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MISSION

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

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

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

RESPONSIBILITIES

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

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

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

STAFF

Meet our team at research.utk.edu/staff.
PROPOSAL DEVELOPMENT

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

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

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

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

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

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

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

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

Funding Opportunities
In addition to making use of the funding search engine by Pivot at pivot.cos.com, faculty can search for external funding opportunities at research.utk.edu/funding/external and internal funding opportunities at research.utk.edu/fundng/internal.
**RESEARCH DEVELOPMENT TEAM**

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

**Services include:**

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

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

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

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**LIMITED SUBMISSIONS**
Receive email notifications when new limited submissions are posted to our website: tiny.utk.edu/limsub

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

Contact Jennifer Webster (jwebster@utk.edu) to join the conversation!
EXTERNAL OPPORTUNITIES
FEDERAL, CORPORATE, AND FOUNDATIONS

FEDERAL RELATIONS
The ORE federal relations office helps faculty obtain funding for research projects by seeking to match their research capabilities with the science and technology needs of federal mission agencies, especially the US Department of Defense and NASA.

This office endeavors to increase faculty awareness of federal opportunities, facilitate faculty engagement with federal agencies, and develop faculty relationships with federal program officials.

Contact Paul Montgomery (paul.montgomery@utk.edu) for more information about federal relations at UT.

RESEARCH INITIATIVES
The Office of Research and Engagement is committed to identifying funding opportunities, sharing information relevant to eligible research scientists, and providing assistance as possible with proposal development and submission.

Through the Research Initiatives and Corporate and Foundation Engagement Offices, special emphasis is placed on the Center for Measuring University Performance (CMUP) Early Career/Young Investigator Faculty Awards and Fellowships. They are recognized as highly prestigious grant and fellowship programs, providing faculty awards that also advance UT’s goal of becoming a Top 25 university.

CORPORATE AND FOUNDATION ENGAGEMENT
The Office of Corporate and Foundation Engagement (OCFE) serves as the single visible point of entry or front door for companies, foundations, and industry professionals seeking access to university resources. OCFE coordinates the university’s industry and foundation relationships from a centralized office. It leverages efforts to enhance innovation and transform partnerships, and provides a simplified approach for corporations and foundations to access campus research and faculty expertise. OCFE strives to create and expand partnerships with industry and foundations by linking business needs to university resources.

For more information about this office, visit cfe.tennessee.edu.

Burroughs-Wellcome Career Awards at the Scientific Interface
Sloan Fellowships
Searle Scholars
Beckman Young Investigators
Pew Scholars in Biomedicine
Cottrell Scholars
INTERDISCIPLINARY RESEARCH SUPPORT

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

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

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

SUPPORT AND FURTHER INFORMATION
Resources regarding interdisciplinary research are available through both the Faculty Development Team and the Research Development Team.

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

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

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

How Does NSF Support Interdisciplinary Research?
tiny.utk.edu/nsf-idresearch
Current UT Communities of Scholars and Contacts

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

Alzheimer’s Community of Scholars
Lyn Hardy, lhardy5@utk.edu

Asthma Community of Scholars
Lyn Hardy, lhardy5@utk.edu

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

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

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

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

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

Organized Research Unit Funding

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

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

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

• To develop, propose, and continuously improve policies for academic outreach and engagement on the University of Tennessee, Knoxville, campus
• To serve as the primary faculty representative and advocate for engaged scholarship

Membership is open to all faculty members from the Knoxville campus communities.
To apply, visit engagement.utk.edu/aoec.

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

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

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

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

Research shows association between community engagement and:

• Higher retention rates (faculty and students)
• Increased public appropriations
• Increased capacity in a university’s research and teaching functions
• Increased campus diversity in many dimensions

PARTNERSHIPS THAT MAKE A DIFFERENCE
Throughout 2015 we highlighted 50 partnerships with unique contributions to our community. They were compiled into a print publication our partners could use to share within the community and are listed online at tiny.utk.edu/ptmad.

CONNECT WITH US
Newsletter
Impact, our weekly publication, is on hiatus until a new director is appointed.

Website
Visit us on the web at engagement.utk.edu to learn more about our outreach programs and partnerships, campus networks, and community resources.

Contact Us
engagement@utk.edu.

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RESEARCH INTEGRITY
RESEARCH MISCONDUCT

ABOUT THE OFFICE OF RESEARCH INTEGRITY
The Office of Research Integrity is responsible for the development and implementation of policies and procedures governing research and creative activity and the administrative aspects of research operations. It provides administrative support and assistance in complying with applicable laws and regulations in the following areas of research compliance:

- Biosafety
- Research conflict of interest (COI)
- Export control
- IRB/human subjects research
- Institutional Animal Care and Use Committee (IACUC)
- Radiation safety
- Responsible conduct of research (RCR)

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

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

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

Responsible and ethical conduct of research is critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists and engineers.
PLAGIARISM PREVENTION
Plagiarism or the perception of plagiarism is the most prevalent violation within the realm of research misconduct. In an effort to make the production of scholarly work more transparent, the Office of Research and Engagement has contracted with a vendor used by universities, government agencies, and academic journals worldwide.
iThenticate is a plagiarism detection software site that will help faculty and student researchers avoid “cut and paste” or citation errors that might be unacceptable in funding proposals or scholarly articles.
Learn more about iThenticate and how to gain access: research.utk.edu/ithenticate.
For questions regarding compliance training, RCR, or iThenticate, contact Jessie Holder Tourtellotte at oretraining@utk.edu.

COMMUNICATION
Subscribe to receive Integrity, a newsletter published each semester highlighting material related to the research integrity and research compliance at UT Knoxville: research.utk.edu/subscribe.

TRAINING RESOURCES
Training in RCR is required for numerous grant opportunities. The Office of Research and Engagement provides multiple avenues for receiving RCR training:
• The RCR Lunch and Learn series promotes comprehensive and accessible training in RCR for our campus population. research.utk.edu/training-workshops/schedules-registration
• UT Knoxville partners with CITI to provide online compliance training modules, including those in RCR. research.utk.edu/training-workshops/citi
BIOLOGICAL SAFETY PROGRAM

ABOUT THE BIOLOGICAL SAFETY OFFICE

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

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

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

INSTITUTIONAL BIOSAFETY COMMITTEE

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

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

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

Regardless of the funding source, research protocols involving any of the materials listed above must be registered with the IBC to ensure that safety, containment, and research compliance requirements are met.
**LISTSERV**
For updated information and news, you can sign up to receive emails from the UT Biosafety listserv.
- NIH, OSHA, and USDA APHIS news
- Laboratory safety and training information
- IBC announcements

To join the Biosafety listserv, please contact us at utbiosafety@utk.edu.

**WEBSITE**
In addition to our listserv, our website hosts information about the IBC, training, biohazardous waste management, emergency response, and much more.

Go to biosafety.utk.edu for more information.

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

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**STAFF**

**Brian Ranger**, MS, SM (NRCM), CBSP, is the biological safety officer for UT Knoxville, the UT Institute of Agriculture, and the Graduate School of Medicine. branger@utk.edu

**Linda Hamilton**, MPH, is the biological safety specialist for UT Knoxville, the UT Institute of Agriculture, and the Graduate School of Medicine. lhamil17@utk.edu

**Jessica Woofter**, CAP, is the administrative assistant for the UT Knoxville, the UT Institute of Agriculture, and the Graduate School of Medicine biological safety and IACUC offices. jwoofter@utk.edu
RADIATION SAFETY DEPARTMENT

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

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

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

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

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

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

WHAT IS EXPORT CONTROL?
Export control regulations are federal laws that prohibit the unlicensed export of certain commodities or information for reasons of national security or protections of trade. Export controls usually arise for one or more of the following reasons:

• The nature of the export has actual or potential military applications or economic protection issues.
• Government concerns exist about the destination country, organization, or individual.
• Government concerns exist about the declared or suspected end use or the end user of the export.

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

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

Still have questions? Contact Dairin Malkemus, export control officer in the Office of Research and Engagement.

Phone: 865-974-0232
Email: dmalkemu@utk.edu

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

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

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

ACTIVITIES THAT CAN INVOLVE EXPORT CONTROL
• Sponsored research
• Shipments to foreign countries
• Foreign students and visiting scholars
HOW TO GET STARTED WITH YOUR IRB APPLICATION
Whether you have ongoing research studies from your previous institution or are just getting started in human subjects research, you can find answers to your questions at irb.utk.edu/faq.

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

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

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

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

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

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

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

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

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

PROPOSAL REVIEW & SUBMISSION
The Office of Sponsored Programs (OSP) is committed to assisting the UT research community in submitting high quality proposals to external sponsors for funding. We are available to help with any administrative questions that might arise during proposal preparation. OSP can assist with the following during the proposal creation and review process:
- Guidance and consultation on proposal development
- Proposal review, processing, and submission to sponsor
- RFP/solicitation review to ensure compliance with sponsor requirements
- Budget review and assistance with budget development
- Creation of agency-specific user accounts (NSF Fastlane, NIH eRA Commons, NASA NSPIRES, etc.)
- Serving as official institutional signatory for proposals
- Assistance with responding to sponsor requests for additional information

Please note that OSP does require the proposal to be submitted to our office five business days prior to the sponsor’s deadline. For more information about the deadline policy, see osp.utk.edu/proposals/submission-deadlines.
AWARD REVIEW & ACCEPTANCE

Once an external sponsor has decided to provide funding for the proposal submitted, an award is usually sent to OSP. OSP reviews the award document and signs the contract or associated documents on behalf of the University of Tennessee to accept the award. Below are some of the areas that OSP is responsible for during the award review and acceptance process:

- Contract review to ensure compliance policies and procedures of the sponsor and the university
- Negotiation of externally funded contracts and other research-related agreements (material transfer, confidentiality, etc.)
- Creation, negotiation, and processing of outgoing subawards
- Serving as liaison between faculty and sponsors
- Final approval on contracts and agreements
- Award setup in Cayuse SP

AWARD MANAGEMENT

During the conduct of the project, OSP assists with administrative questions and information that may need to be submitted to the sponsor. Examples of the types of items that OSP provides assistance with during this phase are listed below:

- Administration of additional funding received from the sponsor for subsequent years or increments of funding
- Post-award changes (rebudgeting, no-cost extensions, change of PI, etc.)
- Submission of required interim, annual, or final reports to sponsor
- Submission of patent reports to the sponsor after the project has been completed (if required)
- PI transfer for faculty coming to and leaving UT
- Coordination with Sponsored Projects Accounting

LISTSERV

The OSP listserv is used to communicate important information about the following:

- Notification of electronic submission system issues for sponsors
- Updates to UT Knoxville F&A rates or fringe benefit rates
- Announcements of workshops offered by OSP
- Notifications regarding the Cayuse modules

To join the OSP listserv, contact us at osp@utk.edu.

WEBSITE

In addition to the OSP listserv, our website hosts important information about proposal development, submission, and review, as well as pre- and post-award information.

Go to osp.utk.edu for more information.

QUESTIONS?

Send your questions or concerns to osp@utk.edu or call us at 865-974-3466.
The mission of the Office of Undergraduate Research (OUR) is to ensure all students are provided the opportunity for academic engagement through research-based experiential learning experiences. Open to all teaching and research faculty who mentor undergraduates, including faculty from graduate programs.

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

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

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

- Discovery Living and Learning Community
- Summer Undergraduate Research Internship program
- Summer Research Scholars program
- Work-study research assistants program
- Semester research assistants
- International Research Opportunities program
- Travel grants program
- Undergraduate Research Students’ Association
- Undergraduate Research Seminar Series

FACULTY PROGRAMS
Faculty mentors
We provide resources for faculty interested in mentoring undergraduate researchers—a rewarding experience for both parties.

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

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

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

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

Through OUR, several opportunities exist for students to exhibit the outcomes of their research experiences including:

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

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

WHO BENEFITS?

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

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

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

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

IMPROVING YOUR RESEARCH

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

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

OUR FACILITIES

Currently, eight recharge centers have received recognition and support from the Office of Research and Engagement as UT core facilities. These resources provide services to investigators from multiple departments, colleges, and institutes from across the UT System and are truly university class resources. The expertise from these facilities ranges across a variety of disciplines from anthropology to the life sciences and engineering. Facilities include:

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

Find more information on facilities, capabilities, and contacts at research.utk.edu/core/core-facilities.
INTERESTED IN DEVELOPING A CORE?
For many resources, distributing operational costs among a large user base provides departments and investigators with access to equipment and services that would otherwise be cost prohibitive. In these cases, the UTCF program is available to provide administrative support and assistance with operation of these facilities through funding opportunities available only to core facilities. Visit research.utk.edu/core/become-a-core-facility for more information on applying to develop a UT core facility.

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

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

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

GETTING THE WORD OUT

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

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

NEWSLETTERS

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

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

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

**Integrity**: This quarterly newsletter is dedicated to sharing content related to compliance, safety, and responsible conduct of research.

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

QUEST RESEARCH MAGAZINE

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

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

Visit *Quest* online at quest.utk.edu
**WEBSITES**

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

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

**LISTSERVS**

In addition to newsletters and websites, you can sign up to receive emails from UT listservs.

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

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

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

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

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

**LOOKING FOR MORE?**

Send your suggestions for additional coverage or content to research@utk.edu.

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

Types of Training
ORE regularly offers training in these categories:
• Cayuse Research Suite
• Data management
• Early career
• Fellowships
• Funding
• IRB
• Targeted sponsor workshops
• Proposal development
• Radiation safety
• Responsible conduct of research
• Undergraduate research

Find a complete list of training opportunities on the ORE website: research.utk.edu/training-workshops/schedules-registration.

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

Responsible Conduct of Research Education Participation Certificate
The RCR Lunch and Learn Series provides comprehensive and accessible training in responsible conduct of research to our campus population. Six different topics in RCR are offered each semester.

These workshops are an invaluable resource for faculty and postdocs. The Office of Research and Engagement highly encourages all graduate students to attend as well. Undergraduate students interested in conducting research are also welcome.

Any graduate student who attends five out of the six topics will earn a Responsible Conduct of Research Education participation certificate offered by the Office of Research and Engagement for use on CVs and other application documents.

All RCR Lunch and Learn Sessions will take place in Conference Room A004 of Blount Hall. Pizza will be served and discussion is encouraged!
COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE
The Office of Research and Engagement also offers online research ethics and compliance training through Collaborative Institutional Training Initiative (CITI). You can view instructions for registering and taking CITI training online at research.utk.edu/training-workshops/citi.

PROFESSIONAL DEVELOPMENT AT ORE
Professional development is widely regarded as a cornerstone of academic pursuit for audiences in the student population preparing for professional life as well as in the form of continuing education at the staff and faculty level. Continued training can broaden experience and perspective; it also serves an invaluable purpose by connecting those pursuing it with opportunities for professional advancement. In the case of research, training is essential.

- Learn the ins and outs of compliance regulations and research ethics in advance of your study and ensure that your research is conducted with the utmost responsibility.
- Receive important knowledge regarding safety and approval for studies.
- Develop your writing and proposal development skills to have greater success obtaining grant funding.

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

NEWSLETTER
Subscribe to the weekly newsletter from the Office of Research and Engagement, Catalyst, for information on upcoming training opportunities. research.utk.edu/subscribe

LOOKING FOR MORE?
For questions regarding the training and workshops that the Office of Research and Engagement offers, or to work on developing a professional development plan that includes research training, contact Jessie Holder Tourtellotte at jholde11@utk.edu or 865-974-2152. Please feel free to send any training topics that would be beneficial to yourself or your unit that are not currently offered. We appreciate your feedback.

For general questions regarding registration, contact oretraining@utk.edu.
INTERNAL FUNDING
START-UP FUNDING

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

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

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

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

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

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

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

QUESTIONS?
Contact Beth Neilson at 974-1820 or eneilton@utk.edu.
WHAT IS SARIF?
The UT Knoxville Office of Research and Engagement administers over $900,000 in annual base funding to support research and creative activities through its Scholarly Activity and Research Incentive Funds (SARIF).

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

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

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

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

FACULTY FELLOWSHIP PROGRAM
• Supplemental funding for faculty who receive competitive in-residence fellowship awards
• Covers necessary costs beyond fellowship support so no financial loss to faculty member
• Matching requested
FEDERAL, CORPORATE, AND FOUNDATION OPPORTUNITY
• Develops future funding opportunities
• May also provide support to host representatives of funding agencies during an on-campus activity.
• Fifty percent match required

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

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

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

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

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

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

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

QUESTIONS?
Send an email to AVCRD@utk.edu
WHAT IS STIR?
The Office of Research and Engagement’s Strategic and Transformative Investments in Research (STIR) program provides $1.7 million in annual base funding to grow the research enterprise at the University of Tennessee, Knoxville.

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

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

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

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

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

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

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

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

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

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

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

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