

Faculty Resource Guide

Research Operations

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Purdue Polytechnic Institute

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**Mission, Vision, and Values**

**Mission**

To inspire, educate, and mentor students through learn-by-doing and integrated study, preparing graduates for success as future technology innovators and industry leaders; and to advance trans-disciplinary learning, engagement, and use-inspired research addressing important state and global challenges.

**Vision**

We are a transformational college unbounded by tradition ... Pioneers of learn-by-doing and use-inspired research.

**Values: Statement of Integrity and Code of Conduct**

At Purdue and the Purdue Polytechnic Institute, integrity is indispensable to our mission. We act with honesty and adhere to the highest standards of moral and ethical values and principles through our personal and professional behavior. We demonstrate our understanding of these values and principles and uphold them in every action and decision. Trust and trustworthiness go hand in hand with how we conduct ourselves, as we sustain a culture that is based upon ethical conduct We expect our actions to be consistent with our words, and our words to be consistent with our intentions. We accept our responsibilities, share leadership in a democratic spirit, and subject ourselves to the highest standards of public trust. We hold ourselves accountable for our words and our actions.
We uphold the highest stands of fairness, act as responsible citizens, respect equally amidst diversity, preserve the rights of others, and treat all individuals with dignity. To fulfill our goals as a learning community, we insist that the objectives of student learning are not compromised. We treat all students equitably, and our evaluations of learning achievements are impartial and based solely on demonstrated academic performance.

As a land-grant institution, we demonstrate our responsiveness to our constituencies and extend to them access to our knowledge resources. We pledge to make wise use of our resources and to be good stewards of financial, capital, and human resources.

**Departments/Schools:**

**Aviation and Transportation**

**Manoj Patankar, Department Head**

[**Computer and Information Technology**](https://polytechnic.purdue.edu/departments/computer-and-information-technology)

**Tom Hacker, Interim Department Head**

[**Computer Graphics Technology**](https://polytechnic.purdue.edu/departments/computer-graphics-technology)

**Nate Hartman, Department Head**

[**Construction Management Technology**](https://polytechnic.purdue.edu/schools/construction-management-technology)

**Zeljko Torbica, Department Head**

[**Division of Military Science and Technology**](https://polytechnic.purdue.edu/division-of-military-science-and-technology)

[**Engineering Technology**](https://polytechnic.purdue.edu/schools/engineering-technology)

**Ken Burbank, Department Head**

[**Technology Leadership & Innovation**](https://polytechnic.purdue.edu/departments/technology-leadership-innovation)

**Stephen Elliott, Interim Department Head**

**Purdue Polytechnic Research Impact Areas:**

**Civic and Community Engagement -** Our goal is to connect the technical solutions of researchers, technologists and industry partners to the needs of citizens, employees and volunteers, thereby empowering the stakeholders to become more involved and productive in their respective institutions.

<https://polytechnic.purdue.edu/office-of-research/impact-areas/civic-and-community-engagement>

**Future Work and Learning -** We develop and apply innovative training and learning approaches that empower people to fulfill an active role in society through education, participation, engagement, innovation and entrepreneurship.

<https://polytechnic.purdue.edu/office-of-research/impact-areas/future-work-and-learning>

**Healthy and Sustainable Communities -** To enable healthy and sustainable communities, we encourage the development of technologies that include transportation systems, the built environment, applied engineering, materials science, the Internet of Things (IoT), environmental quality and healthy living.

[**https://polytechnic.purdue.edu/office-of-research/impact-areas/healthy-and-sustainable-communities**](https://polytechnic.purdue.edu/office-of-research/impact-areas/healthy-and-sustainable-communities)

Holistic Safety and Security - Our mission is to develop and apply technologies that increase safety and security, and solve challenges in cybersecurity and critical infrastructure that affect global economics, security and health.

[**https://polytechnic.purdue.edu/office-of-research/impact-areas/holistic-safety-and-security**](https://polytechnic.purdue.edu/office-of-research/impact-areas/holistic-safety-and-security)

**Realizing the Digital Enterprise -** Using automation, process control, sensors and data analytics, we increase efficiency in activities that were traditionally physical, such as infrastructure management, manufacturing, food services, logistics, energy, transportation and entertainment.

[**https://polytechnic.purdue.edu/office-of-research/impact-areas/realizing-digital-enterprise**](https://polytechnic.purdue.edu/office-of-research/impact-areas/realizing-digital-enterprise)

**Research Administrative Staff**

* **Dr. Carrie Berger, Associate Dean for Research**
* **Rick Evans, Research Program Manager**
* **Alee Gunderson, Data Management-Digital Measures**
* **Clara Smith, Director of Research Development**

**New Faulty Resources**

[**https://polytechnic.purdue.edu/research/new-faculty-resources**](https://polytechnic.purdue.edu/research/new-faculty-resources)

**Polytechnic Newsletter Archive**

[**https://polytechnic.purdue.edu/research/research-newsletter-archive**](https://polytechnic.purdue.edu/research/research-newsletter-archive)

**Office of the Vice President for Research and Partnerships**

[**http://www.purdue.edu/purdue/research**](http://www.purdue.edu/purdue/research)

**Sponsored Program Services**

[**https://www.purdue.edu/business/sps/**](https://www.purdue.edu/business/sps/)

**Purdue Research Foundation**

[**https://www.prf.org/**](https://www.prf.org/)

**Purdue Research Foundation: Office of Technology and Commercialization**

[**https://www.prf.org/otc/**](https://www.prf.org/otc/)

**Research Resources Continued:**

**Research Grants**

**Funding Resources**

[**https://www.purdue.edu/research/funding-and-grant-writing/funding/overview.php**](https://www.purdue.edu/research/funding-and-grant-writing/funding/overview.php)

**Pivot:**  Is the primary source of funding information at Purdue. Pivot gives you the ability to identify funding opportunities and connect with other researchers, both within the Purdue community and globally. It combines the most comprehensive, editorially maintained database of funding opportunities with a unique database of 3 million+ scholar profiles. Its proprietary algorithm compiles pre-populated Purdue researcher profiles and matches them to current funding opportunities in the expansive COS database. This allows users to search for a funding opportunity and instantly view matching faculty both inside and outside of Purdue. Conversely, a search for a scholar will link to matching funding opportunities.

Create profile link: Log-in

**Grants.gov****:** The government website where federal agencies post discretionary funding opportunities and grantees find and apply for them.

**Research Resources Continued:**

**Sponsored Program Services**

**Pre-Award**

[**https://www.purdue.edu/business/sps/preaward/index.html**](https://www.purdue.edu/business/sps/preaward/index.html)

**Mission:** Pre-Award supports the University community in proposal development through value-added, high-quality service and professional partnerships with Principal Investigators in order to facilitate world-changing research.

Our proposal specialists work collaboratively with PIs and the Office of Research and Partnerships’ Proposal Development team to prepare grant applications, serving as a dedicated central resource in all matters related to University and sponsor policies for proposal development and submission.

Pre-Award specialists provide the following services in the support of PIs:

* Review sponsor guidelines, identify key requirements
* Assist with budget preparation, related documentation and proposal submission forms
* Prepare required sponsor administrative forms
* Ensure that all Purdue information included within the proposal is accurate and complete
* Contact and collaborate with partner institutions to secure all necessary subcontract documentation
* Assure all regulatory requirements and export control issues are identified
* Review the final proposal package to ensure all administrative requirements have been met
* Obtain academic approvals and provide institutional approval for the proposal
* Complete the final submission package, upload final documents and forms, and submit to the sponsor

**Pre-award Service Agreement**

<https://www.purdue.edu/business/sps/pdf/preaward_service_agreement.pdf>

**Research Resources Continued:**

**Sponsored Program Services**

**Contracting**

[**https://www.purdue.edu/business/sps/contractmgmt/index.html**](https://www.purdue.edu/business/sps/contractmgmt/index.html)

**Mission:** As an integral part of Sponsored Program Services mission of administering research, Contracting enters into the University’s contractual obligations arising from research and related activities. Contracting’s staff communicate with faculty members, university personnel, and the research sponsors to ensure that agreements are entered into with full understanding and in compliance with applicable laws, regulations, and policies in a tactful and timely manner.

Contracting handles various types of agreements, including:

* Grants from federal and state government
* Research contracts with industrial sponsors
* Confidentiality agreements (nondisclosure, proprietary, and confidentiality agreements)
* Material transfer agreements
* International collaboration agreements
* Subcontracts

Contract Samples:

**Post Award**

[**https://www.purdue.edu/business/sps/postaward/index.html**](https://www.purdue.edu/business/sps/postaward/index.html)

**Mission:** The Post Award area is committed to provide timely, accurate, and courteous assistance to our faculty, external sponsors and other University personnel. We assist our customers in exercising good fiscal management practices for the administration of externally funded sponsored programs at Purdue University during the lifecycle from establishment to closeout. We provide expertise to interpret guidelines and promote compliance with sponsor and University policies.

**Research Resources Continued:**

**Sponsored Program Services Continued**

**Information & Support Services (Data)**

[**https://www.purdue.edu/business/sps/data/index.html**](https://www.purdue.edu/business/sps/data/index.html)

**Mission:** SPS Support Services is a team of knowledgeable, customer-friendly and energetic staff available to provide the highest level of support to sponsored programs and the research enterprise in the areas of:

* Sponsored Program data and information
* Coeus support for research administration
* Departmental web applications and website support
* SPS Imaging for grants
* General administrative and technical support.

**Research Quality Assurance**

[**https://www.purdue.edu/business/sps/RQA/index.html**](https://www.purdue.edu/business/sps/RQA/index.html)

**Mission:** The **Research Quality Assurance** (RQA) unit reviews and monitors Purdue’s research administration and research regulatory compliance practices and provides leadership when conducting comprehensive reviews of the University’s compliance activities. The RQA staff will coordinate education and training of Principal Investigators, project staff, and departmental and business office staff regarding compliance with federal and state regulation and Purdue policies relating to research.

The RQA unit does not assume the duties of the operational regulatory or business areas, and all compliance and sponsored program support activities will exist in their respective reporting structures. The RQA’s role is to monitor these efforts and assess University-wide performance.

SPS Handbook

<https://www.purdue.edu/business/sps/pdf/Purdue_SPS_Handbook.pdf>

**Research Resources Continued:**

**Cost Principles – Uniform Guidance**

The Uniform Guidance is a set of regulations, located in the Code of Federal Regulations at [**2 CFR 200**](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)***.***It provides the overarching guidelines for administering Federal awards and expenditures.  This guidance provides both federal agencies and the entities that receive federal funds a set of standard guidance for determining the allowability of charges to federal funds.  As a recipient of federal funds we should all be very familiar with its principles.

[**2 CFR 200**](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) consolidates federal guidelines that was formerly part of OMB Circulars A-21 (Cost principles for Educational Institutions), A-110 (Grants and Agreements with Institutions of Higher Education) and A-133 (Audit Requirements).  The Uniform Guidance applies to all new federal awards issued on or after December 26, 2014

**Basic Considerations of the Uniform Guidance**

Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards (200.403):

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.

**Research Resources Continued:**

**Facility & Administrative (F&A) Cost**

Facilities and Administrative Costs (F&A) are those costs also referred to as indirect costs or overhead. They are actual costs incurred to conduct the normal business activities of an institution and are not readily identified with or able to be directly charged to a specific sponsored research project. Activities that are typically Facilities or Administrative Costs include:

"Facilities" - defined as depreciation and use allowances, interest on debt associated with certain buildings, equipment and capital improvements, operation and maintenance expenses, and library expenses.

“Administrative" - defined as general administrative costs and expenses, departmental administrative costs, sponsored projects administrative costs, student administration and services, and all other types of administrative expenditures.

When Purdue provides services we look to recover both direct costs and indirect (F&A) costs. F&A is charged as a percentage of direct costs except where it is prohibited or otherwise excluded. If it is not charged, units may be asked to subsidize it. Negotiated F&A rates are to be used for all sponsored program awards from federal and non-federal sponsors.

**Current Rates:**

On-Campus

55% Research

54% Instructional

38% Other Sponsored Programs

Off-Campus – Lower rates apply if Purdue staff will be working on the project at an off campus location for at least one semester or summer session (26%)

**Excludes:**

Capital Equipment over $5,000

Subcontract amounts over $25,000 per subcontract

Grad Fee Remits

Other – Check with Pre-Award Specialist

**Research Resources Continued:**

**Key Terminology**

**Buy Out** – This term is appropriate for use when the department is going to receive funding for a faculty member’s time that is not tied to specific expenses. For example, a 50% buyout provides the department with 50% of a faculty member’s salary. If someone is being hired to teach the faculty member’s course, the 50% buyout will be used to fund this expense. Any funds left over from the buyout (after replacement costs) remain in the departments general fund for other uses. Buy Out of a faculty member’s time creates Salary Savings.

**Salary Savings** – This term is generally used when discussing the funds that are associated with a sponsored program in support of a faculty member’s ***academic year*** effort. I.E., NSF may provide 10% of a faculty member’s salary to support their effort on a project. The 10% that remains in the department’s general fund after the salary is charged to NSF is the department’s “salary savings”. Salary savings could also be associated with TAP activities, or instances where a faculty member’s salary is charged to an account in another college or department or their time is “Bought Out”. Note, an AY faculty member’s ***summer*** salary is charged to a sponsored project, it does not generate salary savings.

**Replacement Costs** – When requesting replacement costs, the department will incur replacement costs associated with hiring personnel to perform the duties of the faculty member. For example, a department can request funds to hire personnel to fill classes for a vacancy. In those instances, the department is provided the exact cost of the personnel hired. In the context of PPI funding, this is the preferred method when Technology faculty are involved. This allows the full university investment (or Lilly award) in the transformation to be utilized towards the transformation.

**Release Time** – When a department head releases a faculty member from traditional faculty duties so that the faculty can commit substantial effort to an administrative and/or otherwise non-traditional faculty activity. Note, the commitment may or may not be associated with additional funding to buy-out the effort. For example, faculty member agrees to serve on a university level committee requiring significant effort and the department head agrees

**Research Resources Continued:**

**Key Terminology Continued**

to relieve them from teaching or other department responsibilities; faculty member serves on the Indiana Commission for Higher Education (15+ off campus meetings a year with associated work); unfunded curriculum support for the Polytechnic High School; unfunded effort on a sponsored project.

**Cost Sharing** – two types of cost sharing:

*Mandatory*- is that commitment to participate in the cost of the project required either by Statute or by Administrative regulation. The requirement for such cost participation will be explicitly set forth in project announcements or guideline issued by the sponsor, and will be a requirement for eligibility to participate in the project and will be specifically identified within the university’s proposal. Cost sharing committed by the University that is not required by Statute or administration regulation, becomes mandatory cost sharing.

*Voluntary*- is the University’s participation in the cost of a project when there was no commitment within the University’s proposal to share in the cost of the project or when the University’s actual participation in the cost of the project exceeds the cost sharing commitment made as a part of the University’s proposal.

**Sources of cost share:**

*Academic Year Salary* – all departments (except for a few unique cases) have 100% of their faculty member’s base salary in their recurring budget. Therefore, cost sharing an AY faculty member’s salary during the academic year does not “cost” a department anything. Cost share salary is moved from the department budget into a project specific account. The faculty member is then charged to that account so the net impact on the department operating account is $0.

*Supply/Expense & Graduate Students* – the department has to provide these funds in support of the project from their general fund operating account, gift or residual account.

*Summer Salary* – this is an additional cost to the department as departments rarely have recurring general funds to support summer salary for academic year faculty.

**Research Resources Continued:**

**Grants Management – GM AIMS**

The GM AIMS Account Projection application allows you to project Salaries and Supplies & Expenses on sponsored program accounts. Key benefits of the AIMS tools are:

* Real-time tracking of grant budgets and expenditures
* Expenditure details such as PO numbers, vendors, and item descriptions
* Information on technical reposts due and where/how to send them

 It is available through the OnePurdue portal [at https://one.purdue.edu/](file:///C%3A%5CUsers%5Crdevans%5CDesktop%5CFaculty%20Resources%5Cat%20https%3A%5Cone.purdue.edu%5C) or

<https://www.purdue.edu/business/sps/data/GM_AIMS.html>

**Coeus**

Coeus is a research administration and grant management system developed by Massachusetts Institute of Technology's Office of Sponsored Programs. The system centralizes stored information about proposals, protocols, and negotiations and is the system of record for most research activities for the University. In addition, it contains interfaces for proposal-development and IACUC protocol submissions that are electronically routed and approved within Coeus. This system is available anytime, anywhere via Coeus Lite or also via Coeus Premium for business and central office staff.

[**https://www.purdue.edu/business/coeus/**](https://www.purdue.edu/business/coeus/)

**Research Resources Continued:**

Research Compliance

<http://www.purdue.edu/research/research-compliance/>

Human Research Protection – IRB

<http://www.purdue.edu/research/irb/>

* Forms <http://www.purdue.edu/research/irb/forms/>
* Research Participants <http://www.purdue.edu/research/irb/research-participants/>
* FAQ <http://www.purdue.edu/research/irb/faq/>

Radiation & Lasers

<http://www.purdue.edu/research/research-compliance/regulatory/radiation-lasers.php>

Export Control Regulations

<http://www.purdue.edu/research/research-compliance/export-control/overview.php>

* Export Control FAQ
* Export Control Management

Conflict of Interest

<http://www.purdue.edu/research/research-compliance/conflict-of-interest/>

Intellectual Property

<http://www.purdue.edu/research/research-compliance/intellectual-property.php>

Business Office Services

Business Office

<https://polytechnic.purdue.edu/business-office>

The Purdue Polytechnic Institute Business Office coordinates and supervises all business aspects of the college’s academic departments, schools, and administrative units. We serve as the link between academic departments and other areas of the Treasurer's Office. We seek to partner with the college community to support learning, discovery, and engagement by delivering quality business and financial services, and efficiently and effectively providing stewardship of college and department resources.

Business Office Directory

<https://polytechnic.purdue.edu/business-office/business-office-directory>

General Policies and Procedures

<https://polytechnic.purdue.edu/business-office/general-policies-and-procedures>

Employment & Payroll

<https://polytechnic.purdue.edu/business-office/employment/payroll>

* Payroll Calendar <http://www.purdue.edu/business/payroll/Calendars/index.html>
* Bi-Weekly Payroll – Includes clerical, service and undergraduate student labor.
* Monthly Payroll – Includes faculty, post-docs, and administrative/professional staff (fiscal & Academic year basis)

Purchasing

<https://polytechnic.purdue.edu/business-office/purchasing-forms-and-instructions>

* General Info
* Ariba – Purchasing System
* Purchasing Card
* Forms
* Consultants/Non-Employee Payments

Business Office Services

Travel

<https://polytechnic.purdue.edu/business-office/travel-forms-and-instructions>

* Travel Help and Inquiries
* General Travel Resources
* Employee Travel – Concur Travel System
* Non-Employee Travel
* Use of University Vehicle <http://www.purdue.edu/business/risk_mgmt/Vehicle_Use_Info/index.html>

Cost Share

Cost sharing means that portion of project or program costs that are not borne by the sponsor.

The provision of cost sharing or matching funds can be an important component in many proposals for extramural funding. Typically, cost sharing falls into one of four categories:

* **Mandatory cost sharing** includes institutional support that is required in writing by the granting agency, and the amount is specified in a granting agency’s written solicitation.
* **Voluntary committed cost sharing** includes institutional support committed to the project solely at the discretion of the institution. These resources are pledged formally in a proposal and thereby become binding commitments that the granting agency may audit.
* **Institutional support/leverage** includes institutional resources not specified as mandatory or committed specifically yet discussed in the proposal narrative or supplementary documents as organizational resources or infrastructure necessary for, and available to enable, a project. Such resources can be described quantitatively but they are not allocated to a specific project. Institutional support/leverage is communicated to demonstrate Purdue’s capacity or capability.
* **Voluntary uncommitted cost sharing** includes institutional support provided by Purdue but not pledged formally in the proposal usually because of agency restrictions against cost sharing. Such cost sharing is subsequently made available to the project upon receipt of the award and is not binding or auditable. Such resources can be internally quantitated and solely support a specific project, but they are not normally shared with the sponsor prior to award.

Key Point – ***START EARLY*** to obtain cost share commitment and documentation.

Faculty Specific Resources

<https://polytechnic.purdue.edu/faculty-and-staff-resources>

Purdue Faculty & Staff Handbook

<http://www.purdue.edu/faculty_staff_handbook/>

Polytechnic Articles of Organization and Procedure

<https://polytechnic.purdue.edu/faculty-and-staff-resources/articles-of-organization-and-procedure>

Promotion & Tenure

<https://polytechnic.purdue.edu/faculty-and-staff-resources/promotion-and-tenure>

Digital Measures

<https://polytechnic.purdue.edu/faculty-and-staff-resources/digital-measures>

Purdue University Calendar

<https://calendar.purdue.edu/>

Leaves of Absence

<http://www.purdue.edu/faculty_staff_handbook/benefits/leaves.html>

Sabbaticals

<http://www.purdue.edu/faculty_staff_handbook/benefits/leave_groups.html>

Outside Activities

<http://www.purdue.edu/faculty_staff_handbook/employee_responsibilities/outside.html>

<http://www.purdue.edu/ethics/resources/ROAformguidelines.html>

Retirement

<http://www.purdue.edu/faculty_staff_handbook/benefits/retirement.html>