Welcome to The Gator Nation

New Faculty Orientation
August 14 and 15, 2013
Workplace Wellness

Presenters:
Daniel Vollert, Program Assistant
Living Well Fitness Center

Morgan Papworth, Program Assistant
Living Well Fitness Center
Presenters:
Stephanie Gray, Director
Division of Sponsored Programs

Irene Cooke, Assistant Vice President of Research Compliance

Sobha Jaishankar, Assistant Vice President Research Program Development

David Day, Director Office of Information Technology
Overview

- About research at UF
- About Office of Research (OR)
- How OR can assist you
David P. Norton, Ph.D., became vice president for research at the University of Florida in January 2012. He had served as associate dean for research in the UF College of Engineering since 2009. He is also a professor in the Department of Materials Science and Engineering.
Division of Research Program Development

http://research.ufl.edu/research-program-development.html

Presenter:
Sobha Jaishankar, Assistant Vice President and Lecturer
Finding Funding

- Weekly publication – Funding Opportunities Page [http://research.ufl.edu/funding](http://research.ufl.edu/funding)

- Opportunities released that week
  - Sign up: email Maura Pedersen [mcpedersen@ufl.edu](mailto:mcpedersen@ufl.edu)

- PIVOT database

- Faculty Funding searches – online request form
Limited Applications Program

- Sponsors are restricting the number of applications that UF can submit in response to an RFP

- RPD process for selection:
  1. LOI
  2. Preproposal
  3. Selection by faculty peer review
  4. Approval by Vice President for Research
Assistance with Grant Writing

- Large Center type proposals
- Interdisciplinary/multidisciplinary – multiple colleges/multiple institutions
- Obtaining and writing administrative sections – resources, management plans
- Grant coordination, graphic arts, editing
- Contact: Sobha Jaishankar
  sjaishan@ufl.edu
Internal Seed Grants

➢ Research Opportunity Fund Seed Grant
   • Annual competition
   • Multi/interdisciplinary research
   • Two-year awards – maximum request $100,000

➢ UFRF Research Professorship awards

➢ Fine Arts and Humanities Scholarship Enhancement Fund
Florida High Tech Corridor Council Matching Grants

- Matching funds for industry-sponsored projects
- Company has to be located in the 23 county Florida High Tech Corridor
- General solicitation - $20-$100K request, company match 1:1 cash, and 1:1 in kind
- SBIR Phase II matching grants - $20K-$150K
- Proposals are reviewed for scientific merit, and potential market impact. Student involvement is strongly encouraged
Overview of UF Sponsored Research Administration

Presenter:
Stephanie Gray, Director
Division of Sponsored Programs
2012 Research Activity

- Proposals Submitted 5,091
- Awards Received 5,441
- New Awards Received 2,447
- Continuations or Supplementals 2,994
- Grant and Contract Dollars Awarded $623,675,107
- Gifts for Research $20,709,724
- Total Sponsored Research Funding $644,384,831
- Projects Active During the Fiscal Year 9,169
- Faculty Receiving Awards 1,727
- Sponsors 1,010

- Generated 36,036 invoices totaling $525.4 million
- Monitor $572.8 million in expenditures on 9,169 active projects in funds 201, 209 and 214
- Processed 5,527 deposits for $604.9 million
- Accounts receivable for funds 201-209 @ 12/31/12 totaled $68.4 million (88.4 million @ 12/31/08)
2012 Research Awards by Sponsor

- Federal: $423 MIL
- State/Local: $48 MIL
- Industry: $96 MIL
- Foundations: $55 MIL
- Other: $22 MIL
Lots of Rules

- Award Terms & Conditions
- Solicitation – RFP or RFA
- Agency Award Policies
- FDP Research Terms & Conditions
- OMB Circulars A-21, A-110, A-133
Team Effort

- Office of Research
- Office of the Chief Financial Officer
  - Contracts & Grants Accounting Services (C&G)
  - Cost Analysis
  - Other Finance & Accounting Offices:
    - Purchasing
    - Travel
    - Asset Management
    - And more!!!!
Research Administration is a team effort. Everyone has a role and a responsibility.

- Faculty (PI) - Ultimately responsible for all project management, fiscal and scientific
- Department Chairs
- Center Directors
- Deans
- Department & College Administrators
- University offices (DSR, C&G, FA)
Division of Sponsored Programs
Proposals & Contracts

- Assist with proposal preparation, routing, submission and award and other research related agreement negotiations.
  - Ask questions early.
  - Follow agency guidelines when filling out applications.
  - You’ll need approvals of your chair & dean before applying. Seek out department support early to help you navigate.
  - DSP is the only official signatory for University research.
Once award is received and all terms are acceptable, Awards Administration:

- Reviews each project (new, supplemental or subproject to existing) for:
  - All compliance related approvals (including human subjects, animal use, conflict of interest, and export controls)
  - Budget restrictions

- Generates & distributes the Notice of Award
Contracts & Grants Accounting

- Establish spending ability in the PeopleSoft Accounting System
- Oversee and assist with compliance with sponsor’s financial guidelines
  - Review expenditures to ensure costs are allowable, allocable, reasonable and consistent with funding agency regulations
- Prepare and submit financial reports and invoices
- Manage close-out activity
What to Remember?

- Find out who your local department research support personnel are...and utilize them.
- Engage us early. Even if you don’t know what questions to ask, reach out. We can help guide you through.
- Use your mentoring committee. They can help with the technical content where we are better in support the administration.
Division of Research Compliance

Presenter:
Irene Cooke, Assistant Vice President of Research Compliance
Research Compliance

- Goal - Promote compliance and facilitate research
- High priority at UF; taken seriously
- Promoted and supported at all levels
- Note: FL Sunshine Law
- Noncompliance can become headline news
PIs spend 42% of research time on "administrative duties" (2007 FDP Survey)
Who is Responsible for Research Compliance?
Compliance Areas

- Human subjects - IRB
- Animals - IACUC
- rDNA - IBC
- Research misconduct
- Export controls
- Conflict of interest
- NIH Public Access Policy
- Fiscal compliance
- Effort reporting
Human Subjects - IRB

- Research with human subjects requires
  - Registration, review and approval by IRB prior to initiation of work (work can include surveys or research with blood samples or tissues)
  - Completed IRB training

- 4 IRBs at UF
UF – 4 IRBs

IRB – 01
Biomedical research
Gainesville campus

IRB – 02
Non biomedical research
Gainesville campus

IRB – 03
Biomedical research
UF JAX campus

IRB – 04
WIRB for industry sponsored clinical trials
IRB – Contact Information

- Michael Mahoney – IRB Coordinator
  - Phone: 273-9600
  - E-mail: mmahoney@ad.ufl.edu
  - Web: www.irb.ufl.edu
Animals - IACUC

- Research with animals requires
  - Registration, review and approval by IACUC prior to research work
  - Completed IACUC training
- Oversight for care of animals provided by Animal Care Services
- UF is AAALAC-accredited
IACUC – Contact Information

- Gary Russell – IACUC Coordinator
  - Phone: 273-9538
  - E-mail: iacuc@research.ufl.edu
  - Web: www.iacuc.ufl.edu
Research with rDNA, synthetic nucleic acids, BSL-3 pathogens and Select Agents requires:

- Registration, review and approval by IBC prior to research work
- Completed training

Note: EH&S oversees other work with bio, chem, rad materials
IBC – Contact Information

Karen Gillis – Biological Safety Officer
- Phone: 392-1591
- E-mail: bso@ehs.ufl.edu
- Web: www.ehs.ufl.edu/programs/bio/ibc/
Research Misconduct

- Fabrication, falsification, plagiarism in proposing, performing or reviewing research or in reporting research results
- 3 step process to review allegation
  - Pre-inquiry review
  - Inquiry
  - Investigation
Research Misconduct

- Via phone
  - 352-294-1632 (DRC)
  - 877-556-5356 (UF compliance hotline)
- Via e-mail compliance@research.ufl.edu
- Via online form
- In person at DRC at 460 Grinter Hall
Export Controls (EC)

- Export: shipment of items or data to a foreign country
  - Includes electronic or verbal transmission of controlled information to person in foreign country

- Deemed export – disclosure of controlled information, technology, software or item to foreign national in U.S.

- Export controls – federal regulations that govern export
  - ITAR, EAR, OFAC, DOE, NRC
Export Control Red Flags

- Publication restrictions
- Foreign national restrictions
- Persons/entities from, travel to, or collaboration with embargoed/sanctioned countries, entities or persons
- Transfer or shipment of equipment, materials or software outside U.S.
- Receipt or purchase of equipment, software, material or information identified as ITAR-controlled
- Notification that project is export controlled
EC – Contact Information

- Brandi Boniface
  - Phone: 392-2369
  - E-mail: boniface@ufl.edu
  - Web: [http://research.ufl.edu/faculty-and-staff/research-compliance/export-controls.html](http://research.ufl.edu/faculty-and-staff/research-compliance/export-controls.html)
Conflict of Interest (COI)

- What is COI?
  - If a person serves or represents 2 entities and must choose between conflicting interests or loyalties

- Very specific state and federal research COI requirements

- Additional COI requirements for human subject research

- Need to report research conflicts
  - Either eliminate conflict or manage appropriately with UF approval
COI – Contact Information

- Michael Scian
  - Phone: 846-3533
  - E-mail: scianmp@ufl.edu
University of Florida
Office of Technology Licensing

Where Science Meets Business
www.otl.ufl.edu

Presenter:
David Day, Assistant Vice President and Director
Results and Reinvestment

- UF receives ~300 invention disclosures annually
- In 2012, UF executed 79 licenses and options, received 324 invention disclosures and helped start 15 new companies
- More than $335 million in tech transfer revenue in the past decade – all reinvested in operation
- UF created the Florida Innovation Hub in 2012
How Does It Work at UF?

1. Idea
2. Written Disclosure
3. Invention Disclosure Form
4. Oral Disclosure
5. OTL Explores Patentability & Marketability of Invention
6. Waive (120 Days)
7. Exert
8. OTL Makes Patent Decisions and Seeks Licensees
IP Protection and Marketing

- Closely work with our IP attorneys so that we can evaluate and protect the inventions
- Actively market the inventions using a variety of avenues to existing companies as well as form new start-ups
UF Start-ups Program Support

- Match researchers with potential management
- Assist in business plan creation and market feasibility studies
- Provide training and mentoring for “wanna be” entrepreneurs
- Introduce funding opportunities through VC & angel network introductions
Critical Element - Facilities

➢ Florida Innovation Hub at UF
  • Opened Fall 2011
  • 48,000 square feet of labs and offices
  • Blocks from campus, downtown
  • Startups and service providers
  • OTL offices, UF Tech Connect®

➢ Sid Martin Biotech Incubator
  • Opened 1995
  • Won numerous awards
  • 28 companies graduated or acquired
  • Companies have attracted $1B in Funding
  • 40K Sq. Ft.
Critical Element - Capital

- Funding follows opportunity appropriately matched with an experienced entrepreneur
- Venture capital
- Angel groups
- Sources of funding increasing
- Grants and matching funds
Critical Element - Management

- Serial Entrepreneur Focus/Gator Alums
  - Work closely with foundation
- Tap Venture Capital and Angel contacts for referrals
- UF OTL funds Proof-of-Principle experiments to make technologies attractive
- Pay entrepreneurs to write business plans
- Host series of meetings
- UF Tech Showcase, - March 13, 2014
Align with University Mission

- Economic development added to our missions of teaching, research and service
- Innovation Academy launched in January, wedding innovation to UF education
- Innovation Square joins UF and downtown, embodying town-gown emphasis
Office of Technology Licensing

University of Florida
The Foundation for the Gator Nation
Working Together For A Better Tomorrow

David L. Day
Assistant Vice President and Director
Office of Technology Licensing
Phone: 352-392-8929
dlday@ufl.edu
Questions?

Stephanie Gray
Director, Sponsored Programs
Phone: 352/273-4062
Email: slgray@ufl.edu

Irene Cooke
Asst Vice President and Director
Phone: 352/294-1632
Email: irenecooke@ufl.edu

Sobha Jaishankar
Asst Vice President and Lecturer
Phone: 352/392-8247
Email: sjaishan@ufl.edu

David Day
Asst Vice President and Director
Phone: 352/392-8929
Email: dlday@ufl.edu
Thank You!

www.research.ufl.edu
Internationalizing UF

Presenter:
David J. Sammons, Dean
UF International Center
Fundamental Question:

Why build an international profile into your career track?
Why Build An International Profile Into Your Career Track?

- International engagement makes you a better faculty member: more engaged with your peers and better connected with recent global advances in your discipline.

- An international presence, through you, makes UF a better institution – a world class institution committed to a global agenda as we move towards Top-10 status.
...is to make the world a better place though the application of our gifts and skills in discovery and learning.
Your Role in this Agenda

Seek and embrace opportunities in research and education with peers around the world that are consistent with your interests, skills, and responsibilities – and that are consistent with the mission of the University.
Building an International Profile: Tools Available at UF

- Peers in your units with appropriate experience, contacts, and insight
- Your college’s administration
- Area Study Centers (African, European, Latin American)
- Center for International Business Education and Research
- UF International Center (UFIC)
UF International Center (UFIC)

A central focal point for campus internationalization in all dimensions of the work of the University.
Principal Goals of UFIC

- Strengthen global activities in all mission areas: learning, discovery, engagement.
- Project UF into the world as an engaged, committed, and credible partner in research, education, and outreach.
- Bring the world to the UF campus and our stakeholder community beyond the boundaries of our campus.
The International Center motivates and leads the UF community to think and act globally in fulfilling the university’s missions of learning, discovery, and engagement.
Organizational Units at UFIC

- International Student Services
- Exchange Visitor Services
- Study Abroad Services
- Program Development and Outreach
UFIC Affiliate Centers

- UF Beijing Center for International Studies
- UF International Education Center (Hyderabad)
- UF Chile Center, Valparaiso
- Vicenza Institute of Architecture (with DCP)
Related Campus Units

- Center for African Studies
- Center for Latin American Studies
- Center for European Studies
- Center for International Business Education and Research (CIBER)
- Masters in Sustainable Development Practice
SACS Reaccreditation and the QEP

- UF is scheduled for a reaccreditation review later this academic year 2013/14.
- A core component of the reaccreditation review is the preparation and implementation of a Quality Enhancement Plan (QEP).
- The QEP theme is “Internationalization.”
- The plan is near completion now; the focus is undergraduate learning outcomes to strengthen student’s knowledge and skills as global citizens.
UFIC Website

www.ufic.ufl.edu
Thank You!
Benefits and Retirement

Presenter:
Paula Varnes Fussell, Vice President for Human Resource Services
Agenda

- Resources
- Benefit Plans
- Retirement Plans
- Important Reminders
Welcome to UF!

There are a number of useful resources to help get you started.

- Human Resource Services’ Website
  - http://www.hr.ufl.edu/
- Benefit and Retirement Tutorials
- Employee Information Guide
- InfoGator - Monthly newsletter
- Human Resources’ Office is located at 903 W. University Ave
Welcome to HRS at UF

InfoGator

State moves ahead with Affordable Care Act despite federal decision to delay

In July, a federal decision delayed until 2015 the implementation of a mandate that employers provide affordable health coverage to employees who work an average of 30 hours per week. However, the state of Florida has announced it plans to continue with its implementation of the ACA in 2014. <more>

Training designed with UF’s needs in mind coming this fall

UF Training and Organizational Development opened registration for its fall schedule of courses on Aug. 5. <more>

Verify your mailing information prior to Open Enrollment

This year’s benefits Open Enrollment period is scheduled for Oct. 21 through Nov. 7, and UF’s Benefits Fair will be held Oct. 30 from 9 a.m. to 3 p.m. at the Touchdown Terrace in the Ben Hill Griffin Stadium. <more>
Gators new and old are invited to use this resource page as a jumping off point to explore a variety of helpful introductions and explanations of the ins and outs of working at UF!
Contacts

➢ Benefits Assistance
  • University Benefits  392-2477
  • PPD  392-2333
  • IFAS  392-4777
  • Health Science Center  392-3786
  • Or email benefits@ufl.edu

➢ Retirement Assistance
  • University Retirement  392-2477
  • Or email retirement@ufl.edu
Health Science Center Clinical Faculty

- Clinical Faculty will be enrolled in HSC college benefit plans such as Health, Life, Accident and Long term disability

- Other State/UF supplemental plans are also available through the main Benefits office at 392-2477

- Contact your College representative:
  - Brian Berryman Medicine-Gainesville (352) 273-5077
  - Nia Turner Medicine-Jacksonville (904) 244-8531
  - Melissa Long Dentistry (352) 273-5786
Important Benefit Reminders

- New Hires
  - 60 days from the date of hire to enroll in benefits (Generally coverage for most plans begin on the 1st day of the month AFTER enrollment. Some plans will vary)

- Annual Enrollment (Benefits Only)
  - Scheduled from October 21 through November 7, 2013
  - Enroll/cancel/change with an effective date of January 1 of the following year
We offer a comprehensive package to meet your needs (State and University supplemental plans)

- Health (multiple plan designs, including domestic partner)
- Dental (multiple options)
- Life (3 life plans – 2 employee only & 1 family plan)
- Disability (Long & Short term plans)
- Accident
- LifeEvents with Long Term Care benefit
- Hospital & Cancer plans
- Legal & Pet Insurance plans
Benefit Plans

- State sponsored plans - Are a set of benefits managed by the state of Florida’s 3rd party administrator (People First)

AND

- UF sponsored plans (UFSelect and GatorCare) – Are a set of benefits managed by UF’s 3rd party administrators (FBMC, Florida Blue and Magellan Pharmacy Solutions)
State & UF Third Party Administrators

People First (state) and FBMC (UF) in general are responsible for:

• Communications/Correspondence
• Enrollments
• Qualifying Status Changes (QSC)
• Dependent eligibility
• COBRA
• Open Enrollment
• Premium Administration

Watch for your benefit mailings…Do not throw them away!!
Steps to Enroll in Benefits

1. Study the plan information so that you are ready to make selections
   • New Employee Guide
     o Insurance options (pages 8-26)
     o Retirement options (pages 28-29)
     o [http://hr.ufl.edu/publications/newemployeeguide.pdf](http://hr.ufl.edu/publications/newemployeeguide.pdf)
   And/or
   • Insurance and Retirement Tutorials
     o [http://www.hr.ufl.edu/benefits/tutorials.asp](http://www.hr.ufl.edu/benefits/tutorials.asp)

2. Next, self enroll online using the state or UFSelect portal OR for online enrollment assistance attend the Faculty Benefits Enrollment session on Wednesday, August 28 from 1:30—4:30PM, Human Resource Services Building, Room 120
Steps to Enroll in Benefits

3. To register navigate on the myUFL portal to:

myUFL > Main Menu > My Self Service > Training and Development > Request Training Enrollment > Search by Course Number (GET221)

Contact Training & Organizational Development at (352) 392-4626 for registration inquiries.
Important Reminders

Qualifying Status Change Events

- Major “life or work events”
- You must make changes within 60 days of the event
- Changes must be consistent with the event and may require additional documentation
Examples of Qualifying Status Change Events

- Marriage/Divorce
- Birth/Adoption (even if you already have family coverage)
- Change in dependent’s eligibility
- Change in employment status of employee or spouse (part-time, leave of absence, etc.)
- Loss of other insurance coverage

If you’re uncertain whether an event allows a change to your benefits, always contact the UF HR Benefits Office for guidance.
Reminders for Fall 2013
Open Enrollment

- Open Enrollment Period from 10/21 – 11/7
- Benefits Fair 10/30 @ the Touchdown Terrace 9-3 pm
- Keep address current in the myUFL portal
- If enrolling in state plans – You’ll also have to validate your mailing address and dependent data in the People First system to complete your open enrollment change
UF Retirement Plans

- FRS Pension Plan
- FRS Investment Plan
- SUS Optional Retirement Program
UF Retirement Plans

- FRS Pension Plan
  - Defined benefit plan
  - Eight-year vesting requirement
  - 3% employee contribution required
  - Employee will default to this plan if an ORP election is not made within 90 days
UF Retirement Plans

- FRS Investment Plan
  - Defined contribution plan
  - One-year vesting requirement
  - 6.3% of gross eligible earnings deposited to your retirement account
    - Includes 3% employee contribution
UF Retirement Plans

- SUS Optional Retirement Program
  - Immediate vesting
  - 403(b) tax-sheltered plan
  - 8.14% of gross eligible salary deposited to your retirement account - Includes 3% employee contribution
  - Allows additional voluntary contributions through plan
  - Health Science Center faculty required to participate
Some Key Differences

<table>
<thead>
<tr>
<th></th>
<th>SUSORP</th>
<th>FRS Investment Plan</th>
<th>FRS Pension Plan</th>
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<tbody>
<tr>
<td><strong>Who Is Eligible?</strong></td>
<td>Faculty, Administrative and Professional (A&amp;P), and University President and Executive Service employees.</td>
<td>Faculty, Administrative and Professional (A&amp;P), University President and Executive Service, and support employees (USPS).</td>
<td>Faculty, Administrative and Professional (A&amp;P), University President and Executive Service, and support employees (USPS).</td>
</tr>
<tr>
<td><strong>Plan Type</strong></td>
<td>A retirement plan designed for a more mobile workforce.</td>
<td>A retirement plan designed for a more mobile workforce.</td>
<td>A traditional retirement plan designed for longer-service employees.</td>
</tr>
<tr>
<td><strong>Vesting</strong></td>
<td>You qualify for a benefit immediately upon signing a contract.</td>
<td>You qualify for a benefit after 1 year of service.</td>
<td>You qualify for a benefit after 8 years of service.</td>
</tr>
<tr>
<td><strong>Contributions</strong></td>
<td>Your employer provides the majority of your SUSORP retirement plan contribution based on a fixed percentage of your gross salary (total employee and employer rate is 8.14%). A mandatory 3% pretax contribution is deducted from your paycheck and deposited into your retirement account. You have the option to make additional pretax contributions of up to 5.14% of your gross salary.</td>
<td>Your employer provides the majority of your FRS retirement plan contribution based on a fixed percentage of your gross salary (for example, total employee and employer rate is 6.3% for Regular Class employees; rates vary by membership class). A mandatory 3% pretax contribution is deducted from your paycheck and deposited into your retirement account.</td>
<td>Your employer provides the majority of your FRS retirement plan contribution based on a fixed percentage of your gross salary as determined by the state legislature. A mandatory 3% pretax contribution is deducted from your paycheck and deposited into the retirement trust fund.</td>
</tr>
<tr>
<td><strong>Your Benefit</strong></td>
<td>In both plans, your benefit depends on the amount of money contributed to your account and its growth over time. You decide how to allocate the money in your account among the available investment funds.</td>
<td>Pays a guaranteed lifetime monthly benefit using a formula based on your service and salary while you are working for an FRS-covered employer.</td>
<td></td>
</tr>
</tbody>
</table>
Supplemental Plans (Employee Contributions)

- UF 403(b)
  - Traditional (tax-deferred)
  - Roth (after-tax)
- State of Florida Deferred Compensation (457)
Important Retirement Reminders

- Watch for welcome e-mail to new faculty members with information about retirement plan options and enrollment process
- ORP enrollment window is 90 calendar days from hire date
- Choice period for FRS plan is five months from hire date
- Default to FRS Pension Plan if no action taken
Training and Organizational Development

- UF Training & Organizational Development offers a range of programs and services designed to meet a wide variety of faculty and staff needs (including training, leadership development, and strategic and retreat planning.)

- [http://www.hr.ufl.edu/training/default.asp](http://www.hr.ufl.edu/training/default.asp)
Institutional Equity and Diversity

- The University promotes and integrates the principles of equal opportunity, nondiscrimination and excellence through diversity.

- It is the policy of the University of Florida to provide an educational and working environment for its students, faculty, and staff that is free from discrimination and sexual harassment. [http://www.hr.ufl.edu/publications/eeo_harassment_brochure.pdf](http://www.hr.ufl.edu/publications/eeo_harassment_brochure.pdf)

- To this end, every new employee is expected to complete the online Preventing Sexual Harassment training within 30 days of hire. Navigation: My Self Service > Training and Development > Preventing Sexual Harassment
Summary of Important Reminders

- Listen to the benefits tutorial:
  http://www.hr.ufl.edu/benefits/enroll.asp
- Attend a Group Enrollment Session and enroll in benefits within 60 days of hire date
- Listen to the retirement tutorial:
  http://www.hr.ufl.edu/retirement/tutorial/testretirement0809/testretirement0809.htm
- Select your retirement plan within 90 days of hire date
- Complete the Preventing Sexual Harassment training within your first 30 days
Questions?
Thank You!

www.hr.ufl.edu
Presenter:
Marvin A. Dewar, M.D., J.D., College of Medicine, Senior Associate Dean & CEO, University of Florida Health Physicians, Associate Dean, Continuing Medical Education
Thank You!