

The Research Enterprise

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Jyrell Keys, Director of Award Management

Tom Longo, Financial Services Manager

Lauren Miller, Director of Research & Innovation; ORS Chief of Staff

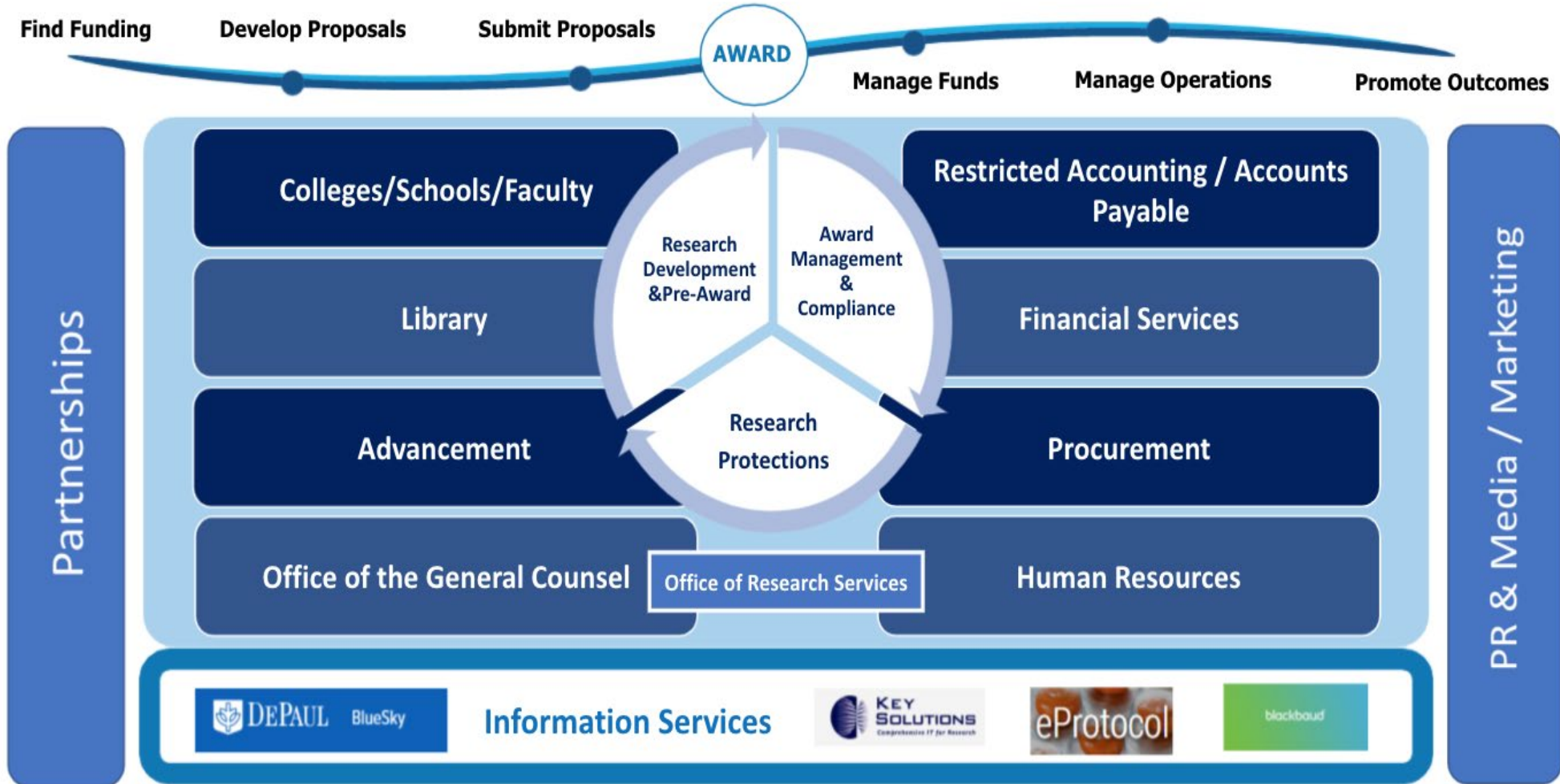
Fatima Mohammed, Assistant Director of Student Employment Initiatives

Daniel Plinska, Restricted Accounting Manager



The DePaul University Research Enterprise

Innovation That Matters



Departmental Overview

Managing your grant will entail working with multiple departments across DePaul. We are *all* here for you!

- **College Dean's Office (College Budget Manager)** provides assistance with setting up the grant award, hiring staff and student employees, and assisting with any changes to the budget needed.
- **Office of the General Counsel (OGC)** is responsible for overseeing all of DePaul's legal activities, including assisting faculty and staff with regulatory compliance matters, coordinating DePaul's response to requests for information, and reviewing contracts in accordance with DePaul policies and procedures.
- **Human Resources** is responsible for all tasks related to the recruitment, selection, onboarding, and workplace learning in collaboration with the hiring manager.



Office of Research Services

ORS' mission is to promote, facilitate, and support research, scholarship, teaching, and creative activities conducted by DePaul University faculty and staff, that are consistent with DePaul University's mission. We accomplish this through :

- **Research and Innovation**



Through internal funding sources, we support faculty research, scholarship, and creative activities through competitive grants and research leaves, offer various grants to faculty to enhance the curricular offerings of DePaul University, and assists faculty in incorporating meaningful public service and service learning into their coursework by supporting grant programs for instruction, research and awards for service.

- **Pre-Award Services**



The Pre-Award staff assists faculty and staff with identifying funding sources, preparing and submitting proposals, requests for data agreements, material transfer and nondisclosure agreements, and/or other information as may be necessary to secure project funding and/or liaise with extramural funding agencies



Office of Research Services

- **Award Management and Compliance**



The Award Management staff help faculty and staff manage grants, contracts, cooperative agreements and other award mechanisms through a variety of activities that begin when a notice of grant award is issued and extend until the award is closed-out. Award Management also administers federal and non-federal grants management training.

- **Research Protections**



The Research Protections area of ORS is responsible for the administrative oversight of, and providing administrative support for, the committees which oversee research involving human subjects (Institutional Review Board), research and teaching involving animals (Institutional Animal Care and Use Committee), and research and teaching involving biohazardous materials (Institutional Biosafety Committee).



Corporate & Foundation Relations

- **Responsible for requests to private foundations, corporations, and corporate foundations in partnership with faculty and university colleagues**
- **Research, programmatic, curriculum and community-engaged activities**
- **Most successful projects**
 - **Address a key issue or underserved population that match funder's mission**
 - **Are presented in an interesting or interdisciplinary way**
 - **Have measurable goals and outcomes**
- **Grants process**
 - **Reach out to CFR team to discuss an idea or project**
 - **When you have a funder in mind, fill out a clearance form (online)**
 - **CFR will collect College-level approval and share with ORS Pre-Award for budget purposes**
 - **CFR staff person will support you in developing and submitting proposal or application (and work with you on site visits, stewardship and report deliverables)**

Restricted Accounting

Staff Updates

- Kathleen Loftus – Sr. Accountant
- Shaden Hassan – Sr. Accountant
- Karen Rhomberg – Int. Accountant
- (TBD) – Staff accountant

Initiatives

- Federal Drawdown Process Refresh
- Transactions in Budget Error Reconciliation



Financial Services

- Financial Services is a team of customer-focused accounting & budget specialists who assist the University community with:
 - Financial Consulting
 - Transaction Processing
 - University finance policy
 - Budget & accounting inquiries

Financial Services

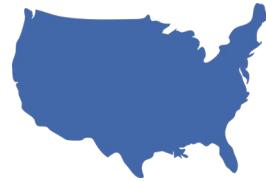
- Invoice Coding
 - Financial Services codes invoices that are received by Accounts Payable that require accounting. Project Number or Purchase Order Number are required.
- Expense Module
 - Expense Module is used for ProCard transactions and out-of-pocket (reimbursement) transactions
 - Financial Services audits Expense Reports for compliance with University policies, including receipt substantiation, gift card approvals, and purchase orders
- Live Training
 - BlueSky > Me > Learning > Browse Catalog > DePaul Courses > Financial Affairs
 - “Submitting a Grant template Expense Report – ProCard or Reimbursement” offered monthly

Student Employment

I-9 filled out **prior** to students starting their position
Adhere to enrollment and work hour policies:



- **International Students:**
 - 20 hours per week
 - Full-time enrollment



- **Domestic Students:**
 - 25 hours per week
 - Part-time enrollment

OSE Consultations:

- Job Descriptions
- Navigating Campus Job Board
- Interviewing & Hiring
- Compensating Student Employees
- Performance Appraisals
- Employee Relations Issues

Location: Lincoln Park SAC 192 | Loop DPC Suite 9500
studentemployment@depaul.edu

OSE Manager Trainings:

Hiring Student Employees

Student Performance Appraisals

Managing Student Employees

Progressive Discipline – Student Employees



Questions?

