This handbook provides an overview to help college researchers identify who to contact when seeking help 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 area of expertise and avoid bureaucratic complications.

This handbook is a living document that will be updated periodically. The most up-to-date version is posted at the Engineering Research web site (https://www.unlv.edu/engineering/faculty-resources). Comments from faculty, professionals and staff within the college and other agencies within the university are welcome.
Research Team for the Howard R. Hughes College of Engineering

- **Dean’s Office**
  - Rama Venkat, Dean
  - Mohamed Trabia, Associate Dean, Research, Graduate Studies, and Computing
  - Carmen Willis, Director of Finance & Business Administration
  - Maura Erickson, Executive Assistant
  - Elaine Reff, Administrative Assistant
  - Marjorie Aylor, Administrative Assistant
  - Krithika Devi, Engineering Finance and Administrative Specialist *(post award)*
  - Robin Anawalt, Grant Proposal Coordinator *(pre-award)*
  - Meagan Madariaga-Hopkins, Technical Writer
  - Kari Locke, Systems Administrator

- **Department of Civil and Environmental Engineering and Construction**
  - Kazem Jadidirendi, Laboratory Manager
  - Greg DeVaul, Administrative Assistant
  - Larese Patillo, Administrative Assistant

- **Department of Computer Science**
  - Jamie Harvey, Systems Analyst
  - Mario Martin, Administrative Assistant
  - Leslie Crysler, Administrative Assistant

- **Department of Electrical and Computer Engineering**
  - Grzegorz Chmaj, Computer Engineering Lab Director
  - Ming Zhu, EE Lab Director
  - Jennifer Reff, Administrative Assistant
  - Cameron Williams, Administrative Assistant
• **Department of Mechanical Engineering**
  o Terry Kell, Machine Shop Director
  o Jeffery Markle, Lab Director
  o Joan Conway, Administrative Assistant
  o Jim Boyer Jr., Administrative Assistant

• **Center for Energy Research (CER)**
  o Robert Boehm, Director

• **Transportation Research Center (TRC)**
  o Shashi Nambisan, Director

• **Center for Information Technology and Algorithms**
  o Wolfgang Bein, Director
  o Shahram Latifi, Director

• **Center for Materials and Structures**
  o Brendan O’Toole, Director

• **UNLV Foundation**
  o Jack Aylor, Director of Development

• **UNLV’s Office of Sponsored Programs (OSP)**
  https://www.unlv.edu/research/osp/contact
  o Stephanie Page, Associate Director for Pre-Award
  o Michele Padilla, Pre-Award Services
  o Quentin Murrel, Post-Award Services
  o Joe Short, Post-Award Services
  o Ruth Lopez, Post-Award Services
  o Jaime Woods, Post-Award Services
College of Engineering Research Management Team: Functions and Contact Person

Rama Venkat, Dean
- Financial management, fiduciary responsibility and accountability for self-supporting accounts, gift accounts, state appropriated funds, research accounts, grants, contracts and foundation accounts for the College of Engineering.
- Coordinate large joint collaborative proposals
- Coordinate space requests associated with proposals
- Approve cost-share requests and sign off on cost share letters
- Approve in-kind account requests
- Approve all faculty earnings requests: summer salaries, ECCs, buyouts, etc.

Mohamed Trabia, Associate Dean for Research, Graduate Studies and Computing
- 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
- Sign routing forms
- Review in-kind account requests

Carmen Willis, Director of Finance & Business Administration
- Manage college state and self-supporting accounts
- Request & submit creation of new IDCR accounts
- Monitor start-up accounts
- Keep track of cost-share commitments
- Permanent position requests
- Coordinate in-kind account requests
- Coordinate faculty buyouts requests
- Coordinate faculty ECC requests
- In coordination with the Dean, review and approve monthly, quarterly, and annual financial reporting materials and metrics, budgeting, financial forecasting, and cash flow. Review financial statements and forecast to ensure that the college is fiscally viable.
- In coordination with the Dean and Associate Deans, resolve budget and financial matters for state and self-supporting accounts, request/make account changes, transfer funds, and monitor expenditures while maintaining an adequate system of...
reporting and internal controls.

- Analyze and interpret financial information and aid in the development of business operations plans and forecast critical milestones.
- Establish and maintain accounting systems and procedures, which provide documentation for audits and fiscal transactions, and expenditures.
- College liaison with the Executive Vice President and Provost Office, and branch offices of the Vice Provost for Academic Resources, Vice Provost for Research, Business Affairs Division, Deputy Chief HR Officer, UNLV Foundation, and offices of the upper administration.

**Pre-Award Phase, Grant Writer / Budget Forecasting - Robin Anawalt, Grant Proposal Coordinator**

- Develop proposal budgets for faculty to match funding agency requirements
- Work with faculty to develop proposal's technical portion
- Act as a liaison with OSP for successful proposal submission
- Guide new faculty through proposal submission process
- Coordinate proposal routing forms
- Create/maintain templates and checklists
- Keep track of bios and current & pending forms
- Maintain facility descriptions
- Edit project descriptions and summaries/abstracts
- Write and present the fellowship proposal application workshops
- Help with:
  - College enrollment data
  - Outreach plans for student recruitment
  - Plans for increasing student diversity
Post-Award Phase / Research Account Maintenance / Contract Preparation - Krithika Devi, Engineering Finance and Administrative Specialist

- Monitor research accounts and produce a monthly statement for each PI
- Monitor accounts for any anomaly
- Receive contracts of new research account & advise faculty on funding agency rules
- Act as a liaison with OSP for closure of accounts to ensure outstanding expenses are encumbered according to UNLV rules and the funding agency
- Prepare & submit in-kind account requests
- Coordinate account audit reports with OSP
- Verification of effort certification process with OSP
- Distribute overhead between the college, department, center, and investigators
- Create PI and Co-PI effort distribution form when new grant is set-up
- Monitor contracts that support research faculty to ensure their salaries are continuously covered
- Monthly monitoring of grant budgets to identify discrepancies
- Submit budget adjustment or amendment request to OSP
- Summer research contracts for faculty
- Contracts of research faculty, postdoctoral researchers, and graduate assistants
- Contracts of additional summer support of teaching assistants
- Review contracts to ensure that travel is allowed under the conditions of the grant
- Review contracts to ensure that sufficient funds are available
- Monitor major purchases (more than $5,000) for research grants
- Access relevant forms here (https://www.unlv.edu/engineering/faculty-resources):
  - F&A Distribution Form (research grants overhead returned to the college)
  - Graduate Research Assistants Request
  - Indirect Cost Waiver Form
  - No-Cost Extension Form
  - Post Award Change Form
  - Risk Account Policies
Technical Writer - Meagan Madariaga-Hopkins
• Review and edit reports, papers, grant proposals, etc.
• Develop and present writing and planning workshops
• Coordinate Ethics Workshops
• Coordinate and co-present fellowship proposal application workshops

Foundation Grants - Jack Aylor, Director of Development, UNLV Foundation
  o Coordinate grants submitted to private foundations
  o Unrestricted grants, donations, pledges, and gifts in kind¹

¹ Defined as from non-governmental sources in the form of a grant, donation, gift, pledge or gift-in-kind in support of UNLV Engineering without restriction of any kind on the use or application of the funds received to be administered through the UNLV Foundation. Funds are subject to 5% assessment fee charge for administration. Gifts to the UNLV Foundation, tax identification number 94-2790134 are tax deductible to the extent allowed by law according to section 501(c)(3) of the Internal Revenue Code. The UNLV Foundation sends a tax receipt by mail for eligible gifts.
Prefering a Proposal

Initiate Proposal Process
- Faculty considering developing a proposal should contact the Grant Proposal Coordinator for help with budget development and proposal writing.
- **Teamwork:** Find out if other faculty within the college, at other colleges, or outside share the same interests. For these proposals, faculty should contact the Grant Proposal Coordinator or other appropriate persons for help earlier due to complexity of these proposals.
- Identify needed resources (space and equipment).
- Estimate the needs for **graduate and undergraduate students** who will be paid participants in the project.
- In the case of **competing proposal deadlines**, the Grant Proposal Coordinator will discuss workload with the Associate Dean to prioritize requests.

Proposal Writing Support
- Grant Proposal Coordinator develops the budget to forecast the requirements of the funding agency and UNLV. She collaborates with OSP on the submittal process. Any queries from OSP are generally handled through the Grant Proposal Coordinator, although the PI can work directly with OSP if he/she chooses.
- The Grant Proposal Coordinator creates and maintains templates for bios, current pending forms, and list of collaborators.
- The Grant Proposal Coordinator edits project descriptions.
- Faculty negotiate requests for **Cost sharing** with the department chairman and the dean. The Grant Proposal Coordinator calculates cost share for the letter signed by the dean and/or chairman.
- Faculty 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 consulting with university administration.

Submit to OSP
- **OSP requires the finished proposal five (5) business days in advance of the awarding agency’s deadline.** For further details, please check: [https://www.unlv.edu/research/osp/proposal/review](https://www.unlv.edu/research/osp/proposal/review)
- The Grant Proposal Coordinator collaborates with OSP to complete and check all documents, forms, and budgets for proposal submission.
- Pre-Award Research Administrators from OSP review and upload the proposal for submittal through grants.gov, research.gov or other funding agencies.
Managing a Research Grant Award

**Grant Approval from OSP**
- Receive grant approval email with details of account number, start and end date.
- Send email to PI with current budget status.

**Monitoring of Funds**
- Create spreadsheets for all grant account numbers in Google drive folder
- Monthly report to PIs
- Verify the Qualtrics requests for allowable or unallowable expenses
- Sending the Qualtrics forms to department AAs to process PI requests.
- PI & Co-PI effort distribution form
- Calculate IDCR distribution for each month

**Submit to OSP**
- Budget adjustment submission to OSP
- Correct negative balance in the grant budget
- Budget amendment request to OSP with PI approval
- Closeout form submission to OSP
Resources
4. “Resources for Faculty and Staff,” https://www.unlv.edu/engineering/faculty-resources