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New Goals Established for Buffalo State's Human Subject Protection Program

By Linda Dubrawsky, Associate Director of Finance and Grants Management



Over the last several months, Buffalo State College has made some significant changes in its Human Subject

Protection Program. At the beginning of this fiscal year Buffalo State moved from the Multiple Project Assurance (MPA) it previously had on file with the Office of Human Research Protections (OHRP), to the now mandated Federal Wide Assurance (FWA). As a result, we had to engage in a new registration process for our Institutional Review Board (IRB), and the newly appointed IRB members are energized and committed. In addition, the College has instituted new training programs for all individuals who deal with research that involves human subjects. Consequently, higher standards have been established for faculty and student research projects on campus. In the coming year, under the guid-

ance of our new IRB Chair, Dr. Gary W. Jones, the institution is committed to further enhancing the Human Subject Protection Program by expanding these goals. Buffalo State is dedicated to insuring that our newly formed IRB members are adequately trained and provided with the necessary institutional support. Compliance is now a line item in the Research Foundation budget, and the Office of Academic Affairs has allocated \$15,000 in funding for FY 2005. In addition, the Research Foundation has received funds from the National Institute of Health (NIH) which will be used to further augment the College's Human Subject Protection Program. The challenges over the next few months include revising policy and procedures to insure that they remain current and that they are consistent with the changing federal requirements and agency regulations. The IRB and the Research Foundation are currently looking at ways to expand and enhance the training

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From the Director



Ted Turkle

I am pleased to introduce the first issue of RFP, our new quarterly publication, designed to keep the Buffalo State

community informed of the latest programs and activities of the Research Foundation of SUNY at Buffalo State. This newsletter, available both online and in print, will also provide information on current sponsored programs as well as updates on deadlines and changes to RF policies and procedures. Additional information on our services and publications can be found at the Research Foundation website at www.rf.buffalostate.edu.

The Research Foundation at Buffalo State received the Outstanding Service Award from the Buffalo State Small Business Development Center at the Center's 20th

Anniversary Celebration on January 13, 2005. The Center cited the Research Foundation's extraordinary assistance in helping the SBDC achieve its fiscal and management goals. SBDC Director, Susan A. McCartney, presented the award to Linda Dubrawsky, Associate Director for Finance and Grants Management, stating, "The Research Foundation has presented us with excellent service. They are our fiscal managers and human resource experts. On behalf of our entire staff, we appreciate the exceptional service the entire team at the Research Foundation has provided the SBDC."

Our staff members are particularly proud of this award because it indicates that we are achieving one of our goals, which is providing quality service to our Buffalo State constituents. We are first and foremost a service organization providing

support to all Buffalo State faculty and administration in: identifying funding sources; assisting in proposal preparation including writing, editing, and budget preparation; providing grants management services, including managing all human resources services and providing purchasing services. We are here to increase research and sponsored programs initiatives at the College, and to provide assistance and support to all phases of research and grant development.

We are excited about a number of new initiatives currently underway in our office, including the document imaging effort detailed in this issue of the newsletter, the newly funded and reorganized Institutional Review Board (IRB) and the Institutional Animal Care Committee, and the development of a Sponsored Program Administrators Certificate Program. ■



Linda Dubrawsky, Associate Director of Finance and Grant Management, accepting the Outstanding Service Award on behalf of the Research Foundation at the Buffalo State Small Business Development Center 20th Anniversary Celebration, January 13, 2005

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Programs to insure safeguards against untrained staff working on research projects that involve human subjects. We are also looking at implementing a campus continuing education and recertification program. Another objective is the implementation of a new student research policy that assures human subject protections and exposes student researchers to the IRB process without adding an undue

Kudos

Mr. Terence McDonald, co-director, Center for the Application of Drama to Education and Technology (CADET), and Ms. Lorena McDonald, computer teacher, and co-director CADET, received the Excellence for the Greater Good Award from the Research Foundation of SUNY at the Foundation's annual recognition dinner on November 4, 2004. They were recognized with the Promising Inventors Award (First Time Invention Disclosures) for Ivan and Alexis: The Journey of Teen Parents

— an interactive video teaching tool that examines teen parenthood from a first-hand perspective.

Dr. Harish Sikka, Research Director, Environmental Toxicology and Chemistry Lab, received the SUNY Chancellor's Award for Excellence in Scholarship and Creative Activities. An internationally acclaimed scholar in the field of environmental toxicology, Sikka is noted as a prolific researcher whose work has far-reaching impact in diverse fields, including medicine, biology, public health, and chemistry. He has published more than 50 peer-reviewed articles, and served on the editorial boards of

two noted journals. In addition, Sikka has secured 26 grants totaling more than \$7 million. These include prestigious, highly competitive awards from agencies such as the Environmental Protection Agency, the National Cancer Institute, and the U.S. Army Corps of Engineers. Sikka's research has focused on three main themes: chemical carcinogenesis, microbial degradation of environmental pollutants, and disposition and metabolism of environmental contaminants in rodents and fish. Much of his work, concentrating on common chemicals found in the Great Lakes basin, is extremely relevant to New York State and bears global significance as well. ■

E.H. Butler Library Receives \$15,000 in Support

For 2004-2005 the Research Foundation Office of Sponsored Programs at Buffalo State allocated to the E. H. Butler Library \$15,000 to support the research needs of faculty and staff. New research directions may require materials that would not be used by students but are critical to the success of faculty

and staff research. These materials are frequently expensive to purchase or borrow. The current library collection development policy channels the library budget to support the curriculum. Since 1998 SUNY college libraries' budgets have increased on average 6%; E.H. Butler Library materials budget has

decreased 5%. During the same time period, inflation has driven the cost of library materials up by more than 20%. This fund allows the library to support faculty and staff research needs without diminishing ongoing library support of the curriculum. ■

Institutional Review Board Members

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administrative burden on faculty mentors.

In establishing these goals, the College's Institutional Review Board demonstrates the institution's continuing commitment to the safety of all human research subjects participating in research projects campus wide. ■

Linda Dubrawsky, M.S., Ex-Officio

Associate Director of Finance and Grants Management, Research Foundation

George Hole, Ph.D.

Chair and Distinguished Teaching Professor, Philosophy

Gary W Jones, Ph.D., Chair

Chair and Associate Professor, Speech-Language Pathology

Tammy Kresge, M.S.

Alcohol and Other Drugs Prev. Coord., Weigel Health Center

Jill Norvilitis, Ph.D.

Associate Professor, Psychology

Lori Quigley, Ph.D.

Assistant Professor, Elementary Education and Reading

Brian Same, M.D.

Buffalo Otolaryngology

Ron Stewart, Ph.D.

Associate Professor, Sociology

Ted Turkle, M.A., Ex-Officio

Director of Research Administration and Services, Research Foundation

Research Foundation Improving Records Management through Document Imaging

By Susan Maerz, Accounts Receivable Manager



Let's face it. Records management can be one of the most daunting challenges for any workplace. Combine the need for a well organized storage and retrieval system with compliance, audit and security concerns, and the task may quickly become overwhelming. Add in the high cost of storage space and hours spent in file management, and the challenge becomes an imperative.

As the office of record for sponsored programs at Buffalo State College, The Research Foundation Office of Sponsored Programs has faced the challenge head on and purchased an imaging system capable of meeting all of our document storage needs. After closely reviewing several different systems, the winning choice was Legato's content management software, ApplicationXtender, which provides imaging and indexing functionality in a secure Windows desktop environment.

The benefits of the new system are numerous. Now, all files are accessible at any desktop, provided the user has permission to view those documents. With user-level security controls built-in, ApplicationXtender supports compliance with HIPAA and other privacy regulations by limiting document access to individuals based upon defined-user permissions. In addition, multiple users can now have access to the same information at the same time, so no files ever leave their storage location or "go missing." Retrieval time is measurable in seconds, and with such quick and easy access to information, the need for replication of files for back-up purposes is diminished.

Electronic files, stored on a secure server, provide the basis for full recovery if information should be lost in a disaster. Whereas paper files would be unrecoverable, electronic data can be easily restored.

RF staff began implementing a three-phase approach to the new system last July. The Human Resources department was first, scanning all employment records into a cus-

tomized Human Resource application. The entire contents of seven file cabinets have been converted and indexing is nearly complete.

The second phase was the implementation of the Grants Management application. All active awards are now accessible electronically, allowing staff members to review budgets, annotate files and e-mail pages directly from the imaging system.

The final phase will be in Accounts Payable and Purchasing. The AP staff has worked at revamping Purchasing, Payment and Travel forms for use with AnyDoc, an optical character recognition software that will allow staff to scan forms directly into ApplicationXtender without the need for additional indexing. This automated indexing will significantly streamline the filing and retrieval times for AP staff.

Document imaging will give RF staff a means to better manage information, to better utilize their time and effort, and to provide better service in sponsored program management. ■

■

Scholarship Support Program Announced

Buffalo State College Office of Academic Affairs, the Office of Graduate Studies and Research, and the Research Foundation of SUNY at Buffalo State have collaborated to support the Scholarship Support Program, which will provide conceptual and technical support for Buffalo State faculty and staff engaging in research, publications, presentations, and other scholarly activities. The scope of services provided includes con-

ceptualization of scholarly ideas, project design, survey methodology, data management and analysis, statistical design, and program evaluation.

Services are provided through the Center for Health and Social Research. The SSP staff, under the direction of Center Director, Dr. William Wieczorek, will provide a wide range of conceptual and technical services. In addition, when a project

requires specialized expertise, on- and off-campus consultants will be utilized.

Faculty and staff with concepts and ideas at any stage of development are encouraged to contact the SSP. To obtain services from the Scholarship Support Program, contact the Center for Health and Social Research at 716-878-6137. ■

Recent New Awards

New awards during the period 7/1/04-12/31/04

ART CONSERVATION

Christopher Tahk, Graduate Training Program for Conservators of Material Culture Collections, National Endowment for the Humanities, \$221,000

BIOLOGY

Amy McMillan, Allegheny Hellbenderr Survey, NYS Department of Environmental Conservation, \$15,456
Edward Standora, Allegheny Spotted Turtle Minor, NYS Department of Environmental Conservation, \$11,546

CENTER FOR DEVELOPMENT OF HUMAN SERVICES

Robert Spaner, Erie County 2004-2005 Components 1 & 2, Erie County Department of Social Services, \$510,639
Robert Spaner, Erie County 2004-2005 Components 3 & 4, Erie County Department of Social Services, \$939,622
Robert Spaner, Long-Term Care Restructuring Initiative, NYS Office of Children and Family Services, \$12,261,922

CENTER FOR EXCELLENCE IN URBAN RURAL EDUCATION

Diane Truscott, Evaluation of Salamanca Title II Grant, Salamanca City School District, \$14,630
Diane Truscott, Westminster Community School-After School Program-Westminster Community Charter School, \$51,484
Tom Giambrone, TLQP 2004-2005, NYS Education Department, \$257,847

CENTER FOR HEALTH AND SOCIAL RESEARCH

William Wieczorek, Integrated Approaches to Planning Substance Abuse Treatment, WNY United Against Drug and Alcohol Abuse Inc., \$46,200
William Wieczorek, CEASE Study-RP8, Health Research, Inc., \$10,327
William Wieczorek, Evaluation of Eight-Week Giveaway Program-RP7, Health Research, Inc. \$20,000

CONTINUING EDUCATION

Margaret Shaw-Burnett, Financial Literacy, JP Morgan Chase, \$25,000

EARTH SCIENCES AND SCIENCE EDUCATION

Elisa Bergslien, Development of a Novel, Problem-based Forensic Geology Lab for Earth Science and Forensic Chemistry, National Science Foundation, \$87,403
Jill Singer, Sediment Trend Analysis of the Buffalo River, US Environmental Protection Agency, \$126,753
Joseph Zawicki, NSF-Noyce WNY Partnership for New Science and Math Scholars, National Science Foundation, \$469,200

EDUCATIONAL FOUNDATIONS

John Popovich, Gear Up I, US Department of Education, \$110,160
John Popovich, Gear Up II, US Department of Education, \$134,771

GEOGRAPHY AND PLANNING

Kelly Frothingham, Erosion Caused by Ice Scour, Great Lakes Commission, \$29,945
Kelly Frothingham, Cayuga Creek Streambank Restoration Assessment, Friends of the Buffalo Niagara Rivers Inc., \$12,500

GREAT LAKES CENTER

Shreeram Inamdar, Soil and Water Assessment Tool (SWAT) Modeling for the 18 Mile Creek Watershed, US Corps of Engineers, \$63,494

FIPSE Competitive Programs Cancelled for FY 2005; Peer Review Process Disregarded

Excerpted from Grant Week, December 20, 2004, a publication of the Grants Resource Center

By Erika Thompson, Program Advisor and Mimi Tangum, Director

On December 9, 2004, GRC learned that the U.S. Department of Education (ED) cancelled all FY 05 grant competitions-the Comprehensive Program and all three International programs-normally held by the Fund for Improvement in Postsecondary Education (FIPSE). Despite assurances from the Congress to FIPSE, well before the November 3rd deadline for preliminary applications, that FIPSE could, indeed, announce the competition and request applications, there was no appropriation for that or any of the other FIPSE competitions in the Omnibus Bill signed by the President on December 8th. FIPSE already had conducted four technical-assistance workshops across the country; attendees had participated in FIPSE-sponsored writing clinics designed to help them prepare competitive proposals; and institutions across the country had submitted 1,530 proposals. All that effort was to no avail: the \$162 million appropriation was sufficient only to fund 418 earmarks and to support the continuation of existing FIPSE projects.

Clearly, an inordinate amount of university faculty and administrators' time, as well as the time of scholars around the country who served as peer reviewers for the 1,530 proposals, and the time of FIPSE staff who also reviewed every one of those proposals, had already been

expended-wasted, that is-when word came to ED that the entire appropriation normally reserved for competitive grants had been directed by the Congress and approved by the President to be applied to earmarks instead.

Even though the number of earmarks has risen progressively over the last five years, FIPSE was expecting to receive sufficient funds to award 50 to 60 merit-based grants through the Comprehensive Program in FY 05. The U.S. House bill (House Report 108-636) included a recommendation for just over \$32 million, funds sufficient to support all of FIPSE's competitive programs, and the U.S. Senate bill (Senate Report 108-345) included a recommendation for \$157.7 million, with nearly \$25 million designated for the Comprehensive Program, which, as the bill stated, is "the full amount requested" for that program. However, the U.S. Senate Committee on Appropriations press release on the FY 05 Omnibus Appropriations Report, which listed funds allocated to virtually every major grant program within ED for a total of \$139 billion, made no mention of FIPSE. Yet, as the Chronicle of Higher Education (Chronicle) reported on December 15, 2004, more than \$146 million is in that bill for pork-barrel projects, which FIPSE staff must administer.

Research and Creativity Council Incentive Funds Awards of up to \$7,000 per Proposal are Now Available.

The incentive funds program administered by the Research and Creativity Council is aimed at generating additional funded programs. An applicant for these funds is expected to submit a grant proposal within one year of an incentive award. Also after one year of receiving an incentive grant, a recipient of an award will be required to submit a full report of the use of these funds and submission of grant proposals. Funds cannot be requested for the purchase of computers. It is not the Council's intention to directly pay an individual for writing a proposal. ■

Applications must include:

1. Completed application for research incentive funds cover sheet

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Human Resources Corner

By Sandra Cochran, Human Resources Coordinator



MINIMUM WAGE INCREASE IN NEW YORK: Effective January 1, 2005, the minimum wage in New York will increase to

\$6.00/hour. On December 6, 2004, the New York State Legislature overrode a veto by Governor George Pataki (R) on AB 11760/SB 7682, a minimum wage bill, which was introduced in July. AB 11760/SB 7682 increases the state's minimum wage from the current \$5.15/hr. to \$6.00/hr. on January 1, 2005; then to \$6.75/hr. on January 1, 2006; and to \$7.15/hr. on January 1, 2007. Project Directors should budget accordingly for future budgets when hiring students and others that are likely to earn the minimum wage.

Research Foundation's revised Employee Handbook is now available online on the Research Foundation website (www.rf.buffalostate.edu/rf). All Employees- Please review the Employee

Handbook and print and sign the acknowledgment and agreement form to indicate that you received a copy of the handbook and understand its terms and conditions and drop it off at the Human Resources office, Bishop Hall 14 or mail to: Courtney A. Cox, Research Foundation of SUNY Buffalo State College, 1300 Elmwood Avenue, BI-14, Buffalo, New York 14222-1095. For any questions regarding the handbook, please contact Sandra Cochran, Human Resources Coordinator, at 716-878-4046 or cochrasa@rf.buffalostate.edu.

Human Resources Document Imaging at The Research Foundation on the Buffalo State campus has taken a giant leap by utilizing document imaging technology. The paperless office isn't a thing of the future, it is happening now! Human Resources has been working on a project to scan and index all of our personnel files into the new system utilizing special software. Files dating from the 1970's are being incorporated into the system that will make searches for information for past and present employees as easy as a

few keystrokes. Additionally, our goal is to have all appointments and change paperwork, timesheets, payroll deduction forms and other change forms submitted electronically via e-mail. The forms will be processed into Oracle and electronically stored into employees' electronic file. The e-mail will serve as an electronic signature. Future electronic signature feasibility is on the RF Central Office agenda and, once implemented, will no doubt enable the work flow to be a much more efficient process.

What you can do now: RF payroll forms are available on our website and are word processor ready. Starting in January 2005, we are requiring all assignment and change forms received in this office to be typed so the imaging software will work as designed. The website will be updated with forms that have fill in capability through Microsoft Word. Questions regarding forms can be directed to Barbara Bardak at 878-4046 x 200 or bardakbj@rf.buffalostate.edu. ■

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2. A narrative not to exceed five double-spaced pages
3. A budget with a narrative, which provides a detailed explanation of funds requested
4. A current curriculum vitae.

Applications are to be submitted to the Research Foundation Pre-Award and Contract Services Office, Bishop Hall, Room 24. All applications will be confidential and be reviewed by a subcommittee of the

Research and Creativity Council. Application guidelines for incentive funds administered by the Research and Creativity Council are available on-line at www.rf.buffalostate.edu. The Research and Creativity Council has announced that the first awardee in the 2004-2005 funding cycle is Stephen F. Saracino, Professor of Metalsmithing, Department of Design. Incentive funds will allow Professor Saracino to continue his research on

flamboyant-style Etruscan metal arts in Italy. ■



Buffalo State College
1300 Elmwood Avenue
Bishop Hall
Buffalo, NY 14222

THE RESEARCH FOUNDATION
The State University of New York

Research Calendar

March

- 7** Research and Creativity Council Meeting
- 8** NCURA Workshop. "International Sponsored Programs Administration" This video workshop will provide an overview of key regulatory issues, negotiating strategies, and administrative techniques in managing international projects. Moderator/Team Leader: Jilda Diehl Garton, Associate Vice Provost for Research and General Manager of GTRC, Georgia Institute of Technology Communications Bldg. Rm 104, 11:30am to 3:30pm. To enroll contact Gina Game, gameg@rf.buffalostate.edu
- 16** Institutional Review Board Meeting

April

- 18** Research and Creativity Council Meeting
- 20** Institutional Review Board Meeting
- 25** Project Director's Recognition Reception, Buffalo and Erie County Historical Society, 5:30-7 pm
- 29** Student Scholarship and Creativity Celebration, E.H. Butler Library

May

- 11** Institutional Review Board Meeting

June

- 14** NCURA Workshop "Principles of R&D Contracting" This videoconference will serve as a training opportunity for research administrators in central and department levels who are assigned the tasks of identifying contracting opportunities, submitting contract business proposals, and negotiating and managing federal contracts. In addition, the conference will seek to address faculty issues. Adapted from annual meeting workshops held on this topic, items to be discussed will be: reading and interpreting RFP's (requests for proposals), preparation of contract budgets, and identifying the regulatory sources of information to assist research administrators manage federal contracts, e.g. Federal Acquisition Regulations; Confidentiality, Publication Rights. Moderator/Team Leader: Norm Hebert, Director, Office of Research Administration, Brown University Communications Bldg. Rm 104, 11:30am to 3:30pm To enroll contact Gina Game, gameg@rf.buffalostate.edu

RESEARCH FOUNDATION, OFFICE OF SPONSORED PROGRAMS

ADMINISTRATION (Room 17)

Ph.: 878-6700 Fax: 878-4039

Ted Turkle, Director of Research Admin. & Services

Ext. 211; turkleeh@rf.buffalostate.edu

PRE-AWARD & CONTRACT SERVICES (Room 24)

Ph.: 878-3047 Fax: 878-4039

Carol Darstein, Pre-Award & Contract Services Coord.

Ext. 215; darsteca@rf.buffalostate.edu

GRANTS MANAGEMENT SERVICES (Room 17)

Ph.: 878-5724 Fax: 878-4039

Linda Dubrawsky, Associate Director of

Finance & Grants Management

Ext. 210; dubrawla@rf.buffalostate.edu

HUMAN RESOURCES (Room 14)

Ph.: 878-4046 Fax: 878-3046

Sandra Cochran, Human Resources Coordinator

Ext. 204; cochrasa@rf.buffalostate.edu

PURCHASING SERVICES (Room 28)

Ph.: 878-4144 Fax: 878-4039

Sandy Syracuse, Purchasing Coordinator

Ext. 206; syracusl@rf.buffalostate.edu

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