend international or national meetings for the purpose of giving presentations; to visit off-campus sites that present unique or one-time research opportunities; or to visit program officers at funding agencies to help secure funding for major projects. Applicants must have support from the department, college, or other unit.

## PROPOSAL DEVELOPMENT SERVICES

ORDA offers a range of proposal development services to all members of the University community. Check our web site, [www.siu.edu/ordal](http://www.siu.edu/ordal), for comprehensive proposal assistance.

### Information and Publications

From ORDA's home page, grant seekers can access **Community of Science (www.cos.com)**, a grant program database that is searchable by keyword, program type, and agency and that offers customizable options to users. The ORDA web site also contains pages with agency links and grant deadlines, along with much other grant-related material.

ORDA publishes **Research Matters**, a monthly newsletter with grant program information, other research-related notices, and listings of grant/contract awards. ORDA staff track announcements from funding agencies, as well as such resources as the *Federal Register*, and alert faculty to potential funding and networking opportunities.

Several campus research listservs, in areas such as biotechnology, cognitive science, and human health, also offer networking opportunities to researchers. See "Centers and Resources" on ORDA's web site.

Campus-wide **workshops** on grantwriting, technology transfer, and other topics are offered during the academic year. Departments also may request specialized workshops for their faculty and students.

Information on **responsible conduct of research** is available on ORDA's web site. Our site also features a comprehensive online reference for researchers, the **Sponsored Project Guide**, which covers project planning, proposal writing, grant administration, hiring and purchasing, and research policies. A detailed index helps you quickly find the information you need.

A full list of print publications produced by ORDA for researchers and the public can be found on ORDA's web site. They include **Perspectives**, SIUC's research magazine; the annual **SIUC Research Profile**; and various brochures.

### Proposal Preparation, Review, and Submission

ORDA's research project specialists can help faculty, staff, and students refine ideas into projects eligible for external funding. They can assist researchers in identifying funding sources, structuring proposals, and understanding agency review processes. They provide advice about budget preparation and review the final proposal before it is submitted to the agency. Project specialists should be consulted to ensure that specific provisions in proposals are compatible with University policies and procedures.

All completed proposals, whether print or electronic, must go through the University review process for signatures. ORDA provides the final institutional signature. We also handle the photocopying, packaging, and first-class mailing of print proposals if given lead time of two working days. Special mailing arrangements are the responsibility of the researcher.

### Regulatory Compliances

Researchers who wish to conduct projects, whether grant-funded or not, that involve **human subjects, vertebrate animals, or hazardous materials** must obtain prior institutional approval and meet training/education requirements.

The SIUC Human Subjects Committee (453-4533) reviews all research projects, including student thesis and dissertation projects, that involve human subjects or data about people. The SIUC Animal Care Committee (453-4533) reviews all protocols involving the use of vertebrate animals for training, research, or testing. The Center for Environmental Health and Safety (453-7180) maintains committees to review projects that will involve radiological materials, hazardous chemicals, or hazardous biological materials, including recombinant DNA.

Contact ORDA or the appropriate review committee during the project planning stage.

## GRANT ADMINISTRATION SERVICES

Contact ORDA as soon as you know you will be receiving a grant or contract. Acceptance of these awards requires a final institutional signature and processing through ORDA. Our project specialists work with project directors and with Grant & Contract Accounting (a unit of Accounting Services) to get fiscal accounts set up for projects. They also work closely with project directors and funding agencies to handle any necessary award negotiations, subcontracts, budget revisions, program adjustments, time extensions, transfers of grants to or from SIUC, and other *administrative* matters involving grants and contracts. Grant & Contract Accounting oversees *fiscal* accounting and reporting of grants and contracts.