

Chapter 13. Conducting Research at Brown University

Research is an essential function of the University and its faculty, students, and staff. As such, Research is supported by many units in different levels of the University, including Departments, Schools, and central offices. Some Departments with large, active grant programs have staff to assist Faculty in the development, submission, and management of proposals and grants. At the School level, the Research Management Support group (RMS) supports faculty, staff, and students with proposals and grants in units within the Dean of the Faculty's office; the BioMed Research Administration (BMRA) serves as the research administration hub for faculty, staff, and students in the Division of Biology and Medicine; and the Research Administration team in the School of Engineering supports pre- and post-award management in ENGN. Central research management and support is led by the Division of Research. The Division oversees sponsored project management, limited-submission proposals, research integrity, internal grants, and approval of human-subject research, among other functions.

13.1 Research Management and Support

The Research Management Support (RMS) team provides hands-on assistance to faculty, staff and students throughout the life-cycle of an award. Support includes pre-award services, such as proposal preparation, submission, and budgeting, and post-award services, including financial management, monthly tracking reports, contract management and grant related hiring. The Research Management Support Group is a resource for the Social Sciences, Humanities, and Physical Sciences within the office of the Dean of the Faculty, and University Administrative Units such as the Library, Graduate School, and the Provost's office. Our team members have vast knowledge and can provide the tools you need to maximize your grant experience. The RMS team provides high-level comprehensive pre- and post- award management and has a broad scope and knowledge of research administration and financial matters.

13.2 BioMed Research Administration

The BioMed Research Administration (BMRA) office serves as the research administration hub for 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

[Follow this link to the BMRA webpage](#)

13.3 The Division of Research

The mission of Division of 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.](#)

13.3.1 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 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.](#)

13.3.2 Research Development

The Office of Research Strategy and Development (ORSD) helps faculty navigate the federal funding landscape and prepare competitive grant proposals. 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. 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. ORSD collaborates with school and college research development staff to support disciplinary proposals. Finally, the office also manages OVPR's internal research funding programs.

[Follow this link to the ORSD website](#)

13.3.3 Sponsored Projects

In collaboration with the school and college research administration hubs, 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 award acceptance providing the 'Authorized Organizational Representative' signature on contracts and grants; and dissemination of research policy information to campus. The Research Subcontracting Team is responsible for issuance of outgoing subcontract agreements with Brown's research collaborators and conducts subrecipient monitoring and reporting. The Grant & Contract Compliance Team is charged with management of the University's risk assessment and due diligence process for evaluating any reputational or legal risks pertaining to potential research sponsors. The Post-Award Team creates accounts in the Brown financial system to activate project spending, provides expertise on financial management of sponsored projects in the areas of expense reporting; cash management; monitoring of cost- share arrangements; coordination of the closeout process. The Research Financial Compliance Team is responsible for supporting sponsored project related audits including the university's annual audit of sponsored accounts, specialized financial reporting, financial quality assurance/quality improvement and effort reporting. The five 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 external funding agencies.

[Follow this link to Sponsored Projects website.](#)

13.3.4 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.

[Follow this link to the Research Integrity webpage](#)

13.3.5 Brown Technology Innovations

BTI is devoted to extending the impact of technology, goods, services and inventions resulting from research at Brown University. BTI acts as a one-stop-shop for Brown faculty and industry partners to evaluate inventions, file patents, commercialize intellectual property and launch startup companies. The BTI team helps Brown researchers navigate the patent process when research results in the creation of intellectual property, make connections with industry and entrepreneurs and translate technologies and inventions for the greater good. BTI works with faculty to protect their intellectual property, disclose their inventions and obtain patents and seek opportunities for licensing and translation.

BTI can help external companies and entrepreneurs seeking University research partners connect with Brown researchers specializing in their area of interest.

[Follow this link to BTI webpage](#)

13.3.6 Research Administration Information Systems (RAIS)

The RAIS team provides technical services to the research community for all electronic systems and data overseen by OVPR. The primary research systems of record at Brown: COEUS, InfoEd, and Huron. 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.](#)

13.3.7 Research Agreements and Contracting

Research Agreements and Contracting (RAC) drafts, reviews, negotiates, and executes agreements and contracts which facilitate research at Brown, including material transfer agreements (MTAs), data use agreements (DUAs), unfunded or internally funded agreements, and other complex and unique contracts related to research at Brown that do not fall within the purview of any other offices on campus. For assistance with MTAs, please email MTA@brown.edu. For assistance with DUAs, please email DUA@brown.edu. For assistance with all other RAC research contracts, please email researchcontracts@brown.edu

[Follow this link to the Research Agreements and Contracting website](#)

13.3.8 Research Training Programs

Research Training Programs (RTP) works cross-functionally within the OVPR/Division of Research to develop and deploy learning opportunities and resources to Brown's Researchers. The team engages with researchers and research administrators in the areas of Sponsored Projects, Research Integrity, Research Strategy Development, Research Technology and Innovations and Research Administration Information Systems. The RTP team also collaborates with partners such as General Counsel, Talent Development and other critical research administration hubs, to develop and share research-related best practices and help deepen understanding and expertise in research administrative processes, policies, regulations and laws within the research enterprise.

[Follow this link to the Research Training Programs website.](#)