Dear Colleagues:

Welcome to Rice University!

As a premier university and research institution, Rice University, over the next decade, will comfortably secure its place as one of the world’s major research universities. With top scholars and world-class infrastructure and facilities, Rice will elevate research accomplishments to the highest level. I welcome you to this exciting time at Rice as we invest in the Vision for the Second Century, Second Decade (V2C2) (www.v2c2.rice.edu), which is the strategic plan that sets seven priorities for our university including elevating research achievement and reputation.

You will find included in this guide some tips and resources useful to researchers at Rice University. My team and I, including the Office of Sponsored Projects and Research Compliance (SPARC), Office of Technology Transfer (OTT), Office of Proposal Development (OPD), Office of Research Development and Infrastructure (ORDI) and the Strategic Corporate Research Partnerships are dedicated to support faculty, students and staff with their research activities.

I look forward to working with you and welcome to Rice University.

Yousif Shamoo, Ph.D.
Vice Provost for Research
Professor of Biosciences
The Office of Research seeks to improve Rice's research productivity and expand the impact of its discoveries on both scholars and communities alike. We do this by:

- Providing faculty and staff with excellent service in proposal development and award submissions
- Informing and equipping our researchers to efficiently address a broad gamut of research compliance issues
- Engaging in collaborative commercialization activities that put our intellectual property portfolio on a strong financial foundation while developing commercialization partners more intentionally
- Constantly updating and investing in our research and scholarship infrastructure
- Developing unconventional and nontraditional support for Rice's research
- Supporting campuswide initiatives that nucleate activities across divisions even as they externally define Rice's research enterprise
- Building mutually beneficial research relationships between Rice University and corporations to advance strategic research needs where corporations' medium- and long-term priorities align with Rice's research strengths

Sponsored projects (grants and contracts) supports Rice University faculty, staff and students in the acquisition and administration of programs funded from sources outside the university.

- Review and approve submission of proposals
- Provide the institutional signature authorizing proposal submissions
- Award negotiation and acceptance
- Initiate account setup for awards
- Subcontract issuance and negotiations
- Sponsor communications during the life cycle of the award
- Assist with nonfinancial post-award administrative functions
- Award close out (nonfinancial)
- Sponsored project data collection and reporting

Concierge Services
sparc.rice.edu/sponsored-projects/concierge
Contact: Nichole Wood, Pre-Award Concierge Specialist

Concierge staff provide pre-award proposal preparation assistance to faculty. Our concierge program assists with routing internal approvals, budgets and completing the nonscientific portions of the proposal and will transmit proposals to sponsors. Additional services include:

- Review sponsor guidelines and identify key issues
- Facilitate proposal team meetings with PI, department and other appropriate individuals
- Collaborate with SPARC staff, as appropriate, during the proposal process
- Develop timeline for all input and approvals (example: Appendix B)
- In collaboration with the PI and department, prepare the
budget and review the budget justification
• Secure subcontract information (i.e., letter of intent, scope of work, budget, budget justification, risk analysis)
• Assist with cost share commitments, PI eligibility and associated documentation
• Assist with sponsor forms and electronic submission systems
• Assure the proposal meets all sponsor guidelines and is in final form
• Submit proposals for routing in Cayuse to obtain appropriate academic electronic approvals
• Provide institutional approval for proposals
• Submit proposals to sponsors
• Assist with sponsor request for re-budgets, Just in Time information, etc., and review and submit the request to the sponsor
• Assist with award setups and nonfinancial transactions (i.e., no cost extension, change in scope, etc.) in coordination with school/department post-award staff and central SPARC
• Ensure outgoing sub-awards are finalized and activated timely
• Keep a calendar of all upcoming grant submissions and due dates for progress and final reports and review and submit progress reports

Conflict of Interest (COI)
compliance.rice.edu/coi
Contact: Melissa Gambling, J.D., Associate Director for Research Compliance

Research compliance coordinates the annual and interim disclosure of scholar's participation in outside activities in accordance with university and federal policies. Rice's Conflict of Interest (COI) policy (Rice Policy 216) provides guidance for scholars for responsible and conscientious participation in outside activities through the disclosure, reporting and management of these activities. A COI may exist in a situation in which a scholar may be influenced by considerations of personal gain due to an outside interest or activity, such as forming a startup or consulting. These activities may require you to update your COI disclosure. University policy requires all faculty members, faculty fellows and investigators to submit annual COI disclosures.

COI policies and regulations protect:
• The design, conduct and reporting of research from bias
• The safety and rights of human subjects
• The academic rights and scholarly work of graduate students
• Rice's 501(c)(3) status by helping ensure that university resources are used for educational rather than business purposes
• The reputation of Rice and its faculty, students and personnel
• The continuation of Rice's federal funding from sponsored research awards and other sources

Export Control
compliance.rice.edu/export-control
Contact: Melissa Gambling, J.D., Associate Director for Research Compliance

Research and other activities that involve the transfer of certain items, products or goods, technology and software to foreign countries or foreign nationals in the United States may be subject to U.S. export control laws and regulations.

Export controls affect many university activities such as:
• Conducting research, especially in certain risk areas
• Exchanging scientific or technical information (written or oral) with foreign nationals, even those located in the United States
• Shipping internationally, especially research materials, samples and specimens
• Traveling to foreign countries
• Doing business with foreign and restricted entities

Institutional Review Board (IRB)
compliance.rice.edu/irb
Contact: Stephanie Thomas, Compliance Administrator II
Chair: John Cornwell

The Institutional Review Board (IRB) conducts review and approval of research that involves human participants. All research involving the use of human research subjects (participants) must be reviewed and approved by the Rice University Institutional Review Board in accordance with Rice Policy 326.

Institutional Animal Care and Use Committee (IACUC)
compliance.rice.edu/iacuc
Contact: Jackie Abendroth, Compliance Administrator II
Chair: Dan Wagner

The Institutional Animal Care and Use Committee (IACUC) is a committee responsible for review and oversight of Rice University's program for the humane care and use of animals.

The IACUC:
• The institutional body with the responsibility for review and oversight of Rice University's program for the humane care and use of animals
• Supports, facilitates and promotes ethical and humane use of animals by upholding standards set forth in all
applicable laws, policies and guidance

• Represents society’s concerns regarding the welfare of
animal subjects used and is expected to be the conscience
for the institution on animal welfare concerns

• Conducts a thorough and comprehensive review of all
proposed activities involving animals in research, teaching
and education to ensure ethical use while minimizing pain
or distress and reducing the numbers needed

Institutional Biosafety Committee (IBC)
compliance.rice.edu/ibc
Contact: Jackie Abendroth,
Compliance Administrator II
Chair: Ed Nikonowicz

The Institutional Biosafety Committee (IBC) is
responsible for reviewing projects that involve, but are
not limited to, recombinant DNA, RNAi, pathogens,
human materials and other potentially infectious
material, as well as transgenic animals. The IBC provides
recommendations to the intramural community in
matters pertaining to the control of biohazards associated
with the use of microbiological agents and their vectors.
It also represents the interests of the surrounding
community with respect to public health and protection
of the environment.

Office of Research Development &
Infrastructure (ORDI)
ordi.rice.edu
Senior Leader: Carlos Garcia, Jr., Director of Research,
Development and Infrastructure

As part of the Office of Research, ORDI and all of its
components are organized to leverage and support
excellence in research and scholarship.

ORDI is dedicated to fostering Rice faculty effectiveness
in securing extramural support for their multi-
investigatory, interdisciplinary, scholarly and research
activities.

• Assists faculty with center and institutionwide
interdisciplinary proposals and major infrastructure projects
• Coordinates university research activities of university
institutes and centers
• Assists in organizing special workshops, conferences and
special meetings
• Works closely with other support offices

Animal Resources Facility (ARF)
arf.rice.edu
Contact: Kelly Campbell, RLATG, ARF Manager
Attending Veterinarian: Elysse Orchard, DVM, CPIA

Rice University acknowledges that animals involved
in biomedical research and education should receive
the best possible care and be treated with respect. Rice
strongly affirms that necessary animal-based research
plays an essential role in the advancement of biological
and medical knowledge.

The animal resources facility aims:

• To provide for the physical and emotional needs of
research animals at Rice University with compassion and
respect
• To administer to the animal-related needs of university
researchers and educators through dissemination of
knowledge and resources
• And to serve the public by ensuring observance of all legal
and ethical standards pertaining to the involvement of
animals in research and education at Rice University

Research Support Shop
ordi.rice.edu/research-support-shop

Rice’s Research Support Shop (RSS), better known as
the machine shop, has a full-time team of highly skilled
technicians who create precision tools and machines
that help Rice scientists complete their research and
experiments. The research support team provides services
ranging from simply drilling a hole to creating complex
scientific instruments. Almost every job completed is one
of a kind, created to serve a unique purpose in a specific
lab for a particular piece of research. The rate for these
services is $60/hour.

The RSS has a material stockroom where miscellaneous
shop supplies can be purchased. If your needs require
materials not in stock, a special order can be placed.

• Materials on hand
• Raw materials such as aluminum, stainless steel, copper
and brass
• Fasteners such as a variety of screws, bolts, washers and nuts
• Materials not on hand can be special ordered
• Equipment
• Hurco CNC milling machine
• Bridgeport milling machines
• Hardinge HLV precision lathes
• LeBlond lathes
• Vertical band saw
• Horizontal cutoff saw
• Tool grinders
• Belt sander
• Hydraulic press
• Services
• Precision machining
• EDM machining (electrical discharge machining)
• Sheet metal fabrications
• TIG welding
• Metal finishing

The RSS also offers an annual six-week class for graduate students seeking an introduction to this team’s services and products. In the 36-hour course, students learn basic machine shop tool skills and how to make simple machine parts for their experiments.

Shared Equipment Authority (SEA)
sea.rice.edu
Senior Leader: Angelo Benedetto, Ph.D., Director of Operations
Chair: Sibani Lisa Biswal

The purpose of SEA is to support and provide state-of-the-art research equipment capabilities for Rice University and the extended Rice community. As today’s researchers in science, engineering and medicine seek to address ever more complex problems, they require access to an increasingly robust research infrastructure. SEA recognizes this critical need and is dedicated to providing superb experimental facilities, research equipment and support services at an affordable cost.

SEA supports more than 100 instruments, including:

• X-ray diffraction (Rigaku D/MAX, Rigaku SmartLab, SCX-mini, 2D mage plate)
• Microscopes (AFM, Fluid AFM, JEOL 2010 TEM, 1230HC, 2100F w/GIF and EDS, Cryo-TEM, polarizing microscope, confocal, ESEM w/nanomanipulator, inverted fluorescence configured for TIRF, fluorometer)
• Nuclear magnetic resonance (two bio, three chem)
• Mass spectrometry (RAMAN, FTIR, MALDI-TOF, LTQ-OTMS, micro-TOF, reflex, spectropolarimeter, XPS)
• Thermal analysis (TGA-IR)
• Clean room class 100/1000 (RIE, PECVD, photolithography aligner, mask masker, e-beam evaporator, Critical drying system, ellipsometer, profilometer)
• Preparation and separators (LEO e-beam, sputter coater, spin coater, wire bonder, plasma cleaner, ultramicrotome)
• Other: Surface analyzer, zetasizer, vibrating microtome, invivo imaging system, gradient fractionator, laser engraving/cutting system, SQUID

Office of Proposal Development (OPD)
opd.rice.edu
Senior Leader: Phyllis McBride, Ph.D., Director

The Office of Proposal Development (OPD) serves faculty researchers as they conceptualize, develop and write their proposals to federal agencies and other entities to seek funding for their research projects. OPD works with faculty across all ranks, departments and disciplines, with the overarching goal of making the proposal development process as straightforward and streamlined as possible. To this end, OPD provides an extensive array of proposal development services, among which are the following:

• Help faculty identify appropriate funding opportunities
• Assist tenure-track faculty in preparing career and young investigator proposals
• Provide comprehensive project management for large, collaborative, multidisciplinary, multi-institutional proposals, such as those required for research centers
• Create proposal checklists and proposal preparation schedules
• Develop templates (complete with the sponsor’s instructions) for each section of the proposal
• Track all proposal tasks and proposal sections (including those assigned to collaborators at other institutions) to ensure that all items are completed in a timely manner
• Work with researchers to brainstorm and devise persuasive proposal strategies
• Draft nontechnical sections such as postdoctoral
management plan
- Gather, edit and format ancillary documents such as biographical sketches
- Vet and edit both the technical and nontechnical sections of the proposal to ensure that all guidelines are met, all required information is included, and all information is clearly, logically and persuasively presented
- Design and format the proposal to ensure that reviewers can find the information they need quickly and easily
- Connect faculty to appropriate staff and other resources throughout the university
- Provide a wide range of proposal development training opportunities (seminars, workshops, brown bag talks) to faculty, postdocs and graduate students
- Identify and announce limited submission opportunities and coordinate internal competitions

OFFICE OF TECHNOLOGY TRANSFER (OTT)
ott.rice.edu/home
Senior Leader: Asha Rajagopal, Ph.D., Director

As part of the Office of Research, the Office of Technology Transfer (OTT) at Rice University assists the faculty, staff and students in commercializing technology created and developed at Rice. OTT assists faculty, staff and students with IP technology, patents, marketing and licensing. Additionally, OTT negotiates industry agreements, including confidentiality disclosure agreements, data use agreements, materials transfer agreements and sponsored research agreements.

STRATEGIC CORPORATE RESEARCH PARTNERSHIPS
Senior leader: Marie Contou Carrere, Ph.D., Research Advisor for Industry Partners

In close collaboration with the Office of Corporate and Foundations Relations, the Office of Research leads the university corporate research engagement effort to support the university’s overall corporate engagement strategy.
- Collaborate with academic and administrative leadership to develop and implement strategies to foster industry-university research partnerships to advance Rice University’s priorities

ENVIRONMENTAL HEALTH & SAFETY (EHS)
safety.rice.edu
Contact: Kathryn Cavender, Director

Rice’s Environmental Health and Safety (EHS) department provides support to the Rice community in the areas of chemical, biological, radiological, general laboratory and fire safety. The department also works with local, state and federal agencies to ensure compliance with government codes and policies and assure everyone that Rice University is a safe place to work and study.

Researchers must attend training prior to working in the laboratory or before working with biological or radiological materials or equipment. EHS staff offers training on a monthly basis and sign up is available on the safety website and through Canvas.

RESEARCH DATA MANAGEMENT SERVICES
researchdata.rice.edu
Contact: Lisa Spiro, Executive Director

The Rice research data management team assist faculty, students and staff with writing a data management plan, provides guidance for how best to organize research data, and where to store or how to share it.

Services include:
- Consultation, including creating a data management plan, describing and organizing data, and storing and sharing data
- Training, including developing data management plans
- Access to resources such as a platform for sharing and preserving publications and small-to-medium datasets

OFFICE OF CORPORATE & FOUNDATION RELATIONS (OCFR)
ocfr.rice.edu
Senior Leader: Katie Cervenka, Assistant Vice President, Corporate and Foundation Relations

The Office of Corporate and Foundation Relations (OCFR) manages all corporate and foundation partnerships on behalf of Rice University and works
regularly with the president, provost, deans and faculty members on key projects. The office is formally part of the Development and Alumni Relations (DAR) division at Rice, but works closely with the Office of Research.

- Holds monthly open houses for faculty
- Circulates a quarterly newsletter to faculty
- Assists faculty in identifying potential sources of funds for projects
- Assists faculty in editing or writing letters of inquiry and/or proposals
- Provides stewardship guidance to faculty on current grants
- Coordinates site visits to campus by foundations and companies
- Provides background to faculty on Rice's relationship with private, institutional funders
- Manages, with the Office of Research, the Presidential Partners program for key companies

RESEARCH AND COST ACCOUNTING (RCA)
professor.rice.edu/professor/research_and_cost_accounting.asp
Senior Leader: Brad Fralic, Associate Vice President and University Controller
Contact: Claudia Murray, Research Accountant III

Research and cost accounting (RCA) acts as the liaison between principal investigators, department administrators, finance and administration and sponsoring agencies to facilitate the expenditures of research projects. Primary responsibilities include setting up awards in the financial system (Banner), assigning fund numbers, reviewing expenditures, monitoring compliance, preparing financial reports and invoices, coordinating audit reviews, and closing out awards and funds. Additional responsibilities include the preparation of the F&A proposal and negotiation, the fringe benefit proposal and negotiation, reports on cost sharing expenses, reports on service center activities and the management of the effort reporting process.

Award Setup:
- Review proposal and award documentation, budget verification and agency guidelines to ensure administrative and financial compliance with sponsored and institutional requirements

Award Administration:
- Monitor sponsored projects transactions, as required, to comply with sponsoring agency and institutional guidelines

Billing and Collections:
- Prepare and submit invoices
- Secure billing support, data entry and reconciliation of billing files to monthly financial report
- Post payments and expedite payment of delinquent invoices

Financial Reporting
- Prepare financial reports as required by internal and external clients by applying accounting principles to the analysis of sponsored projects revenues and expenditures
- Provide updates to policy, procedures and regulations at administrators' meetings

OFFICE OF FACULTY DEVELOPMENT (OFD)
ofd.rice.edu
Senior Leader: Louma Ghandour, Director

The Office of Faculty Development’s (OFD) mission is to identify and effectively respond to faculty needs and concerns as they evolve. The OFD has developed a framework that creates and sustains specific activities and processes that support faculty success and continually and actively engages faculty and the Faculty Senate by encouraging exploration of hard questions and promoting a diversity of conversations.

Programs include:
- Search committee training and faculty recruiting programs
- Informal affinity group lunches for women faculty and faculty of color
- Sessions for department chairs
- Mentoring programs for assistant and associate professors
- Writing retreats
- Promotion and tenure discussion sessions
- Public scholarship programs
- Online webinars
- Climate studies
A Guide to Rice Research Policies
professor.rice.edu/professor/Policies.asp

GRANT POLICIES

Policy for the Submission and Administration of Sponsored Projects
professor.rice.edu/uploadedFiles/Professor/Independent_Pages/Policies/Policy301.pdf

The purpose of this policy is to establish requirements and provide guidance for principal investigators, department and program chairs, project leaders and deans in the submission and administration of sponsored research or other externally funded scholarly projects. All requests for funding (e.g., proposal, assistance, application, cooperative agreement, consortium agreement, letter, etc.), whether electronic or not, seeking external support for research and other sponsored projects must be submitted to the Office of Sponsored Projects and Research Compliance (SPARC) for review and approval at least five (5) business days prior to submission to external sponsors.

Issuing and Monitoring Sub-awards and Subcontracts
professor.rice.edu/uploadedFiles/Professor/Independent_Pages/Policies/Policy307_Subrecipient_Monitoring.pdf

This policy and related procedures apply to all sub-recipients funded from sponsored projects including those funded from both federal and nonfederal sources. Sponsored research and other sponsored endeavors often depend on collaborative activities among faculty from different institutions. When a Rice principal investigator (PI) determines that collaborations with investigators from other institutions are necessary to complete the scope of work, such collaborations are specified in the proposal.

Research Data Management
professor.rice.edu/uploadedFiles/Professor/Independent_Pages/Policies/Policy308_ResearchManagement.pdf

This policy pertains to research data, also referred to as research records. While the meaning of the term research data can vary from field to field, research data is broadly defined as information recorded or produced in any form or media during the course of a research investigation.

AWARD ADMINISTRATION POLICIES

Cost Transfers
professor.rice.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=5560&libID=1142

Each principal investigator (PI) is responsible for ensuring that charges made to a particular sponsored project fund are allowed by the funding source and are directly related to the project or activity supported by that fund. The PI should carefully consider whether an expense is an allowable, allocable, reasonable and consistent cost on a given fund before the expense is incurred. A cost transfer moves charges from one university fund to another.

Program Income
professor.rice.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=5561&libID=1143

Sponsored projects or programs may generate income as a result of activities conducted as part of the project or program. Program income is to be recorded and tracked in the university's accounting system and reported to the sponsor as required by sponsoring agency regulations. Principal investigators (PI) are required to identify and document program income from both federal and nonfederal sponsors in accordance with this policy and its related procedures.

Effort Reporting
professor.rice.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=5856&libID=1275

Rice University is required to comply with federal regulations regarding effort certification of individuals paid from, or contributing to, sponsored programs. Effort reporting is required of all individuals who are either paid from any sponsored projects (whether or not sponsored with federal funds) or who commit time as cost sharing to such sponsored projects. Individuals working as volunteers without compensation are exempt from effort reporting requirements.

Tuition Remission for Graduate Students
professor.rice.edu/professor/Tuition_Remission.asp

Rice University charges tuition remission on amounts paid to graduate students who provide services to the university as research assistants or teaching assistants as part of their enrollment at the university. This policy applies regardless of the funding source. Tuition remission is a mechanism to recover the cost to the university of providing tuition waivers to graduate students who provide services to the university as research assistants (RA) or teaching assistants (TA).

Cost Sharing
professor.rice.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=6454&libID=1320

It is the policy of Rice University to comply with sponsor requirements for cost sharing commitments, tracking and reporting agreed to by the university as part of accepting
sponsored project funds. Accordingly, cost sharing commitments to be undertaken by the university are proposed, reviewed and approved during the proposal review and submission process. The decision by the university to commit its resources toward cost sharing is based on institutional priorities and a determination that funds are available. Cost sharing has programmatic, administrative and financial consequences for the university and should be considered thoughtfully as these commitments may require significant or long-term obligations. Voluntary committed cost sharing from Rice University funds, above the level mandated/required by the sponsor for funding a project, is discouraged and will be approved only in the most exceptional circumstances.

**Salary Support Through Sponsored Projects**
professor.rice.edu/uploadedFiles/Professor/Independent_Pages/Policies/311.pdf

It is the policy of Rice University to comply with all federal and sponsoring agency regulations and agreements with sponsors of research relating to salary support under sponsored projects. Direct charges to sponsored projects must reflect effort expended during the project period and must be allowable per the terms and conditions of the award and within the available project budget.

**Research Equipment: Procurement, Management, Transfer and Disposition**
professor.rice.edu/WorkArea/linkit.aspx?LinkIdentifi er=id&ItemID=310&libID=179

The purchase of research equipment may be initiated only when the equipment is essential to a research project and is not already reasonably available and accessible elsewhere on campus. Rice University policy requires that all special purpose equipment be shared by investigators to the maximum extent possible, although this shared use must not, of course, interfere with regulations of the sponsors, the terms under which the equipment was acquired or work on a project for which the equipment was acquired.

**COMPLIANCE POLICIES**

**Conflict of Interest and Commitment for Faculty (Including Faculty Fellows and Investigators)**
professor.rice.edu/uploadedFiles/Professor/Independent_Pages/Policies/Policy_216_091013.pdf

Faculty members, faculty fellows and investigators (e.g., broadly referred to here as scholars) engaged in scholarship and research have ethical and legal responsibilities to ensure that their outside activities and interests do not present a conflict of interest (COI) with respect to their objectivity as scholars and researchers or a conflict of commitment (COC) with respect to their responsibilities at the university.

**Laboratory Safety Policy**
professor.rice.edu/uploadedFiles/Professor/Independent_Pages/Policies/LaboratorySafety.pdf

This policy pertains to laboratory safety, where “laboratory” is considered a discrete space where research, scholarly or educational activities take place using materials or equipment that can potentially pose a health or safety hazard (e.g., hazardous chemicals, lasers, compressed gases, liquid cryogens, high-powered electronic or mechanical tools and high-pressure devices, among others).

**Care and Humane Treatment of Animals Used in Research, Testing, Education and Training**
professor.rice.edu/uploadedFiles/Professor/Independent_Pages/Policies/HumaneTreatment.pdf

It is the policy of Rice University that animals used in research, testing, education and training deserve a compassionate caring environment. Animal abuse or neglect will not be tolerated. All activities involving vertebrate animals must have advanced written approval from the Rice University Institutional Animal Care and Use Committee (IACUC). It is the responsibility of the IACUC to oversee and routinely evaluate the animal care program. All research, testing, education and training activities involving animals will be in accordance with university policy and federal regulations and guidelines.

**Research Misconduct**
professor.rice.edu/uploadedFiles/Professor/Independent_Pages/Policies/Rice_University_Policy_324.pdf

This policy reaffirms the commitment of Rice University to the highest principles of integrity in all its research and scholarly activities, identifies general types of research misconduct, and establishes procedures for dealing with alleged research misconduct and for complying with the policies of federal sponsoring agencies, such as the Department of Health and Human Services (HHS), the Public Health Services (PHS) and National Science Foundation (NSF).

**Human Research Protection Policy**
professor.rice.edu/uploadedFiles/Professor/Independent_Pages/Policies/326.pdf

It is the policy of Rice University to protect the rights and safety of human participants involved in research and to comply with relevant ethical or legal standards related to human participants in research. The Human Research Protection Policy applies to all research activities involving human participants conducted by, or on behalf of, Rice University or using Rice University facilities or equipment, irrespective of funding source. All research involving human participants conducted by Rice faculty, staff, postdoctoral students or students or conducted in Rice facilities or on Rice property by those with joint appointment or visitor status,
shall be undertaken only after an institutional review board (IRB) has reviewed and approved the research.

INTELLECTUAL PROPERTY

Patent and Software Policies
professor.rice.edu/professor/Patent_and_Software_Policies.asp

The purpose of this document is to set forth the general policies and guidelines that define the rights and obligations of Rice University faculty, staff and students with regard to inventions and other intellectual property that result from their university activities. Rice University is dedicated to teaching, research and dissemination of all new knowledge generated within the university community. Thus, the basic goal of our policies that govern the disposition of intellectual property generated at Rice is to promote the progress of science and technology and to ensure that discoveries, inventions and creations generated by our faculty, staff and students are utilized in ways most likely to benefit the public. At the same time, it is recognized that the university must assist its faculty and other researchers in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protection available under United States laws governing patents, copyrights and trademarks.

Copyright Policy
professor.rice.edu/IndependentPage.aspx?id=2757

It is the intent of the university under this policy to foster the traditional freedoms of faculty members, staff researchers, and graduate and undergraduate students in matters of publication and dissemination of scholarly, educational and creative works, and to facilitate the academic interests of the university in the continuity of research and educational programs. To do so, this policy provides that faculty members, staff researchers, and graduate and undergraduate students own the copyrights to works they produce during their academic careers at the university, subject to limited contractual exceptions and, in certain circumstances, limited use rights. It is the further intent of the university under this policy to clarify that for those employees other than faculty members and staff researchers, the university owns the copyrights to works produced in the course and scope of their employment at the university.

DEPARTMENT SUPPORT

Departmental support is available to assist in the navigation of Rice processes, including systems access, procurement, hiring, proposal preparation and budget development. Departmental staff work as the liaison with central offices to ensure university adherence and facilitate procedures. It is important to first contact the departmental staff to help you navigate any administrative, academic, research, accounting and human resources needs you have.

› Meet with department chair and departmental administrator (DA) to discuss research portfolio, proposal submissions, proposal/project management plan as well as any lab renovations, hiring personnel and purchasing requests.

CONTACT — Department Administrator
SPONSORED PROJECTS
AND RESEARCH
COMPLIANCE (SPARC)

SPONSORED PROJECTS: Are you transferring sponsored projects to Rice University?

SPARC provides assistance in the development and submission of proposals and award acceptance to external sponsors and oversees all activities related to the ethical and legal aspects of research compliance. It is important to review the Rice research policies in regards to proposal submission and grant management procedures.

- Review University Policy 301
- Notify sponsor of project transfer
- Contact departmental research administrator
- Complete appropriate forms from transferring institutions
- NIH Awards: PHS-3734 (Relinquishing Statement) grants.nih.gov/grants/phs3734.pdf

CONTACT — Sponsored Projects, Proposal Specialist, sparc@rice.edu, sparc.rice.edu

CONCIERGE: Do you need assistance with proposal preparation and submission?

The SPARC Concierge Program provides pre-award services to assist faculty with the administrative process for developing and submitting proposals. The program provides a high level of support by experienced staff that ensures quality proposals are submitted while maintaining compliance with university and sponsor guidelines and reducing the administrative burden to faculty.

- The Concierge Program is a partnership between the principal investigator, department, school and central administration. Those interested in participating in the program should contact the concierge specialist.

CONTACT — Nichole Wood, Proposal Specialist, x4820, sparc.concierge@rice.edu, sparc.rice.edu/concierge

EXPORT CONTROL: Does your research involve the transfer of certain items, products or goods, technology or software to foreign countries that may be subject to U.S. export control laws and regulations?

Rice University faculty, staff and students engage in activities that may involve the export of certain items, products or goods, technology and software to foreign countries and, consequently, may be subject to U.S. export control laws and regulations.

- Review University Policy 301 (J) Export Controls
- If export control restrictions apply, Rice University must (a) apply for and obtain a government license and/or (b) implement a technology control plan.

CONFLICT OF INTEREST: Do you have a perceived, potential or actual financial conflict of interest?

A COI is a situation in which a scholar may be influenced by considerations of personal gain due to an existing or potential outside interest or activity. Such relationships may affect or might reasonably appear to affect his or her ability to make objective independent judgment in the pursuit of research results, scholarship or creative work. The purpose of all COI requirements is to preserve research objectivity and scientific integrity from being corrupted by personal gain and to protect human subjects.

- Review Policy 216: Management of the research and other outside interests and activities of faculty members, faculty fellows and investigators
- Complete COI training: coi.rice.edu/home and/or (b) implement a technology control plan.

CONTACT — Melissa Gambling, Associate Director, x3884, conflicts@rice.edu, compliance.rice.edu/coi

INSTITUTIONAL REVIEW BOARD: Does your research involve human subjects?

The Institutional Review Board (IRB) conducts review and approval of research that involves human participants. The IRB reviews research that involves living individuals (1) about whom “an investigator conducting research obtains data through intervention or interaction with the individual” or (2) which obtains “identifiable private information” (Title 45 CFR, Part 46.102(f)). Secondary data analysis of existing datasets where participants are individually identifiable should be reviewed by the IRB.

- Review University Policy 326
- Complete CITI training
- Provide a list of all IRB protocols that will be transferred
- Setup profile with Cayuse IRB upon login in the system
- Complete IRB protocol in Cayuse IRB, submission and approval of a protocol must be completed prior to working with human subjects.

CONTACT — Stephanie Thomas, IRB Compliance Administrator II, x3586, irb-io@rice.edu, compliance.rice.edu/irb
INSTITUTIONAL BIOSAFETY COMMITTEE: Does your research involve, recombinant DNA, RNAi, pathogens, human materials or other potentially infectious material or transgenic animals?

The IBC is responsible for reviewing projects that involve, but are not limited to, recombinant DNA, RNAi, pathogens, human materials and other potentially infectious material, as well as transgenic animals.

- Complete training:
  - General laboratory safety training
  - Biosafety and bloodborne pathogens training
  - If using animals, animal Biosafety CITI Program training
- Provide a list of all IBC protocols that will be transferred
- Setup profile with IRBNet by contacting the IBC office
- Complete IBC initial submission application located at https://rice.box.com/s/8bmsqccomo1ubvglq8x6u2310z67zk6y. Submission and approval of a protocol must be completed prior to initiating work.

CONTACT — Jackie Abendroth, IBC Compliance Administrator II, x2342, ibc@rice.edu, compliance.rice.edu/ibc

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE: Does your research involve animal subjects?

All project investigators and research staff handling and caring for animals are required to take the basic IACUC CITI training.

- Complete required CITI training, laboratory safety training, occupational health risk assessment document, animal resource facility training (for individuals handling animals)
- Setup profile with IRBNet upon login in the system
- Complete IACUC protocol in IRBNet, submission and approval of a protocol must be completed prior to working with animals

CONTACT — Jackie Abendroth, Compliance Administrator, x2342, iacuc@rice.edu/compliance, rice.edu/iacuc

ANIMAL RESOURCES FACILITIES: Will you be transferring animals to Rice University?

Rice University is registered as a research facility with the USDA (74-R-0031/1515), has a letter of assurance on file with PHS/OLAW (Assurance No. D16-00005 [Legacy No. A3010-01]), and is accredited with the Association for Assessment and Accreditation of Laboratory Animal Care, Intl (AAALAC No. 001676).

- Complete the interinstitutional importing animal health form
- Complete the facility access code request form
- Complete the facility card access request form

CONTACT — Kelly Campbell, ARF Manager, x3502, kelly.m.campbell@rice.edu, animalresource.blogs.rice.edu

OFFICE OF PROPOSAL DEVELOPMENT

Do you require editorial assistance for a research proposal?

Contact OPD to set up a meeting to learn about limited submissions, funding opportunities, proposal development support and education.

- Request funding opportunity search
- Inquire about proposal editing and review services
- Register for proposal development workshops

CONTACT — Phyllis McBride, Director, x2342, pmcbride@rice.edu, opd.rice.edu

FACILITIES ENGINEERING AND PLANNING
LAB MANAGEMENT: Will your lab require renovation or new construction?

The FE&P team provides engineering and project management services that support improvements and maintenance of campus infrastructure, further directing the architectural development of capital improvements as well as providing consultation on maintenance issues. The EHS team reviews plans for new and remodeled laboratory construction projects with FE&P, to ensure Rice University facilities continue to be a safe place to work and study.

- Request funding opportunity search
- Contact department chair or department administrator (DA) for approval and assistance with new lab construction and renovation projects
- If your research will require lab facilities, please contact the Facilities Engineering and Planning (FE&P) project management team to discuss new construction and renovation projects related to your research space
- Contact Environmental Health and Safety (EHS) to review plan and laboratory safety requirements

CONTACT — George Ristow, Assistant Director for Project Management, x5520, george.ristow@rice.edu, facilities.rice.edu

GENERAL LABORATORY SAFETY: Will you work in or oversee a research laboratory?

The laboratory safety group is responsible for the compliance of state and federal codes in the areas of biological, chemical, laser and radiation safety as well as waste disposal. This EHS team coordinates laboratory safety inspections of all laboratories on campus as well as provides general laboratory, biosafety, blood borne pathogens, radiation and laser safety training.

- Review University Policy 313 regarding lab safety
- Register for general laboratory safety training
- Create a laboratory safety plan

CONTACT — Noel Nguyen, CHMM, Senior Safety Specialist, x4444, nn6@rice.edu

ENVIRONMENTAL HEALTH AND SAFETY

The laboratory safety division of EHS is responsible for the compliance of state and federal codes in the areas of biological, chemical, laser and radiation safety as well as waste disposal. The EHS team coordinates laboratory safety inspections of all laboratories on campus as well as provides general laboratory, biosafety, blood borne pathogens, radiation and laser safety training. In addition, the EHS team reviews plans for new and remodeled laboratory construction projects with FE&P, to ensure Rice University facilities continue to be a safe place to work and study.

- Review University Policy 805

General and specialized training is required before working in Rice University laboratories. Substitution of training from other organizations or institutes is not accepted as formal training since operational guidelines, emergency procedures and waste management protocols are unique to Rice.

CONTACT — Kathryn Cavender, CSP, Director, x4444, cavender@rice.edu, safety.rice.edu

BIOLOGICAL SAFETY: Does your research involve the use of hazardous research materials such as biohazards, recombinant DNA, bloodborne pathogens, microbial waste, or special agents or toxins?

EHS provides support to the Rice Community in biological safety by setting guidelines for the handling of bloodborne pathogens, microbial waste, recombinant DNA and select agents and toxins. The department also works with local, state and federal agencies to ensure compliance with government codes and policies and assures everyone that Rice University is a safe place to work and study.

- Complete biosafety and bloodborne pathogen course
- Bloodborne pathogen exposure plan (if applicable)
- Create biological spill response plan (if applicable)

CONTACT — Petko Ivanov, RPB Biosafety Specialist, x4444, pl3@rice.edu

LASER SAFETY: Do you use class 3B or 4 laser sources?

EHS will assist departments and personnel in complying with regulations by performing routine laboratory inspections, hazard evaluations, assisting the laser safety officer with implementing safety policies and responding to emergency situations.

- Registration with the department laser safety officer
- Complete laser safety course
RADIATION SAFETY: Does your research involve radioactive materials?

Any principle investigator using radioactive material or sources is required to register with the Rice University radiation safety officer prior to work commencing. EHS controls a license from the Texas Department of State Health Services. EHS will assist departments and personnel in complying with regulations by performing routine laboratory inspections, advising RAM users on radiation safety and regulatory compliance issues, implementing radiation safety policies, and responding to emergency situations.

- Register with the departmental radiation safety officer
- Complete radiation safety course
- Complete radiation safety checklist

CONTACT — Chris Mize, CSP Radiation Safety Officer, x4444, cmize@rice.edu

CHEMICAL SAFETY: Does your research involve any hazardous materials?

EHS provides support to the Rice community in chemical safety by setting guidelines for hazardous chemicals, chemical spills and facility design. Any laboratory using any hazardous chemicals must develop a chemical hygiene plan (CHP) that is specific to the laboratory’s operation and scope of research.

- Complete chemical hygiene plan

CONTACT — Julie King, Ph.D., CSP, Chemical Safety Specialist, x4444, jbk3@rice.edu

PROCUREMENT

EQUIPMENT: Will you be transferring equipment to Rice?

When an incoming professor transfers equipment from his/her previous university, these actions are required. The purpose of the property control registration (PCR) form is to document the purchase of equipment and to collect important information related to the equipment’s identification and control. Providing all documentation regarding the equipment allows property accounting to determine whether the items meet Rice’s capitalization threshold. If documentation of the original purchasing information is not available, this information (based on the transferring institution’s records) must be provided on the transferred property form. In this case, the property accounting office or other authorized official of the transferring institution must sign the form.

- Review University Policy 331-03
- Complete the transferred property form (PDF or Excel) and send it to property accounting in the Controller’s Office with the required documentation
- Complete a property control registration form (PDF) for each piece of equipment
- Provide documentation of original acquisition date and cost of each piece of equipment
- If any of these items are part of a fabrication that is new to Rice, complete a fabrication form
- Provide a copy of the approval to transfer equipment from previous institution
- If the previous institution is being paid as a condition of this transfer, provide a copy of the agreement, or a written description of the agreement, and the current status of payments

CONTACT — Brian Soika, Procurement Director, x4726, directorprocurement@rice.edu, buy.rice.edu

OFFICE TECHNOLOGY TRANSFER

INTELLECTUAL PROPERTY: Has your research created new ideas that need to be protected?

To facilitate the timely review and processing of your invention disclosure, all sections of the invention disclosure form must be completed. The completed disclosure, signed by each contributing inventor, should be submitted to the Office of Technology Transfer. A
Disclosure should never be submitted to a licensing officer only as his/her absence from the office could result in a delay in processing and even loss of certain patent rights.

- Review University Policy 333
- If your research could possibly lead to a patentable invention, please complete the invention disclosure form

CONTACT — Ananya Bhattacharya, Intellectual Property Manager, x6272, ananya.bhattacharya@rice.edu

MATERIALS TRANSFER: Will you be transferring research materials to or from Rice?

To help us expedite processing of your MTA, please completely fill out the MTA routing form. Anything unusual about the material or the agreement should be noted. Be sure to provide contact information for the provider and recipient. You may route the form and the MTA to us for electronic review via e-mail.

Generally, we are able to finalize MTAs from nonprofit entities faster than MTAs from for-profit entities, because for-profit agreements often contain more terms that require negotiations. For each MTA, our office must check that the terms of agreement are consistent with university policy, compliance regulations are adhered to and any conflicts of interest are managed before the agreement takes effect.

- Review University Policy 301(K) Transfer of Materials
- Complete an incoming submittal form
- Attach a copy of the Material Transfer Agreement (MTA)
- If you will be exchanging any biological materials please use the Uniform Biological Material Transfer Agreement (UBMTA)

CONTACT — Nicole Corali, Industrial Contract Specialist, x8146, mta@rice.edu, ottrice.edu

NONDISCLOSURE: Will your research include confidential information?

Rice’s Office of Technology Transfer (OTT) handles the negotiation of confidentiality agreements related to university research, and only authorized signatories may sign these agreements on behalf of Rice. Rice researchers, however, are asked to acknowledge the terms and conditions of the agreement with their signature. Although OTT works with Rice’s General Counsel office to review nonstandard issues in confidentiality agreements, the process of establishing a confidentiality agreement with a potential collaborator is initiated by contacting OTT.

- Complete the confidentiality agreement request form
- Provide the following information:
  - The purpose of the discussion (e.g., possible research collaboration, potential technology licensing)
  - The nature of the exchange (e.g., one-way or two-way exchange of confidential information)
  - The Rice technology to be disclosed
  - The appropriate contact information of other party
  - The length of time during which you want to engage the other party in discussion of confidential information
  - The lead time before confidential discussions are expected

CONTACT — Nicole Corali, Industrial Contract Specialist, x8146, nc35@rice.edu, ottrice.edu

SHARED EQUIPMENT AUTHORITY

Shared Equipment Authority (SEA) oversees a wide array of sophisticated research instruments and provides access to superb experimental facilities for the greater Rice community. We offer training and support on more than 100 instruments, some fee-for-service, and expert scientific collaboration and consultation services made affordable through centralized administration.

- Register with facility online manager (FOM)
- Complete SEA internal user information sheet
- Complete SEA internal user agreement
- Request training in FOM

CONTACT — Meri Dix, Accountant, x8233, meri.c.dix@rice.edu, sea.rice.edu
EFFORT CERTIFICATION

Effort reporting is required of all individuals who are either paid from any sponsored projects (whether or not sponsored with federal funds) or who commit time as cost sharing to such sponsored projects. Individuals working as volunteers without compensation are exempt from effort reporting requirements.

- Review University Policy 304 regarding effort certification and reporting
- Complete CITI effort certification training

CONTACT — Brad Fralic, AVP & University Controller, x4927, bradley.w.fralic@rice.edu, people.rice.edu

RESEARCH AND COST ACCOUNTING (RCA)

Research and Cost Accounting (RCA) supports the post award aspects of research administration and works with investigators setting up awards in the Banner system, assigning fund numbers, reviewing expenditures and monitoring compliance, preparing financial reports and invoices, coordinating audit reviews, and closing out awards and funds. Additionally, RCA provides reports on cost sharing expenses, reports on service center activities and the management of the effort reporting process.

- Review University Policy 301
- Review University Policy 302
- To set up an incoming award requires (1) the award documents, including all exhibits and attachments, and (2) the proposal documents, which include Rice's review and approval Form (R&A), the proposal budget, the budget narrative, the abstract/proposal summary/statement and the cost sharing budget (if applicable)

CONTACT — x2760, rchacctg@rice.edu

CORPORATE RELATIONS

Are you interested in collaborating with corporations to advance your research area?

Contact the Office of Corporate and Foundations Relations and the Office of Research to learn about our current corporate portfolio.

- Inquire about the Presidential Partners program
- Strategy aligned with your research interests

CONTACT - Leah Aschmann, Associate Director, Corporate Relations, x4361, leah.aschmann@rice.edu

HUMAN RESOURCES

To coordinate proposed job postings for research staff, the recruitment team offers consultant-type services and provides assistance in navigating the hiring process and identifying and hiring the best applicants. It is also important to work with departmental staff for hiring support.

- Review University Policy 304 regarding effort certification and reporting
- Complete CITI effort certification training

CONTACT — x2514, people@rice.edu

OFFICE OF CORPORATE & FOUNDATIONS RELATIONS

Will you be working with a corporate or foundation partner?

The Office of Corporate and Foundation Relations (OCFR) manages all corporate and foundation partnerships on behalf of Rice University.

- Attend OCFR open house: The first Friday of each month, OCFR holds open houses from 9 to 11 a.m.

CONTACT — x2514, people@rice.edu
# Research Faculty Training Checklist

Below is a list of all the training for research faculty at Rice. For many research administrative processes training is required prior to approval or processing. Therefore it is recommended that PI and all research staff complete training before beginning the submission process for protocols or proposals application including but not limited to compliance committees and proposal routing.

<table>
<thead>
<tr>
<th>TRAINING TOPIC</th>
<th>RESPONSIBLE OFFICE</th>
<th>LINK TO TRAINING RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Conduct of Research</td>
<td>Sponsored Projects and Research Compliance</td>
<td>compliance.rice.edu/rcr/citi-training</td>
</tr>
<tr>
<td>Applies to all faculty who conduct research</td>
<td></td>
<td></td>
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<tr>
<td>Financial Conflicts of Interest (COI)</td>
<td>Sponsored Projects and Research Compliance</td>
<td>coi.rice.edu/home</td>
</tr>
<tr>
<td>Applies to anyone who receives sponsored research funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Laboratory Safety</td>
<td>Environmental Health &amp; Safety</td>
<td>safety.rice.edu/Training/Safety_Training_Schedule</td>
</tr>
<tr>
<td>Applies to anyone working in a laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effort Reporting</td>
<td>Controller’s Office</td>
<td>professor.rice.edu/.../Effort%20Certification%20Training.pdf</td>
</tr>
<tr>
<td>Applies to all administrative staff who support PI’s in the certification process, and for all first-time PI’s. Other faculty are strongly encouraged to take at least once</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Care and Use</td>
<td>Sponsored Projects and Research Compliance</td>
<td>compliance.rice.edu/iacuc/researchers/training</td>
</tr>
<tr>
<td>Applies to anyone involved in research involving living vertebrate animals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Subjects Research</td>
<td>Sponsored Projects and Research Compliance</td>
<td>compliance.rice.edu/irb/researchers/training</td>
</tr>
<tr>
<td>Applies to anyone involved in research involving human subjects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recombinant DNA or synthetic nucleic acid molecules</td>
<td>Sponsored Projects and Research Compliance</td>
<td>compliance.rice.edu/ibc/researchers/training</td>
</tr>
<tr>
<td>Applies to anyone involved in research involving recombinant DNA or synthetic nucleic acid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biosafety and Blood borne Pathogens Safety</td>
<td>Environmental Health &amp; Safety</td>
<td>safety.rice.edu/Training/Safety_Training_Schedule</td>
</tr>
<tr>
<td>Applies to anyone who may come into contact with blood or bodily fluid or work with Biosafety Level 2 materials</td>
<td></td>
<td></td>
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<tr>
<td>Phlebotomy/Blood draw Safety</td>
<td>Environmental Health &amp; Safety</td>
<td>safety.rice.edu/Training/Safety_Training_Schedule</td>
</tr>
<tr>
<td>Applies to anyone who conducts blood draws for human subject studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiation Safety</td>
<td>Environmental Health &amp; Safety</td>
<td>safety.rice.edu/Training/Safety_Training_Schedule</td>
</tr>
<tr>
<td>Applies to anyone who uses radioactive material, (certain levels do not apply)</td>
<td></td>
<td></td>
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<tr>
<td>Laser Safety</td>
<td>Environmental Health &amp; Safety</td>
<td>safety.rice.edu/Laser/Laser_Safety</td>
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<tr>
<td>Applies to anyone who is in the lab with using Class II or higher or any X-Ray producing devices</td>
<td></td>
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<tr>
<td>Export Control</td>
<td>Sponsored Projects and Research Compliance</td>
<td>compliance.rice.edu/export-control/training-resources</td>
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<tr>
<td>Applies to individuals on grants/contracts with publication restrictions or other controls</td>
<td></td>
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</tr>
<tr>
<td>Research Administration Software</td>
<td>Electronic Research Administration</td>
<td>cayuse.rice.edu/training</td>
</tr>
<tr>
<td>For all researchers who will submit proposals and protocols</td>
<td></td>
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</tbody>
</table>

Other trainings may be required if such training is necessary or prudent to ensure safety or compliance as identified by supervisors or university representatives responsible for safety and compliance. For more information on training for areas outside of research related topics, please visit rucompliance.rice.edu/training.aspx.
<table>
<thead>
<tr>
<th>RESEARCH SERVICE</th>
<th>CONTACT</th>
<th>EMAIL</th>
<th>EXT.</th>
</tr>
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<tbody>
<tr>
<td>Animal Resource Facilities</td>
<td>Kelly Campbell</td>
<td><a href="mailto:KellyC@rice.edu">KellyC@rice.edu</a></td>
<td>3502</td>
</tr>
<tr>
<td>Animal Use/IACUC Committee</td>
<td>Jackie Abendroth</td>
<td><a href="mailto:iacuc@rice.edu">iacuc@rice.edu</a></td>
<td>2342</td>
</tr>
<tr>
<td>Award Management</td>
<td>Research &amp; Cost Accounting</td>
<td><a href="mailto:rchacctg@rice.edu">rchacctg@rice.edu</a></td>
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<tr>
<td>Award Receipt</td>
<td>Aaron Parvis</td>
<td><a href="mailto:sparc@rice.edu">sparc@rice.edu</a></td>
<td>5584</td>
</tr>
<tr>
<td>Biosafety</td>
<td>Petko Ivanov</td>
<td><a href="mailto:petko.ivanov@rice.edu">petko.ivanov@rice.edu</a></td>
<td>8801</td>
</tr>
<tr>
<td>Center Development</td>
<td>Carlos Garcia</td>
<td><a href="mailto:chemcar@rice.edu">chemcar@rice.edu</a></td>
<td>6215</td>
</tr>
<tr>
<td>Chemicals</td>
<td>Julie King</td>
<td><a href="mailto:julie.b.king@rice.edu">julie.b.king@rice.edu</a></td>
<td>4444</td>
</tr>
<tr>
<td>Concierge Services (proposal preparation)</td>
<td>Nichole Wood</td>
<td><a href="mailto:sparc.concierge@rice.edu">sparc.concierge@rice.edu</a></td>
<td>4589</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Melissa Gambling</td>
<td><a href="mailto:conflicts@rice.edu">conflicts@rice.edu</a></td>
<td>3884</td>
</tr>
<tr>
<td>Contracts: Federal</td>
<td>Heidi Thornton</td>
<td><a href="mailto:heidi@rice.edu">heidi@rice.edu</a></td>
<td>6204</td>
</tr>
<tr>
<td>Contracts: Industry</td>
<td>Nicole Corali Rogers</td>
<td><a href="mailto:nicole.corali@rice.edu">nicole.corali@rice.edu</a></td>
<td>8146</td>
</tr>
<tr>
<td>Corporate Relations</td>
<td>Marie Contou-Carrere</td>
<td><a href="mailto:mncc@rice.edu">mncc@rice.edu</a></td>
<td>3872</td>
</tr>
<tr>
<td>Export Controls</td>
<td>Melissa Gambling</td>
<td><a href="mailto:mgambling@rice.edu">mgambling@rice.edu</a></td>
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</tr>
<tr>
<td>Facilities, Engineering &amp; Planning</td>
<td>George Ristow</td>
<td><a href="mailto:george.ristow@rice.edu">george.ristow@rice.edu</a></td>
<td>5408</td>
</tr>
<tr>
<td>Facilities Service Center (work order ticket)</td>
<td><a href="mailto:fsc@rice.edu">fsc@rice.edu</a></td>
<td></td>
<td>2485</td>
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<tr>
<td>Faculty Development</td>
<td>Louma Ghandour</td>
<td><a href="mailto:louma@rice.edu">louma@rice.edu</a></td>
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</tr>
<tr>
<td>Fire Safety</td>
<td>Jeff Coleman</td>
<td><a href="mailto:jsc3@rice.edu">jsc3@rice.edu</a></td>
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<tr>
<td>Foundations</td>
<td>Margaret Guerrero</td>
<td><a href="mailto:margaret.guerrero@rice.edu">margaret.guerrero@rice.edu</a></td>
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<tr>
<td>Find Funding Information</td>
<td>Phyllis McBride</td>
<td><a href="mailto:phyllis.mcbride@rice.edu">phyllis.mcbride@rice.edu</a></td>
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<td>Gifts</td>
<td>Elizabeth Castillo</td>
<td><a href="mailto:ecastillo@rice.edu">ecastillo@rice.edu</a></td>
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<td>Hazardous Materials</td>
<td>Noel Nguyen</td>
<td><a href="mailto:nn6@rice.edu">nn6@rice.edu</a></td>
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<tr>
<td>Human Subjects/IRB Committee</td>
<td>Stephanie Thomas</td>
<td><a href="mailto:stephanie.d.thomas@rice.edu">stephanie.d.thomas@rice.edu</a></td>
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<td>IBC Committee</td>
<td>Jackie Abendroth</td>
<td><a href="mailto:ibc@rice.edu">ibc@rice.edu</a></td>
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<tr>
<td>Information Technology Help Desk</td>
<td></td>
<td><a href="mailto:helpdesk@rice.edu">helpdesk@rice.edu</a></td>
<td>4357</td>
</tr>
<tr>
<td>Intellectual Property</td>
<td>Ananya Bhattacharya</td>
<td><a href="mailto:ananya.bhattacharya@rice.edu">ananya.bhattacharya@rice.edu</a></td>
<td>6272</td>
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<tr>
<td>Laboratory Safety</td>
<td>Kathryn Cavender</td>
<td><a href="mailto:safety@rice.edu">safety@rice.edu</a></td>
<td>4444</td>
</tr>
<tr>
<td>Licensing: Biological Sciences</td>
<td>Andrew Castillo</td>
<td><a href="mailto:andrew.castillo@rice.edu">andrew.castillo@rice.edu</a></td>
<td>2838</td>
</tr>
<tr>
<td>Licensing: Physical Sciences</td>
<td>Neha Malik</td>
<td><a href="mailto:neha.malik@rice.edu">neha.malik@rice.edu</a></td>
<td>4106</td>
</tr>
<tr>
<td>Media Relations</td>
<td>Doug Miller</td>
<td><a href="mailto:doug.miller@rice.edu">doug.miller@rice.edu</a></td>
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<tr>
<td>Proposal Development</td>
<td>Phyllis McBride</td>
<td><a href="mailto:phyllis.mcbride@rice.edu">phyllis.mcbride@rice.edu</a></td>
<td>4436</td>
</tr>
<tr>
<td>Proposal Submission (sponsored projects office)</td>
<td>Aaron Parvis</td>
<td><a href="mailto:sparc@rice.edu">sparc@rice.edu</a></td>
<td>5584</td>
</tr>
<tr>
<td>Radiation Safety</td>
<td>Chris Mize</td>
<td><a href="mailto:cmize@rice.edu">cmize@rice.edu</a></td>
<td>4444</td>
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<tr>
<td>Research Data Management</td>
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<td><a href="mailto:researchdata@rice.edu">researchdata@rice.edu</a></td>
<td>2480</td>
</tr>
<tr>
<td>Research Equipment</td>
<td>Meri Dix</td>
<td><a href="mailto:meri.c.dix@rice.edu">meri.c.dix@rice.edu</a></td>
<td>8233</td>
</tr>
<tr>
<td>Research Integrity</td>
<td>William Turner</td>
<td><a href="mailto:william.turner@rice.edu">william.turner@rice.edu</a></td>
<td>6071</td>
</tr>
<tr>
<td>Research Policies</td>
<td>Krystal Toups</td>
<td><a href="mailto:krystal.toups@rice.edu">krystal.toups@rice.edu</a></td>
<td>6200</td>
</tr>
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<td>Subcontract Agreements</td>
<td>Heidi Thornton</td>
<td><a href="mailto:subawards@rice.edu">subawards@rice.edu</a></td>
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</tr>
<tr>
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