FACULTY RESEARCH ORIENTATION PACKET

Information to assist your transition to the University of Michigan School of Kinesiology

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The new emergency order from the Michigan Department of Health and Human Services (link is external) does not address our research enterprise, but as we experience highly concerning increases in the incidence of COVID-19 locally and statewide, research leadership has adjusted human research policies to ensure the health and safety of our researchers and participants. Please refer to the following website https://www.research.umich.edu/covid-19 which includes new and updated FAQs, for more information.

A SUBSET OF TIER 2 HUMAN RESEARCH STUDIES (TIER 2 THAT ARE OBSERVATIONAL) TO PAUSE

- Given the increased level of coronavirus transmission in our local community and a rise in COVID-related hospitalizations, a subset of Tier 2 human research studies (those specifically classified as an observational study or Benefit Level 4 on the human research activation checklist (link is external)) should prepare to pause in-person activity with research participants by Friday, November 20 at the latest.
- Tier 2 observational studies that can be done or converted to remote work should continue.
- Observational studies classified as Tier 0 and Tier 1 do not need to pause.
- An exact timeframe for how long this pause will last is not yet determined. To aid in research study planning efforts, we anticipate observational Tier 2 human research studies will not be reactivated before 2021.
- To support researchers as they ramp down their studies, please refer to the U-M research ramp down checklist. It is prudent for all Tier 2 study teams to refresh their ramp down plan. We will continue to monitor virus transmission rates and update research teams as needed.
- This tier stratification cannot account for all local settings and so we recognize that some human research studies not classified as Tier 2 observational may also need to temporarily pause activity. The decision to pause activity could stem from multiple factors that are beyond the university’s control, including the transition of K-12 schools to virtual education or clinics whose activity is adjusted because of COVID-related care.
  - In these settings, principal investigators have discretion as they always do to pause in-person activity due to such feasibility issues. PIs do not, however, have discretion to continue in-person activity if their study is classified as Tier 2 observational.
- If you are uncertain as to whether your Tier 2 observational study should pause, please send an email to the human-research-activation@umich.edu
INTRODUCTION

Welcome to the University of Michigan! With 19 top-ranked schools and colleges and annual research expenditures of $1.48 billion, UM’s research capabilities and accomplishments span nearly every field of science, engineering, medicine, social sciences and the humanities. The UM research enterprise is vast and can be intimidating to new faculty. The main focus of the School of Kinesiology Office of Research is to ensure our faculty are able to pursue and receive funding that will further their research and adds to the body of knowledge in Kinesiology or Sport Management.

This document has been developed to assist your transition to the School of Kinesiology and the University of Michigan by offering information on common procedures, funding opportunities, school policies and important contacts.

ESTABLISHING CENTER/LABORATORY NAMING PROCEDURES

The process for creating/naming centers and laboratories is as follows:

1. A faculty member interested in naming a center or laboratory will contact their program chair requesting space on the meeting agenda. A formal request must be submitted containing the proposed name, description and justification. The item will be reviewed at a program meeting and voted on by the faculty.
2. The program chair will email the Dean stating the program has discussed the request and share the votes along with the notes from the meeting.
3. The Dean will add the topic to the next Executive Committee meeting agenda for their review/approval. The Dean has final decision making authority.

ACQUISITION, USE, AND DISPOSITION OF PROPERTY

Personal property is acquired and used in the University by faculty, staff, students and visitors for the support of activities of the University and may not be used for personal, for-profit activities or illegal purposes. All personal property owned by the University of Michigan (either through direct purchase or transfer) must be controlled within the following policies of acquisition, use and disposal. This property is ultimately under the control of the Property Control Office of the University and subject to the procedures issued by that office (SPG 520.01). SPG 520.01

RESEARCH PARKING SPACES

The School of Kinesiology has three research parking spaces available for subjects at a cost to be determined each year. Each space has its own calendar. The spaces must be reserved on the parking calendar. To view the parking schedule, the person must make sure the parking calendar they want to see is checked under "My Calendars" in Google Calendar. If these calendars are not turned on under "My Calendars" parking spaces will not be visible. If you don't have the parking calendars showing up under "My Calendars", click on the down
arrow to the right of "My Calendars" and select "Settings". There you will see a list of all your calendars. Make sure the parking calendars have the "Show in list" box checked. The calendars that have this box checked will appear under "My Calendars".

The research parking spaces are for research subjects only. No faculty, staff, or students are allowed to park in those spaces for any reason. An abuse of this policy could result in termination of the School’s dedicated research spaces. Please try to refrain from booking the spot for the whole day if it isn’t truly necessary. Blocks of 4 hours or less is preferable in order to allow everyone to have access.

Perry Titus, Facilities Manager, (ptitus@umich.edu) will inquire prior to fall term as to which faculty want to participate in the research parking spaces. If you wish to participate you will need to supply an account shortcode to Perry that you want billed for the expense.

**RESEARCH ETHICS & COMPLIANCE**

The Office of Research and Sponsored Projects (ORSP) enables and safeguards the conduct of research and other sponsored activity for the University of Michigan. The following link provides information on Research Ethics and Compliance issues. Several of the most pertinent regulatory items are listed below as well. [Research Ethics & Compliance Website](#)

**PEERRS**

Program for Education and Evaluation in Responsible Research and Scholarship (PEERRS) is a web-based instruction and certification program for the members of the University community engaged in or associated with research activities. Includes: Foundations of Good Research Practice, Research Administration, Conflict of Interest, Animal and Human Research. To register, visit the website below and to view the guidelines. [PEERS Website](#)

**IRBs**

Two Institutional Review Boards (IRBMED and Health Sciences and Behavioral Sciences (HSBS)) serve the campus. The primary goal of the IRB is to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the University of Michigan. Please visit the web sites below for general information:

[IRB Med Website](#)
[HSBS Website](#)

**Animal Research (UCUCA)**

Please visit the UCUCA website to register and to complete and submit the appropriate paperwork for animal use. [UCUCA Website](#)

**Institutional Biosafety Committee (IBC)**

For approval of research involving transgenic animals, rDNA, synthetic nucleic acid molecules, gene transfer, or select agents. [IBC Website](#)

**Academic Laboratory and Research Safety Policy**

**Occupational Safety & Environmental Health**

The EHS department promotes health, safety and environmental compliance within the U-M campus community. At the U-M, protection of the environment and safety on the job is everyone’s responsibility. EHS
provides leadership at all levels of the university to maintain a healthy workplace and to protect the environment.

OSEH/EHS Website
OSEH Training
Information for Lab Setup

**Licensing and Regulatory Affairs**
Michigan.gov Department of Licensing and Regulatory Affairs
[https://www.michigan.gov/lara/](https://www.michigan.gov/lara/)

**Controlled Substances**
Research involving the use of controlled substances is strictly regulated. The Controlled Substances Research Review Committee (CSRRC) provides guidance for conducting research with drugs or other substances that have potential for abuse which are subject to state and federal regulations.

**Radioactive Drug Research Committee (RDRC/SHUR)**
For approval of research involving radiopharmaceuticals or use of other radioactive materials in or on humans.
[Environment, Health & Safety Website](/)

**Shipping Hazardous Material**
Establish a shipping account (Note: special training is required to ship hazardous materials; e.g., packages containing dry ice.) [Shipping Hazardous Material](/)

**M-INFORM Disclosures**
School of Kinesiology faculty and staff are required annually to disclose any outside interests or conflicts that related to their U-M responsibilities. This is done online through the M-Inform system in Wolverine Access.

*The M-Inform Disclosure System* is the university’s online outside interest disclosure system. As an employee, you use this system to complete and submit the disclosure form(s). This may include reporting that you do not have outside interests related to your employment or reporting an interest in more than one entity.

Each disclosure is reviewed by the School and, if applicable, by a U-M Conflict of Interest review committee (UMOR-COI or MED-COI) to ensure compliance with federal, state, and university policies. If a conflict of interest is identified upon review, the COI committee works with you to manage the conflict to mitigate impact on your research.

- **“Disclosure”** includes the interests of you, your spouse, domestic partner, and dependents.
  - **Do not report** your sponsored research projects performed in your U-M role.
  - **Do not report** outside activities that are unrelated to your U-M job/expertise unless it involves a vendor or sponsor relationship with U-M (e.g., you are part owner of a company that sells products to U-M, you sit on the board of directors of an organization that sponsors research at U-M, etc.).

- **Subsequent updates to your outside interests must be made within 30 days of any change** (e.g. acquiring a new interest, change in scope of days used, payments, or value).

[M-Inform Disclosure Sign-In](/)
Biomedical Research
Serving the entire University of Michigan research enterprise, the Biomedical Research Core Facility provides economical, efficient services of the highest quality with the ultimate goal of positively impacting human health. To learn more about the Biomedical Research Core Facilities, download the BRCF Overview Flyer. A listing of U of M Cores and Resources can be found on the Medical School Office of Research website.

Statistics and Analytics
CSCAR-Consulting for Statistics, Computer & Analytics Research
MICHR-Michigan Institute for Clinical & Health Research

Computing and Storage
ARC-TS-Advanced Research Computing Technology Services
Computational Science at Michigan - https://micde.umich.edu/

MBECT
The Michigan Budget Enrollment Calendar Tool (MBECT), formerly known as CT-BECT, CTS and eThority, is a mandatory tool to provide research study teams with one point of data entry for building a clinical research budget, billing calendar, MCRU schedule of events, and for submitting and tracking subject enrollment. If you currently prepare billing calendars and/or budgets, or enroll subjects, it will be necessary for you to learn about MBECT. Please contact CRAO-MBECT-Help@med.umich.edu(link sends e-mail) MBECT Information You will need the VPN Med program installed on your computer in order to utilize the MBECT tool. Contact 4help@umich.edu to request installation.

Find a Core Facility – Click link to find a core facility on campus.

ANNUAL FACULTY RESEARCH FUNDS
All tenure-line faculty members are eligible to receive $2,000 per year to be used for research related expenses (conferences, research supplies, equipment, publication costs, etc.). The ADR will notify the Executive Director of Finance & Planning and the Financial Specialist, so the transfer can be made into the faculty members’ research incentive accounts (RESIN). The faculty member must submit a one paragraph e-mail to the ADR at the end of the year indicating how those funds were used. If the funds are not used during the fiscal year, the next year’s transfer may be withheld.

TRAVEL ARRANGEMENTS AND REIMBURSEMENTS
All travel arrangements will be made by faculty member for their travel. All faculty members must submit a Concur expense report to be reimbursed for their travel expenses. The faculty member will pay for all of their travel expenses up front with a personal credit card and will submit an expense report within 30 days after the expense has been paid or conclusion of the trip. All faculty members receive training from one of the administrative assistants or the financial specialist prior to submitting their first expense report. They can also contact one of these individuals if they need assistance any time they are submitting an expense report. To submit an expense report, the faculty member will sign on to Wolverine Access, navigate to the faculty & staff tab, click on the Travel & Expense (Concur) tab, sign in, click on the expense tab and then click on create & edit to create a new expense report. If a faculty member needs a delegate to create their expense reports, one will be assigned to them.

a. Reimbursement and Documentation of Incurred Expenses
Itemized receipts are required for all reimbursements except meals. If no receipt is available, the expense may not be reimbursed. A per diem can be claimed for all meals not covered by the conference or a hosted event. Original receipts will be scanned into the Concur expense report. After the expense report is submitted through Concur, a copy of the expense report along with the original receipts will be submitted to the financial specialist. The financial specialist will keep these reports for one year to meet University audit guidelines.

GUIDELINES FOR RESEARCH INCENTIVE FUNDS (RESIN)

These funds are to be used for research start-up and research related expenses. It is inappropriate to use research incentive funds (RESIN) for expenses related to teaching activities (e.g., textbooks, instructional videos, classroom related expenses, food).

RESEARCH POLICIES

Kinesiology Graduate Student Research Assistant Support Policy
In order to provide faculty members with incentive to support doctoral students on grant proposals, the School will provide the following support for one GSRA budgeted on a grant proposal for greater than or equal to a 30% 12-month appointment.

- Tuition differential for out of state students (grant will only be charged the in-state rate; the School will pay the difference).
- A deposit into the faculty’s RESIN account equivalent to half of the annual stipend paid to the student.

The grant must have the full indirect cost recovery (ICR) rate of the current agreement with the federal government (56% from 7/1/2018 through 6/30/2024) in order to qualify.

Kinesiology Indirect Cost Recovery (ICR) Policy
The following describes the School of Kinesiology’s expectations regarding the recovery of indirect costs (also referred to as IDC, F&A, Facility and Administrative, and overhead costs).

**Federal**
All projects submitted to federal sponsors are expected to recover the full, federally negotiated rate for the specific type of project. We recognize that specific programs (e.g. K, F, and T activity codes) have a mandated published rate that is applicable to all applicants.

**Industry/For Profit**
Industry sponsors are expected to follow the same guidelines as federal sponsors. In cases of a published, competitive announcement in which all applicants are held to the same published rate, the School will accept.

**Foundations and Non-Profits**
The School will accept a non-profit’s standard published rate as long as it is accessible in the terms and conditions, guidelines, and/or entity by-laws. If there is no published rate, it is expected that a minimum rate of 26% will be used. If indirect costs are not allowed by the sponsor, or are allowed at a rate less than 26%, faculty members must include direct cost items in their budget equivalent to 26% to offset the School costs incurred with research activities. If it is not possible to include budget items as direct costs, or a faculty member prefers not to do so, faculty members should plan to support the School costs of the project via their Research Incentive funds (RESIN).

Standard Exceptions in IDC Recovery
Indirect costs represent the real costs of the University infrastructure. These costs cannot be specifically assigned to a particular project. These costs are charged to the grant as a percentage of the direct cost items. When the School agrees to forego the indirect cost recovery on a research project, we are still responsible for providing the infrastructure (staff, lights, facilities, etc.) needed to support our faculty and the School’s mission. Requests for waivers are rare and must be approved by the Associate Dean of Research. The following items will be considered:

- Internal (i.e., UM) grants
- Total grant budget less than $10,000
- Proposals by graduate students or post-doctoral scholars
- It is acceptable for pre-tenure faculty to include funding sources that do not provide at least 26% indirect costs in their funding portfolio but should still follow the guidelines described in “Foundations and Non-Profits”

It is expected that post-tenure faculty will apply infrequently for funds with indirect cost recovery less than 26%. In such a case, the faculty member may apply to the ADR for a waiver of the full 26% indirect costs.

To request a waiver please complete the Indirect Cost Exception Form found on the website under Research Administration Indirect Cost Exception Form

**Kinesiology Indirect Cost Recovery (ICR) Distribution Policy**
Grants that have full indirect cost dollars as set forth in the current rate agreement with the federal government, (56% from 7/1/2018 through 6/30/2024), will result in 5% of the Indirect Cost Rate being returned to the Principal Investigator (PI) of the grant. The indirect costs recovered by the School will support the research enterprise as well as help grow the Kinesiology graduate program.

**Kinesiology Buying Out of Courses Policy**
Kinesiology supports a buyout policy for full-time, tenured, tenure-track, and in some cases, clinical-track faculty. A faculty member may buy out of one to three courses per year. In most cases it is expected that the buyout will be to allow the faculty member to engage in a particular research project. Further, it is expected that in most instances, external funds to support this research will have been obtained and will be used to purchase faculty release time. The cost to buy out each course will be 20% of the faculty member’s University Year base pay plus benefits or the actual replacement costs, whichever is higher. A written request should be presented, as far in advance as possible, to the Associate Dean for Undergraduate and Faculty Affairs. The Associate Dean for Undergraduate and Faculty Affairs will confer with the Dean and with the applicant’s program regarding the feasibility of the request.

**Balance of Fixed Price Contracts (under revision)**
Fixed price agreements allow the University to retain unspent funds at the successful completion of contracted work. Unspent balances will be distributed as follows:

If the unspent balance is **less than 20% of the total award**, the dean will retain sufficient funds to cover “taxes” that will be assessed when the remaining funds are spent. If all other liabilities have been met, the dean will approve transfer of the remainder to a discretionary chartfield determined by the project director.

Project directors may transfer balances into a fund 40000 chartfield, and taxes will therefore be assessed at 24% of expenditures. In the case of a $10,000 balance, for example, $1,935 would be distributed to the School of Kinesiology, and $8,065 to the project director ($10,000/1.24=$8,065).

The School chartfield to credit is:

- Fund: 40000
- DeptID: 450000
- PGM: DISCR
By University policy, if the unspent balance is **greater than 20% of the total award**, only the direct cost balance may be distributed to the project director with approval from the dean. The indirect cost equivalent is transferred by Financial Operations to the indirect cost pool, just as though the expenditures had occurred on the sponsored project, until the balance on the award reaches 20%. The dean will retain sufficient funds to cover “taxes” that will be assessed when the remaining funds are spent. If all other liabilities have been met, the dean will approve transfer of the remainder to a discretionary chartfield determined by the project director. In the case of a $100,000 award, for example, with a $30,000 balance, Financial Operations would transfer ICR on $10,000 to the indirect cost pool. The remaining $20,000 balance, for example, $3,871 would be distributed to the School of Kinesiology, and $16,129 to the project director ($20,000/1.24=$16,129).

Faculty who utilize these fixed price contract balances to fund their summer salary need written approval from the dean and must abide by the guidelines as stated in the Provost’s Policy Statement on the Use of Faculty Research and Discretionary Accounts. Faculty members are limited to two months of summer salary using these funds.

### Summary Chart

<table>
<thead>
<tr>
<th>Indirect Cost Rate</th>
<th>Equal to or less than 20%</th>
<th>Greater than 20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>School retains 0%</td>
<td>FinOps retains 0%</td>
</tr>
<tr>
<td>All other rates</td>
<td>School retains at 24%</td>
<td>FinOps retains the indirect cost at the indirect cost rate until balance reaches 20%. Dean retains 24% of that 20% balance.</td>
</tr>
</tbody>
</table>

**Kinesiology Research Space Policy**

To the extent possible, research space will be provided for every faculty member actively engaged in research. Research space is allocated based on programmatic needs and priorities as determined by the Dean in consultation with the Associate Dean for Research, Space Advisory Committee, and relevant faculty members as necessary.

Space assignments are not permanent, and occupancy does not imply ownership by the faculty member. The criteria for obtaining and keeping research space may include, but are not limited to: 1) developing and maintaining a productive research program, 2) seeking and obtaining funding for research, and 3) successful mentoring of students. The assessment of what qualifies as a productive research program is somewhat subjective, and ultimately is the responsibility of the Dean. Faculty members are encouraged to seek feedback from the Associate Dean for Research and Dean if there is concern about their productivity falling below the threshold of a productive research program.

The use of and creation of shared facilities is encouraged. These spaces can house sophisticated, expensive or one-of-a-kind equipment with broad application, they can reduce the School’s investment in larger equipment and specialized facilities, and allow faculty access to specialized equipment that they might not otherwise be able to utilize.

Research space, equipment, and materials must adhere to all health and safety regulations and procedures, as defined by U-M Occupational Safety and Environmental Health (OSEH). Research conducted in University facilities must only support University interests and relationships. All research conducted in such facilities must
adhere to University conflict of interest policies and research space assignments must adhere to all University policies and procedures that prohibit discrimination.

Once allocated, if space is not adequately used for a significant time, reassignment of that space is at the discretion of the Dean.

**Kinesiology Visiting Scholar and Guest Scholar Policies**

Expectations of both the School and Rackham are that individuals appointed as Visiting Scholars will have skills or scholarly expertise that will allow them to contribute to an ongoing research program of the sponsoring faculty member in Kinesiology. It is the responsibility of the hosting faculty to request the necessary resources for Visiting Scholars affiliated with his/her lab (e.g., office space, telephone, computer, internet access, keys, etc). Before arrival, the hosting faculty member must contact Ashley Miller, mdashley@umich.edu, with the name of the potential visiting scholar, the start and end dates of the visit, and scope of work for the scholar. The DS 2019 paperwork will then be processed through Shared Services.

**NIH K Award Recipients Policy**

If a NIH K award is received by a faculty member who already has a reduced course load of two (2) courses per year per her/his hiring agreement, an additional one (1) course reduction may be permitted per year. The faculty member may also be permitted to “bank” a portion (up to 75%) of the summer funding received from the School as part of her/his hiring agreement as long as s/he is meeting the School’s existing buyout requirements. Once the faculty member’s teaching load returns to the normal four (4) courses per year, s/he will be permitted to buyout of two (2) courses per academic year. If the faculty member is eligible for the School’s course-load reduction policy accounting for graduate and undergraduate mentoring, s/he will be permitted to have a course load of one (1) course per year. However, if s/he is not eligible for a course reduction per the graduate/undergraduate mentoring policy, her/his course load will not fall below two (2) courses per academic year regardless of the amount of effort paid by her/his grants. A faculty member must always teach at least one (1) course per academic year and is not allowed to buy out of her/his entire course load regardless of percentage of effort paid by her/his grants. In all cases, faculty must cover enough academic year salary to meet the School’s existing buyout policy (currently 20% of salary and benefits per course). This could be accomplished by adjusting summer salary effort or having other funding sources available to meet the School’s current buyout requirement.

**Kinesiology Royalty Distribution to Faculty**

The mission of the Office of Technology Transfer is to effectively transfer University technologies to the market so as to generate benefits for the University, the community and the general public. In cases where Kinesiology faculty members create and implement such technologies, they may be eligible for a portion of earned royalties. In accordance with University guidelines, the following revenue distribution plan is established for Kinesiology:

- Half of the “originating unit” portion of proceeds will be allocated to the research investigator’s lab account (normally within the Designated Fund);
- Half of the “originating unit” portion of proceeds will be allocated to the School to re-invest in research initiatives;
- The entire “responsibility center” portion of proceeds will be allocated to the School.

**POSTDOCTORAL RESEARCH FELLOWS**

Persons who already possess either a terminal doctoral degree (i.e., Ph.D.) or a professional doctorate (e.g., M.D., D.D.S, D.V.M.) and who are pursuing advanced scientific or scholarly training will be appointed as Research Fellows. This is a time-limited position, which includes benefits and is renewed on a yearly basis, not typically to exceed 5 years. Stipend/salary levels are generally based on NIH guidelines, though this is not
required. Stipends and/or salaries and the associated benefit costs may be supported by research grants, training grants, fellowships or discretionary funds. As with all employees, a written set of expectations saves misunderstandings and is recommended. The fellow should have an annual performance evaluation. The fellow’s raise is not part of the annual school budget; if recommended it would come from the faculty mentor’s resources. The School of Kinesiology does not have a promotion process for fellows to the Senior Research Fellow title. If the faculty mentor wishes to extend the appointment for the fellow after five years and funds are identified, a request to move to a staff position or Research Faculty position should be considered through the normal process. The School of Kinesiology follows the policies and procedures for Research Fellows as outlined in SPG 201.19, http://spg.umich.edu/pdf/201.19.pdf. Rackham Graduate School maintains a web site with resources for Postdoctoral Research Fellows. Also, please direct any new fellows to Rackham’s Handbook for Postdoctoral Fellows.

Before extending an appointment offer, the faculty mentor must first identify resources to support the appointment (e.g., salary/benefits, space, and computer) for the entire length of the appointment. Once arrangements have been identified, the faculty mentor will work with the HR administrator to send an official offer letter (see example template at http://med.umich.edu/postdoc/administrative/documents/sample-offer-letter.doc). Other pertinent information should accompany the offer letter.

Research Fellows are appointed for the purpose of providing them with advanced training, and it is the responsibility of the faculty mentor to communicate his/her standards regarding the responsibilities of the individual fellow and his/her expectations for how the Fellow should progress through his/her training. Effective mentoring is critical for postdoctoral training and requires that the primary mentor dedicate substantial time to ensure personal and professional development. A good mentor builds a relationship with the trainee that is characterized by mutual respect and understanding. Attributes of a good mentor include being approachable, available and willing to share his/her knowledge; listening effectively; providing encouragement and constructive criticism; and offering expertise and guidance. There are numerous resources available to assist the faculty mentor in maintaining effective interactions with their Research Fellow (please see the following link http://med.umich.edu/postdoc/administrative/index.html). Faculty mentors and research fellows are strongly urged to fill out and sign a compact regarding mentoring expectations at the beginning of the appointment.

If there are any questions or concerns regarding Postdoctoral Research Fellow policies, the fellow and/or mentor should contact the Associate Dean for Research as the School of Kinesiology representative on the University of Michigan Postdoc advisory group (co-chaired by the Vice President of Research and the Rackham Dean). If Kinesiology fellows have a grievance or need help with dispute resolution, the fellow should attempt to work out the grievance with the mentor. If the grievance is not resolved working with the mentor, the next point of contact for the fellow is the Associate Dean for Research.

The University of Michigan Postdoctoral Association (UMPDA) http://sitemaker.umich.edu/umpda/home is a volunteer organization whose main objective is to represent the interests and issues of postdoctoral fellows at the University of Michigan. The faculty mentor should provide their fellow with this information and encourage them to visit the site.

Michigan Institute for Clinical & Health Research (MICHR) Training Program See Funding section for more information.

STUDENT RECRUITMENT & MENTORSHIP
Undergraduate Research Opportunity Program (UROP)
The Undergraduate Research Opportunity Program offers several different programs throughout the academic year designed to assist University of Michigan undergraduate students on the Ann Arbor campus to discover the world of research through collaborations with U-M researchers. Students participating in the program are called research assistants and work alongside a faculty member, research scientist or professional practitioner on an ongoing or new research project.

Fall-Winter Program Requirements
Regardless of which program students are participating in, all students are:
- required to conduct research with a UROP Sponsor.
- assigned a peer advisor who they meet with on a regular basis.
- required to attend seminars meetings in addition to conducting research.
- able to apply directly to faculty sponsors (with the aid of a peer advisor and UROP staff liaisons) to projects the STUDENT finds interesting and engaging.
- responsible for scheduling their own research hours around the rest of their academic schedule.

Students should contact UROP for an application.

Summer Research Opportunity Program (SROP)
The University of Michigan Summer Research Opportunity Program (SROP) is designed for outstanding undergraduate students who are underrepresented in their field of study. The goal of this program is to provide students with the opportunity to conduct an intensive graduate level research project with faculty and graduate students at the University of Michigan (U-M). This 8-week program, held on the Ann Arbor campus, culminates in a research symposium where each participant presents their research project. Faculty projects are solicited by Rackham during the fall semester.

Michigan Institute for Clinical & Health Research (MICHR) Summer Immersion Program
This program is designed to engage students in clinical, translation and health disparities research and inspire them to choose a career focused on research. Students must apply for the program.

RESEARCH GRANT SUBMISSIONS

Faculty members who submit external grants must work with the Research Lead, Elizabeth Tropiano (etropian@umich.edu) or the Research Administrator Intermediate, Marina Lukyanchuk (marinal@umich.edu) to complete their proposal and submit an electronic Proposal Approval Form (PAF). All external (funding source other than UM) grant applications require a PAF. PAF forms are approved by the Associate Dean for Research and the Office of Research and Sponsored Projects (ORSP) and should be submitted, at a minimum, 4 full days prior to the grant deadline. Please advise the Research Lead of plans to submit an application as soon as possible (8 to 12 weeks out) in order to establish a realistic plan and timeline.

Faculty submitting internal proposals (funding within UM) must provide the Research Lead with a copy of the proposal for accounting purposes, to facilitate proper transfer of funds between accounts, and to help coordinate School efforts across campus.

FUNDING OPPORTUNITIES

School of Kinesiology
The School of Kinesiology has one funding opportunity available during the fiscal year; The Marie Hartwig Pilot Research Fund. Deadline is announced in the fall.
The Marie Hartwig Research Pilot Fund supports research by faculty members in the School of Kinesiology.

Faculty and Staff Awards
These awards, offered by several offices across campus, are designed specifically for faculty and staff who are seeking support for areas of research and scholarship where external funds are scarce or unavailable.

- **ADVANCE Faculty Summer Writing Grants**
The competitive award from ADVANCE provides up to $1500 to support academic writing pursuits. All tenure-track faculty are welcome to apply.

- **Faculty Grants and Awards**
Funding opportunities offered by the Office of Research (UMOR) for research, scholarship, and creative activities in all fields.

- **Graham Sustainability Institute**
The Graham Sustainability Institute offers regular funding opportunities for U-M faculty through the Emerging Opportunities program, the Water Center and the Climate Center.

- **Institute for Research on Women and Gender**
IRWG offers several grants for faculty research including the Joan Schafer Award to investigate how living with physical disabilities influences interaction with physical activity; Sisters Fund for faculty projects addressing global health issues related to women and gender; and the faculty seed grant, also described below.

- **Institute for the Humanities Fellowship**
Fellowships are available for both faculty and doctoral students. See website for this year's areas of interest.

- **Literature, Science, & the Arts Funding Sources**
Funding for research, fellowship, subvention, or conference-related projects from the College of Literature, Science, & the Arts (LSA).

- **LSA Instructional Support Services Grants**
Grants for LSA faculty to support the integration of instructional technology into teaching and learning.

- **MCubed**
Distributes seed funding to multi-disciplinary faculty teams focused on complex social problems. Funds are intended to support innovative, experimental, or unconventional approaches. **Suspended**

- **Rackham Graduate School**
Awards and funding from Rackham Graduate School.

- **Research Maintenance for Sponsored Projects**
Short-term funding to help sustain essential activities of a research program experiencing a temporary hiatus in external funding.

- **Small Grants to Support Major Conferences**
UMOR will award up to 20 awards to support conferences at U-M, particularly those that engage students. Maximum award will by $2,500.

- **U-M Office of Research Bridging Support Program**
Temporary salary and fringe benefit support for research faculty who experience a loss of external funding.

- **U-M Office of Research Funds For Research & Scholarship**
These awards are designed specifically for Instructional and Research Faculty, Librarians, Curators, and Archivists.

- **Michigan Institute for Clinical & Health Research (MICHR) Training Program** *(for Post-Docs)*
MICHR offers a Post-doctoral Translation Scholars Program (PTSP). Funding for 2018 is $85,000 for a two-year proposal. Applications open in fall.

- **Michigan Institute for Clinical & Health Research (MICHR) K Award**
The Mentored Clinical Scientists Career Development (MICHR K) award is a two-year award that provides protected time for a clinician scientist to focus on conducting clinical research. Applications open in fall.

Internal Funding Opportunities
RESEARCH COMMONS provides a unique shopping experience for researchers to identify internal funding opportunities in one space without having to navigate multiple websites.

Pilot and Feasibility Funding
Pilot and feasibility awards provide funding either to new investigators who have not yet received significant other support, or to more established investigators who are doing work in these areas for the first time. They allow for research to assess the feasibility of conducting a larger investigation or undertaking a larger project.

- **Institute for Research on Women and Gender, Faculty Seed Grants**
  Supports faculty research on women and gender.
- **Michigan Institute for Clinical & Health Research (MICHR), Traditional Seed Grants**
  Offers grants to basic, clinical, and social scientists for the development of new research and concepts.
- **Weiser Faculty Grants**
  Supports faculty research engaging European and Eurasian contextual expertise, emerging democracies, or Islamic studies.
- **Medical Rehabilitation Research Resource MR3** [https://ncmrr.org/]
- **U-M Office of Research**
  The Office of Research (UMOR) offers several grant opportunities including their Small Scale and Preliminary Projects opportunity that awards up to $15,000 (2017) for new research. It does require a 1:1 match from the department or school. This opportunity is open for bi-monthly application submission.

Foundations, Public Charities, & Non-Profit Organizations
There exists a wide range of non-profit organizations that sponsor a broad array of research -- from high-profile foundations that tackle comprehensive, international challenges to small family foundations that focus their resources on a single important issue. Before submitting queries or proposals, find out as much as possible about these organizations' missions -- they fund research according to programmatic priorities.

- **Coordinating with U-M Foundation Relations**
  We recommend starting with the U-M Foundation Funding for Faculty website maintained by U-M’s Foundations Relations Office, which contains current RFPs (sign in with level 1 password) and web resources to help you identify foundation prospects, proposal writing tips and tricks, and a database of which foundations have previously funded U-M researchers.
- **UMHS Corporate and Foundation Relations**
  If you are part of the U-M Health System (UMHS), be sure to get in touch with the UMHS Corporate and Foundation Relations Team before starting your search. The team works with UMHS faculty, staff, and administrators to identify and promote opportunities for engagement with professional and private foundations, and corporate foundations. Services include: identifying and qualifying foundations; planning, developing, and coordinating solicitations; arranging site visits, and reporting and stewardship.
- **Foundation Center**
  Visit the Foundation Center for help with locating a funder by geographic area (including global funders), review funder statistics to determine what their funding priorities are, and sign up for professional training to advance your knowledge of the philanthropic sector. Please note: this website does NOT list specific award opportunities.
- **Foundation Directory Online**
If you’re not quite ready to submit a proposal (this directory does NOT list specific award opportunities), but are interested in learning more about the funding and programmatic profiles of over 100K foundations and charities, we recommend starting with this directory.

- **Foundation Funding by Content Area**
  A curated list from the University of Michigan Foundation Relations Office that allows you to find information on potential funders by discipline. Consider using Guidestar Premium to access the Federal 990 forms of over 900K organizations to help you determine where organization funds are being spent, and to review the overall financial standing of the foundation.

**Commercial, Business & Industry Sponsors**
Industry funding and partnerships offer the potential to accelerate innovations at the U-M, and move research to market where it can benefit the economy and society.

- **U-M Business Engagement Center (BEC)**
  Provides companies a front door to the University of Michigan. The BEC creates and grows partnerships with companies by linking business needs with University resources in research, technology, student talent, and strategic philanthropy on the Ann Arbor, Flint, and Dearborn campuses.

- **Fast Forward Medical Innovation**
  This team at the Medical School connects potential industry partners with biomedical researchers across campus, and offers commercialization and entrepreneurship education for faculty.

- **Foundation Directory Online**
  This tool is best used for prospecting the grantmakers most likely to fund your project(s). It includes grantmaker information and funding history -- NOT specific funding opportunities.

**State & Federal Agencies**
Every year, the federal government grants billions of dollars in research funding to academic institutions to drive knowledge and innovation in numerous fields, including biomedical science, engineering, social sciences, and the humanities. Though highly competitive, these grants are essential to the university research enterprise. The 26 federal agencies that award research funding -- NIH, NSF, NEH, and DOD, among them -- post open opportunities at the central Grants.gov site.

- **Department of Defense**
  Search for Department of Defense grants through this Grants.gov search.

- **Grants.gov**
  Search Grants.gov for federal grants by keywords or more specific criteria. All discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov.

- **FedBizOpps**
  View a listing of all opportunities for private contracting work over $25,000 that are available and published by the Federal Government.

- **Michigan Grants Opportunities Online**
  A one-stop shop for finding all available state-wide grant opportunities offered by over 250 grant-making agencies in the State of Michigan.

- **National Endowment for the Humanities (NEH)**
  Information on funding from the National Endowment for the Humanities.

- **National Institutes of Health (NIH)**
  Grants and funding opportunities from the National Institutes of Health (NIH).

- **National Science Foundation (NSF)**
  Grants and funding opportunities from the National Science Foundation.
Limited Submission Opportunities
Sponsors sometimes limit the number of applications that may be submitted from a single institution. In that case, U-M will announce an internal competition, and reviewers determine which proposal may go forward. Check here to see if a funding opportunity you're interested in is limited.

Funding and Information for your Current & Prospective Research Staff
- **Summer Research Opportunity (SROP) Program**
  The goal of this program is to provide students with the opportunity to conduct an intensive graduate level research project with faculty and graduate students at the University of Michigan (U-M). This 8-week program, held on the Ann Arbor campus, culminates in a research symposium where each participant presents their research project.


- MICHR's Summer Immersion Program (just renamed from Clinical Research Scholars): https://www.michr.umich.edu/rdc/2016/3/18/s?rq=%20research%20summer%20program

- UM Office of Research also offers pilot funding. http://www.research.umich.edu/faculty-grants-awards

SEARCH FUNDING DATABASES
The University of Michigan invests a significant amount of resources in subscriptions to several third-party funding databases that allow faculty and staff to easily search for available global funding opportunities using their existing U-M login (Level 1) credentials. On this page you’ll find:

- **COS / Pivot**
- **SPIN**
- **Grants.gov**
- **Foundation Directory Online**

Interested in learning more about how funding databases can help with your next funding search? Visit our Database Tutorials page.

**COS / PIVOT**
- **Click here to search COS / Pivot**
- Conduct a comprehensive search of grant opportunities from a variety of global resources, including: government sources, foundations, and professional associations.
- Search for opportunities using a variety of parameters such as keyword, text, funder deadline, citizenship or residency, and funding amount.
- Setup and receive a customized weekly email alert tailored to your research interests to be notified of new funding opportunities.
Foundation Directly Online

- If you’ve found a foundation funding opportunity that you are interested in applying for, use **Foundation Directory Online** to obtain additional details on that foundation before drafting your proposal materials.
- This directory does NOT list specific award opportunities, but it is especially helpful as a scoping tool for learning about the funding and programmatic profiles of over 100K foundations and charities.
- Use the profile information found on the directory to write a more targeted proposal that focuses on the specific funding priorities and interests of the foundation you’re applying to.

Grants.gov

- **Click here to search Grants.gov**
- Find available federal funding opportunities from 26 different federal grant-making agencies.
- Tailor your funding search by newest opportunity, funding category, funding agency, and researcher eligibility.

SPIN

- **Click here to search SPIN**
- Use this database to search for global funding opportunities from a variety of sources, including: government, foundations, professional associations, and also crowdfunding resources.
- Search available opportunities using a variety of criteria, including: keyword, funder type, funder location, etc.
- Setup customized funding alerts for your specific research interests

STAY INFORMED

The University of Michigan is one of the largest public research institutions in the country. Stay connected to all of the information and news affecting research across the university with the resources below.

**Internal U-M Email Lists & Groups**

**External Email Lists & Groups**

External Email and Groups

Consider joining an email LISTSERV or setting up an RSS feed to stay informed about important funding opportunities and announcements from U.S. Federal Government grant-making agencies as well as other external funding organizations.

- **Grants.gov**
  Receive funding alerts from all federal grant-making agencies.
- **Latest NIH News**
  The latest funding opportunities from the National Institutes of Health (NIH).
- **NIH Guide LISTSERV**
  A weekly Table of Contents E-Mail with New NIH Guide Postings.
- **NIH Guide for Grants and Contracts**
  Browse or search for active funding opportunities, or set up email alerts and/or an RSS feed.
- **NSF Updates**
  Browse through current funding opportunities from the National Science Foundation (NSF), or set up email alerts and/or an RSS feed.
- **Center for Disease Control and Prevention**
  Subscribe to receive various reports and updates.
• **Environmental Protection Agency**
  Subscribe and receive alerts on new funding opportunities from the EPA's National Center for Environmental Research.

• **NASA Service and Advice for Research and Analysis Grant Solicitations**
  Browse through current grant solicitations or subscribe to the SARA mailing list.

• **External Email Alert Groups (ORSP)**
  A curated list of additional external email groups that offer email funding alerts. This list is maintained by the Office of Research and Sponsored Projects (ORSP).

### IMPORTANT CONTACTS

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