



Quick Guide for Faculty Engaging in Research

Welcome to Florida Atlantic University!

We're at a pivotal point in medicine as the field moves toward a molecular approach to improve the prediction, prevention, diagnosis, and treatment of common diseases. To fully realize this paradigm shift, we believe the research enterprise must also evolve by implementing a transformational change that starts and ends with patients. Within the Charles E. Schmidt College of Medicine this transformation is well underway. Our **Research Website** highlights the tremendous growth of our research program whose current portfolio totals nearly \$31.5M in federal, state, and foundation grants. While welcoming any type of research funding, the growth of federal grants is tracked separately because this metric drive's 60% of the score on the US News and World Report ranking. Between 2018 and 2024, the College of Medicine rose from "unranked" to "tier 3" or top 53-87 schools in research among the nearly 200 osteopathic and allopathic schools in the country. Notably, the US News and World Ranking, along with the federal research funding, reflect our college's reputation on the national stage which is a point of pride for our faculty, staff, trainees, and community partners.

Fundamental to our success is an urgent need for more research into the molecular complexity of common diseases and wide variability in treatment responses. While a complete "human parts list" now exists, the scale of this endeavor requires transforming how research is conducted in new and innovative ways. This is being accomplished by harmonizing patient-centered data, bringing together researchers and healthcare providers with the breadth of expertise and approaches to tackle complex disease problems, and providing the latest technologies.

This guide is intended to offer tips and resources useful to researchers at the College of Medicine and affiliate partners. The College of Medicine, Office of Research, and I are dedicated to supporting faculty, trainees and staff with their research activities and we look forward to working with you soon.

Patrick Grant, Ph.D.

Interim Senior Associate Dean for Research
Chair, Department of Biomedical Science



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COM FACULTY CONTACTS

New and Existing Faculty Biography Web Pages

New and existing COM faculty all have their own "Faculty" web page to highlight career accolades, including biographical information, education, work history, publications and scholarly activity. The Faculty web page also provides the faculty member's title(s), which department they are appointed under, and contact information. Faculty should contact their COM Department Administrator on how to submit new information or to update current sections within their Faculty web page.



FLORIDA ATLANTIC UNIVERSITY
Schmidt College of Medicine

About the FAU Schmidt College of Medicine

FAU's Charles E. Schmidt College of Medicine (COM) is one of 158 accredited medical schools in the U.S. and the only one in Palm Beach County. FAU COM was launched in 2010, when it became the 134th allopathic medical school in North America. The College's strength lies in its exceptional faculty, with 95 full- and part-time faculty and more than 1,300 affiliate faculty. Our vibrant medical and research communities provide enriching medical and graduate student experiences.

The College's growing team of world-class biomedical researchers is dedicated to advancing the understanding of basic biological mechanisms and to developing new strategies to improve the prediction, prevention, diagnosis and treatment of common conditions. Areas of focus are **neurodegenerative disorders, aging, addiction, cancer, genomics, epigenetics, cardiovascular disease, lens development, macular degeneration, and infectious and parasitic diseases**. Integrating scientific research with medical education is a top priority, ensuring that future physicians can address patients' individual needs.

MISSION

The mission of the COM is to advance the health and well-being of our community by training future generations of humanistic clinicians and scientists and translating discovery to patient-centered care.

The COM is an integrated learning organization that fosters high-quality, humanistic, and patient-centered care. Our mission is to deliver high-touch, high-tech education to our students and residents, and to collaborate on high impact, interdisciplinary research with leading experts in the field.

The COM is dedicated to integrating discovery with health care and education in order to contribute to the vitality of our immediate communities, to improve the health and well-being of people and populations, and to transform community-based healthcare.



VALUES

COM's vision is realized through collaborative research initiatives in which basic, translational, and clinical researchers work together across disciplines and specialties to discover fundamental insights into human health and disease and apply their discoveries to develop new diagnostic tools and treatments.

As an integrated learning organization, our values encompass:

Collaboration

Through collaboration, we share knowledge and build trust and consensus.

Innovation

Through innovation, we embrace creativity and flexibility.

Respect

By respecting one another, we strive to acknowledge and express our appreciation for the unique and diverse contributions of others.

Compassion

Through compassion, we empathize with our patients, students, and peers.

Lifelong Learning and Engagement

Through lifelong learning and engagement, we value intellectual curiosity and the drive toward continuous knowledge acquisition and human development.

How We Can Help You

As faculty, you are a valuable asset to the College of Medicine. The quality and success of our institution depends on the intellectual environment created by our outstanding faculty and your continuing commitment to our education, research, patient care and community improvement missions.

Our dedicated staff is committed to assisting you with finding funding, proposal development, managing your awards, and providing guidance and support for all of your research needs, both sponsored and non-sponsored.

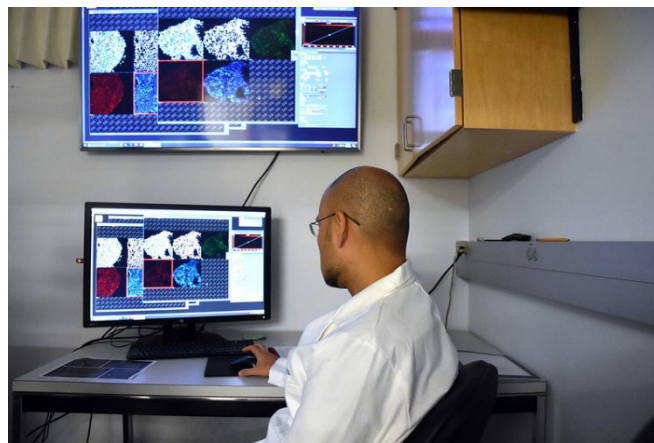
COM Office of Research

To get started, the COM Office of Research serves as the faculty's first and main point of contact for research items and inquiries. The COM Office of Research will also serve as the faculty's liaison with departments in the Division of Research (DOR), including Research Accounting and the Office of Sponsored Programs (OSP) who provides the final review and submission of proposals once routed (see proposal submission and research policy on page 5).

Our team assists with both pre-award and post-award duties, including but not limited to:

Pre-Award

- Interpreting and clarifying Federal, Sponsor, and University guidelines
- Providing proposal templates for new grant submissions
- Assisting with budget development, budget justifications, and administrative proposal pieces
- Proposal and budget development trainings
- Submitting proposals internally for necessary COM and OSP approvals
- Uploading proposals in Sponsor portals (ASSIST, Fastlane, Proposal Central, etc.)



Post-Award

- Assisting new faculty with transferring awards from their previous institution
- Working with OSP and Research Accounting to set up new awards and subawards
- Reminding faculty of award end dates and reporting deadlines
- Assisting PIs with no-cost extensions, re-budget requests, progress reports, and final reports.
- Tracking faculty effort across grants and monitoring grant balances to ensure funds are being spent appropriately
- Providing PIs with projections and recommendations for spending
- Developing allocation schemes for charging shared supplies and effort across research projects (i.e. general lab supplies, services like dry ice, lab manager effort)
- Reviewing quarterly effort certifications and working with faculty and lab personnel to confirm accuracy
- Working with Research Accounting to close out awards as they end
- Tracking all grant submissions and new awards, and providing this data to COM leadership
- Tracking faculty regulatory and compliance trainings
- Meeting with faculty and providing research orientation support

For assistance and support, please feel free to contact us:

CONTACT THE OFFICE OF RESEARCH



FLORIDA ATLANTIC UNIVERSITY
Schmidt College of Medicine

Finding External Funding and Research Literature

COM research is recognized through significant funding from the National Institutes of Health (NIH), the Florida Department of Health (FDOH) and other funding agencies.



Please access the following resources to help find funding for your research or search publications and literature in your field:

Grants.gov

Grants.gov centralizes funding announcements for all federal grant-making agencies. You can easily conduct simple or advanced searches and get personalized emails recommending opportunities related to your research.

WWW.GRANTS.GOV

GrantForward

GrantForward is a comprehensive search engine that helps FAU faculty, trainees and students find grants to fund their research from a variety of federal and private sources. GrantForward also features researcher profiles, which allow researchers to highlight their research interests and achievements, receive personalized funding recommendations, and learn about other researchers in their field.

[ACCESS GRANTFORWARD](#)

FAU Web of Science

FAU Libraries provides 24/7 online help with database and library materials through video tutorials. The Web of Science includes databases in Science, Social Sciences, and Arts & Humanities and is helpful to determine the most influential articles on a subject, and for faculty members to see which researchers are citing their work.

[ACCESS WEB OF SCIENCE](#)

COM Library – Medical and Health Sciences Collections and User Services Department

The COM Library-Medical and Health Sciences Collections and User Services Department maintains offices in the Schmidt College of Medicine and the S.E. Wimberly Library buildings and is staffed by two medical librarians who assist with access to medical library resources and provide other service needs (i.e., article requests, EXProxy logins, literature reviews, one-on-one and group consultations). For assistance, contact one of our medical librarians:

Michelle Keba Knecht, MSIS, MSL, Senior Medical Librarian – kebam@health.fau.edu

Tiffany Follin, MLIS, MWGSS, AHIP, Medical Liaison and Outreach Librarian - tfollin@health.fau.edu

LIBRARY.FAU.EDU/MEDICAL



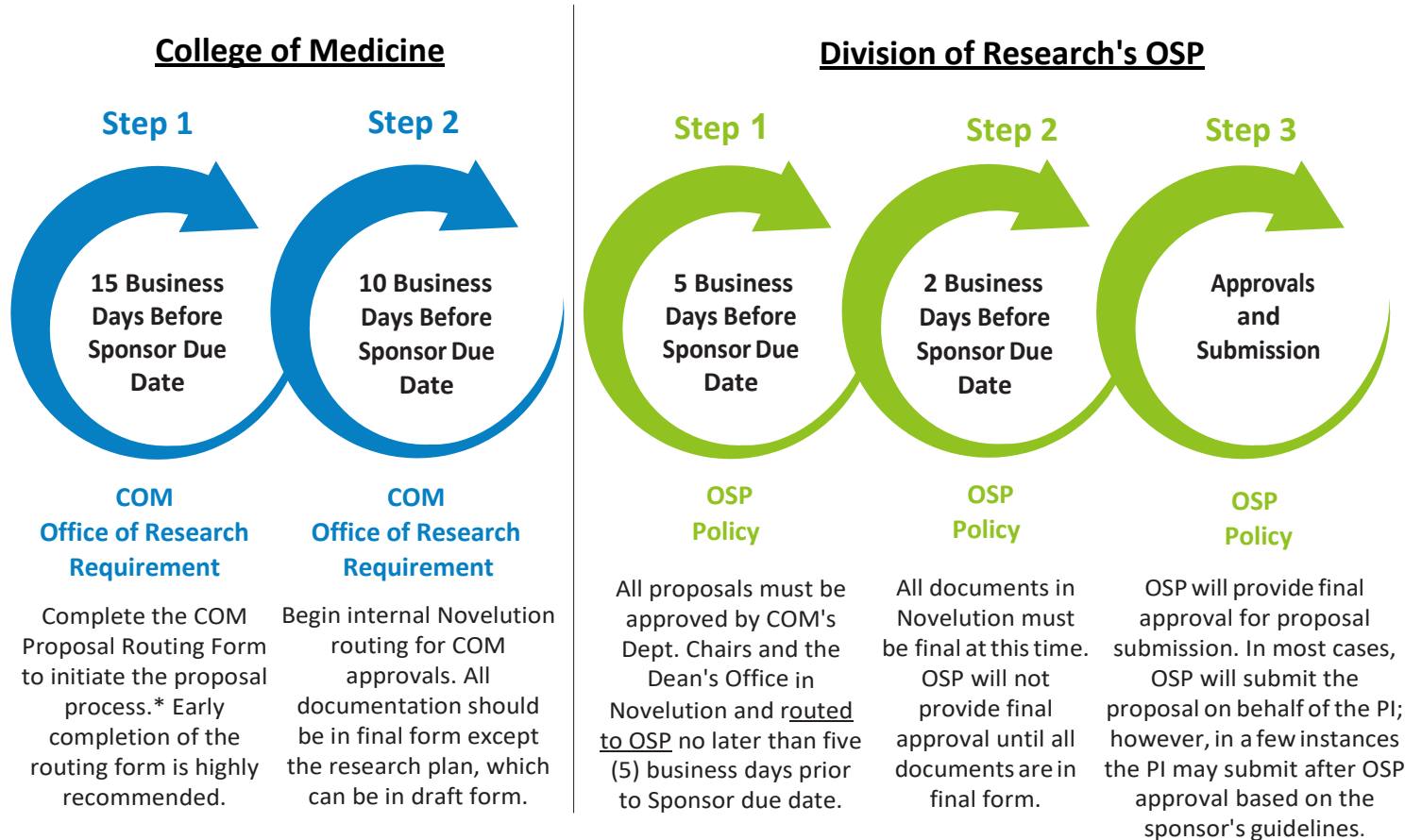
Proposal submissions for grants, contracts, subcontracts, and all other externally funded proposals must comply with both COM and OSP grant proposal guidelines outlined below.

This timeline is necessary to ensure adequate review and timely approval of all proposals by COM prior to submission to OSP.

Proposal Submissions and Research Policies

Failure to follow this policy may result in your proposal not being submitted to the Sponsor.

OSP will not submit applications without approval from COM. Any exceptions to the guidelines outlined below require approval from the Senior Associate Dean for Research.



*COM must be informed a minimum of **fifteen (15) business days before the due date** that you are submitting an application, regardless of your role on the project (e.g. PI, MPI, Co-I, Collaborator, Subcontractor) or who is responsible for the application submission (e.g. COM, different FAU college, external entity).

LIMITED SUBMISSIONS

If your solicitation limits the number of proposals that can be submitted from FAU:

1. Notify the COM Office of Research of your intent to submit a proposal.
2. Submit a [ticket](#) to the Division of Research's Office of Research Development to submit an internal application by 5pm on the stated internal deadline. Most internal deadlines occur 45 days prior to the agency deadline.

COM OFFICE OF RESEARCH

OFFICE OF RESEARCH DEVELOPMENT

For more information visit: <https://www.fau.edu/research-admin/research-development/limited-submissions-overview/>

Proposal Routing Form and Proposal Resources

1. COM PROPOSAL ROUTING FORM

The COM Proposal Routing Form is used internally to collect important information regarding grant submissions. Please complete the form as soon as you know you will be submitting a proposal so our team can provide you with assistance. Forms must be submitted a minimum of **15 days** prior to the due date.

[COM PROPOSAL ROUTING FORM](#)

All proposals submitted for funding must be routed for review and approval prior to submission to the Sponsor.

2. REQUIRED DOCUMENTS

Please work with our COM Office of Research for guidance and assistance in proposal routing. Before a proposal is able to be routed, at minimum, copies of the following documents must be provided to the COM Research Administration Team:

- Proposal (Scope of Work)
- Budget
- Budget Justification
- Any Sponsor required forms

If your proposal includes Consultants and/or Subrecipients, additional documents are required.

For **Consultants**, a letter of intent must be signed by the Consultant and uploaded into Novelution. The letter should include the Consultant's hourly rate, estimated number of hours on the project, and a brief statement of work.

For **Subrecipients** a [subrecipient commitment form](#) signed by the subrecipient's Authorized Official (AOR) along with the Subrecipient's Scope of Work, Budget, and Budget Justification must be uploaded into Novelution as attachments. For Federal proposals, a copy of the institution's F&A rate agreement is also required.



3. NOVELUTION

Novelution is FAU's Research Management System which provides an intuitive, web-based platform for electronic research administration. Novelution's integrated modules are specifically designed and tailored to ensure faculty, staff and research administrator's needs are met, while eliminating inefficiencies and burdens.

Faculty will utilize Novelution to attest to the accuracy of their proposal prior to submission and to complete their initial and annual financial conflict of interest (FCOI) disclosures.

[NOVELUTION QUICK GUIDE](#)

[NOVELUTION FCOI GUIDEBOOK](#)

[NOVELUTION LOGIN](#)

4. ADDITIONAL PROPOSAL RESOURCES

For proposal submissions, please access the following additional resources on the COM Research website:

- Glossary of Grant Terms
- Glossary of Grant Acronyms
- Time & Effort Conversion Table
- FAU F&A Rate Agreement
- Policy for Tuition on Grants

For those proposals being submitted to the **National Institutes of Health (NIH)**, please see the following Grant Resources:

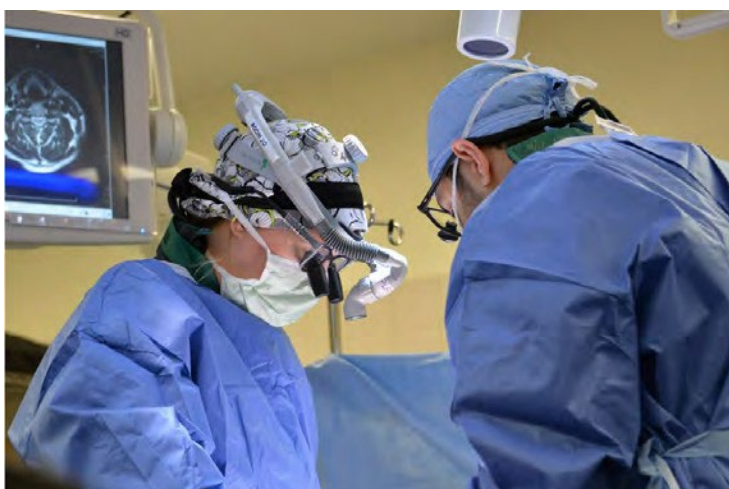
- NIH Biosketch Info & Templates
- Sample Budget Justification
- NIH R01, R03, R15, R21 & R66/R33 Checklists
- COM Facilities and Resources
- COM Research Equipment
- FAU Facilities and Resources

[PROPOSAL RESOURCES](#)

[DATA MANAGEMENT & SHARING PLAN TEMPLATES](#)

Required Compliance and Trainings

It is the responsibility of each faculty (PI) conducting research to maintain compliance for themselves, staff and trainees, following all FAU and COM guidelines:



1. RESPONSIBLE CONDUCT OF RESEARCH (RCR)

All faculty who engage in and mentor trainees in research and/or scholarship must complete and maintain the CITI Responsible Conduct of Research (RCR) online training. This training is good for three (3) years and can be accessed below using your FAU credentials. All completed training certificates must be emailed to the COM Office of Research.

Upon completing the required training, certificate of completion should be uploaded into Workday. For step-by-step instructions, please view the [Workday Job Aid](#).

CITI RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING

See table below outlining the FAU CITI RCR requirements for sponsored research as per the FAU Office of Research Integrity:

TYPE OF RESEARCH	FACULTY/STAFF	STUDENTS (undergrad & grad)*	POSTDOCTORAL FELLOWS
NIH funded	<ul style="list-style-type: none"> - Online CITI RCR required - 8 contact hours required of RCR live instruction (as applicable to grant requirements)* 	<ul style="list-style-type: none"> - Online CITI RCR required - 8 contact hours of RCR live instruction required 	<ul style="list-style-type: none"> - Online CITI RCR required - 8 contact hours required of RCR live instruction (required for training and career development awards)
NSF funded	<ul style="list-style-type: none"> - Online CITI RCR required - As stipulated in award terms and conditions, and/or as described in scope of work 	<ul style="list-style-type: none"> - Online CITI RCR required - As stipulated in award terms and conditions, and/or as described in scope of work 	<ul style="list-style-type: none"> - Online CITI RCR required - As stipulated in award terms and conditions, and/or as described in scope of work
Other federal awards including flow through	<ul style="list-style-type: none"> - As stipulated in award terms and conditions, and/or as described in scope of work 	<ul style="list-style-type: none"> - Online CITI RCR required 	<ul style="list-style-type: none"> - Online CITI RCR required
All other sponsored research	<ul style="list-style-type: none"> - As stipulated in award terms and conditions, and/or as described in scope of work 	<ul style="list-style-type: none"> - As stipulated in award terms and conditions, and/or as described in scope of work 	<ul style="list-style-type: none"> - As stipulated in award terms and conditions, and/or as described in scope of work

*Additional requirements as stipulated in the funding opportunity announcement and/or in the proposal. As stipulated in the award terms and conditions and/or as described in scope of work.

Transferring Existing CITI Trainings (New FAU Faculty/Staff):

1. Log into CITI Training and navigate to your profile at <https://www.citiprogram.org/index.cfm?pageID=14>
2. Change your institutional affiliation, and that will transfer your trainings under Florida Atlantic University.

Please pay attention to which trainings are transferable and what additional trainings are required at Florida Atlantic University. The required minimum trainings may differ from your previous institution.

Make sure you also update your email address so you will receive notifications regarding expiring trainings.

Training

Faculty, staff, postdoctoral fellow, students and volunteers must complete all required trainings prior to conducting research. It is the responsibility of the faculty/principal investigator to manage and track.

COM Research Training Checklist

The COM Research Training Checklist form is required for all COM faculty, staff, postdoctoral fellows, students and volunteers who conduct research. The form is used to ensure those who are conducting research have completed their required trainings.

COM RESEARCH TRAINING CHECKLIST FORM

Access & Training for Students & Volunteers

The student/volunteer access and training form is required for every student or volunteer participating in research, whether in a research laboratory or clinic. The form is used to verify that trainings have been completed prior to being granted access to the facilities, verify that trainings have been completed and register students enrolling in Directed Independent Study (DIS) or Directed Independent Research (DIR). The form should be completed by COM faculty mentor. Please note volunteers will have to complete additional paperwork.

For more information about DIS/DIR or the Access & Training Form, please contact the [Graduate Programs Office](#).

STUDENT/VOLUNTEER ACCESS AND TRAINING FORM

2. REGULATORY AND COMPLIANCE

There are multiple training and compliance requirements for research involving human subjects, animal subjects, recombinant/synthetic nucleic acid molecules and biological materials, agents and toxins. For more information, please visit <https://www.fau.edu/research-admin/research-integrity/> or click on the links below.

INSTITUTIONAL REVIEW BOARD (IRB)

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)

COM Guidelines for IRB Pre-Review and IRB Novelution Submission Signatures

To assist faculty with their IRB submissions, the COM Office of Research will provide a submission pre-review for human subject research that is greater than minimal risk and may require Full Board Review.

If your research involves data, the faculty (PI) must involve the COM Office of Research in IRB Novelution in order to review protocol procedures and provide guidance to the researcher in the development, approval and implementation of data security.

COM Office of Research input should be sought for all research involving collection, use, storage and the transfer of data. The level of risk of the data will determine how that data is managed and thus, it is encouraged that investigators involve the COM Office of Research early on.

The risk level is compared to "minimal risk" as defined by the federal regulations:

Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests (45.CFR.46.102(j)) (Common Rule).

If your proposed research includes any of the following, it may be categorized as greater than minimum risk and require Full Board Review:

- Prisoners
- Individuals vulnerable to coercion or undue influence
- Procedures that might cause physical harm
- Procedures that might cause significant psychological/emotional distress
- Collection of information about highly sensitive topics
- Collection of information about illegal behavior
- Collection of information that could seriously harm the participant legally, socially, financially, etc. if other people could identify them

Examples of studies which may require Full Board Review:

- Randomized treatment studies
- Studies using investigational drugs and/or devices
- Behavioral studies involving risky interventions, observations of illegal behavior or very sensitive data/questions

If your research meets any of the above criteria, please share your IRB Novelution project with Scott Alter, M.D. in the COM Office of Research at alters@health.fau.edu for a package submission pre-review and signature. The pre-review must take place once the package is complete and before the required approval by the Department Chair and Research Dean.

IRB Novelution SUBMISSION SIGNATURES

FAU IRB Requirements: For new projects and those requiring continuing review, this is the Principal Investigator (PI), and Department Chair. For amendments, this is PI only.

COM requires additional signatures from the Department Chair and Senior Associate Dean for Research:

1. Initial submissions and amendments for which the proposed research is greater than minimal risk and may require Full Board Review.
2. All adverse events and protocol violation reports.

For more information, please contact the Division of Research's Office of Research Integrity and click below for more information and guidance. To register for IRB Novelution training, please access the Research Integrity IRB web site:

IRB NOVELUTION

IRB TRAINING CALENDAR

If My Research Involves Data, What Should I do?

PI must add COM IT Director in IRB Novelution to review protocol procedures and provide guidance to the researcher in the development, approval and implementation of data security. Refer to [Research Data Security - Background & Guidance Purpose](#).

Non-PHI (de-identified) data may be considered Not Human Subjects Research (NHSR). The Human Subjects Research (HSR) determination form should be completed and submitted via IRB Novelution for both funded and non-funded studies and for studies requiring a formal determination letter.

COM IT input should be sought for all research involving collection, use, storage and the transfer of data. The level of risk of the data will determine how that data is 'managed' and thus, we encourage investigators to involve COM IT unit early

Do I Need IRB?

Research deemed Not Human Subjects Research (NHSR), please refer to the following website:

DO I NEED IRB?

If you are uncertain whether you need IRB review, submit a request for human subjects' research determination into the IRB Novelution system. If you do not have an account, please register as a New User to access IRB Novelution.

If the project is secondary use research, secondary research, funded, or you need an official letter, the following policy provides more information on these types of projects:

POLICY 10.3.3 "HUMAN SUBJECTS RESEARCH DETERMINATION"

*NOTE: If using a de-identified data set or specimen samples, a letter of collaboration from the cooperating institution stating this must be included. A data use agreement (DUA) or material transfer agreement (MTA) may be required.

3. ENVIRONMENTAL HEALTH AND SAFETY (EHS)

The goal of EHS at FAU is to provide and ensure a safe and healthy environment for students, faculty, staff, and visitors through comprehensive service programs and trainings. It is the responsibility of each faculty (PI) to make sure all EHS trainings are completed and maintained for themselves and their staff and trainees prior to engaging in research.

ENVIRONMENTAL HEALTH & SAFETY (EHS)

EHS Compliance Trainings

To identify the training(s) you need, please access the EHS Course Matrix for the most common course listings based on type of work/involvement and the associated required trainings. It is the responsibility of each faculty (PI) to make sure all EHS trainings are completed and maintained for themselves and their staff and trainees prior to engaging in research.

To request specific EHS training(s), utilize the "OIT TICKET LINK" to submit a request for trainings. The request form will require additional information, including contact information, department, description of the ticket, place of work, and what type of laboratory or fieldwork. Based on the selected answers, pre-populated EHS trainings will be available for selection (more than one training may be selected in the request ticket). It is the responsibility of the trainee to request their own required EHS trainings; however, managers/supervisors may also select trainings for their employees and will need the employee's FAUNet

Many of the required trainings are conducted and managed/tracked through Skillsoft's Precipio. Each faculty member will have a personalized Precipio profile that will enable them to view assigned trainings and access their past history of trainings. To access Precipio, please click on the "Precipio Training Link" and utilize your FAU Single-Sign On username and password.

Not all trainings will be listed on the EHS Course Matrix. To find other training courses you may want to take, please access the Precipio Course Library for a comprehensive list of available trainings. To access these resources, please visit the EH&S training website:

ENVIRONMENTAL HEALTH & SAFETY (EHS) TRAINING



Types of Research Agreements

Research often involves collaboration or exchange of information with internal and external entities, and many of these transactions require a binding or non-binding agreement. Below please find a list of common research agreements that may apply to your work:

Clinical Trial Agreement

A Clinical Trial Agreement is a legally binding agreement that manages the relationship between the Sponsor that may be providing the study drug or device, the financial support and/or proprietary information and the institution that may be providing data and/or results, publication, input into further intellectual property.

Collaboration Agreement

A Collaboration Agreement is a standard contract model for institutional level research collaboration between FAU and other research institutions.

Confidential or Non-Disclosure (CDA/NDA)

A Confidential or Non-Disclosure Agreement restricts disclosure and use of proprietary or protected information.

Data Use Agreement (DUA)

A Data Use Agreement is a standard contract model for the transfer of data collected or developed (such as raw data, data sets, and health information).

Master Research Agreement (MRA)

A Master Agreement may be appropriate when a single sponsor intends to fund multiple research projects at FAU over a long period of time for specific purposes but desires an open-ended scale or scope of work for individual projects.

Material Transfer Agreement (MTA)

A Material Transfer Agreement is a standard contract model for transferring tangible (e.g. biological) material from or to FAU or to an outside entity.



Memorandum of Understanding (MOU)

A Memorandum of Understanding is an agreement to memorialize expression of intent or expressing goals/aspirations or activity without committing to a legal binding agreement implicating legal remedies.

Service Agreement

A Service Agreement is issued when FAU is providing or purchasing a good or service.

Sponsored Research Agreement (SRA)

A Sponsored Research Agreement is a formal agreement between FAU and an external entity that memorializes the exchange transaction for a specific scope of work. Sponsors may provide funding, equipment, or other tangible items for organized research, instruction, and other sponsored activities.

Teaming Agreement

A Teaming Agreement expresses a general intent to cooperate with FAU for purposes related to a general operation or pursuit of funding to a third party.

Subaward/Subcontract

A Subaward/Subcontract is a legally binding agreement between FAU and a collaborating entity who will be performing a substantive portion of work on a sponsored project awarded to FAU by a prime (originating) Sponsor.

For questions and more information regarding research agreements, please access the Office of Sponsored Programs website:

OFFICE OF SPONSORED PROGRAMS



Workday and Financial Resources



WORKDAY

Workday is FAU's cloud-based application software that enables human resources, payroll and financial functions. Workday can be accessed 24/7 from any computer or mobile device with Internet capability. Faculty will be able to update their address, request vacation time, change a beneficiary, and view compensation and benefit information from within Workday.

Additionally, Workday is utilized to manage research awards, including making research-related purchases (pCard, Creating Requisitions, Creating Requisitions Punchouts) and managing award expenses (Expense Reports and Spend Authorizations).

[Hiring Staff](#) - Prior to hiring staff, contact your COM Department's Human Resource Partner for assistance and guidance

[Purchase Supplies](#) - Making research-related purchases can occur through multiple methods. Please consult your Department Administrator before making your initial purchase. Common research related purchasing options include: pCard (Purchasing Card), Create Requisitions, and Create Requisition Punchout.

To review typical expenses that are generally allowed/not allowed on a research award, please access the [Grant Spending](#) document for further guidance. However, always refer to the research award's terms and conditions for full guidance.

Please log in using your FAU credentials and refer to the Workday User Overview below for further guidance:

WORKDAY LOGIN

WORKDAY OVERVIEW

For Assistance with Workday, please contact your Department Administrator

The Department Administrator supports and assists faculty in the following areas:

- Requisitions/Purchase Orders
- P-card (university credit card)
- Expense reports
- Payment requests
- Travel reimbursements

COM FINANCE: Supports and assists with reconciling accounts and SmartTags for [non-grant accounts](#) (i.e. startups and foundation). For non-grants related finance questions or for more information, please contact COM Finance at comfinance@health.fau.edu

Cores and Shared Services

The College of Medicine and FAU offer a number of cores and shared services to facilitate research across the University and beyond.



FAU Core Facilities

Research cores are centralized shared research resources that provide access to instruments, technologies services, as well as consultation and other services to scientific and clinical investigators.

Available Cores:

- Biostatistics Collaborative Core
- Advanced Cell Imaging Core
- Clinical Research Unit
- Engineering & Technology Core
- Neurobehavior Core
- MRI & Human Imaging Core

COM Shared Research Facilities

COM has a shared and common equipment for use by COM faculty, staff, and students. Occasional use by non-COM faculty and students approved on a case by case basis.

Available Facilities:

- Molecular Facility
- Imaging Facility
- Cell Analytics Facility
- Genomics Facility
- iPSC/Disease Modeling Facility
- Proteomics Facility
- Histology/Quantitative Imaging & Morphology facility

Comparative Medicine

The mission of Comparative Medicine is to oversee all animal care and use at FAU; provide veterinary care; ensure that all animal uses are in full compliance with federal, state and local regulations; provide the necessary elements in direct support to the University's research and teaching programs that use animals; and ensure proper care and use, emphasizing the avoidance or minimization of discomfort, distress and pain.

Affiliations

Our faculty and staff also benefit from affiliations with prestigious local research institutions such as the UF Scripps Research Institute and the Max Planck Institute for Neuroscience. FAU faculty can access affiliates' core facilities with equal priority and on a cost basis.

RESEARCH CORES & SHARED SERVICES

COM SHARE RESEARCH FACILITIES & EQUIPMENT



FLORIDA ATLANTIC UNIVERSITY
Schmidt College of Medicine

Research Distinction Track (RDT)



Program Description

The Research Distinction Track (RDT) is a parallel curriculum and enrichment program directed towards medical students who elect to make a sustained commitment to research including education and mentored research.

Students must participate in a research program over their four years of medical school and meet program benchmarks for high achievement in research by demonstrating substantial independent responsibility for the formulation of a hypothesis, data collection, analysis, interpretation, and dissemination of one or more mentored research projects.

Program Objectives

The goal of this program is for students to learn and apply the research process, above the expectations for the MD degree, from critical literature review to scholarly dissemination.

This track will enhance the medical school experience and benefit students who anticipate pursuing specialties and/or academic careers that require an emphasis on clinical practice and/or research.

The RDT provides an opportunity for students to be formally recognized for their substantial and sustained research training and experience. This experience will include:

- Mentored research
- Participation in research activities (e.g. research seminars, lab meetings, journal clubs, conferences)
- Online research training course
- Dissemination (oral presentations, first-authored publication)

Acknowledgement of track participation will be noted in the student's Medical Student Performance Evaluation (MSPE) Letter, contingent upon demonstration of acceptable progress towards program requirements. Successful completion of the RDT will be recognized by a "Distinction in Research" acknowledgement in the commencement program.

FAU students may consider this program as soon as they are accepted into medical school to take full advantage of the opportunities. Students may begin prerequisite activities during Year 1, but must formally apply to the RDT in January of their Year 2 year.

Application submission does not guarantee acceptance into the RDT. Students enrolled in a MD/PhD program are not eligible for this track. Students accepted into the RDT can "opt out" of the RDT in writing at any time during the program.

For more information regarding the RDT, please contact Dr. Ewa Wojcikiewicz at ewojciki@health.fau.edu or access the following link:

RESEARCH DISTINCTION TRACK WEBSITE



Important Policies & Helpful Links

Important Policies

[Principal Investigator Eligibility Policy](#) for Proposal Submissions and Compliance Protocols

[Equipment Policy](#) for Federal Sponsored Programs

[Pre-Proposal Submission Policy](#) – Letters of Intent, White Papers, Concept Papers, Pre-Applications

[Time & Effort Certification Policy](#)

[Cost Share Policies & Procedures](#)

[Guidelines for Overhead Return Accounts](#)

[Award Close Out Policy](#)

Travel & Expenses

[FAU Expense/Travel Policies and Procedures](#)

[Travel Expense Reference Guide](#)

[FAU Global Travel Requirements & Policy](#)

[Fly America Act](#) – All air travel and cargo transportation funded by federal sponsored programs are required to use a “U.S. flag” air carrier service.

FAU Division of Research

[Sponsored Programs \(OSP\)](#) - The central office for the review and submission of research, training, and community service proposals and acceptance of externally funded awards. The office negotiates contracts, sub-awards, and other non-financial agreements, oversees the award management and provides research-related information sessions/workshops.

[Comparative Medicine](#) – is responsible for all animal care and use in research at the university. It provides procurement, husbandry, veterinary care, rodent breeding colony management and scientific/technical support services for both wildlife and laboratory animal species. The office also reviews and monitors all animal care and use protocols and training for animal use.

[Research Integrity](#) - administers key research-related assurance and compliance programs required by federal and state agencies. Its responsibilities include the university’s human subjects research protections program, the animal care and use program and the financial conflict of interest program.

[Technology Development](#) – protects faculty interests while advancing discoveries towards commercial development. The office helps navigate the patenting process, while fostering collaboration with industry through licensing, sponsored research and new venture agreements.

[Research Development](#) – (ORD) helps faculty find funding, build teams and strength proposals. Editing services are available.

[Research Cores](#) – centralized shared research resources that provide fee-for-service access to technology, equipment, services and training.

[Postdoctoral Affairs](#) – offers training, counseling, resources and networking opportunities for postdocs



FLORIDA ATLANTIC UNIVERSITY
Schmidt College of Medicine

COM Research Office Contacts



The COM Office of Research is here to support students, faculty and staff with their research-related inquiries. We are happy to answer any questions you may have regarding your research, proposal submission, award management, compliance requirements, and more.

For all research-related inquiries, please contact the COM Office of Research:

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