

University of Nevada, Las Vegas
Howard R. Hughes College of Engineering

Research Handbook

This handbook provides an overview to help the college researchers identify whom to contact when dealing with a specific issue and the various procedures of the college and university. The goal of the handbook is to help researchers focus on the creative components of their research and to avoid entanglement in bureaucratic complications.

This handbook is a living document that will be updated continuously. The most up-to-date version will be posted at the Engineering Research web site (<http://www.unlv.edu/engineering/engineeringresearch>). Comments from faculty, professionals and staff within the college and other agencies within the university are welcome; they will contribute toward enhancing this handbook.



Research Team for the College of Engineering

- **Dean's Office**
 - Rama Venkat, Dean
 - Mohamed Trabia, Associate Dean, Research, Graduate Studies, and Computing
 - Carmen Willis, Business Manager, College of Engineering
 - Cindy Sergent-Rogers, Engineering Finance and Administrative Specialist
 - Robin Anawalt, Grant Proposal Coordinator
 - Maura Erickson, Administrative Assistant
 - Julie Longo, Technical Writer, College of Engineering
 - Kari Locke, Systems Administrator
- **Department of Civil and Environmental Engineering and Construction**
 - Donald Hayes, Chairman
 - Peter Faught, Experimental Testing/Prototype Engineer
 - Larese Patillo, Administrative Assistant
- **Department of Computer Science**
 - Laxmi Gewali, Chairman
 - John Kowalski, Systems Administrator
 - Mario Martin, Administrative Assistant
 - Leslie Crysler, Administrative Assistant
- **Department of Electrical and Computer Engineering**
 - Peter Stubberud, Chairman
 - Brandon Blackstone, Lab Director
 - Grzegorz Chmaj, Lab Manager
 - Jennifer Reff, Administrative Assistant
- **Department of Mechanical Engineering**
 - Brendan O'Toole, Chairman
 - Terry Kell, Machine Shop Director
 - Joan Conway, Administrative Assistant
 - Jim Boyer Jr., Administrative Assistant
- **Center for Energy Research (CER)**
 - Robert Boehm, Director
 - Tasha Ramos, Grant Coordinator
- **Transportation Research Center (TRC)**
 - Alexander Paz-Cruz, Director
 - Krithika Devi, Grant Coordinator
- **Center for Mathematics, Science, and Engineering Education (CMSEE)**
 - Kimberly Kendricks, STEM Grant Writer and Coordinator
- **UNLV Foundation**
 - Caleen Johnson, Director of Foundation Relations
- **UNLV's Office of Sponsored Programs (OSP)**
 - Richard Easter, Senior Research Administrator, Pre-Award Services
 - Carol Brodie, Proposal Development Manager
 - Lauren De Vera, Senior Research Accountant, Post-Award Services

- Cameron Williams, Administrative Assistant

College of Engineering Research Management Team: Functions and Contact Information

Function	Contact
<ul style="list-style-type: none"> • Coordinate large joint collaborative proposals • Coordinate space requests associated with proposals • Approve cost-share requests 	Rama Venkat
<ul style="list-style-type: none"> • Identify potential funding opportunities • Match faculty with industry • Match faculty with collaborators at other colleges or other institutions • Coordinate large joint collaborative proposals • Review final proposals and signs routing forms 	Mohamed Trabia
<ul style="list-style-type: none"> • Manage college accounts • Keep track of cost-share commitments • Permanent position requests 	Carmen Willis
<ul style="list-style-type: none"> • Pre-Award Phase <ul style="list-style-type: none"> ○ Help faculty with developing budgets for their proposals to match the requirements of the funding agencies ○ Work with faculty on developing the technical portion of the proposals ○ Act as a liaison with OSP for successful proposal submission ○ Coordinate proposal routing forms • Grant Writer for the College of Engineering <ul style="list-style-type: none"> ○ Creates templates and checklists ○ Keeps track of bios and current & pending forms ○ Edits project descriptions and summaries/abstracts ○ Fellowship awards ○ College enrollment data, outreach plans for student recruitment and plans for increasing student diversity 	Robin Anawalt

Function	Contact
<ul style="list-style-type: none"> • Post-Award Phase / Research Account Maintenance <ul style="list-style-type: none"> ○ Monitor research accounts and produce a monthly statement for each PI ○ Monitor the accounts for any anomaly ○ Receive contracts of new research account and becoming familiar with the rules of the funding agency ○ Act as a liaison with OSP for closure of the accounts with OSP to ensure that outstanding expenses are encumbered according to the rules of UNLV and the funding agency ○ Distribute overhead between the college, department, center, and investigators ○ Monitor contracts that support research faculty to ensure that their salaries are continuously covered • Contract Preparation <ul style="list-style-type: none"> ○ Summer contracts for faculty ○ Contracts of research faculty and post-doctoral researchers ○ Contracts of research assistants ○ Contracts of additional summer support of teaching assistants ○ Travel: <ul style="list-style-type: none"> ▪ Review contracts to ensure that a particular travel is allowed under the conditions of the grant ▪ Review contracts to ensure that sufficient funds are available ○ Major purchases (more than \$5000) for research grants ○ Access relevant forms here (https://www.unlv.edu/engineering/faculty-resources) : <ul style="list-style-type: none"> ▪ F&A Distribution Form ▪ Graduate Research Assistants Request ▪ Indirect Cost Waiver Form ▪ No-Cost Extension Form ▪ Post Award Change Form ▪ Risk Account Policies 	Cindy Sergent-Rogers
<ul style="list-style-type: none"> • Technical Writer <ul style="list-style-type: none"> ○ Reports and papers ○ Writing workshops 	Julie Longo
<ul style="list-style-type: none"> • Educational Grants <ul style="list-style-type: none"> ○ Coordinate grants for the Center for Science, Mathematics, and Engineering Education (CMSEE) 	Kimberly Kendricks
<ul style="list-style-type: none"> • Multidisciplinary Grants <ul style="list-style-type: none"> ○ Coordinate the pre-award phase for multidisciplinary grants 	Carol Brodie (OSP)
<ul style="list-style-type: none"> • Foundation Grants <ul style="list-style-type: none"> ○ Coordinate grants submitted to private foundations 	Caleen Johnson (UNLV Foundation)

Function	Contact
<ul style="list-style-type: none"> • Department Administrative Assistants: <ul style="list-style-type: none"> ○ Hourly contracts ○ IDR ○ Purchase requests (<\$5000) ○ Payment Vouchers ○ Independent Service Provider Contracts ○ Coordinate travel arrangements 	Larese Patillo Mario Martin Leslie Crysler Jennifer Reff Cameron Williams Joan Conway Jim Boyer Jr.
<ul style="list-style-type: none"> • Center for Energy Research Grant Coordinator for CER faculty <ul style="list-style-type: none"> ○ Hourly contracts ○ IDR ○ Purchase requests (<\$5000) ○ Travel documents and paperwork ○ Payment Vouchers ○ Independent Service Provider Contracts ○ Volunteer Agreements 	Tasha Ramos
<ul style="list-style-type: none"> • Transportation Research Center Grant Coordinator for TRC faculty <ul style="list-style-type: none"> ○ Hourly contracts ○ IDR ○ Purchase requests (<\$5000) ○ Travel documents and paperwork ○ Payment Vouchers ○ Independent Service Provider Contracts ○ Volunteer Agreements 	Krithika Devi
<ul style="list-style-type: none"> • International Engineering Exchange Program Coordinator <ul style="list-style-type: none"> ○ Volunteer Agreements ○ J-1 applications for international undergraduate students 	Rosangela Wacaser
<ul style="list-style-type: none"> • Review budgets and other funding agencies requirements • Review all components of proposal prior to submittal • Upload proposals to federal agencies web sites • Negotiate budgetary changes with funding agency during the project approval phase if needed 	Richard Easter (OSP)
<ul style="list-style-type: none"> • Create accounts for awarded projects • Negotiate changes to line items with the funding agency 	Lauren De Vera (OSP)

Preparing a Proposal

Initiate Proposal Process

- Faculty considering developing proposals should contact Ms. Robin Anawalt for help with budget development and proposal writing.
- It is a good idea to find out if other faculty within the college, at other colleges, or outside share the same interests. Typically, collaborative proposals have a higher chance of success.
- Identify resources (space and equipment) needed.
- Estimate the needs for graduate students and undergraduate involvement in the project. Your budget should reflect these commitments.
- Faculty considering developing joint proposals should contact Ms. Anawalt and the appropriate contact person for help with budget development and proposal writing.
- If there is a case of competing proposal deadlines, Ms. Anawalt will discuss these requests with Dr. Trabia to prioritize requests.

Proposal Writing Support

- Ms. Anawalt will provide support by such mechanisms as creating templates and checklists, keeping track of bios, and editing project descriptions.
- Ms. Anawalt will develop the budget according to the requirements of the funding agency and UNLV. She will collaborate with OSP. Any queries from OSP will be handled through Ms. Anawalt.
- Faculty will negotiate requests for *cost-sharing* with the department chairman and the dean.
- Faculty will negotiate requests for *course release and space reallocation* with the department chairman. If the requests cannot be accommodated within the department, the dean will decide if this proposal can be supported after consultation with the university administration.

Submittal to OSP

- Ms. Anawalt will submit the proposal to OSP once all documents, forms, and budgets have been finalized.
- Mr. Richard Easter will review and upload the proposal for submittal through grants.gov or other federal agencies.

Resources

1. "Engineering Research," <https://www.unlv.edu/engineering/engineeringresearch>
2. "How to Obtain & Manage Research Grants," <http://www.unlv.edu/research/osp>
3. "Resources for Proposals, Papers, and Reports," <http://www.unlv.edu/engineering/resources>
4. "Resources for Faculty and Staff," <https://www.unlv.edu/engineering/faculty-resources>