# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I: IBP Department Administration</td>
<td></td>
</tr>
<tr>
<td>IBP Department Administrative Guidelines</td>
<td>2</td>
</tr>
<tr>
<td>Hospitality</td>
<td>6</td>
</tr>
<tr>
<td>Travel Orientation</td>
<td>9</td>
</tr>
<tr>
<td>Department Directory</td>
<td>10</td>
</tr>
<tr>
<td>Section II: Getting Started</td>
<td></td>
</tr>
<tr>
<td>“Onboarding” Checklist for New Faculty</td>
<td>11</td>
</tr>
<tr>
<td>Section III: Hiring</td>
<td></td>
</tr>
<tr>
<td>Hiring Process</td>
<td>13</td>
</tr>
<tr>
<td>Completing the online I-9 Form</td>
<td>14</td>
</tr>
<tr>
<td>Staff Hire Request Form</td>
<td>15</td>
</tr>
<tr>
<td>Sample Staff Job Description</td>
<td>16</td>
</tr>
<tr>
<td>Sample Staff Offer Letter</td>
<td>17</td>
</tr>
<tr>
<td>Faculty/P&amp;A Initiate Search Form</td>
<td>19</td>
</tr>
<tr>
<td>Faculty Hire Request Form</td>
<td>20</td>
</tr>
<tr>
<td>Faculty Hire Business Plan</td>
<td>22</td>
</tr>
<tr>
<td>Faculty Hire Approval Chain</td>
<td>23</td>
</tr>
<tr>
<td>Hiring International Staff/Faculty</td>
<td>24</td>
</tr>
<tr>
<td>Visa Fees</td>
<td>28</td>
</tr>
<tr>
<td>Hiring Graduate Students: Checklist</td>
<td>29</td>
</tr>
<tr>
<td>Section IV: Research</td>
<td></td>
</tr>
<tr>
<td>Grants Guide for New Faculty</td>
<td>30</td>
</tr>
<tr>
<td>Research Start-up Checklist</td>
<td>31</td>
</tr>
<tr>
<td>Responsible Conduct in Research Training</td>
<td>33</td>
</tr>
<tr>
<td>R01 Application Checklist</td>
<td>34</td>
</tr>
<tr>
<td>Grant Coordinator Services</td>
<td>35</td>
</tr>
<tr>
<td>Timeline for Grant Submissions</td>
<td>36</td>
</tr>
<tr>
<td>Grant Coordinator Contact Information</td>
<td>37</td>
</tr>
<tr>
<td>Section V: Links &amp; Resources</td>
<td></td>
</tr>
<tr>
<td>Links &amp; Resources</td>
<td>38</td>
</tr>
</tbody>
</table>
Section I:
IBP Department
Guidelines
ABSENCES

Vacation/Absence Reporting:
UMN Policy: http://www.policy.umn.edu/Policies/hr/Leaves/ACADEMICVACATION.html
All staff and faculty are required to report vacation time and absences online at My U.
Navigate to My U > My Time > Request Time Off to enter your vacation time and absences. Choose the type of absence you are requesting. Enter start date and end date. Click <Calculate Duration> and <Monthly Schedule>. Do not enter comments. Click <Submit> to route and <Yes> to complete.
To find out more see: http://upgrade.umn.edu/faculty/index.html

Business trips
UMN Policy: http://www.policy.umn.edu/groups/ppd/documents/policy/Travel.cfm
- For faculty teaching classes, if you are going to be away for two or more consecutive lectures (class periods) or a total of 5 class periods in a semester, please consult with Steve Katz (katzx001@umn.edu) ahead of time and provide your plans for course coverage.
- Faculty book their own flights and make their own travel arrangements.
For travel to regional meetings, a travel authorization form must be submitted prior to the trip. See Department Forms on IBP website: http://physiology.med.umn.edu/Forms/index.html

Sick time
- If sick for more than 3 days, notification is required per Faculty Paid Medical Leave and Family Medical Leave Act (FMLA) policies.
- Sick time extending 3 days may be placed on FMLA.
- Supervisors are responsible to report sick time of their employees.
- More info on medical leave and FMLA can be provided by HR specialist, Megan Haspert (mhaspert@umn.edu).

HIRES/CHANGE OF APPOINTMENTS

http://www1.umn.edu/ohr/toolkit/hiring/index.html
- Contact Megan Haspert (mhaspert@umn.edu) in advance about your intent of any hire including undergrad and grad students, general office help, post docs, research staff, civil service positions etc.
- Megan Haspert (mhaspert@umn.edu) will help to determine job title and process any paper work, including offer letters.
- Official offers can only be made by the dept. head and after approval from the college. Any other unapproved offer is not legally binding.
- Most jobs require an official job posting and therefore require additional time.
- Other jobs can be hired through the departmental “blanket” postings.
- All paper work needs to be completed before the start date.
- Visiting research staff will be required to fill out a “Lab Use Assumption of Risk and Release of Liability for Volunteers and Visitors”.
- For international hires, please also see section on ISSS.
HOSPITALITY

http://www.policy.umn.edu/groups/ppd/documents/policy/Hospitality.cfm

- All expenses must withstand the test of public scrutiny and support the mission and purpose of the University!
- The event must be official University business
- Hospitality is not allowed on sponsored projects (unless specifically specified in the proposal and approved)
- Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for hospitality
- In addition to the 5 Ws, the following information is required on an expense report:
  - Business purpose for the expense, benefit gained or expected to be gained
  - Location and date
  - Names of attendees and their business relationship to you or the University (alumni, donor, occupation or their titles)
  - For entertainment, the nature of the business discussion or activity that occurred immediately before or after the entertainment must be documented
  - Include an agenda or program of the event
  - Please provide original receipts with list of itemized expenses
  - Alcohol is typically not reimbursable. Please contact Yang Chong (chong001@umn.edu) to verify if allowable.
- Meals for research groups are not considered hospitality (see next under on-campus business meetings)

ON CAMPUS BUSINESS MEETINGS INCLUDING MEALS/ REFRESHMENTS

An expense report including the 5 Ws and an agenda of the meeting must be provided.

- Staff and research group meals and refreshments at meetings are limited to one per quarter and should have a nominal cost per person (nominal in these instances generally mean an amount equivalent to the travel per diem rate associated with the location/meal of the entertainment expense)
- Meals or refreshments served incidental to an educational or training event that lasts at least a half day are permitted
- Meals or refreshments served incidental to an event where the participants of the event and benefactors to the meals and refreshments must pay to attend are permitted
- Meals or refreshments served at an event where the participants are not employees or independent contractors of the department sponsoring or paying for the event and the event is central to the university related mission of the department are permitted
- These meals and refreshments are not allowed on sponsored projects (unless specifically specified in the proposal and approved)
- Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for hospitality

OFF CAMPUS RETREATS AND MEETINGS

- Prior approval from the department head is required for events facilitated by departmental faculty and staff
- When renting off-campus facilities, a signed contract is required, approved by the Office of General Council and our accounting team
- An expense report including the 5 Ws and an agenda of the meeting must be provided
- These meals and refreshments are not allowed on sponsored projects (unless specifically specified in the proposal and approved)
- Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for hospitality
- Contact Yang Chong (chong001@umn.edu) with any questions concerning allowability.
MEMBERSHIP FEES FOR PROFESSIONAL SOCIETIES AND OTHER PROFESSIONAL ORGANIZATIONS

• Faculty members are encouraged to be active members in professional societies and other professional organizations related to their field
• Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for membership fees/annual dues

SUPPLIES

OFFICE SUPPLIES:

Printing charges, paper, toner
• Printing paper for business purposes only will be provided by the department
• Toner will be provided by the department for centrally available printers in IBP, and for faculty main offices. Departmental grad assistant office printer toners will also be provided by the department. Other research lab/office printer toners need to be purchased by responsible faculty member
• Copy charges will be transferred to individual expense account monthly. It is essential to use appropriate code
• Poster printing is available at approximately $3 per foot, charged to individual project accounts or faculty discretionary account

Computer and computer peripherals
• Original computer and peripherals are provided by the department through start-up funds to faculty (TT) only
• Any additional equipment for offices and labs is the responsibility of the faculty member
• For any purchase of a computer or peripherals, contact amun0130@umn.edu for help before ordering, so that items are compatible with U required software and policies and to guarantee the support from IT; IT will also help with the order
• Contact amun0130@umn.edu for setting up any new items so that they will have all required security features installed
• Contact amun0130@umn.edu or oniko002@umn.edu for all technical problems.
• Contact amun0130@umn.edu or oniko002@umn.edu to have your hard drive backed-up on the H-drive, and to have access to shared G-drive
• Computers can not be purchased on sponsored projects (unless specifically specified in the proposal and approved)
• Only discretionary funds, foundation gift accounts, IDC recovery accounts, and some AES accounts can be used
• In the future, CFANS plans to implement a 3-year replacement program for all faculty computers

General office supplies
• Supplies such as pens, note pads, paper clips, tape etc. will be provided by the department, for business purposes only

RESEARCH LAB SUPPLIES
• Supplies for research labs are the responsibility of the faculty member in charge of the lab. Please contact your administrative accountant for all questions related to lab purchases.

TEACHING LAB SUPPLIES
• Supplies for teaching labs will be provided by the department with appropriate justification and prior approval by the department head

TEACHING MATERIALS:
• Books, references, magazines, publications etc. can be acquired from the publisher as desk copies; faculty discretionary funds can also be used
PHONES

- The department provides and maintains most services, including set-up and repair
- All special services need to be covered by responsible faculty member
- Long distance charges for faculty are covered by the department, any extensive use will be charged to faculty
- All long distance charges in research labs will be charged to faculty project or discretionary funds
- Conference call set-ups will be charged to individual project

POSTAGE

- Postage for business mail will be provided by department.
- Postage for larger mailings will be charged to individual projects and may be handled by Addressing & Mailing services. See Randi Lundell.

COURIER SERVICES

- Services for ISSS and SPA only will be covered by the department and charged to the appropriate account.
- Any other service will be charged to responsible faculty member’s project/discretionary account

PARKING

- Hang tags for “official vehicles” and “loading zone” for visitors and business purposes only are available by reservation in UCAL, covered by the department. Contact IBP Main Office for a tag or parking reservations.

FAREWELLS AND OTHER OCCASIONS

- Dept. will recognize special events such as farewells, birth of a child, major illness, or death for regular, long-term staff and faculty members

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

- Contact Megan Haspert (mhaspert@umn.edu or 612-624-3687) ASAP with your intent to hire international students or scholars
- J1 visa applications take an average of two months and cost $220, charged to faculty discretionary account
- H1B visa applications take an average of 4 months and cost $1,800; a premium processing application takes about 2 months and cost $2,800 charged to faculty discretionary account
- Applications for “Permanent Residency” are under the discretion of the supporting faculty member and need a three year commitment of appointment and funding; the department only supports applications for regular tenured/tenure-track faculty

FIRE ALARM, EMERGENCIES AND LAB INJURIES

- An information sheet will be handed out to all new employees to inform them about procedures
- The form will also be available on the departmental web site: http://physiology.med.umn.edu/Forms/index.html
- The IBP Lab Safety Plan is available on the IBP website in PDF format. Please contact Bill Klein with lab safety questions at klein009@umn.edu.


**Food for Staff Meetings**

- Food purchased for staff is only allowed as an occasional occurrence and must be modest in amount.
- The Hospitality Form must be completed and submitted along with the documentation for Employee Expense Reimbursement or PCard reconciliation. Justification for any food and/or beverages provided at staff meetings needs to include both the business purpose AND a copy of the meeting agenda. The Hospitality Form is available at http://physiology.med.umn.edu/department-resources/index.htm
- In addition, if a meeting with only University staff/faculty takes place over the noon hour and food is served, you need to be able to justify why the meeting could not have taken place at a different time of day and why the University should pay (or reimburse) for food provided.
  - A “working lunch” or “busy schedules” does not suffice.
- Just because the meeting is over the noon hour does not mean lunch must be served.

**Group Meals (Visiting Scholars, Recruiting, etc.)**

- This type of group meal is typically held at an outside restaurant and is paid for with a University Pcard or personal credit card of the faculty host.
- This type of group meal may also be hosted by faculty during business travel to conferences. However, employees may not use this policy to circumvent travel per diem limits. Employees are assumed to be in “travel” status for purposes of reimbursement unless a clear case for hospitality status can be made.
- The Hospitality Form must be completed and submitted along with the documentation for Employee Expense Reimbursement or Pcard reconciliation. Original itemized receipts are required with complete justification (including the 5 Ws- who, what, when, where, and why).
  - The Hospitality Form is available at http://physiology.med.umn.edu/department-resources/index.htm
- Justification must include both the business purpose and benefit to the University.
- Amount per person including tax/tip should be reasonable and not exceed:
  - Dinner: $50-$75 / person
  - Lunch: $15-$30 / person
  - Spouse/guest of University employee’s requires prior departmental approval.
Tipping

- Tipping is applicable to the purchase amount before sales tax is added.
- The maximum tip is 20% of the purchase amount.
- Be aware of any tip (gratuity, service fee, etc.) automatically added to the bill by the restaurant, which is typical when a larger group of people is being served.

Alcohol

- Any alcohol must be purchased with private funds and prior approval must be obtained and follow the guidelines of the Office of Risk Management:
  http://www.finsys.umn.edu/riskmgmt/riskmgmt.html

Recognition/Appreciation Gifts

- Staff and non-staff gifts must be non-cash and less than $100
- Should be able to withstand public scrutiny.
- Recognition/appreciation gifts should be given to honor extraordinary service.
- All employees should be eligible to receive gifts.
- When gift cards are purchased for employees:
  o The names and employee ID numbers of the recipients must accompany the receipts and justification for reporting purposes.
- Flowers given to employees can only be purchased on private funds.
  o Foundation or private practice
- Gifts to non-staff must support the mission of the University and should be given to honor extraordinary service to the University.
- In all cases, the reason for giving the gift should be documented.

Hospitality Guidelines and Reminders

- Hospitality expenses must withstand public scrutiny and be reasonable in nature.
- A completed Hospitality Form is required for all food purchases including University Dining Services (UDS).
- The Hospitality Form is available at: http://physiology.med.umn.edu/department-resources/index.htm
- Employee reimbursement form is available http://policy.umn.edu/forms/formresults.cfm?TitleCode=Employee+expense&search.x=0&Search.y=0
Hospitality Policy Links

Policy: Hospitality, Alcoholic Beverages, and Other Special Expenses:
http://www.policy.umn.edu/Policies/Finance/Misc/HOSPITALITY.html

- Appendix: Expense Allowability Grid:
  http://policy.umn.edu/prod/groups/president/@pub/@policy/@fi/documents/policy/hospitality_ap
  pb.pdf
- Appendix: University Employee Recognition Awards:
  http://www.policy.umn.edu/Policies/Finance/Misc/HOSPITALITY_APPD.html
- Form: Alcohol Use Application-University Organization:
  http://www.policy.umn.edu/prod/groups/president/@pub/@forms/documents/form/alcohol_app.d
  oc

Policy: Transaction Justification/Documentation Standards for All Non-Sponsored and Sponsored
Transactions: http://www.policy.umn.edu/Policies/Finance/Accounting/TRANSACTION_APPA.html
Travel is one of the things that is scrutinized by the feds and by the University, so it is incumbent on us to pay close attention to the rules and regulations (more on this [here](http://www.policy.umn.edu/policies/fiance/travel/TRAVEL.html)).

Aside from the University regulations, there are financial restrictions depending upon what form of payment is used to make a purchase. P-cards (credit cards) have certain restrictions and time-lines as do purchase orders or other forms of payment. Each method is used under specific terms, depending on the type of purchase and request. Please note: **P-cards cannot be used to reserve hotel rooms. You must either use your personal credit card for this and get reimbursed, or consult with your accounting staff person for assistance.**

Registrations are typically made using a P-card, because there is usually a looming deadline and this type of payment is very quick and handy. However, P-card transactions are reconciled by the accounting department on a regular cycle and therefore there will be a call for appropriate justifications prior to the deadlines (see Deb or Yang for details on justifications).

Travel, including airfare, lodging, meals, and ground transport is covered through filling out a Travel Authorization (TA) Form. This form requires you to give a justification for the travel and how you intend to pay for it (grant, administrative funding, personal funds, etc). To access a TA please go to the department website at [this](http://physiology.med.umn.edu) and go to the BOTTOM LEFT-HAND MARGIN under “Department Forms.” This will bring you to a link titled “Travel Information.” Open this link and read the instructions. Then, click on the form titled “Travel Authorization Request Form.” Type in your student ID number and the department code “ibpta” to complete the form.

Here are some tips on filling out the form:

1. When possible, include the URL for the meeting or event
2. Indicate that you have the permission of the PI to travel
3. Contact your accountant about what funds are appropriate to charge for your travel based on your justification
4. Provide a detailed and accurate justification
5. Estimate your costs depending on the location and length of stay. Include itemized estimates for airfare, lodging, meals, ground transport, registration fees, etc.

If you still have questions, please contact your departmental accounting staff person.

Thank you!
Please contact IBP Main Office for
Current Directory Listings
Jackson Hall 6-125
ibpdept@umn.edu

IBP Department Addresses:

Jackson Hall 6-125
321 Church St. SE
Minneapolis, MN  55455
Mail Code: 1215
Phone: 612-625-5149
Fax: 612-625-5902

Cancer-Cardiology Research Building (CCRB)
2231 6th St. SE
Minneapolis, MN  55455
Mail Code: 2812
Section II: Getting Started
1. **Finding out your Email ID.** Go to: [http://search.umn.edu](http://search.umn.edu). Enter your first and last name in the Search for People field. If your name appears, your account is ready and you can call the Email Accounts Helpline at 612-626-4276 for your password or set it online.

2. **Getting your U card.** Bring your driver’s license, state ID, or passport to:

   U Card Coffman Office  
   Coffman Memorial Union, Room G22  
   300 Washington Avenue SE  
   (612)626-9900  
   **Regular Hours:** Weekdays • 8am – 4:30pm

3. **Completing your W4 and direct deposit forms.** Go to: [http://hrss.umn.edu](http://hrss.umn.edu)

4. **Completing your employment eligibility verification.** Go to: 6-125 Jackson Hall. Please bring a passport OR a driver’s license AND social security card. If you are a VISA holder, please see Molly Rochford in 6-120 Jackson Hall before you to the International Student and Scholars office ([http://www.isss.umn.edu](http://www.isss.umn.edu)). You will need to do this as soon as you arrive.

5. **Obtaining Keys to your office.** Go to: 6-125 Jackson Hall (Randi Lundell)  
   You will need your U card. Dept. Admin. will make a copy and will request keys for you. Keys will be available in 48 hours on 3rd floor of NHH.

6. **Obtaining access to lab space.** Go to: [www.dehs.umn.edu](http://www.dehs.umn.edu).  
   - Click on “Training”  
   - Click on “Radioactive Materials” and “Radiation Safety Orientation”  
   - Once you have completed the training, send an email confirmation to ahcrbms@umn.edu and present your U card at the Information Desk on the 3rd floor of NHH for processing.  
   - Access will be granted within 48 hours

7. **Ordering your professional business card:** [http://www.printing.umn.edu/Stat.htm](http://www.printing.umn.edu/Stat.htm)

8. **Inputting your expertise database in EGMS.** Go to: [http://www.egms.umn.edu](http://www.egms.umn.edu). Call EGMS at 626-1400 to be set up in the system. Complete Expertise Database section.
10. **Parking**: [http://www1.umn.edu/pts/iama/facstaff.html](http://www1.umn.edu/pts/iama/facstaff.html)


12. **Ordering Facilities Services (including keys)**: [http://www.ahc.umn.edu/ahcrbms/services/about/home.html](http://www.ahc.umn.edu/ahcrbms/services/about/home.html)
Cheryl Miller: [mille031@umn.edu](mailto:mille031@umn.edu)


15. **One Stop Services**: [http://onestop.umn.edu/faculty/index.html](http://onestop.umn.edu/faculty/index.html)

16. **P-Card Request**: [http://www.policy.umn.edu/Policies/Finance/Procurement/PROCUREMENTCARD_PROC01.html](http://www.policy.umn.edu/Policies/Finance/Procurement/PROCUREMENTCARD_PROC01.html)

17. **Travel Requests (must be approved by department finance)**: [http://mnpifm.umn.edu/fmi/iwp/cgi?-db=staffp&-loadframes](http://mnpifm.umn.edu/fmi/iwp/cgi?-db=staffp&-loadframes)

18. **Medical School**: [http://www.med.umn.edu](http://www.med.umn.edu)

19. **Academic Health Center**: [http://www.ahc.umn.edu](http://www.ahc.umn.edu)


21. **Sponsored Projects Administration (SPA)**: [http://www.ospa.umn.edu](http://www.ospa.umn.edu)

22. **University Foundation (UMF)**: [http://www.give.umn.edu](http://www.give.umn.edu)

23. **MNPI Administrative Center**: [http://mnpicenter.umn.edu](http://mnpicenter.umn.edu)

24. **Human Resources**: [http://www.hrss.umn.edu](http://www.hrss.umn.edu)

*For personal web pages: See Main Office*
Section III: Hiring
Part I. Fill out ONLINE 1-9 at http://www.hrss.umn.edu

Part II. Gather Information for HR Specialist:

- Bring two Forms of ID (Social Security Card, Driver’s License, Passport).
- Get a U Card (to obtain employee ID number). Note: Go to Coffman Union for U Card after obtaining X500 from HR Specialist.
- See HR Specialist for New Hire packet, including benefits information.

Part III. Applicant Processing:

Please supply your HR specialist with the following:

- Employee Action Form (or Online I-9)
- Copy of appointment letter
- Copy of Visa documents (if applicable)

Part IV. Lab Access:

- See lab manager for space assignments
- Complete training requirements to obtain lab access at: http://www.aherbms.umn.edu
ONLINE I-9 EMPLOYEE REFERENCE GUIDE
Completing your electronic I-9

Step 1: Access the online I-9 Web site.

1. Access the online I-9 through the University of Minnesota Employee Self Service site at hrss.umn.edu.
2. Click on the link labeled: I-9 form – new employee. You will then be directed to the I-9 eXpress website login page.
4. Click Go.

Step 2: Login.

1. In the Enter the text above field, enter the characters displayed in the picture above the field.
2. Click Continue.
# Medical School Staff Hiring Request Form

<table>
<thead>
<tr>
<th>MS Department:</th>
<th>Contact:</th>
</tr>
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<tbody>
<tr>
<td>Job Classification:</td>
<td>Job Title:</td>
</tr>
<tr>
<td>Requisition Number (if known):</td>
<td>Position Number (if known):</td>
</tr>
<tr>
<td>FTE:</td>
<td>Number of Positions:</td>
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<tr>
<td></td>
<td>□ Perm/Annually Renewable</td>
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<tr>
<td></td>
<td>□ Temp/Term Limited</td>
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<tr>
<td>Estimated Annual Salary:</td>
<td>□ New Position/s – Increase in Headcount (HC)</td>
</tr>
<tr>
<td>OR</td>
<td>□ Replaced/Redesigned Position/s – HC Decreased or Neutral</td>
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<tr>
<td>Est. Hrly/Semester Salary:</td>
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**Reason for Hire / Business Plan / EFS#**

<table>
<thead>
<tr>
<th>Funding Source:</th>
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<tr>
<td>□ a. Supported 100% by Sponsored grants/contracts (department approval only)</td>
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<td>□ b. Supported 100% by O &amp; M - Operations &amp; Management (State, ISO/Revenue, or Tuition)</td>
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<td>□ c. Mixed – Combination of O&amp;M (State, ISO/Revenue, or Tuition) and Sponsored Funds</td>
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<td>□ d. Clinical Revenues</td>
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Medical School
Research Support Specialist

50% Create, Develop and Manage Centralized resources.

- Develop a network or pre and post award staff as Subject Matter Experts (SMEs).
- Create user groups of SMEs and facilitate meetings to determine Best Practices
- Determine and coordinate information standard information needed across the Medical School for grant proposals (e.g. training grant tables, write-ups for core facilities)
- Develop and maintain a Medical School Research Administration web site

15% Liaison to SPA, Divisions and Departments, Colleges, faculty, etc.

- Serve on central committees representing the Medical School.
- Act as a First Point of Contact for research related questions, working with pre-and post award staff as needed.

35% Training

- Assess training needs for the Medical School. Create and deliver sessions (focus groups, brown bag seminars, RCR Awareness trainings, etc.) based on the training needs.
- Work with pre and post award staff to develop Best Practices
- Create specialized SPECTRUM courses
- Determine new training initiatives (e.g. My NCBI) and work with faculty and pre-award staff to make the transition.

Essential qualifications

Experience in pre- or post-award grants/contracts administration
Experience with database management and web content design.
Demonstrated communication skills, both written and oral.

Preferred qualifications

Familiarity with EFS (PeopleSoft) reporting and accounting tools.
University of Minnesota Certified Approver.
Dear [Click here and type Name]:

I am very pleased to offer you the position of [Click here and type job title] in the [Click here and type department/division/unit] at the University of Minnesota. This is a continuing civil service position governed by Civil Service Rules which are available online and are subject to change: http://www1.umn.edu/ohr/policies/governing/civilrules/.

The specifics of this offer are outlined below:

- This is a [Click here and type percentage of appointment] percent time, [Click here and type number of months] month continuous appointment.

- The mutually agreed upon start date for this appointment is [Click here and type date/day/time]. Days and hours of work are [Click here and type work days and start and end time]. Please report to [Click here and type building location]. A map is enclosed for your convenience.

- Your annual salary based on your percentage of time is [Click here and type amount] with an hourly rate of [Click here and type hourly rate]. You will be paid bi-weekly (every other Wednesday). You may expect your first paycheck on [Click here and type date].

- This offer is contingent upon your ability to provide authorization to work in the United States and the University of Minnesota prior to the start date identified in this offer letter.

- As a University employee you are covered by Social Security and the Minnesota State Retirement System. If you work 50% time or more, you may also qualify for health, dental and life insurance programs. A summary of benefits that are tied to this position may be viewed on the web at http://www1.umn.edu/ohr/benefits/bensum/index.html.

- This appointment will provide vacation and sick leave to you as described in Rule 11 of the Civil Service Rules.

- In this position you will serve a probationary period of [Click here and type length].
• You have a right to review your personnel file once every six months while employed with the University of Minnesota. To exercise this right, you must submit a written request to review your file to [Click here and type unit's HR contact]. If, after reviewing your file, you dispute specific information, please inform your [Click here and type unit's HR contact]. The University may agree to remove or revise the disputed information. After you have had an opportunity to review your file, you may make a written request for a copy of the record at no cost to you.

(OPTIONAL – IF A CURRENT ACCURATE JOB DESCRIPTION EXISTS: Attached is a job description generally describing the current responsibilities of this position; they are subject to change.)

The University offers a comprehensive New Employee Orientation program to all new employees at the Twin Cities campus through the Office of Human Resources. This program will provide you with information to help you join the University community and get up-to-speed in your new position as quickly as possible. You can find out more about the program, as well as other resources you may be interested in as a new employee at: http://www1.umn.edu/ohr/newemployee/. To register for the program, you will need your University of Minnesota Internet ID and password. Talk to your supervisor to see if you can obtain that before you begin work.

For parking and transportation information, refer to http://www1.umn.edu/pts/ or call (612) 626-7275.

I would be happy to answer any questions you may have or provide clarity on your appointment. Should you decide to accept this position, please sign and date the original of this letter indicating that you have read and fully understand the provisions of your employment as explained in this letter. A copy of this letter is enclosed for your records. Please proceed to make an appointment with [Click here and type payroll staff member's name] at [Click here and type phone number] so that appropriate documents connected with your acceptance of this new position may be completed.

We look forward to working with you and anticipate that your employment here will be rewarding to both you and [Click here and type department/division/unit].

Sincerely,

[Click here and type Your Name]
[Click here and type Your Title]

I accept the position of [Click here and type job title] in the [Click here and type department/division/unit] and acknowledge receipt of this offer letter.

___________________________________________  _________________________
Signature        Date
### INITIATE SEARCH

<table>
<thead>
<tr>
<th>Job Code</th>
<th>University Title</th>
<th>Position Title</th>
<th>Term</th>
<th>Type</th>
<th>% Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
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<tr>
<td>2.</td>
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<td>K</td>
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<tr>
<td>3.</td>
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### POSTING DETAILS

**Number of Positions:** 1

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<th>Job Open Date</th>
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<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

**Required and Preferred Qualifications (required)**
See attached

**Duties and Responsibilities (required)**
See attached

**Program/Unit Description (optional)**
See attached

**Application Instructions (required)**
See attached
### Medical School Faculty Hiring Request Form

<table>
<thead>
<tr>
<th>MS Department:</th>
<th>Contact:</th>
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</table>

<table>
<thead>
<tr>
<th>Job Classification:</th>
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</table>

<table>
<thead>
<tr>
<th>Requisition Number (if known):</th>
<th>Position Number (if known):</th>
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</table>

<table>
<thead>
<tr>
<th>FTE:</th>
<th>Number of Positions:</th>
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</table>

- Perm/Annually Renewable
- Temp/Term Limited

<table>
<thead>
<tr>
<th>Estimated Annual Salary:</th>
<th>OR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Est. Hrly/Semester Salary:</td>
<td></td>
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</tbody>
</table>

- ☐ New Position/s – Increase in Headcount (HC)
- ☐ Replaced/Redesigned Position/s – HC Decreased or Neutral

### Reason for Hire / Business Plan / EFS#

#### Funding Source:

- ☐ a. Supported 100% by Sponsored grants/contracts (department approval only)
- ☐ b. Supported 100% by O & M - Operations & Management (State, ISO/Revenue, or Tuition)
- ☐ c. Mixed – Combination of O&M (State, ISO/Revenue, or Tuition) and Sponsored Funds
  - _____% (Approx) O&M
  - _____% (Approx) Sponsored
- ☐ d. Clinical Revenues

### Approvals:

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Date</th>
<th>Bobbi Daniels, MD (UMP clinical hires only)</th>
<th>Date</th>
</tr>
</thead>
</table>

---

20 | University of Minnesota Department of Integrative Biology & Physiology
Faculty Recruitment Request Form

University of Minnesota Medical School

Track: 

____Tenure
____Tenure Track
____Clinical Scholar
____Teaching Track
____Yrly Appt. (W)

Rank anticipated:

_____Full Professor
_____Assoc. Prof.
_____Asst. Prof.

New Position: ______

If replacement position, Incumbent: ____________________________

Space: Office location_________________ Lab location_________________

Funding sources: Attach detailed spreadsheet – Detailed Pro Forma OR Recruitment Business Plan
Department of 
Assistant Professor 
Recruit: 
Division: 
Total Salary: 

<table>
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<tr>
<th>Uses</th>
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<th>Year Three</th>
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<td>Recruit Increment</td>
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<td>Lab Supplies</td>
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<td>Total Expenses</td>
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Sources 

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<td>Sponsored Revenues</td>
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<td>Net Clinical Revenues @ X% Gross</td>
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<td>Clinical Contract</td>
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<td>Total Revenues</td>
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Funding Gap 

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<th>Year Two</th>
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<th>Total</th>
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<tr>
<td>Funding Gap</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tbody>
</table>

Assumptions (list):
FACULTY HIRING REQUEST APPROVAL FLOW CHART

HIRING REQUEST RECEIVED IN DEAN’S OFFICE

STEP 1
Request is for hires supported by clinical revenues (I type)

STEP 2
Email to Ann Schwind (schwind@umn.edu) and cc: mjohnson11@umphysicians.umn.edu

If approved by Ann Schwind, then forward original with Ann’s approval email to Dr. Bobbi Daniels for signing (leave with Mary Meyer)

TO DEAN JACKSON FOR FINAL APPROVAL / SIGNATURE

STEP 1
Request is for faculty hires supported by sponsored / non-sponsored / non-clinical funding (W type)

STEP 2
Route document to Pete Mitch for approval Go to Step 3

If clinical and UMN funds / mixed: pause should be send to Pete Mitch for approval followed by Step 2 to Ann Schwind, then on to Dean

Hiring Approval scanned and emailed back to department contact; cc to HR recruiter (Susan Hauber – schauber@umn.edu)
I. Hosting an International Scholar

- Obtain approval for hire through usual process
- Provide a faculty mentor
- Provide space, technology access, etc.
- Provide funding documentation
- Determine English proficiency
- Assign an official academic or civil service title and appointment documentation
- Visa required (typically the H-1B Scholar Visa) and accompanying documents
- Health insurance
- Arrival and orientation provided by UM ISS

II. Relevant Immigration Documents

- Passport
- I – 94 card
- For J – 1 Visiting or Short Term Scholars: DS -2019
- For H- 1B and O-1 Scholars: documentation of your visa approval
  http://www.isss.umn.edu/H1BEmployment/ISSSProcess.html
  Fee: $1,000 to ISSS; $320 to USCLS; $500 anti-fraud free
  Premium processing fee an additional $1,000
- For F-1 OPT Scholars: EAD card, I-20(s)
- Records of previous status: old passport, copies of DS-2019 (for J-1 scholars)

III. Timeline (estimated 3-6 months)

<table>
<thead>
<tr>
<th>I-797 3-6 months</th>
<th>H-1B Visa 1-2 months</th>
<th>Arrival &amp; Orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiated by UM</td>
<td>Initiated by applicant</td>
<td>UM ISSS</td>
</tr>
</tbody>
</table>

IV. Definitions of Terms

Description of H-1B

The H-1B legal status is a vehicle that allows U.S. employers to hire qualifying foreign nationals temporarily in certain types of employment positions. The employer is responsible for petitioning the U.S. Citizenship and Immigration Services (USCIS) to obtain permission to hire a particular foreign employee for a particular position. An employee cannot obtain H-1B status on his or her own.

The H-1B status is employer-specific and job-specific. The H-1B duration is a maximum of 6 years (granted in increments of up to 3 years.)
Any petition for H-1B status must meet minimum criteria:

The position must require theoretical and practical application of a body of highly specialized knowledge and require a minimum of a Bachelor’s degree in the specific specialty as a minimum for entry into the occupation in the United States.

The employee must have received the required degree before the petition is submitted. The employee must have a diploma or other certification from the institution that all degree requirements have been met.

The wage for the position must meet the requirements of the USCIS and U.S. Department of Labor (USDOL) regulations. ISSS will facilitate this process, but should not be viewed as setting the wage.

Comparison of Types of Visas:

- **H-1B**: is a common status for non-immigrants with a Bachelors degree or higher to accept temporary employment, but there are other nonimmigrant statuses that permit professionals to work in the U.S. Following are brief descriptions of various visa types or you can click on this link to see: Employment-based Visas: Comparison Chart.
- **F-1**: F-1 students are usually eligible for 12 months of “practical training” work permission after (and sometimes before) graduation.
- **J-1**: J-1 students are sometimes eligible for 18 months of academic training or 36 months in a post-doctoral research position with permission from the J-1 visa sponsor.
- **A J-1 scholar may be employed as a non-tenure track teacher or researcher at his/her host institution, usually a university or research laboratory. The J-1 scholar visa is most often used for exchange visitors coming from and returning to their home countries. Note: Persons in J status may be subject to the 2-year Foreign Residence Requirement, which prohibits them from changing to another nonimmigrant status in the U.S.
- **J-2**: Dependents of J-1s may apply for (and may or may not receive) general work permission from USCIS.
- **O-1**: Used by persons of extraordinary ability; normally a recent university graduate would not meet the criteria set by the U.S. Citizenship and Immigration Services.
- **TN**: (NAFTA Treaty) This status can be used by professional employees who are Canadian and Mexican citizens. Unlike the H-1B, there is no wage requirement and no petition to submit. Thus, the application procedure is much faster than an H-1B. The occupations covered are restricted to those allowed under NAFTA.

Notice of Approval (I-797)

The Form I-797 Approval Notice is the main document to prove that H-1B petition has been approved. It is a one-page legal document (see sample) sent to the employer when its petition for an H-1B has been approved. If the employee is already in the U.S. and applying for a change of status or extension of stay, an I-94 document is attached to the bottom of Form I-797. The Form I-797 reflects the following information:

- The petitioning employer
- The visa status in the section titled “Class”
The valid from and valid to dates of the visa status
Name, date of birth and citizenship country of employee

At the University of Minnesota, the original Notice of Approval is given to the employee by their department. Employees must present the I-797 Approval Notice to apply for an H-1B visa at a U.S. consulate, when requesting to enter the U.S. in H-1B status. It also must be presented at U.M. Payroll Services in order to prove H-1B status.

Safeguard your document! If the I-797 Approval Notice is lost, it costs $340 and at least 6 months to replace it, and you cannot apply for a visa or enter the U.S. without it!

H-1B Status (I-94)

H-1B status is documented on the I-94 card and is obtained by an employee who:

- comes to the U.S. in another nonimmigrant status (such as F-1, J-1) and subsequently is approved for a “change of status” to H-1B.
- presents an H-1B visa and I-797 Notice of Approval at a U.S. port of entry and is granted H-1B status on the I-94 card.

The H-1B employee may remain in the U.S. as long as they maintain their employment with the employer who petitioned for the H-1B and until the expiration date of H-1B status as shown on the I-797 and the I-94 card.

H-1B Visa

In order to be granted H-1B status upon entry to the U.S., the applicant must present a valid passport with an H-1B visa stamp/sticker, and the I-797 Notice of Approval. To obtain an H-1B visa stamp/sticker in his/her passport, the person must present an I-797 Notice of Approval and copy of the I-129 Petition for a Nonimmigrant Worker to a U.S. consulate abroad (see “Travel Outside the U.S.” section). The employee may continue to reside and work in the U.S. following expiration of the visa as long as his/her H-1B status has not expired.


(Note: this does not apply to H-1Bs submitted by Universities and Colleges)

The limit on new H-1B visas for the US. Fiscal Year October 1, 2009 to September 30, 2010 was reached on December 21, 2009. The limit includes the 65,000 general cap and the additional 20,000 H-1Bs available to persons who hold a Masters degree or higher from a U.S. institution. No new H-1B visas will be available until October 1, 2010 unless filed by an employer which is exempt from the annual limit. Exempt employers include colleges and universities, non-profit research organizations and government research organizations. All other employers are subject to the annual limit.

Extensions of H-1B are not subject to the cap.

V. Resources
• ISSS Contact information: http://www.isss.umn.edu  Phone: 612-626-7100
• Forms: http://www.isss.umn.edu/forms/j1forms.html
• US Immigration Support: https://www.usimmigrationsupport.org
• Association of International Educators: http://www.nafsa.org
Your new faculty member would need to come to the US on an H1B1 visa. The fees associated with that are:

- ISSS Petition Fee: $1,000
- USCIS Filing Fee: $320
- USCIS Anti-Fraud Fee: $500

These are paid by the department, but require prior approval from the Head. Processing can take 4-6 months. If necessary, there is the premium processing option. This costs an additional $1000 and speeds up processing at USCIS to approximately 3 weeks.

**Permanent Residency**

Once at the University, the labor certification application must be filed within 18 months from the date of the original offer letter. There are several fees associated with the filing for Permanent Resident status.

- ISSS Admin Fee: $2,700
- I-140 Filing Fee: $475
- I-485 Filing Fee: $1,010

The $1,010 I-485 filing fee can be paid by either the applicant or the department. This is important to determine ahead of time and, if possible, be indicated in the offer letter. The ISSS fee and I-140 fee are paid by the department.
An appointment letter for a Graduate Assistant position must include each of the following provisions. **See your HR specialist for salary guidelines and requisition information.**

1. University job title and corresponding job code
2. Working job title, if different from the University job title
3. Student ID
4. Specific University of Minnesota college/campus/administrative unit and, if applicable, department/division for this position
5. Kind of appointment (e.g., regular annual, conditional annual, single-semester, or flexible hourly)
6. Percent time of appointment (e.g., 25% - 10 hours/week, 50% - 20 hours/week)
7. Appointment type
8. Appointment term (the length of appointment)
9. NOTE: If you are a nonnative speaker of English being offered a Teaching Assistantship, the Administrative Policy: [Language Proficiency Requirements for Teaching Assistants](http://policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT.html) will apply to you.
10. Actual beginning and, if known, end dates of the appointment
11. Hours of work
12. Chief governing document for the position – the Graduate Assistant Employment Policy at [http://policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT.html](http://policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT.html)
13. Salary
14. Reference to tuition benefits
15. Reference to students' responsibility to pay all student fees
17. General position responsibilities and performance expectations
18. If appropriate, whether the job offer is contingent on something
19. This offer is contingent upon the ability to provide authorization to work in the United States and the University of Minnesota prior to the start date identified in the offer letter;
20. Right to review the employee's personnel file once every six months while employed with the University of Minnesota. To exercise this right, the employee must submit a written request to review their file to the unit HR contact. If, after reviewing the file, the employee disputes specific information, he/she should inform their unit HR contact. The University may agree to remove or revise the disputed information. After the employee has had an opportunity to review their file, he/she may make a written request for a copy of the record at no cost to the employee.
21. Indicate that employee must continue to comply with any and all licensing, certification, work eligibility, and other requirements of the position, as set forth in the position description
22. Signature of authorized hiring authority
23. Signature of the employee accepting the term and conditions of the position as described in the letter
Section IV: Research
**Proposal Checklist**

- Print a copy of the proposal application and eligibility guidelines
- Contact the agency program officer with any questions
- **Contact your department grant coordinator at least 4-6 weeks prior to the agency deadline** to discuss budget preparation and grant submission process
- Allow adequate time for completion of proposals (SPA deadline for federal grants is **5 days prior** to agency deadline) [www.ospa.umn.edu](http://www.ospa.umn.edu)
- Complete your EGMS Expertise Database [www.egms.umn.edu](http://www.egms.umn.edu) and/or submit a copy of your CV to your grant coordinator

**Training**

- Complete **Responsible Conduct in Research Training** (online) at [http://research.umn.edu/reo/education/core.html#VTUmfJDjWM4](http://research.umn.edu/reo/education/core.html#VTUmfJDjWM4)
- You will have a year from your hire date to complete this process.
- Human Subjects application: [www.research.umn.edu/irb](http://www.research.umn.edu/irb)

**Review if applicable:**

- Disclosure of conflict of interest
- IDC waiver
- Human Subjects protocol
- PRF electronic approval signing process
- Funding opportunities
- Office of the Vice President for Research and Policy [www.research.umn.edu](http://www.research.umn.edu)
- University of Minnesota Policies [www.policy.umn.edu](http://www.policy.umn.edu)
- Hiring process [www.umn.edu/ohr/policies/](http://www.umn.edu/ohr/policies/)
Part I. Animals and ACUP Form

1. Download the latest version of the Animal Care and Use Protocol (ACUP) form. Complete and send to iacuc@umn.edu AS SOON AS POSSIBLE. The review committee meets twice a month. For questions call: 612-626-2126.

2. Training and Certification to work with animals. Complete the Online Certification Training at http://cflegacy.research.umn.edu/iacuc/training/

3. Check for additional training requirements (RAR, EHS, OLAW etc.)

Part II. Fostering Integrity in Research, Scholarship, and Teaching (FIRST)

1. Enroll in the In-Person RCR Part I Workshop. Schedule is available at: http://cflegacy.research.umn.edu/first/

2. Go to the link for New Faculty Members or for Graduate Students/Post-doctoral Fellow to find out more about the requirements.

In addition to the core Responsible Conduct of Research (RCR) curriculum, additional instruction in specific topics may be required to be eligible as a principal investigator. Use the following links to learn more about the requirement for each area:

- **Environmental Health and Safety** - training is offered by the Department of Environmental Health and Safety (DEHS) to meet numerous regulations and/or as a resource to encourage health and safety for all University community members.

- **Protecting Animal Subjects** - training is offered by the Institutional Animal Care and Use Committee (IACUC) to meet federal, state and institutional regulations and to certify the eligibility of University employees to work with animals.

- **Human Subjects Protection** - training is offered by the Office of the Vice President for Research to meet federal regulations and to ensure that all investigators and research personnel receive basic training in protecting human subjects, regardless of the source of funding.

- **HIPAA** - training is offered on the HIPAA regulations and University
policies and procedures by the Privacy Office, with the assistance of the Office of the Executive Vice President and Provost, to meet the HIPAA privacy regulations present standards to protect the privacy and security of individual health information.

**Clinical Research Methodologies** - training and education programs from the Clinical and Translational Sciences Institute (CTSI) to meet the needs of interdisciplinary CTS faculty, students, researchers and teams at the university. This course can be used by bio-medical clinical researchers to complete the human subjects protection requirement.

**Useful links:**

MNPI Center Website: [http://www.mnpicenter.umn.edu](http://www.mnpicenter.umn.edu)

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<th>Activity</th>
<th>For more information:</th>
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<td>For those you supervise</td>
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<tr>
<td>1. Cover Sheet (SFR 424)</td>
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<tr>
<td>2. Senior/Key Person Biosketches (see specs)</td>
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<tr>
<td>3. Project Performance Site Locations</td>
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<tr>
<td>4. Cover Page Supplement</td>
<td>Electronic form</td>
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<tr>
<td>5. Cover Letter (see specs)</td>
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<td><strong>3 Weeks Prior to SPA Deadline</strong></td>
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<tr>
<td>6. Complete Sub-award Budgets, including letter of commitment and COI financial certifications</td>
<td>NIH Electronic subaward form</td>
</tr>
<tr>
<td>7. Complete Budget Justification and begin finalizing budget for inputting into forms, including sub-awards</td>
<td>Electronic form (full or modular)</td>
</tr>
<tr>
<td><strong>2 Weeks Prior to SPA Deadline</strong></td>
<td>1</td>
</tr>
<tr>
<td>Research related attachments</td>
<td>1</td>
</tr>
<tr>
<td>8. Proposal Summary/Abstract</td>
<td>1 pg single-spaced</td>
</tr>
<tr>
<td>10. Specific Aims</td>
<td>1 pg single-spaced</td>
</tr>
<tr>
<td>11. Animal Subjects Attachments</td>
<td></td>
</tr>
<tr>
<td>12. Appendices</td>
<td>Limit of 10 attachments</td>
</tr>
<tr>
<td>13. Bibliography &amp; References Cited</td>
<td></td>
</tr>
<tr>
<td>14. Equipment/ Facilities &amp; Other Resources</td>
<td></td>
</tr>
<tr>
<td>15. Data Sharing Plan</td>
<td></td>
</tr>
<tr>
<td><strong>1 Week Prior to SPA Deadline</strong></td>
<td>1</td>
</tr>
<tr>
<td>16. Research Plan (can be uploaded last prior to sending to SPA)</td>
<td>12 pages, single-spaced</td>
</tr>
<tr>
<td>17. Finalize Budget for Routing/Verify Routing Chain</td>
<td></td>
</tr>
<tr>
<td>18. Upload any remaining documents</td>
<td></td>
</tr>
<tr>
<td>19. PRF Routing/Approvals</td>
<td>Target Date:</td>
</tr>
<tr>
<td>20. Submit to SP</td>
<td>SPA Due Date:</td>
</tr>
</tbody>
</table>
Your MNPI Center Grant Coordinator is responsible for the following ONLY if the timeline (attached) is adhered to:

- Serve as primary communication point of contact with PI and SPA
- Obtain and download all instructions and application forms
- Review and interpret all grant application guidelines, instructions and policies (including budgetary expenses, limits, etc.)
- Coordinate budget creation with accounting staff (EGMS or Excel)
- Coordinate budget justification sections with PI
- Prepare all form pages with administrative information
- Transfer scientific text to form pages as required (convert to PDF files and upload)
- Collect biosketches from all collaborators (some formatting of biosketches if needed, including PubMed Central designators)
- Work with subcontractors (if applicable) to obtain Statements of Intent, Budgets, etc.
- If electronic submission, convert all documents to PDF files
- Edit and/or proof the documents, time permitting and with input from the PI
- Prepare the PRF
- Compare all pieces of the grant (e.g., match the budget to the justification, page limitations, any parts missing, etc.) for consistency
- Paginate the grant (if required)
- Route PRF for signatures
- Assemble the proposal, make any necessary copies, and submit to SPA
- Be on hand after the grant deadline to respond to any inquiries from SPA and/or PI

Items your Grant Coordinator is not responsible for:

- Preparing the text or researching data for the text (PI)
- Preparing the budget and making adjustments to conform with sponsor guidelines (PI/Accountant)
- Editing (for content)

**MNPI Center Grant Coordinators:**

Microbiology: Megan Ruff ruffx0007@umn.edu
Neuroscience: Kirsti Hendricksen hendr056@umn.edu
Pharmacology: Lynn Weber weber117@umn.edu
Integrative Biology & Physiology: Jean Wang jmwang@umn.edu /Randi Lundell rmlunde@umn.edu

*NOTE: Advance planning will ensure that these responsibilities are met in a timely and orderly manner. Different departments have evolved different practices. Be sure to check with your Grant Coordinator.*
The **Principal Investigator** is the primary individual responsible for all aspects of proposal development, submission, and subsequent award management. Service providers are available for assistance and support. This schedule assumes a minimum three-month timeline.

### Grant Proposal Development Time Line and Support

Service Available for Principal Investigators

<table>
<thead>
<tr>
<th>Proposal Development &amp; Submission Tasks</th>
<th>Recommended Time Line</th>
<th>Department and College Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify Funding Source</td>
<td></td>
<td>Responsibility of PI</td>
</tr>
<tr>
<td>Review Funding Announcement, Establish Program Contacts</td>
<td>WEEKS 1-2</td>
<td>Grant Coordinator</td>
</tr>
<tr>
<td>Develop Overall Timeline, Establish Work Plan, roles &amp; responsibilities</td>
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<td></td>
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<tr>
<td>Set-Up in EGMS</td>
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<tr>
<td>Proposal Narrative</td>
<td>WEEKS 2-5</td>
<td></td>
</tr>
<tr>
<td>Budget Development (including item justifications)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appendices. (e.g. Letters of Support, Institutional Review for use of Animal Subjects)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Tuning - Editing</td>
<td>WEEKS 6-8</td>
<td></td>
</tr>
<tr>
<td>Proposal Assembly</td>
<td>WEEKS 9-11</td>
<td></td>
</tr>
<tr>
<td>Final Review</td>
<td>WEEKS 12</td>
<td></td>
</tr>
<tr>
<td>PRF - Routing for Department and Dean’s office Review &amp; Approvals (Electronic Signatures) - Allow sufficient time - particularly if approvals are needed outside of MNPI departments</td>
<td>7-14 Business Days before Agency Due Date</td>
<td></td>
</tr>
</tbody>
</table>

**NB: SPA will not accept proposals delivered later than 24 (48) hours before Agency Due Date**

**Grants.gov applications MUST be delivered to SPA 5 working days before the agency deadline**

5 business days preferred;

5 business days required for grants.gov submissions;

24 hours before deadline is the minimum for non-grants.gov proposals.
# MNPI Center Support Providers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Voice</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants Manager</td>
<td>Kristi Hendricksen</td>
<td>612-624-5160</td>
<td><a href="mailto:hendr056@umn.edu">hendr056@umn.edu</a></td>
</tr>
<tr>
<td>Grant Coordinators</td>
<td>Megan Ruf</td>
<td>612-624-6190</td>
<td><a href="mailto:rufx0007@umn.edu">rufx0007@umn.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jean Wang</td>
<td>612-625-9137</td>
<td><a href="mailto:jmwang@umn.edu">jmwang@umn.edu</a></td>
</tr>
<tr>
<td></td>
<td>Lynn Weber</td>
<td>612-626-6902</td>
<td><a href="mailto:weber117@umn.edu">weber117@umn.edu</a></td>
</tr>
<tr>
<td>Sponsored Projects Administration</td>
<td>Information: 612-624-5599</td>
<td></td>
<td><a href="http://www.opsa@umn.edu">www.opsa@umn.edu</a></td>
</tr>
<tr>
<td>Electronic Grants Mgmt Sys (EGMS) &amp; Proposal Routing Form (PRF) Access</td>
<td>Information: 612-624-1033</td>
<td></td>
<td><a href="http://www.egms@umn.edu">www.egms@umn.edu</a></td>
</tr>
</tbody>
</table>
Section V: Links & Resources
Useful Links

Academic Health Center Grant Resources:
http://www.sph.umn.edu/epi/support/grants.asp

Academic Health Center Building Access Form:
https://secure.ahc.umn.edu/ahc/rbms/forms/person.cfm

Blue Ridge Institute of Medical Research:
http://brimr.org

EGMS Database and Forms:
http://www.eigms.umn.edu/

E-Research Central:
http://www.eresearch.umn.edu/

Graduate Assistant Employment:
http://www1.umn.edu/ohr/gae/

Guide to Research Compliance:
http://www.research.umn.edu/complianceguide

Health Sciences Gateway:
www.health.umn.edu/research/resources-researchers

Human Subjects Research Protection Program:
http://www.research.umn.edu/subjects/

IACUC:
http://cflegacy.research.umn.edu/iacuc/

MNPI Center Website:
http://www.mnpicenter.umn.edu

My NCBI:
http://www.ncbi.nlm.nih.gov/books/NBK3842/

NIH Deadlines for Commonly Used Applications:
http://grants.nih.gov/grants/funding/submissionschedule.htm

NIH Electronic Application Process:
http://grants.nih.gov/grants/ElectronicReceipt/