Chapter 20. Conducting Research at Brown University

20.1 The Office of the Vice President for Research

The mission of the Office of the Vice President for Research is to advance and elevate research at Brown by identifying opportunities and developing and supporting leading-edge research programs. We provide strong infrastructure for research and development, effective administration of projects, and timely dissemination of results. We organize creative collaborations with hospitals, industry, government laboratories, and universities, and we facilitate the transfer of invention and discovery from the university to the commercial marketplace.

[Follow this link to the Office of the Vice President for Research website.](#)

20.2 The Research Advisory Board

The Research Advisory Board is the faculty advisory committee that counsels the Vice President for Research (the VPR), and the VPR's executive staff, regarding research policies, procedures, and initiatives. The Research Advisory Board collaborates and works in unison with several University offices and governing bodies in order to enact the most appropriate and effective research policies and procedures at all levels. The Board's membership represents the wide range of research fields throughout the University and meets once a month during the academic year.

[Follow this link to view the full charge of the Research Advisory Board](#).

20.3 Research Development

The Office of Research Strategy and Development (ORSD) serves as the primary support office to help faculty navigate the federal funding landscape and prepare competitive grant proposals. ORSD strategizes with faculty regarding every aspect of proposal preparation from inception to finding the best federal program to approach with a proposal. For large and/or multi-department grant applications, the ORSD provides expert program management assistance, serving as the administrative point of contact and/or liaison to other offices on campus necessary for a successful proposal submission.

Specific ORSD services include: grant writing workshops, proposal responsiveness review, assistance developing broader impacts and outreach components for proposals, providing institutional support letters for proposals, guidance on developing management plans, guidance on evaluation plans, help identifying institutional cost sharing for proposals, templates for facilities pages, data and templates about diversity programs at Brown, organizing internal networking events, arranging agency program manager visits to campus, and arranging faculty visits to Washington, DC to meet with agency program managers and participate in agency research workshops. The ORSD maintains a library of recently successful grant proposals available as a resource for faculty.

The ORSD manages all (federal, foundations, corporations) limited submission opportunities that require institutional nomination or endorsement and/or are eligible to a limited number of applicants from Brown. Finally, the office also manages OVPR's internal research funding programs;

20.4 Office of Sponsored Projects

The Office of Sponsored Projects (OSP) supports all Brown University faculty, students and staff in the acquisition, performance, and administration of projects and programs funded by federal, state, local and foreign government agencies, foundations, non-profits, corporate entities and other external sources. OSP provides the University's central coordination and oversight of research by offering a wide range of services. The Pre-Award Team performs review and submission of proposals; award negotiation and acceptance; dissemination of research policy information to campus; issuance of subaward agreements and conducts subrecipient monitoring. The Post-Award Team provides expertise on financial management of sponsored projects in the areas of expense reporting; cash management; effort reporting; monitoring of cost-share arrangements; coordination of the closeout process and facilitates the annual audit of sponsored accounts.   The highly integrated teams provide solutions to financial and administrative issues that arise during the life of a sponsored project and serve as the University's liaison with funding agencies. Throughout the academic year and summer term, OSP provides outreach, training and professional development opportunities for the campus community.

Follow this link to the Office of Sponsored Projects website.

20.5 BioMed Research Administration

The BioMed Research Administration (BMRA) office serves as a resource to faculty, staff, and students in the Division of Biology and Medicine in their pursuit of research, training, and other scholarly activities while insuring compliance with University, federal, and private sponsor regulations, terms, and conditions. BMRA directly contributes to the academic mission of the Division of Biology and Medicine by providing support for obtaining sponsored research funds and managing sponsored research activity. The BMRA office is comprehensive in its scope and mission, handling both pre-award and post-award services.

BMRA Pre-award management provides information on sources of support and funding; assists faculty with application submission; and assures compliance with University and federal regulations, as well as sponsors' policies and requirements. Pre-award staff also communicate with the Brown biomedical research community to clarify University policies and procedures for faculty and sponsors. BMRA Post-award management is responsible for overseeing the financial management of sponsored programs. The staff maintains accounting records and reports and assures compliance with University and sponsors' financial provisions. In the event of an audit, post-award management also assists with resolution.

20.6 Office of Research Integrity

The Office of Research Integrity (ORI) provides guidance, education and resources to facilitate the conduct of ethical research at Brown University in accordance with governing federal and state regulations and University policies. ORI supports and provides regulatory advisement to the University's [Institutional Review Board (IRB)](#), [Institutional Animal Care and Use Committee (IACUC)](#), [Conflict of Interest Review Board](#) of Human Embryonic Stem Cell Research Oversight Committee (ESCRO).

ORI provides centralized review and negotiation of data use agreements for research data coming to or leaving Brown, as well as consultation regarding research data acquisition, use, management and sharing. ORI strives to support researchers with adhering to requirements associated with international research, including running the University's [Export Control compliance program.](#)

ORI is responsible for reviewing allegations of [research misconduct](#) and other reports of research-related noncompliance and developing related policies, such as the *Policy on Handling Allegations of Research Misconduct* and *Guidelines on Authorship in Scholarly or Scientific Publications*. The office promotes integrity in scholarship by supporting education in ethical and [responsible conduct of research (RCR)](#) and through provision of customized training in research integrity by invitation. Concerns about potential noncompliance or violations of research policies can be reported to ORI directly, or via Brown's Ethics and Compliance Reporting System, which allows anonymous and confidential reporting on matters of concern,

20.7 Brown Technology Innovations

Brown Technology Innovations encourages and facilitates the evolution of Brown's discoveries, inventions and intellectual property into know-how, products and services with societal and economic value. This mission is supported through three primary activities: (1) Commercial Venturing: Brown Technology Innovations serves as the "business partner" for Brown's researchers, helping to identify paths for transitioning their innovations from lab to market while strengthening their entrepreneurial acumen; (2) Industry Engagement: Brown Technology Innovations strives to develop partnerships with the private sector (companies), ideally in the form of broad-based engagements centered around multi-year research collaborations - while also connecting the companies to Brown students, entrepreneurs, and executive education programs; and (3) Translational Development. Brown Technology Innovations provides and manages translational development capabilities to help solidify proof of technical feasibility and of commercial relevance, both of which can de-risk an idea or discovery and turn it into more concrete product

opportunities that are attractive to potential industry partners or can be the basis for startups. These activities involve:

- Identifying and protecting intellectual property through patents and copyrights;

- Structuring, negotiating and maintaining license agreements for intellectual property;

- Structuring, negotiating and maintaining sponsored and collaborative research agreements with companies / private sector entities;

- Complying with regulations and policies of the federal government and other research sponsors pertaining to the management of intellectual property;

- Supporting the creation of start-ups;

- Overseeing the exchange of research materials between Brown and other institutions;

Follow this link to access policies and forms related to technology transfer at Brown.

20.8 Research Administration Information Systems (RAIS)

The RAIS team provides technical services to the research community for all electronic systems and data overseen by OVPR. There are two primary research systems of record at Brown: COEUS and InfoEd. Ultimately, COEUS will be phased out as InfoEd, a fully integrated system of management becomes the sole system of record for proposals, awards, subawards, animal and human subject research protocols, and conflict of interest disclosures and management. RAIS also provides high-level user account support for external electronic systems, such as eRA Commons, Research.gov, and Grants.gov.

RAIS delivers in-depth business intelligence solutions to the Brown community through reporting, visualizations, and workflow notifications for departments and senior management. The team also develops and helps administer training and education in the electronic systems it supports.

Follow this link to the RAIS website.