MISSION, RESPONSIBILITIES, AND STAFF

MISSION

Our mission is to enable all faculty, other investigators, and students to achieve their full potential as scholars.

The Office of Research and Engagement facilitates the university’s research mission by:

- Assisting faculty in securing sponsorships for research, creative, and scholarly activities.
- Promoting research as a way to enrich teaching and service at the university and to enhance the social and economic environment of the region and the state.
- Extending the protection of relevant legal, ethical, and safety standards and regulations to faculty, staff, students, research subjects, and the public.
- Ensuring that all research agreements protect the legal, fiscal, and programmatic interests of the university.
- Sharing information appropriately with the general public and with targeted internal and external interest groups about the university’s research accomplishments and needs.
- Supporting engagement and outreach efforts of the campus community

RESPONSIBILITIES

ORE administers research activities for UT Knoxville and provides selected services to other university locations. The office:

- Handles grants and contracts review for faculty researchers for UT Knoxville.
- Oversees various programs that provide research incentives to faculty and students under the authority of the chancellor of UT Knoxville. The office also oversees internal reviews for proposals that might be competitive among the five UT entities.
- Supervises compliance with all relevant regulations and guidelines related to human subjects, biosafety, and radiation safety for UT Knoxville and the UT Institute of Agriculture. These regulations apply not only to faculty doing research but to students and staff involved in certain research projects.
- Provides information about research opportunities to the entire University of Tennessee System through its membership in the Pivot online data base.
- Maintains and disseminates summary data on research awards and accomplishments for the University of Tennessee.

The office works closely with the University of Tennessee Research Foundation, a private not-for-profit foundation designed to support faculty research and entrepreneurship, and the Office of Corporate and Foundation Engagement, which serves as the single visible point of entry or front door for companies, foundations, and industry professionals seeking access to university resources.

STAFF

Meet our team at research.utk.edu/staff.
OVERVIEW
The Faculty Development Team and Research Development Team provide a wide spectrum of tools and support services to help faculty succeed in obtaining external funding. Faculty can request these services by sending an email to Louise Nuttle at lnuttle@utk.edu for FDT or Kimberly Eck at keck@utk.edu for RDT.

TRAINING
The FDT and RDT both offer workshops throughout the year on topics such as strategies for identifying a funding agency, introductory proposal writing, and working with specific federal agencies. For more information, visit research.utk.edu/training-workshops/schedules-registration.

FACULTY FELLOWSHIPS
Faculty members can find support from the FDT for preparing competitive applications to a number of prestigious fellowship programs like Fulbright, Guggenheim, and NEH.

EARLY CAREER
The FDT provides support to faculty members in their early career (pre-tenure) with directed training opportunities, information on funding opportunities directed to early career faculty, and proposal development support.

FACULTY DEVELOPMENT TEAM
The Faculty Development Team (FDT) exists to cultivate the skills and provide the visibility faculty members need to advance their scholarship, research, and creative activities.

Proposal Development Support
The FDT supports investigator-initiated proposals, faculty awards, and fellowships with an emphasis on early career opportunities. From opportunity identification to proposal submission and everything in between, our strategists work across the proposal development continuum to present faculty research in a compelling way to increase proposal competitiveness.

Communities of Scholars
The CoS program encourages the growth of research affinity groups that cross disciplinary boundaries, such as Appalachia, asthma, cancer, digital scholarship, intersectionality, mindfulness, and student success.

Grantseeker’s Toolkit
Extensive resources at tiny.utk.edu/ore-toolkit include samples of funded proposals, articles on crafting competitive proposals, links to frequently needed institutional information, agency-specific resources, and information about required supplemental documents such as data management plans.

Funding Opportunities
In addition to making use of the funding search engine by Pivot at pivot.cos.com, faculty can search for external funding opportunities at research.utk.edu/funding/external and internal funding opportunities at research.utk.edu/funding/internal.
LIMITED SUBMISSIONS
Receive email notifications when new limited submissions are posted to our website: tiny.utk.edu/limsub

UT NIH RESEARCH COMMUNITY
The UT NIH Research Community listserv (NIH@listserv.utk.edu) is a forum to share NIH news and announcements, to learn about funding opportunities, workshops, and speakers, to connect with potential collaborators across campus and beyond, and to crowdsource questions related to all aspects of the NIH grant process—from proposal development to the application and review process to post-award management.

Contact Jennifer Webster (jwebster@utk.edu) to join the conversation!

RESEARCH DEVELOPMENT TEAM
The Research Development Team helps faculty form competitive research teams and collaborations to identify and pursue major strategic opportunities. These include multimillion-dollar opportunities, multidisciplinary centers, and projects with extensive arrays of external partnering, both institutional and corporate. Services include:

Proposal Development Support
The RDT facilitates large proposals through identification of opportunities and potential partners, team formation and facilitation, and long-term planning, with an emphasis on large strategic proposals. Tasks include development of compliance matrices, project management, and coordination of review teams, in addition to writing, editing, and graphics.

Capacity Development
To grow the UT research enterprise, the RDT cultivates an environment that is supportive of researchers who wish to pursue large collaboration, including interinstitutional relationships.

Capture Management
RDT coordinates the capture management strategy for federal agencies. This includes obtaining funding intelligence, identifying agency contacts, hosting agency staff, organizing on-campus events, and facilitating faculty visits to federal agencies and events. Additionally, RDT reviews agency meetings and reports to identify emerging priorities.

Federal Relations
The Research Development Team helps faculty obtain funding for research projects by seeking to match their capabilities with the science and technology needs of federal mission agencies, especially the US Department of Defense and NASA.

This office endeavors to increase faculty awareness of federal opportunities, facilitate faculty engagement with federal agencies, and develop faculty relationships with federal program officials.
EXTERNAL OPPORTUNITIES
CORPORATE AND FOUNDATION ENGAGEMENT

CORPORATE CONTACT:
Marc Gibson
(865) 974-7592
mgibson4@utk.edu

FOUNDATION CONTACT:
Sally Morris
(865) 974-1524
smorris@utfi.org

WEBSITE:
cfe.tennessee.edu

CORPORATE & FOUNDATION ENGAGEMENT

The Office of Corporate and Foundation Engagement (OCFE) takes a holistic approach to establishing partnerships, enabling us to connect with our partners on multiple levels to successfully meet their needs. We strive to develop long-term solution-based relationships that deliver multi-dimensional resources and assets such as research, workforce development, licensing, philanthropic gifting, training and executive education among others. This approach presents a distinct competitive advantage in a world where the solutions to many global challenges lie at the intersection of research, innovation, technology and economic development.

Our purpose is to become a partner of choice for a growing number of strategic corporate and foundation relationships that advance common interests and goals through collaborative solutions and innovative research.

Faculty who are considering approaching a corporation or private foundation for project funding should contact the OCFE before making an approach. This ensures that corporations and foundations do not receive multiple, competitive contacts from the university.

GRANTSEEKER INFORMATION

Foundation Engagement staff can help grant seekers throughout the proposal process – from identifying prospects and requests for proposals (RFP's) to developing strategic proposals and ultimately communicating with the potential funder.

OCFE works closely with the UT and UTIA Offices of Sponsored Programs to identify and distribute funding opportunities to faculty and staff.

It is important to understand that often, foundations will limit the number of proposals that can be submitted by an institution, or that contact must be carefully coordinated with only one institutional point of contact. The Office of Research and Engagement manages the limited submission process, and must be consulted on all limited submission opportunities.
SUPPORTING FACULTY AND STAFF

Consultation and Strategic Planning:
- Framing your funding needs to align with corporate and foundation prospect priorities
- Understanding the corporate and foundation funding landscape
- Monitoring foundation and industry funding trends and activities to aid in strategic development
- Providing insights into key corporate and foundation prospects
- Building holistic, strategic funding plans
- Prospect research
- Introductions to other campus funding offices
- Specialized trainings for staff and faculty
- Coaching on how to initiate funding conversations with new prospects

Proposal Development:
- Working with faculty and staff on content development
- Working with industry contacts to garner Letters of Support (LOS)
- Assisting with proposal and Letter of Inquiry (LOI) preparation as well as leading coordinated submissions
- Framing, editing, and review of proposals
- Collaborative voice with the Office of Sponsored Programs (OSP)

Pre-Award Grant and Gift Management:
- Assistance with routing proposals and other agreements through Cayuse, the Office of Sponsored Programs (OSP), Donor and Gift Services, Contracting and other campus offices
- Assistance with Confidentiality/Non-disclosure Agreements (CDA/NDA)
- Assistance with complicated discussions around Intellectual Property (IP) and licensing rights, and coordination with UTRF and OSP
- Assistance with coordinated on-campus site visits at UT and Oak Ridge National Laboratory

Post-Award Grant and Gift Management:
- Routing contracts and award letters through OSP for approval
- Work with the UT Foundation Advancement Services office for creation of and management of funds
- Facilitating required reporting
- Writing stewardship letters from senior administrators
- Assistance with post-award site visits/recognition events
SUPPORT AND FURTHER INFORMATION
Resources regarding interdisciplinary research are available through both the Faculty Development Team and the Research Development Team.

Faculty Development Team
Website: tiny.utk.edu/fdt
Email: fdt@utk.edu

Research Development Team
Website: tiny.utk.edu/rdt
Email: keck@utk.edu

OTHER RESOURCES
UT Community of Scholars Program
research.utk.edu/communities-of-scholars

How Does NSF Support Interdisciplinary Research? tiny.utk.edu/nsf-idresearch

WHAT IS INTERDISCIPLINARY RESEARCH?
Interdisciplinary research, or IDR, combines two or more disciplines into something new that crosses boundaries. IDR collaboration is a rich interaction that moves toward a new approach to problem solving involving cross-boundary reinvention, basically resulting in new permanent disciplines through convergence.

In an increasingly collaborative world, it is imperative that institutions organize policies and procedures to enhance IDR participation and support, foster an interdisciplinary culture, and promote cooperative synergistic efforts to tackle the community’s grand challenges.

THE UNIVERSITY OF TENNESSEE COMMUNITIES OF SCHOLARS PROGRAM
The Communities of Scholars (CoS) program was launched by the Office of Research and Engagement as a way to encourage the growth of research affinity groups that cross disciplinary boundaries. Each CoS is composed of UT researchers from multiple departments, colleges, and units, united by a shared research theme or topic area and organized to share research capabilities, assess collective research strengths, and explore opportunities for collaboration. CoS objectives may include identifying relevant funding opportunities and to moving toward designation as an organized research unit.
Current UT Communities of Scholars and Contacts

Alzheimer’s Community of Scholars
Karen Rose, krose20@utk.edu

Appalachian Community of Scholars
Tim Ezzell, tezzell@utk.edu

Cancer Community of Scholars
Steven Ripp, sanipp@utk.edu

Illuminate–A Community of Digital Scholars
Ashley Maynor, amaynor@utk.edu

Intersectionality Community of Scholars
Patrick Grzanka, patrick.grzanka@utk.edu

Mindfulness Community of Scholars
Kenton Yeager, kyeager2@utk.edu

Student Success Community of Scholars
Sally McMillan, sjmcmill@utk.edu

ORGANIZED RESEARCH UNIT FUNDING

UT Knoxville offers internal funding to ORU programs on a fiscal year basis in order to stimulate innovative multidisciplinary team research that will give rise to future external funding. Organized research unit funding is primarily intended to increase the competitiveness of interdisciplinary research groups in winning external funding sufficient to make them financially independent. The funding is not intended to support primary research or seed projects.

More information: research.utk.edu/funding/internal/oru-funding
COMMUNITY ENGAGEMENT AND OUTREACH

ACADEMIC OUTREACH AND ENGAGEMENT COUNCIL
The council is composed of faculty members from UT Knoxville and the UT Institute of Agriculture who have an interest in academic outreach and engagement. Its goals include:

• To develop, propose, and continuously improve policies for academic outreach and engagement on the University of Tennessee, Knoxville, campus

• To serve as the primary faculty representative and advocate for engaged scholarship

Membership is open to all faculty members from the Knoxville campus communities.

To apply, visit engagement.utk.edu/aoec.

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CARNEGIE CLASSIFICATIONS
Did you know that UT holds two Carnegie classifications? In 2006, the university earned the top classification of Research University (Very High Research Activity). In 2015, UT Knoxville and the UT Institute of Agriculture earned the 2015 Carnegie Community Engagement classification. This means the university has been recognized as a community engaged institution via the Carnegie Foundation for the Advancement of Teaching’s evidence-based documentation of institutional practice, self-assessment, and improvement. To achieve the designation, campuses must document their collaborations with local, regional, state, national, and global organizations “to enrich scholarship, research, and creative activity; enhance curriculum, teaching, and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good.”
ABOUT THE OFFICE
The Office of Community Engagement and Outreach (OCEO) was established in 2013 as part of the university’s intention to more deeply integrate community engagement with its land grant mission of research, teaching, and outreach.

The office fosters that mission by connecting university knowledge with community knowledge in mutually beneficial ways. All of its work emphasizes university-community partnerships that are collaborative, participatory, empowering, reciprocal, and anchored in scholarship.

WHOM DO WE SERVE?
The Office of Community Engagement and Outreach provides resources to assist members of the administration, academic departments, faculty, and staff with addressing issues of concern to society. We do so by encouraging and supporting external partnerships that co-generate, apply, transmit, and preserve knowledge.

Studies have found that building an engaged campus requires an intentional plan that moves the institution from a one-way outreach delivery framework to an engagement, or two-way partnership, framework. The OCEO is continually improving and building upon our institutional plans with regard to engagement efforts.

Research shows association between community engagement and:

- Higher retention rates (faculty and students)
- Increased public appropriations
- Increased capacity in a university’s research and teaching functions
- Increased campus diversity in many dimensions
RESOURCES
The Office of Research and Engagement has created a repository of information regarding responsible conduct of research (RCR):
• Definitions
• The US Department of Health and Human Services overview of RCR and research integrity
• RCR training
• Plagiarism prevention
• University Libraries resources
  • Institutional resources
  • Faculty Handbook
  • Graduate school thesis and dissertation policy and resources
• UT policies on misconduct in research and service and on conflict of interest
• Individual development plan program
• Research tools
• General research policy page

Visit the resource page at research.utk.edu/responsible-conduct-of-research.

ABOUT THE OFFICE OF RESEARCH INTEGRITY
The Office of Research Integrity is responsible for the development and implementation of policies and procedures governing research and creative activity and the administrative aspects of research operations. It provides administrative support and assistance in complying with applicable laws and regulations in the following areas of research compliance:
• Biosafety
• Research conflict of interest (COI)
• Export control
• IRB/human subjects research
• Institutional Animal Care and Use Committee (IACUC)
• Radiation safety
• Responsible conduct of research (RCR)

Robert Nobles serves as associate vice chancellor for research for responsible conduct of research and institutional research integrity.

View the Office of Research Integrity website at research.utk.edu/compliance.

RESPONSIBLE CONDUCT OF RESEARCH
Responsible conduct of research (RCR) is defined by the National Institutes of Health as "the practice of scientific investigation with integrity. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research."

Responsible and ethical conduct of research is critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists and engineers.
COMMUNICATION
Subscribe to receive Integrity, a newsletter published each semester highlighting material related to the research integrity and research compliance at UT Knoxville: research.utk.edu/subscribe.

TRAINING RESOURCES
Training in RCR is required for numerous grant opportunities. The Office of Research and Engagement provides multiple avenues for receiving RCR training:

• The RCR Lunch and Learn series promotes comprehensive and accessible training in RCR for our campus population. research.utk.edu/training-workshops/schedules-registration

• UT Knoxville partners with CITI to provide online compliance training modules, including those in RCR. research.utk.edu/training-workshops/citi

PLAGIARISM PREVENTION
Plagiarism or the perception of plagiarism is the most prevalent violation within the realm of research misconduct. In an effort to make the production of scholarly work more transparent, the Office of Research and Engagement has contracted with a vendor used by universities, government agencies, and academic journals worldwide.

iThenticate is a plagiarism detection software site that will help faculty and student researchers avoid “cut and paste” or citation errors that might be unacceptable in funding proposals or scholarly articles.

Learn more about iThenticate and how to gain access: research.utk.edu/ithenticate.

ONLINE RCR TRAINING
The Collaborative Institutional Training Initiative (CITI) program allows UT Knoxville affiliated researchers the opportunity to participate in online research ethics education. It is a web-based program approved by the Office of Research Integrity as a training option.

Epigeum is an interactive, online course that can be used by undergraduate, graduate, and post-doctoral students to obtain knowledge in the area of Responsible Conduct of Research. New investigators and early researchers are strongly encouraged to be aware of the principles and practices of conducting research ethically and in compliance. The Epigeum training program helps UT Knoxville researchers achieve this goal.
NEED HELP?
Our office is here to assist UT faculty, staff, and students!

Training
We provide training for laboratory safety practices relative to biological hazards, recombinant DNA (NIH Guidelines), the OSHA Bloodborne Pathogens standard, commercial shipping of biological hazards and dry ice, biological waste disposal, DHHS and USDA permits for receipt and use of biological materials, and other topics by request.

Risk Assessment & Lab Setup
The Biological Safety Office is available to assist investigators with risk assessments and laboratory safety requirements.

Permits
If you plan to apply for any USDA APHIS, CDC, or other regulatory permits associated with your research, we can provide guidance and information on form preparation and implementation of specific biocontainment procedures that may apply to your work.

Listserv
For updated news and information, sign up to receive emails from the UT Biosafety listserv. To join, contact us at utbiosafety@utk.edu.

Website
Visit biosafety.utk.edu for more information about the IBC, training, biohazardous waste management, emergency response, and much more.

Questions?
Send your questions or concerns to utbiosafety@utk.edu or call us at 865-974-5547.

ABOUT THE BIOLOGICAL SAFETY OFFICE
The Biological Safety Office is committed to protecting faculty, staff, students, visitors, the general public, and the environment from exposures to biological hazards. We do so by ensuring that research, teaching, and diagnostic testing activities involving biohazardous materials are conducted safely and responsibly; federal, state, and local regulatory mandates and guidelines applicable to biological research are followed; UT personnel and students are appropriately trained; and laboratories and associated facilities are regularly inspected.

The Biological Safety Office works with other campus safety and compliance offices to mitigate workplace hazards and to strengthen the safety culture of the university.

The office also serves as the liaison between the research community and the Institutional Biosafety Committee (IBC), a committee of faculty experts and nonaffiliated community representatives responsible for reviewing research protocols involving biological hazards.

INSTITUTIONAL BIOSAFETY COMMITTEE
Any institution receiving federal funding from the National Institutes of Health (NIH) is required to have an IBC to review and approve research protocols involving recombinant or synthetic nucleic acid molecules. Like those at many other academic institutions, the UT IBC has expanded its role to cover the requirements of other funding and regulatory agencies. Currently, the UT IBC is responsible for the review and approval of research protocols involving:

• Recombinant or synthetic nucleic acid molecules
• Infectious agents affecting humans, animals, or plants*
• Acute toxins of biological origin
• Human-derived materials
• Nanoparticles conjugated to bioactive molecules
• Dual use research of concern (DURC)
• Venomous animals
• Poisonous/toxic plants

* Infectious agents capable of causing disease in immunocompetent humans must be registered with the IBC. Agents infectious to animals or plants must be registered with the IBC if federal agency (e.g., USDA APHIS) permits require enhanced security/containment for the possession or use of these agents.

Regardless of the funding source, research protocols involving any of the materials listed above must be registered with the IBC to ensure that safety, containment, and research compliance requirements are met.
RADIATION SAFETY DEPARTMENT

KEY POINTS
- Researchers who would like to use radioactive materials must apply and be approved by UT's Radiation Safety Committee before beginning their research.
- Anyone working around radioactive materials, X-ray units, or high-power laser systems should receive safety training before they begin working around these hazards.
- All X-ray equipment must be registered with the State of Tennessee within 10 business days of arrival on campus.
- If you plan to use a Class IIIIB or IV laser system, contact our department.
- Our training class schedule can be found on our website. We offer trainings online and in person.

TRAINING
Any person who will handle or work near ionizing radiation is required to receive training regarding hazards and safe practices. Find RSD training at radiationsafety.utk.edu/training.

CONTACT US
2101 Terrace Avenue
Knoxville, TN 37996
865-974-5580
Email: radiationsafety@utk.edu
Web: radiationsafety.utk.edu

ABOUT THE RADIATION SAFETY DEPARTMENT
The Radiation Safety Department oversees all use of ionizing radiation and high-power laser systems for UT Knoxville, the UT Institute of Agriculture, the College of Veterinary Medicine, the Graduate School of Medicine, and the UT Space Institute.

The Radiation Safety Department maintains the university’s radioactive materials license and promotes worker and campus safety through training, dose monitoring, hazard assessments, waste collection, and inspections.

RADIATION SAFETY COMMITTEE
The Radiation Safety Committee is composed of campus safety personnel and researchers from nuclear engineering, nutrition, veterinary medicine, animal science, microbiology, medical physics, and medical research departments.
RESEARCH INTEGRITY
EXPORT CONTROL

QUESTIONS?
Visit our Frequently Asked Questions page for answers to common export control questions: exportcontrol.utk.edu/faq

TRAINING
The Office of Research and Engagement offers training in the area of export control through the Collaborative Institutional Training Initiative (CITI) online program. exportcontrol.utk.edu/training/online-training

EXCLUSIONS
• Fundamental research exclusion
• Education exclusion
• Public domain/publicly available

ACTIVITIES THAT CAN INVOLVE EXPORT CONTROL
• Sponsored research
• Shipments to foreign countries
• Foreign students and visiting scholars

WHAT IS EXPORT CONTROL?
Export control regulations are federal laws that prohibit the unlicensed export of certain commodities or information for reasons of national security or protections of trade. Export controls usually arise for one or more of the following reasons:
- The nature of the export has actual or potential military applications or economic protection issues.
- Government concerns exist about the destination country, organization, or individual.
- Government concerns exist about the declared or suspected end use or the end user of the export.

Export is defined very broadly to include an oral, written, electronic, or visual disclosure, shipment, transfer, or transmission of any commodity, technology (information, technical data, assistance, or software code) outside the United States to anyone (including a US citizen) or to a non-US entity or individual, wherever they are located.

WHY SHOULD YOU CARE?
Jail sentences have been mandated for faculty members who break compliance rules in spending grant dollars and who transgress export controls. One of the most frequently cited violations happened at the University of Tennessee in 2009.

Still have questions? Visit exportcontrol.utk.edu.
HOW TO GET STARTED WITH YOUR IRB APPLICATION

Whether you have ongoing research studies from your previous institution or are just getting started in human subjects research, you can find answers to your questions at irb.utk.edu/faq.

TRAINING

The UT IRB requires that all individuals involved in human subjects research activities must complete the CITI human research protections training course. Please consult our guidance on registration and, if you have taken this CITI training at your previous institution, how to transfer CITI credits to UT. You can find additional information on the IRB training web page.

NEWSLETTER

The monthly HRPP newsletter contains helpful information for those navigating the IRB process. Past issues are accessible online at irb.utk.edu.

HUMAN RESEARCH PROTECTION PROGRAM

The HRPP is the administrative arm of UT’s infrastructure to protect human participants in research. This unit, in partnership with the faculty-led Institutional Review Board (IRB) and the research community, is responsible for ensuring the safety and welfare of participants in human research projects conducted under the UT Federalwide Assurance of Compliance. It provides the campus and the IRB with professional guidance and administrative support.

INSTITUTIONAL REVIEW BOARD

The Institutional Review Board (IRB) regulates all research activities involving human subjects on the UT Knoxville campus. The IRB is a committee appointed to ensure rights, safety, and welfare of human research subjects; ensure compliance with all applicable federal and state laws/regulations; and conduct ethical reviews of human research activities including initial, continuation, modification, unanticipated problems, and alleged noncompliance.

CONTACT US

If you have questions or concerns, please contact any of our team members at 865-974-7696 or utkirb@utk.edu.
OFFICE OF SPONSORED PROGRAMS

FORMS
The OSP website has several forms that are helpful during proposal creation and the award process. Find them at osp.utk.edu/forms-osp.

PROPOSAL INFORMATION
Are you looking for basic information to include in your proposal? You can find all this information online at osp.utk.edu/proposals/proposal-information.

TRAINING
OSP offers several training opportunities throughout the academic year on a variety of topics: proposal development, how to use Cayuse Research Suite, and more. Find training opportunities at research.utk.edu/training-workshops/schedules-registration.

NEED HELP?
More information is available on osp.utk.edu. If you would like to reach out to one of our helpful staff members, see our directory for assistance: osp.utk.edu/staff.

PROPOSAL REVIEW & SUBMISSION
The Office of Sponsored Programs (OSP) is committed to assisting the UT research community in submitting high quality proposals to external sponsors for funding. We are available to help with any administrative questions that might arise during proposal preparation. OSP can assist with the following during the proposal creation and review process:

- Guidance and consultation on proposal development
- Proposal review, processing, and submission to sponsor
- RFP/solicitation review to ensure compliance with sponsor requirements
- Budget review and assistance with budget development
- Creation of agency-specific user accounts (NSF Fastlane, NIH eRA Commons, NASA NSPIRES, etc.)
- Serving as official institutional signatory for proposals
- Assistance with responding to sponsor requests for additional information

Please note that OSP does require the proposal to be submitted to our office five business days prior to the sponsor’s deadline. For more information about the deadline policy, see osp.utk.edu/proposals/submission-deadlines.
LISTSERV
The OSP listserv is used to communicate important information about the following:
• Notification of electronic submission system issues for sponsors
• Updates to UT Knoxville F&A rates or fringe benefit rates
• Announcements of workshops offered by OSP
• Notifications regarding the Cayuse modules
To join the OSP listserv, contact us at osp@utk.edu.

WEBSITE
In addition to the OSP listserv, our website hosts important information about proposal development, submission, and review, as well as pre- and post-award information.
Go to osp.utk.edu for more information.

QUESTIONS?
Send your questions or concerns to osp@utk.edu or call us at 865-974-3466.

AWARD REVIEW & ACCEPTANCE
Once an external sponsor has decided to provide funding for the proposal submitted, an award is usually sent to OSP. OSP reviews the award document and signs the contract or associated documents on behalf of the University of Tennessee to accept the award. Below are some of the areas that OSP is responsible for during the award review and acceptance process:
• Contract review to ensure compliance policies and procedures of the sponsor and the university
• Negotiation of externally funded contracts and other research-related agreements (material transfer, confidentiality, etc.)
• Creation, negotiation, and processing of outgoing subawards
• Serving as liaison between faculty and sponsors
• Final approval on contracts and agreements
• Award setup in Cayuse SP

AWARD MANAGEMENT
During the conduct of the project, OSP assists with administrative questions and information that may need to be submitted to the sponsor. Examples of the types of items that OSP provides assistance with during this phase are listed below:
• Administration of additional funding received from the sponsor for subsequent years or increments of funding
• Post-award changes (rebudgeting, no-cost extensions, change of PI, etc.)
• Submission of required interim, annual, or final reports to sponsor
• Submission of patent reports to the sponsor after the project has been completed (if required)
• PI transfer for faculty coming to and leaving UT
• Coordination with Sponsored Projects Accounting
FACULTY PROGRAMS
Faculty mentors
We provide resources for faculty interested in mentoring undergraduate researchers—a rewarding experience for both parties.

Explore, the Research Position Database
Faculty with research and creative work opportunities through UT programs, independent projects, or general research support can post positions for pay, volunteer, or academic credit.

R-Designated Courses
Through the Undergraduate Council, faculty can request the addition of a research (R) designation to a new or existing course that meets defined criteria. The R designation will appear on student transcripts allowing confirmation of participation by graduate schools and employers.

Curriculum Grants
Apply for up to $750 to support the incorporation of undergraduate research projects and assignments into courses, including conversion of an existing course into an R-designated course.

Funded Research Assistants
Funding for undergraduate research assistants is available on a competitive application basis for fall, spring, and summer.

The mission of the Office of Undergraduate Research (OUR) is to ensure all students are provided the opportunity for academic engagement through research-based experiential learning experiences. Open to all teaching and research faculty who mentor undergraduates, including faculty from graduate programs.

ABOUT UNDERGRADUATE RESEARCH
OUR serves as an umbrella for on-campus faculty-mentored research and a bridge for connecting students to opportunities outside UT Knoxville.

There are multiple avenues for student engagement in undergraduate research at UT, whether it’s participating in classroom-assigned research, pursuing an off-campus research-based internship, or assisting a faculty member in their sponsored research program.

PROGRAMS & ACTIVITIES
In addition to faculty research programs, OUR offers several programs and activities for student involvement in research:

- Discovery Living and Learning Community
- Summer Undergraduate Research Internship program
- Summer Research Scholars program
- Work-study research assistants program
- Semester research assistants
- International Research Opportunities program
- Travel grants program
- Undergraduate Research Students’ Association
- Undergraduate Research Seminar Series
STUDENT SUCCESS
Through OUR, several opportunities exist for students to exhibit the outcomes of their research experiences including:

- Exhibition of Undergraduate Research and Creative Achievement (EURēCA)
- Tennessee Experiential Learning Symposium
- Posters at the Capitol
- Posters on the Hill, sponsored by the Council on Undergraduate Research
- National Conference on Undergraduate Research (NCUR)
- URSA’s Undergraduate Research Symposium
- Pursuit, the university’s journal of undergraduate research

Travel funds are available for the activities listed above. Several university departments also offer avenues for research dissemination.
UT CORE FACILITIES PROGRAM

WHO BENEFITS?
By strategically investing in the support infrastructure, UT Core Facilities (UTCF) benefits all stakeholders in the research enterprise:

Faculty
With access to both equipment and expertise, faculty can collect better data in less time. Additionally, the availability of these resources leads to an overall savings when compared with individual or departmental sponsorship of facilities and instruments.

Students
UTCF supports the educational mission of the university through training and outreach. Housing equipment on campus gives students the opportunity to learn about cutting-edge services and technologies firsthand.

Staff
As experts in their respective fields, UTCF staff provide a resource to technicians and postdoctoral fellows that allows them to more efficiently conduct their studies and obtain the results they need to proceed with the next phase of a project.

IMPROVING YOUR RESEARCH
The mission of the UT Core Facilities program is to ensure that our faculty have the tools they need to be both competitive and successful in an increasingly challenging funding environment. To accomplish this, UT Core Facilities (UTCF) operates and maintains high-end instrumentation and provide expert consultation and analytical services to UT faculty, staff, and students on a cost-recovery basis.

It is our vision to continue investing in new services and technologies that improve the infrastructure that supports our investigators. By doing so, we will not only progress toward the goal of becoming a Top 25 public institution but will also make UT a leader in the academic and commercial research enterprise.

OUR FACILITIES
Currently, eight recharge centers have received recognition and support from the Office of Research and Engagement as UT core facilities. These resources provide services to investigators from multiple departments, colleges, and institutes from across the UT System and are truly university class resources.

The expertise from these facilities ranges across a variety of disciplines from anthropology to the life sciences and engineering. Facilities include:

- The Advanced Microscopy and Imaging Center (AMIC)
- The Biological and Small Molecule Mass Spectrometry Core (BSMMSC)
- The Center for Environmental Biotechnology Bioimaging Facility (CEB Bioimaging)
- The Geoarchaeological and Paleoenvironmental Service Center (GPSC)
- JIAM Electron Microscopy
- JIAM Micro-Processing Research Facility (JIAM MPRF)
- JIAM X-Ray Diffraction (JIAM XRD)
- Polymer Characterization Laboratory
- UT Genomics Core

Find more information on facilities, capabilities, and contacts at research.utk.edu/core/core-facilities.
RELATED RESOURCES

The UTCF program maintains a listing of additional resources that support the research enterprise. These resources are managed by their home departments and may be available for use. For more information, see research.utk.edu/core/associated-resources.

LOOKING FOR MORE?

Send your suggestions for additional core facilities or services to utcfp@utk.edu. Having difficulty finding information on one of our facilities? Email UTCF Program Director Jonathan Phipps at jphipps@utk.edu.

ABOUT THE PROGRAM

The UTCF program is housed within the Office of Research and Engagement and managed by the associate vice chancellor for research development and the program director. Recommendations for the recognition, support, and operations of core facilities are provided by the Core Facilities Advisory Committee (CFAC). This committee is composed of faculty and staff from across the university, and has representation from both users and facility staff.

INTERESTED IN DEVELOPING A CORE?

For many resources, distributing operational costs among a large user base provides departments and investigators with access to equipment and services that would otherwise be cost prohibitive. In these cases, the UTCF program is available to provide administrative support and assistance with operation of these facilities through funding opportunities available only to core facilities.

Visit research.utk.edu/core/become-a-core-facility for more information on applying to develop a UT core facility.
WHO BENEFITS?
Everyone benefits from clear, open communication, but we’ve listed some specific advantages for our campus populations:

Faculty
Has a new policy come out that impacts how you conduct research? Is there a workshop on how to engage with federal sponsors? Do you want to share collaborative research opportunities with your peers? We can help.

Students
Graduate students can find training and funding opportunities available through ORE as well as an individual development plan.
Undergraduates can find information on conducting research, poster presentations, unique funding opportunities, internships, and more.

Staff
Do you support researchers on campus? Are you looking for information on internal funding opportunities, how to find research assistants, or specific forms and policies? We can direct you to that information.

GETTING THE WORD OUT
The Office of Research and Engagement is committed to sharing information relevant to the UT research community. We do so on multiple platforms, knowing that not everyone consumes content in the same way.

Our goal is to share your victories with the university — awards you’ve won, successful research projects, and fruitful collaborations. We’ve also worked to create an avenue by which we can share information that may be of benefit to those conducting research at UT: funding opportunities, training and workshops on a variety of subjects, how to write a successful proposal, who to contact when you need a question answered right away.

NEWSLETTERS
ORE currently publishes several digital newsletters. Each specializes in a unique area of service or an audience served by units within the office.

Catalyst: Published every other Wednesday afternoon, Catalyst is the general newsletter for the Office of Research and Engagement and contains information on a variety of topics of import to the UT research community.

Discovery: This is the monthly newsletter of the Office of Undergraduate Research. Expect important updates for faculty mentors and students engaged in undergraduate research.

Sign up for these and other newsletters at research.utk.edu/subscribe.

QUEST RESEARCH MAGAZINE
Quest, the University of Tennessee, Knoxville’s biannual research magazine, celebrates the research, scholarship, and creative activity of our faculty and students. Taking pride in their accomplishments and broadcasting their successes is the purpose of Quest.

The Quest Scholar distinction is designed to showcase outstanding faculty, staff, and students. It is an opportunity to recognize significant research, scholarship, and creative accomplishments that enhance the reputation of the university.

Visit Quest online at quest.utk.edu
**LISTSERVS**
In addition to newsletters and websites, you can sign up to receive emails from UT listservs.

**UT NIH Research Community**
NIH news and announcements; funding opportunities, workshops, and speakers; connection with potential collaborators across campus and beyond; and crowdsourcing for questions related to all aspects of the NIH grant process.

**OSP**
News and updates from the Office of Sponsored Programs.

**Limited Submissions**
Limited submission opportunities as they become available.

**Summer Research Scholars**
Information for those who have or are looking for a summer research position.

**Biosafety**
Information and news regarding the UT Biological Safety program.

**LOOKING FOR MORE?**
Send your suggestions for additional coverage or content to research@utk.edu.

Having difficulty finding information on one of our websites? Email the ORE webmaster at research@utk.edu.

**WEBSITES**
Much like the family of newsletters that ORE publishes, a family of websites host content specific to areas of service within the division.

- Office of Research & Engagement
  research.utk.edu
- Office of Sponsored Programs
  osp.utk.edu
- Office of Community Engagement & Outreach
  engagement.utk.edu
- Office of Undergraduate Research
  ugresearch.utk.edu
- Office of Research Integrity
  research.utk.edu/compliance
- Biological Safety Program
  biosafety.utk.edu
- Export Control
  exportcontrol.utk.edu
- Institutional Review Board (IRB)
  irb.utk.edu
- Radiation Safety Department
  radiation.utk.edu
- Science Alliance
  scialli.utk.edu
Training & Workshops

The professional development program at the Office of Research and Engagement is dedicated to providing accessible and comprehensive training opportunities that further the ethical, effective, and successful pursuit of academic research. To that end, ORE offers workshops that range from proposal development and grant writing to compliance topics. Workshops are available free of charge to faculty, staff, and graduate students who are responsible for or interested in funded research.

Responsible Conduct of Research

ORE’s RCR Series provides comprehensive and accessible training in responsible conduct of research to our campus population. Six different topics in RCR are offered each semester.

These workshops are an invaluable resource for faculty and postdoctoral students. The Office of Research and Engagement encourages all graduate students to attend as well. Undergraduate students interested in conducting research are welcome, but may experience more of a learning curve due to lack of experience in research areas.

ORE also offers online research ethics and compliance training through the Collaborative Institutional Training Initiative (CITI) and Epigeum web-based programs. Find more information about these programs at research.utk.edu/training-workshops/online-rcr/.

Professional Development at ORE

Professional development is widely regarded as a cornerstone of academic pursuit for audiences in the student population preparing for professional life as well as in the form of continuing education at the staff and faculty level. Continued training can broaden experience and perspective; it also serves an invaluable purpose by connecting those pursuing it with opportunities for professional advancement. In the case of research, training is essential.
NEWSLETTER
Subscribe to the newsletter from the Office of Research and Engagement, Catalyst, for information on upcoming training opportunities.
research.utk.edu/subscribe

LOOKING FOR MORE?
For questions regarding the training and workshops that the Office of Research and Engagement offers, or to work on developing a professional development plan that includes research training, email otretraining@utk.edu.

Please also feel free to send any training topics that would be beneficial to yourself or your unit that are not currently offered. We appreciate your feedback.

Continued professional development assists the research community by:
• Learning the ins and outs of compliance regulations and research ethics in advance of your study and ensure that your research is conducted with the utmost responsibility.
• Receiving important knowledge regarding safety and approval for studies.
• Developing writing and proposal development skills to have greater success obtaining grant funding.

Attend training to learn about the myriad services available to researchers at UT Knoxville and all the ways the units within the Office of Research and Engagement can help you achieve your research goals.
INTERNAL FUNDING
START-UP FUNDING

PURPOSE
Start-up funds are often a critical element in the successful recruitment and launch of a faculty member’s academic career. All tenured and tenure-track faculty, regardless of discipline, are eligible to receive start-up funding support. Funds are provided to cover whatever expenses are deemed necessary to help the new faculty member achieve a rapid start for their research program.

FINANCIAL SUPPORT
The amount of funding is negotiated with candidates for faculty positions during the hiring process. Support is provided by the department, the college, and the Office of Research and Engagement.

GENERAL GUIDELINES
Annual budgets are submitted with the funding request and are not considered line-item budgets.

• Spending different amounts in allowable categories is allowed with no additional approval necessary.
• Funds can be redistributed across fiscal years (earlier or later). Revised start-up funding request forms and budgets shall be submitted for approval.
• Account is responsible for employee benefits for salary charges.
• A 10 percent carryover is automatic and allowed after years 1 and 2. Special start-up carryover is required for any other amounts or time. A request form is to be approved by the department and college and then submitted to the Office of Research and Engagement by May 15 each year for review and approval.
• Purchases of $10,000 or more are processed through the Purchasing Department.

RESTRICTIONS
Very few restrictions are in place regarding what the funds may be used for. Examples of ineligible expenses include the following:

• Moving expenses
• All hiring expenses such as visa expenses
• Equipment for locations not owned and operated by UT
• Cap and gown
• Furniture for home offices
• Summer salary and benefits for the faculty member exceeding 50 percent of the total start-up package, unless the department or college funds the extra cost

FORMS
Find the necessary start-up forms at research.utk.edu/forms.
• Start-up funding request form
• Start-up funding request form for faculty starting mid-academic year and tenure clock extensions
• Special start-up carryover request form
• Start-up budget template

QUESTIONS?
Contact Donna Cochran at 974-1820 or dcochra3@utk.edu.
WHAT IS SARIF?
The UT Knoxville Office of Research and Engagement administers funding to support research and creative activities through its Scholarly Activity and Research Incentive Funds (SARIF).

Ten programs are available to faculty and principal investigators whose departments fall under the jurisdiction of the chancellor. (Researchers not under the chancellor may be co-PIs on proposals or may pursue institutional funding opportunities available through the UT Institute of Agriculture.) The SARIF programs outlined in this document are described in terms of types of cost that a program covers, type of proposal match, eligibility, and review process.

More about each of these categories can be found at research.utk.edu/funding/internal/sarif.

EQUIPMENT AND INFRASTRUCTURE FUND
- Major equipment purchases, upgrades, renovations
- Annual call in the fall semester
- Significant matching required

EXHIBIT, PERFORMANCE, AND PUBLICATION EXPENSE (EPPE)
- Supports costs in disseminating the results of faculty scholarly activity
- Four categories: EPPE Art, EPPE Performance, EPPE Subvention, and EPPE Other
- Matching varies by category

FACULTY FELLOWSHIP PROGRAM
- Supplemental funding for faculty who receive competitive in-residence fellowship awards
- Covers necessary costs beyond fellowship support so no financial loss to faculty member
- Matching requested
FORMS
Find the necessary start-up forms at research.utk.edu/forms
• Start-up funding Request Form
• Start-up funding request form for faculty starting mid-academic year and tenure clock extensions
• Special start-up carryover request form
• Start-up budget template

QUESTIONS?
Send an email to AVCRD@utk.edu

FEDERAL, CORPORATE, AND FOUNDATION OPPORTUNITY
• Develops future funding opportunities
• May also provide support to host representatives of funding agencies during an on-campus activity.
• Fifty percent match required

FOREIGN TRAVEL FUND
• Supports travel for faculty to present the results of their scholarly activity at meetings or conferences held outside the United States
• Two-thirds matching required
• Maximum award of $1,000

HUMANITIES CENTER VISITING SCHOLARS PROJECT
• Brings to campus senior scholars who are among the leading figures in their fields in the humanities
• Managed by Humanities Center
• Supports travel costs and honorarium
• Annual call in the fall semester

OPPORTUNITIES FUND
• Strategic and/or high-level institutional investments
• Matching requested

OPEN PUBLISHING SUPPORT FUND
• Supports publications in open access journals
• Publications in hybrid journals not eligible for funding
• Co-sponsored by UT Libraries
• Maximum award of $2,500

SCHOLARLY PROJECTS FUND
• Supports workshops, colloquia, conferences, and similar activities held at UT
• Two-thirds matching required

SUMMER GRADUATE RESEARCH ASSISTANTSHIPS
• Support for faculty proposed research and scholarship endeavors
• Annual call in the spring semester
• 3,600 awards
STRATEGIC AND INFORMATIVE INVESTMENTS IN RESEARCH

WHAT IS STIR?
The Office of Research and Engagement’s Strategic and Transformative Investments in Research (STIR) program provides base funding to grow the research enterprise at the University of Tennessee, Knoxville.

The STIR program is led by the associate vice chancellor for research development and includes the categories to the right.

QUESTIONS?
Send an email to the associate vice chancellor for research development at AVCRD@utk.edu.

ORGANIZED RESEARCH UNIT FUNDING
• Funds are provided to stimulate innovative multidisciplinary team research that will give rise to future external funding.
• Funds help enable organized research units to pursue a substantial net increase in external funding and become self-sufficient, usually within a three-year time period.
• New ORUs include emerging research units that have not yet become official but are composed of an organized group of faculty of sufficient number to have a significant impact on a defined topic or discipline.
• Existing ORUs include all established and recognized campus-, college-, and department-level research groups, research centers, and institutes that have received prior ORU funding.
• An annual call is posted in spring semester.

CENTER FUNDING
Centers that are no longer eligible for ORU funding and have a large return on investment and/or are in a significant net growth mode of operation are eligible. An annual call is posted in spring semester.

TRANSDISCIPLINARY ACADEMY FUNDING
The funding for this program is to stimulate new innovative interdisciplinary or transdisciplinary team research that crosses UT Knoxville boundaries and to give rise to future external funding.
ACTIVITIES TO INCREASE NIH AWARDS
These activities support various NIH-related strategic activities with the intent of increasing total NIH awards at UT.

COMMUNITIES OF SCHOLARS
Each community of scholars is composed of UT researchers from multiple departments, colleges, and units, united by a shared research theme or topic area and organized to share research capabilities, assess collective research strengths, and explore opportunities for collaboration. Funds are available to support the activities of approved communities of scholars.

CROSS-INSTITUTIONAL COLLABORATIONS
Funding will be used to stimulate collaborative UT relationships with the UT Graduate School of Medicine, the UT Institute of Agriculture, UT Chattanooga, the UT Space Institute, and the UT Health Science Center.

CORE FACILITIES INVESTMENTS
This funding will help fund strategic investments in the UT Core Facilities program. UT core facilities are shared resources available to all researchers, often on a fee-for-service basis. Additional information about core facilities can be found at research.utk.edu/core/core-facilities.

LARGE CAPTURE SUPPORT
This funding is used to defray costs associated with going after large funding opportunities. Examples include EFRI, ERC, IFEWS, MRSEC, and STC.

TARGETED FACULTY RESEARCH SUPPORT
Funding provides direct support for faculty research, especially in new areas or areas that are in line with a stated UT research priority.

TRANSDISCIPLINARY ACTIVITY SUPPORT
Funding supports a variety of transdisciplinary activities to increase external funding.

FEDERAL RELATIONS INITIATIVES
Funding supports initiatives to build relationships with federal sponsors.