The University of Georgia

RESEARCHER ORIENTATION & ONGOING TRAINING SERIES

UGA Postdoctoral Association (PDA)

Graduate Students & Postdocs in Sciences (GSPS)

Office of Postdoctoral Affairs (OPA) / OVPR

DENVILLE SCIENTIFIC INC.

life technologies™

VWR

Web Resources

- Office of the Vice President
- http://www.ovpr.uga.edu/
- Research 101
- http://www.ovpr.uga.edu/resources/research-101
- Postdoc Portal
- http://postdocs.uga.edu/
- Graduate Students and Postdocs in Science
- http://www.gsps.uga.edu/
- Graduate School
- http://www.grad.uga.edu/

UGA ROOTS

- Provides information about the practical aspects of research and scholarship at UGA
- Appropriate for graduate students, postdocs, early career faculty
- Quarterly orientation session is strongly recommended for new researchers
- Eight individual training sessions after orientation, on two-year rotation
- Orientation is a summary of where to find information; your input will guide its evolution

Orientation Outline

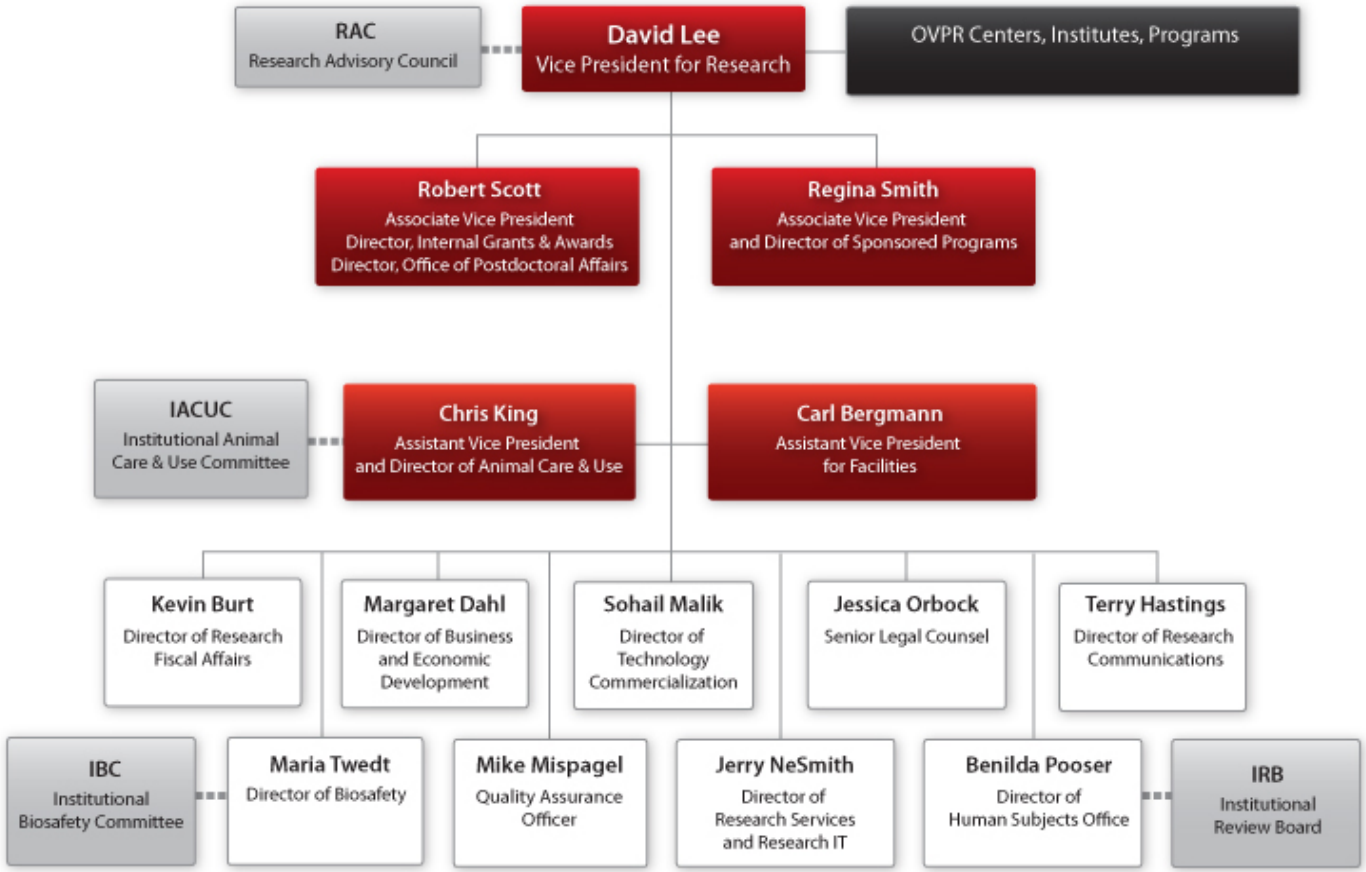
- The “research office” (OVPR)
- Administrative Policies
- UGA Human Resources
- Graduate School / Graduate Student Policies
- Postdoctoral Research Scholar Policies
- International Student, Scholar and Immigration Services
- UGA Libraries
- Core Research Facilities
- Research Purchasing
- Office of Research (Support) Services
- Ordering Chemicals
- Chemical Storage, Tracking, and Waste Disposal

OVPR – What Do We Do?

- Our mission is to support research and scholarship in all areas of the university
  - Grow UGA research through faculty/research staff recruitment
  - Help jump-start research programs with seed grants
  - Enable proposals for external funding of research
  - Facilitate research partnerships and special initiatives
  - Ensure access to research facilities, technologies, resources
  - Ensure the safety and ethical compliance of all UGA research
  - Promote the value of intellectual property and innovations
  - Disseminate UGA research successes
  - Recognize research accomplishments through awards

Who Does What in OVPR

UGA Office of the Vice President for Research (OVPR)



UNIVERSITY OF GEORGIA
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Quicklinks
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at the university of georgia
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OVPR SPAS Sponsored Programs Technology Development Research Compliance Research Resources Centers & Institutes News, Facts & Reports
RESEARCH 101
For New Faculty
Find resources and tips on what's expected, research funding, starting your research laboratory, and more. Learn more ›
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FUNDING
1 2 3 4 5
UGA Research Tasks
Find Funding
Write a Winning Grant Proposal
Seek Help with Technology Transfer
Meet Compliance Responsibilities
Find Forms & Policies
Find Expertise
Find News, Facts & Reports
Develop a Research Program
Sponsored Projects Administration Site
SPAS UGA's one-stop reference for research information
Visit SPAS
Announcements
2012 UGARF Research Awards deadlines announced
Limited Submission Deadlines
More Research Announcements and Funding Opportunities ›

Administrative Policies

- Questions about general policy & procedures
  - Graduate Students – Graduate School (www.grad.uga.edu/contacts_specific.html)
  - Postdoctoral Research Scholars – OPA (opa@uga.edu)
  - Faculty – start in department/school, Office of Faculty Affairs (mgorman@uga.edu)
- Questions about pay, benefits, taxes, investments
  - Graduate Students – Graduate School (www.grad.uga.edu/contacts_specific.html)
  - Postdoctoral Research Scholars – start with Office of Research Fiscal Affairs (kevburt@uga.edu)
  - Faculty – start in department/school
  - Many policies/procedures are purview of UGA Human Resources

Intellectual Property Policy

- The University encourages the production of creative and scholarly works and the development of new and useful materials, devices, processes and other inventions which may have potential for commercialization. Such work may be protected by laws that establish rights called "Intellectual Property."
- As a condition of employment, all UGA faculty and staff sign an Intellectual Property Agreement
  - Basically states that all intellectual property is owned by UGA and UGARF.
  - All faculty and staff agree to disclose in writing to UGARF all intellectual property developed alone or with others during the course of employment.
  - Revenue sharing potential
  - www.ovpr.uga.edu/docs/policies/tco/intellectual-property

Personnel Activity Reports

- The University is reimbursed by the Federal Government for costs associated with federal contracts and grants. As such, UGA is subject to Federal guidelines, specifically OMB Circular A-21: Cost Principles for Educational Institutions
- A-21 contains requirements for documenting salaries and wages charged directly to an award or through F&A
- The employee's salary must be allocated through an official payroll system that ties with the financial records of the institution
- …

Personnel Activity Reports

- The payroll distribution must reasonably reflect the activity for which the employee is compensated
- The main objective of A-21 is verification that compensation charged is appropriate to the activity performed
- Every employee fills out ePAR monthly to verify this
- PAR's are used to confirm that the distribution of activity represents a *reasonable estimate* of the work performed by the employee during the period
- Each PAR must be reviewed for accuracy and approved by the employee or by someone having first-hand knowledge of the work performed

Human Resources / Arrival

- You will receive an email with instructions to visit the UGA Onboarding System, where you will complete all required paperwork and view appropriate employment policies
- In the Onboarding System, you will see a brief overview of your benefits and retirement choices.
- Be sure to meet the deadlines for benefits enrollment!

Human Resources / Insurance

- Graduate students enroll in separate group insurance
- Employees are eligible to enroll in all “health & welfare” benefits. If you do not enroll during your first 31 days of employment, you must wait for the next open enrollment period, typically each fall
- Health, dental, life, accidental death & dismemberment, long term disability, short term disability, cancer, critical illness, and accident insurance products, are all available
- www.hr.uga.edu/fmec_intro.html

Human Resources / Retirement

- Graduate students have no retirement benefits

- Your retirement plan choice must be made during your first 60 days of employment and is irrevocable during your UGA employment
- There are two basic choices:
  - **Teachers Retirement System (TRS)** is a defined benefit plan with 10-year vesting
  - **Optional Retirement Plan (ORP)** is a defined contribution plan with immediate vesting and is portable

- www.hr.uga.edu/fmec_intro.html

Human Resources / Contacts

- Employees may contact HR at any time to schedule a 360 Personal Financial Consultation or to ask questions about their benefits
  - **360 PFC:** contact Cindy Walker to schedule an appointment cewalker@uga.edu or 706-542-7359
  - **General benefits questions:** benefits@uga.edu or 706-542-2222

- Be sure to contact HR prior to leaving UGA and discuss your options regarding your benefits and retirement plan**:** benefits@uga.edu or 706-542-2222

Graduate School

- The UGA Graduate School sets campus-wide policy and procedures for graduate education
- Each graduate program may choose different ways to satisfy Graduate School policies
- When you have a question about graduate student policies, first talk with your program's coordinator (graduate program administrator, degree program assistant, several titles), who can contact the Graduate School if necessary
- You are solely responsible for satisfying all requirements and meeting all deadlines
- grad.uga.edu

Graduate Assistantship Pay Rates

- Pay rates are set by college, school, or program
- Pay rates are based on % of assigned work time per week (between 33% and 50%)
- Differential rate between master's and doctoral level students
- Differential rate between academic and fiscal year employment

Graduate Student Health Insurance

- Mandatory plan for international students, students receiving graduate assistantships, qualified fellowships, and qualified training grants
- Students who are mandated to have coverage under the mandatory student health insurance plan may request to waive out of the mandatory student health insurance plan if they can demonstrate they have a health insurance plan that meets the minimum requirements.
- General student health insurance information http://www.hr.uga.edu/benefits/stuins/stuins.html
- Contact Joanna Manzi, gshiplan@uga.edu, for specific information

Graduate Student Listserv

- ***Official*** university communication with all graduate students is the Graduate Student listserv
  - Policies
  - Deadlines
  - Special events
  - Fellowship, scholarship, and other award announcements
- All admitted graduate students are added to listserv
- Information also posted on Graduate School website, Facebook page, and Twitter feed

Graduate Faculty

- To be major professor, faculty must be members of the Graduate Faculty
- Three principal intellectual criteria for any faculty member seeking membership in the Graduate Faculty:
  1. Doctorate or highest earned terminal degree from an accredited institution in the faculty member's discipline
  2. Proficiency in conducting scholarly research
  3. Proficiency in supervising scholarly research

http://grad.uga.edu/faculty/procedures.html

Postdoctoral Research Scholar Policies

Jessica Hawks

- Term of Appointment
  - Maximum term of 5 years
  - At end of 5 years, must be separated or moved into a new position with 90 days notice
  - Potential established positions at UGA
    - Research Professional IV (or III)
    - Asst Research Scientist (non-tenure track faculty)
- Compensation
  - Postdoctoral research scholars should be compensated at a level appropriate to their advanced education and training
  - The university strongly suggests a minimum salary of $34,000 in FY2012 for Postdoctoral Research Associates
  - In some disciplines, external funding agencies provide salary guidance. For example, in the biological sciences, NIH publishes guidelines based on years of training experience
- www.ovpr.uga.edu/docs/policies/opa/postdoctoral-research-appointments

International Student, Scholar & Immigration Services (ISSIS)

Robin Catmur
Director, ISSIS,
Office of International Education

Contact Information:

- Office of International Education
- 1324 South Lumpkin Street
- Athens, GA 30602
- 706-542-2900
- issis@uga.edu
- http://www.issis.uga.edu

ISSIS: Visa Categories for Postdocs

- J-1 categories
  - Student
  - Student Intern
  - Professor
  - Specialist
  - Research Scholar
  - Short-term Scholar
- H-1B temporary worker
- E-3 (Australian nationals); TN (Canadian or Mexican nationals)
- Permanent residency **ONLY** if you are “promoted” to a permanent research or teaching position …

ISSIS: J-1 / H-1B Advisors Contact

- We will provide you with accurate and timely advice and information pertaining to your visa category.
  - Sylvia Schell - sylvias@uga.edu
  - Sandy Haagen – sphaagen@uga.edu

- Link to the caseload division
  - http://www.issis.uga.edu/images/docs/for_departments/ississcholarcaseloaddivision.pdf

  - issis@uga.edu

ISSIS: Orientation & Support

- Immigration check-in and orientation – mandatory – and helpful!
- Spouse and dependent support: International Family Association (Linnea Fisher: lfisher@uga.edu)
- Scholar programming and trips: Sylvia Schell: sylvias@uga.edu
- Driver's License information: http://www.issis.uga.edu/for-scholars/arriving-at-uga/social-security-card.html
- Social Security Card information: http://www.issis.uga.edu/for-scholars/arriving-at-uga/drivers-license.html

UGA Libraries

Mariann Burright
Head, Science Collections & Scholarly Communication

Contact Information:

- Science Collections & Scholarly Communication Department
- 706-542-6643
- mariann@uga.edu
- www.libs.uga.edu/science/scicolldev.html

Science Collections & Scholarly Communication Department

- We are located in Room 207 Science Library
- We are responsible for the science and engineering collections on the UGA campus
  - purchasing and maintaining the book, journal subscriptions (print and online), and databases that allow you to search the literature in your fields
- We offer assistance in answering questions about scholarly publishing, open access, and copyright

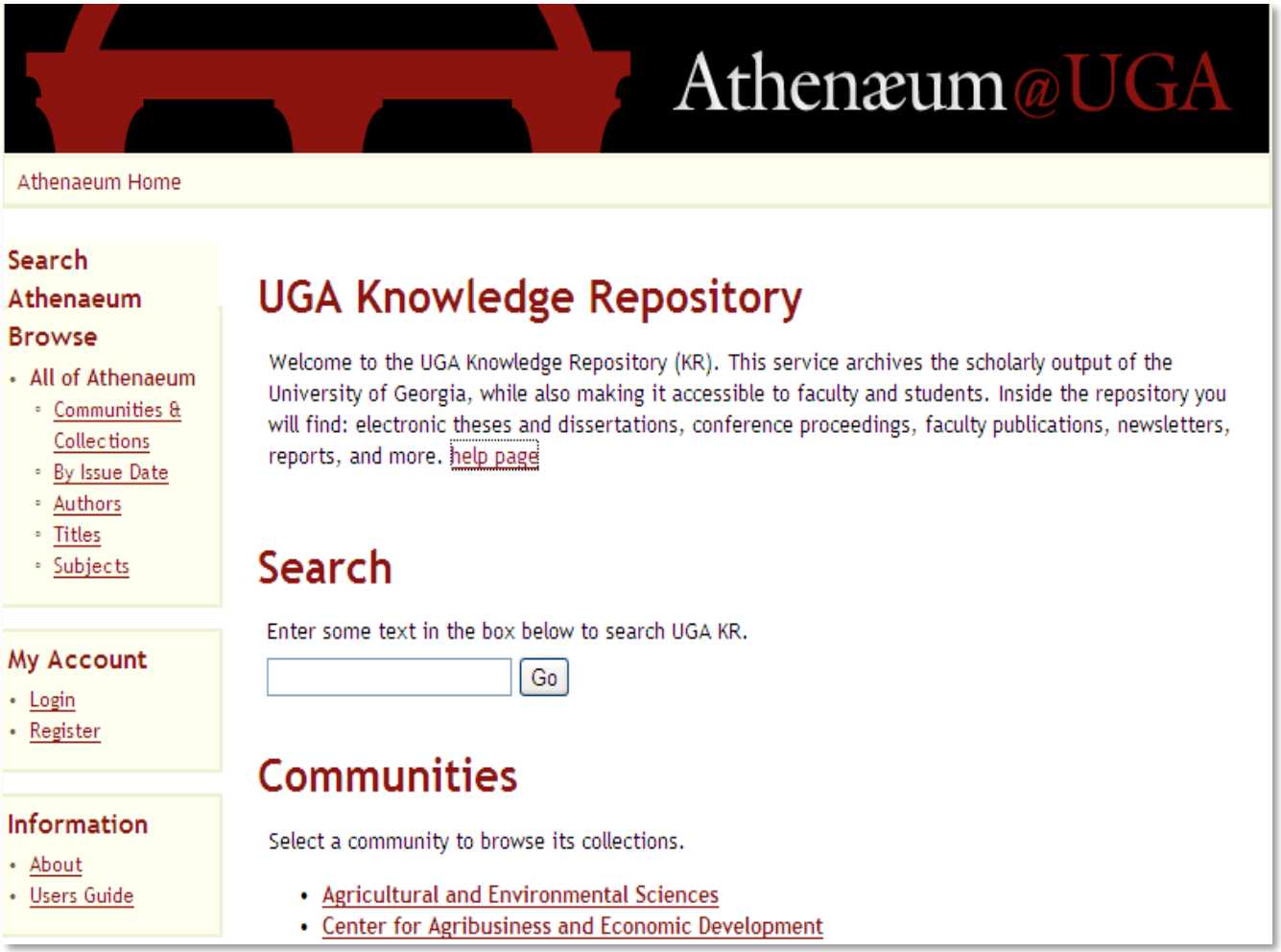
Collections Services

- Overview of our collections in the sciences and engineering
  - 11,606+ online journal subscriptions in agriculture, life & health sciences, biochemistry, engineering, and environmental sciences
  - 4,242 titles are funded by UGA
  - 7,364 titles are funded through the state system called GALILEO
  - Many research databases such as SciFinder Scholar, Ei Engineering Village, Web of Science, and others.
- We’re moving to mostly online access to research journals
- We’re also buying more online books, but the vast majority are physical books on the shelves of the Science Library, with some in the Vet Med Reading room

Publishing Services

- Find funding and collaborators in your area
- Comply with federal publication and data management mandates (NIH and NSF, so far!)
- Publish Open Access: UGA authors receive a 15% discount on author processing fees to publish open access with BioMedCentral, ChemCentral, and SpringerOpen.
  - Email mariann@uga.edu for details.
- Evaluate journal rankings for submission
- Keep copyright in your publications
- Promote discoverability of your work on the internet, archive or publish it in the UGA institutional repository *Athenaeum@UGA*

UGA's Institutional Repository



athenaeum.libs.uga.edu/

Reference Department

Ian Thomas
Research and Instruction Librarian, Science Library 706-542-0703 ithomas@uga.edu

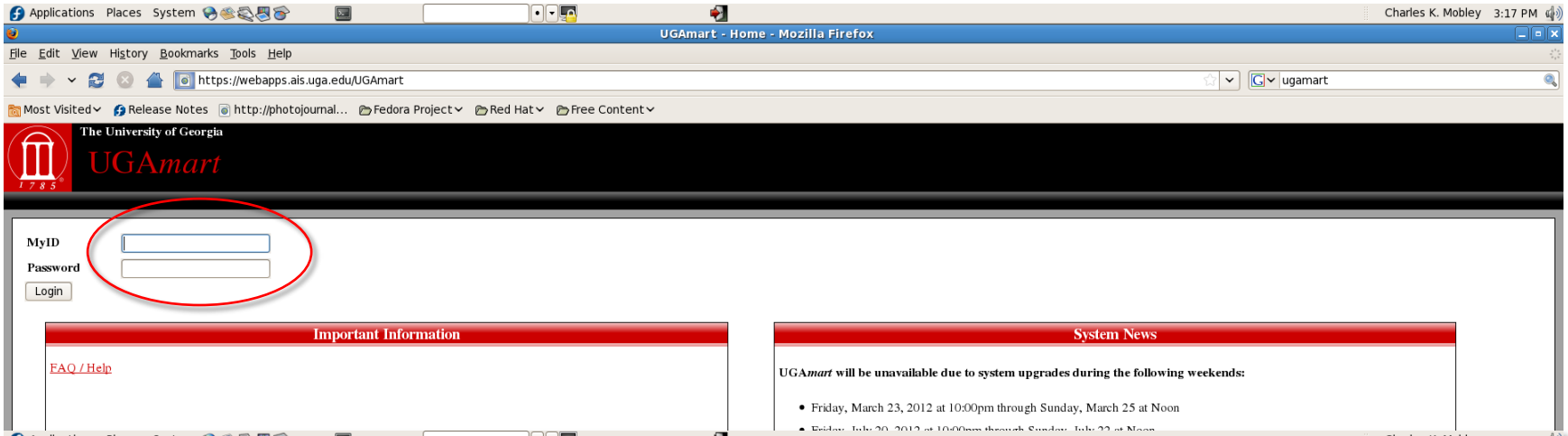
- Research help
  - Tracking down citations and information
  - Troubleshooting access issues to databases
  - Using resources efficiently and effectively
  - Helping find grant funding/career opportunities
- Citation Management
  - Endnote training and troubleshooting
- Teaching research skills
  - Can provide library skills training to your classes or lab sections upon request

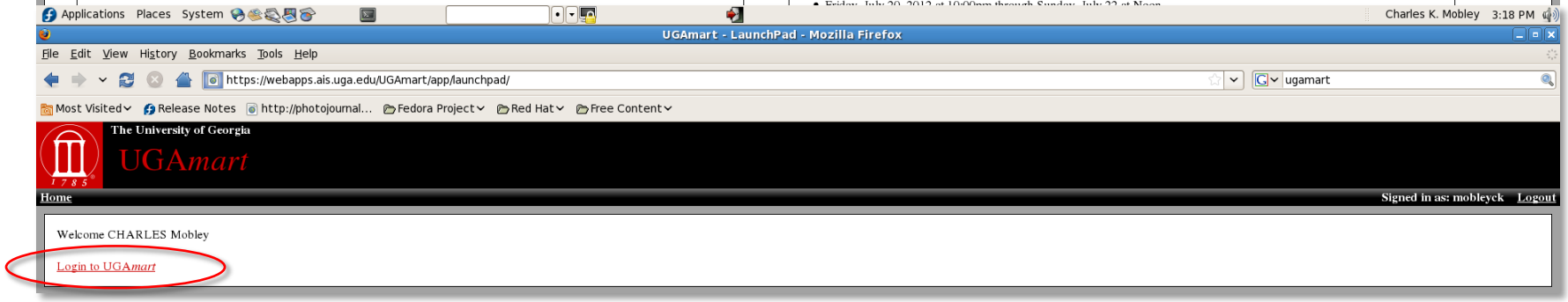
Core Research Facilities

- Some research services or products utilize expertise or instruments that are not efficiently replicated in each research group
- Shared-use core research facilities can be found across campus
- UGA has no current organizational unit to manage core facilities; they report to many different units (offices, colleges, schools, departments, centers, institutes)
- OVPR has attempted to gather links to core facilities (www.ovpr.uga.edu/resources/core-facilities) but this list is not comprehensive

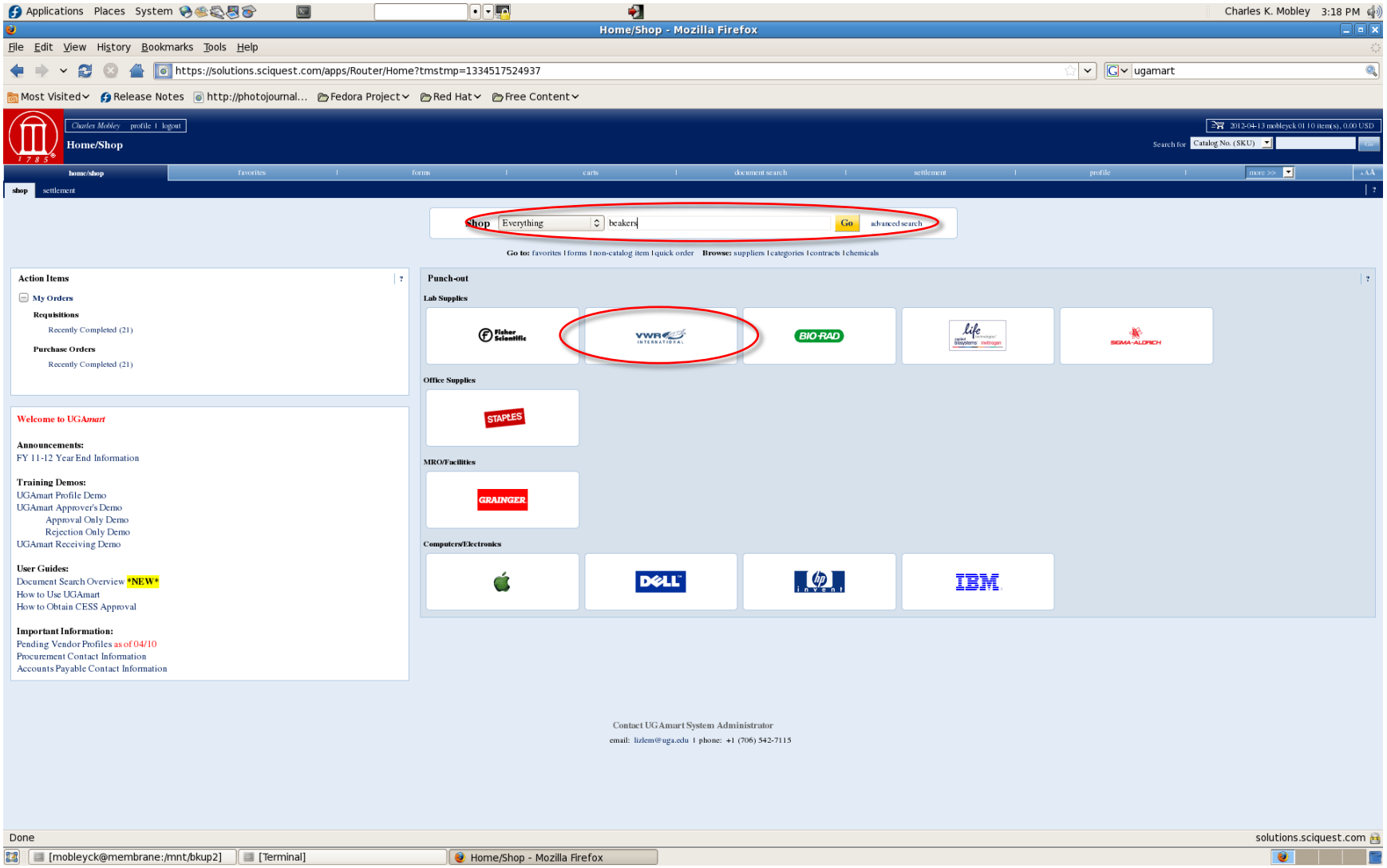
Research Purchasing / UGAMart

- UGAMart is the online purchasing web app for purchasing everything *except* chemicals
- https://webapps.ais.uga.edu/UGAmart

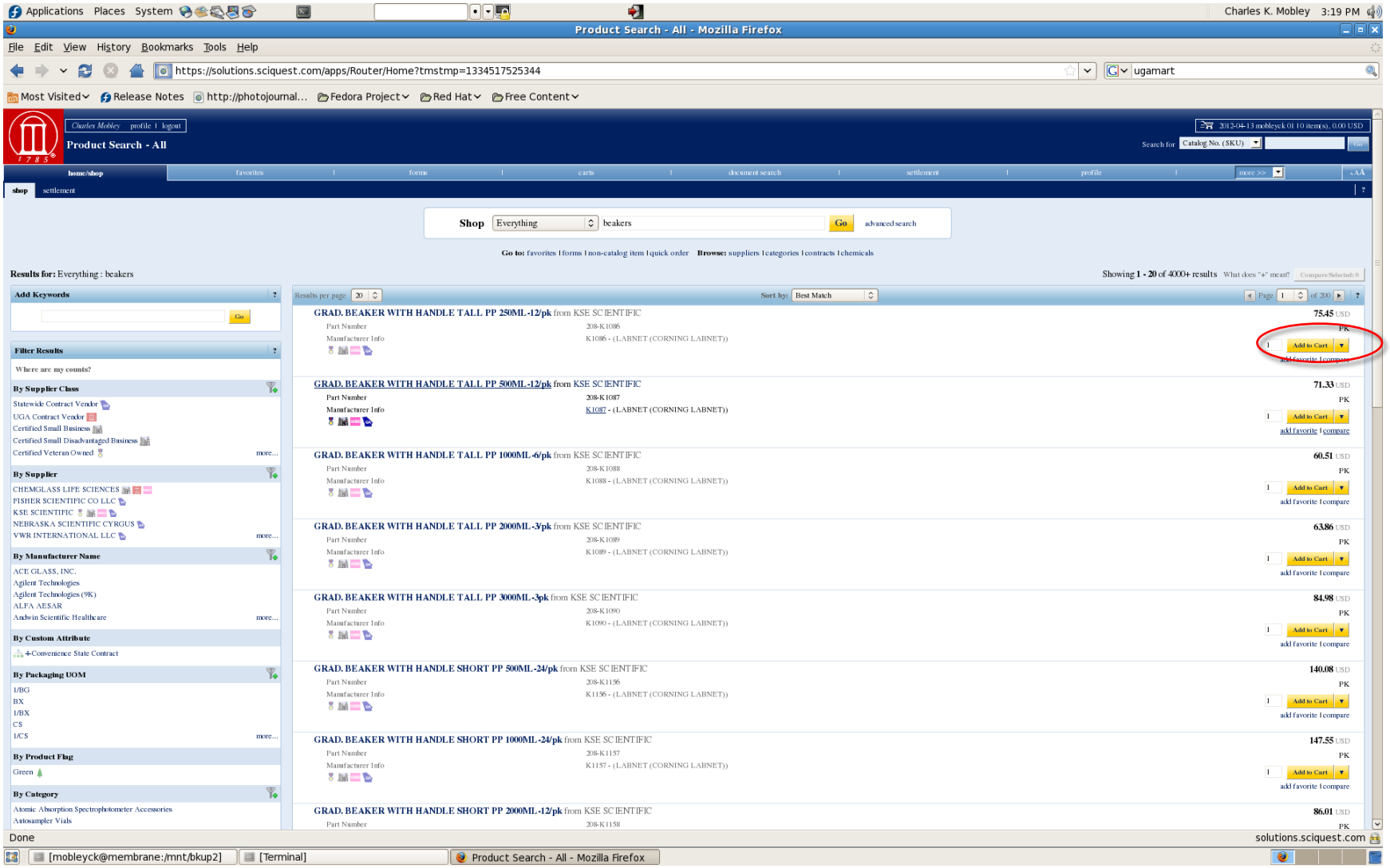




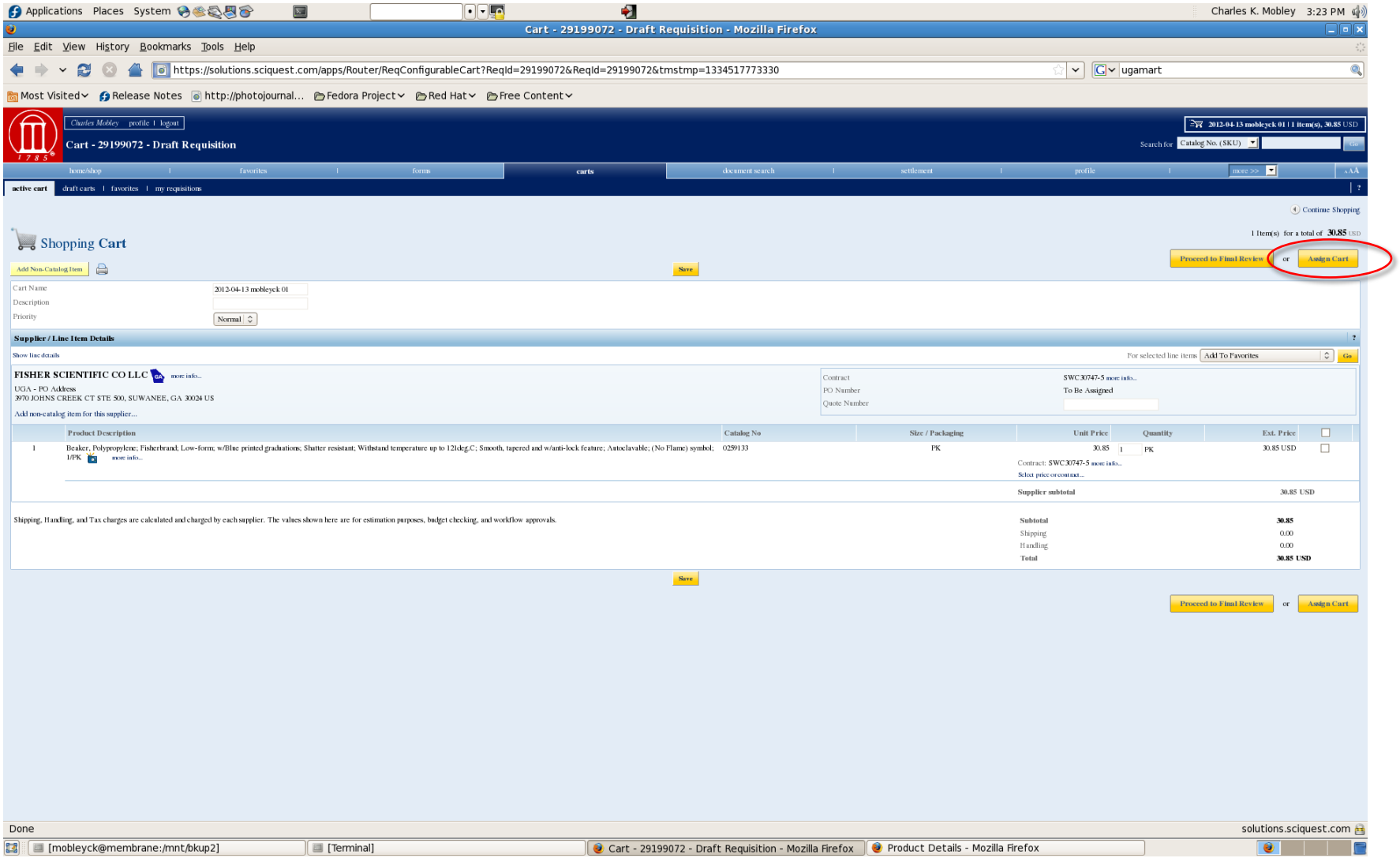
UGAMart vs. Punchout Searches



UGAMart Search Results



UGAMart Assignment of Cart



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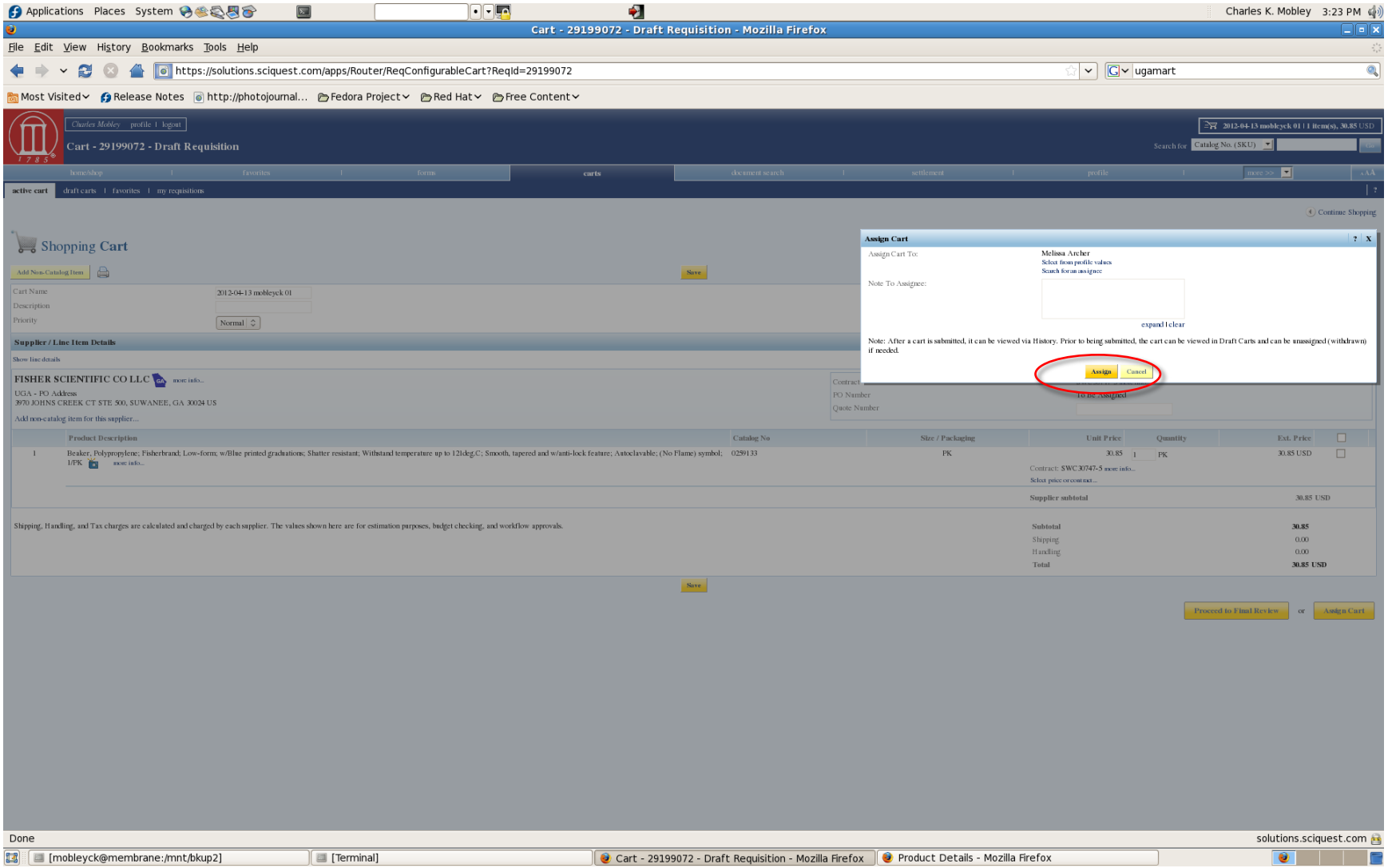


Office of Research (Support) Services

- OR(S)S is a unit of the Office of the Vice President for Research (OVPR)
- On 1 July 2012, the name will change to the Office of Research Support Services
- ORSS offers services that support the UGA research enterprise
- ORSS includes
  - Central Research Stores (CRS)
  - Campus Scientific Stores (CSS)
  - Instrument Shop
  - Glassblowing Shop

ORSS / Central Research Stores

- Central Research Stores – CRS Warehouse
  - Lab plastics and glass supplies
  - 190 Proof **Alcohol pour ups** by 5 gallon quantities
  - Same day **liquid nitrogen** tank rental & delivery
  - Campus chemical distributor
- Ordering: 542-2411 (Robbin); online crs.uga.edu (Mozilla browser preferred); FAX 542-5976; email crs@uga.edu

ORSS / Campus Scientific Stores

- Convenience Store – Ground Floor Chemistry Building
  - Extensive freezer program
  - Compressed gas cylinders
  - Dry Ice by the pound
  - Liquid nitrogen pour ups

ORSS / Instrument Shop

- ishop.uga.edu
- Custom fabrication of scientific, deep ocean, agricultural, and industrial equipment
- Repair of lab instruments – CO_2 incubators, centrifuges, and food grade equipment
- CAD & CAM design – Custom CAD drawing and editing to meet your concept

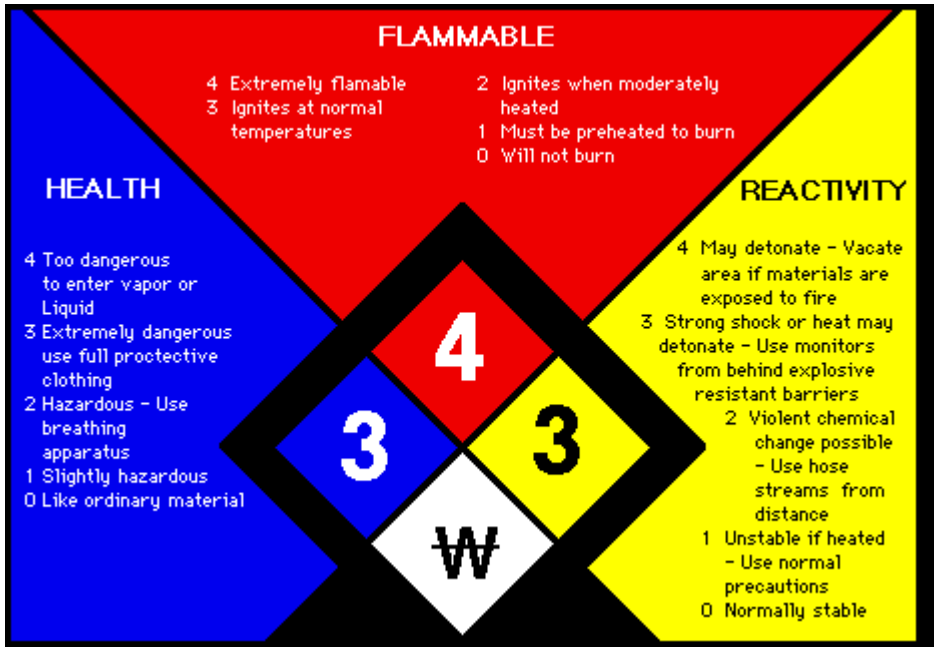
ORSS / Glassblowing Shop

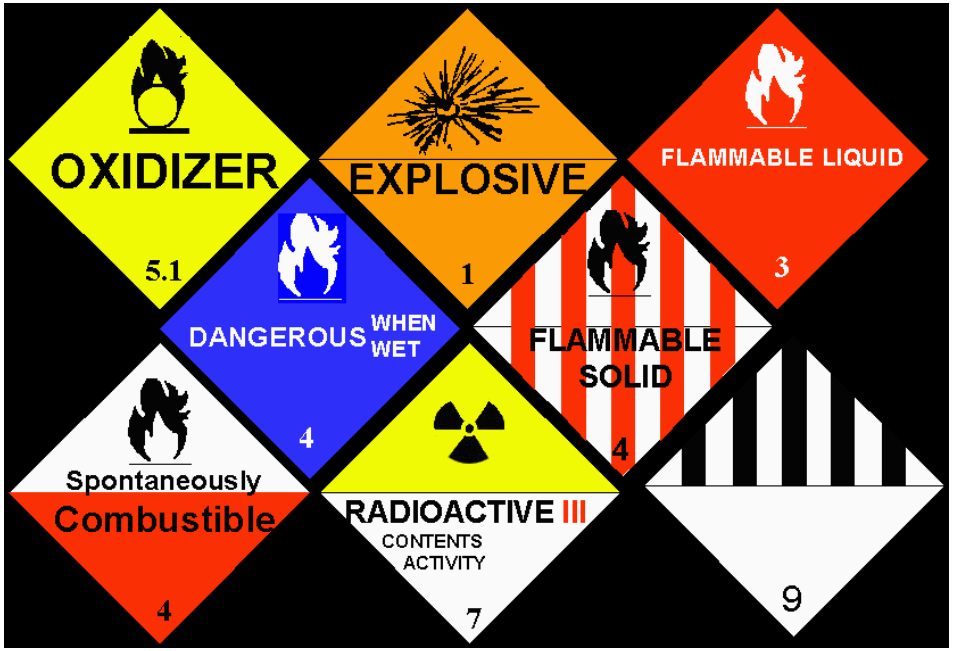
- glass.uga.edu
- Repairs & modifications to existing items
  - Micro-distillation
  - Mercury diffusion pumps
  - Klett flasks
  - Filter crucibles
  - Large diameter columns
- Custom fabrication
- Located in Chemistry Building

Ordering Chemicals: What is a Chemical?

- University of Georgia Chemical and Laboratory Safety Manual (www.esd.uga.edu/chem/safetymanual.htm), Section 2 Part I A
  - The director of CRS is designated as the sole agent for submitting purchase requests for chemicals to the University procurement office, receiving, and distributing all chemicals to on-campus research and science laboratories and academic units of UGA
- A substance is a chemical if it has a NFPA Fire Diamond Hazard rating 2 or greater
- A substance is a chemical if it requires DOT Hazardous Materials designation for shipping
- A substance is a chemical when MSDS requires:
  - Item not be placed in the landfill
  - Licensed disposal to a private contractor
  - Item to not be poured down drains
  - Avoid release to the environment

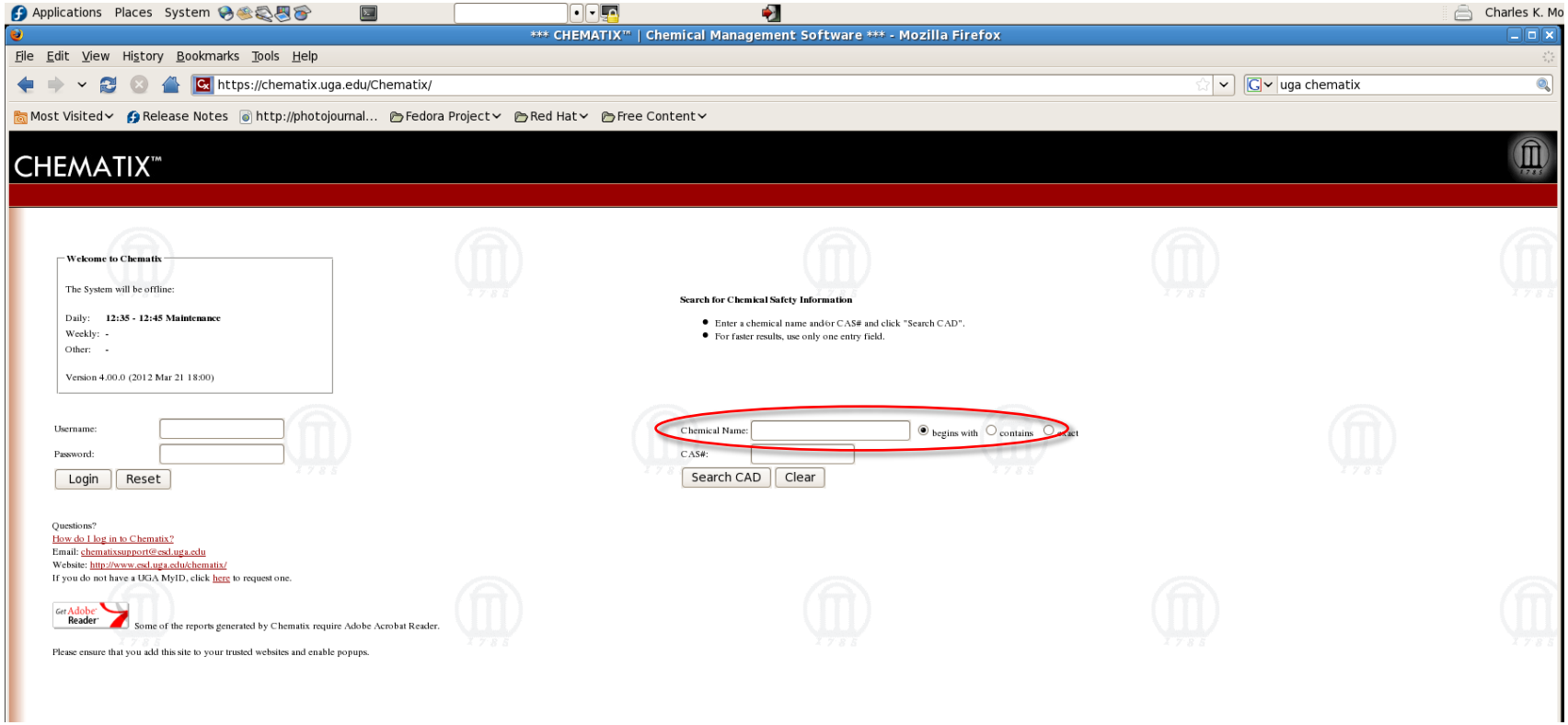
Ordering Chemicals: What is a Chemical?





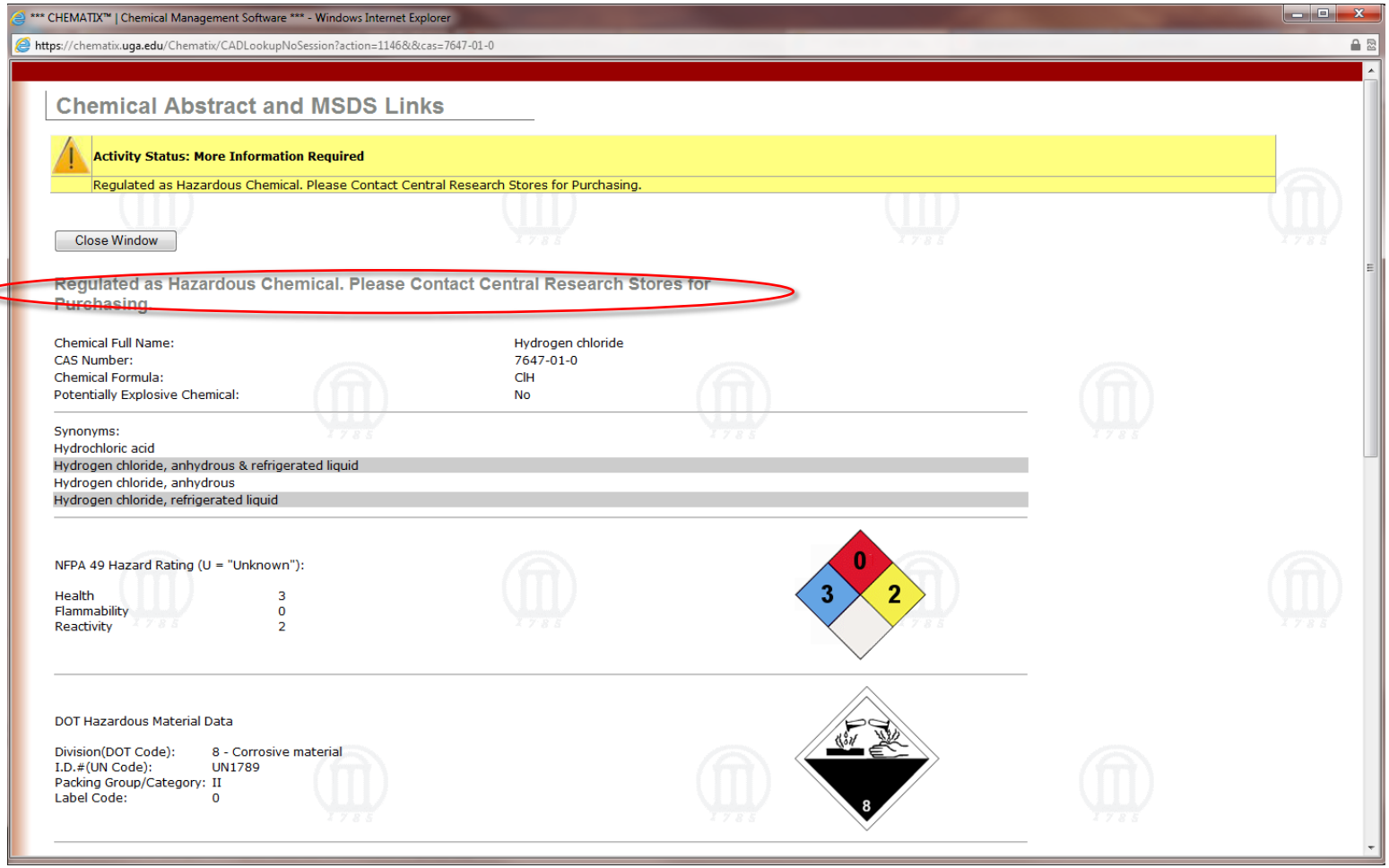
Ordering Chemicals: What is a Chemical?

- UGA uses Chematix for chemical and laboratory safety management (https://chematix.uga.edu/Chematix/)
- Many chemicals will be identified in Chematix



Ordering Chemicals

- Chemicals must be ordered through CRS (crs.uga.edu)



Chemical Storage, Tracking, & Waste Disposal

- The UGA Environmental Safety Division (ESD, esd.uga.edu) is responsible for the Chemical and Laboratory Safety Program
- The Chemical and Laboratory Safety Program provides guidance to UGA faculty, staff and students on the safe use of chemical agents
- The program focus is chemical safety, health, environmental protection, and compliance based on current government regulations, guidelines and best management practices
- For assistance, contact Greg Bell, belbo@uga.edu, 706-542-0105

Chemical Storage, Tracking, & Waste Disposal

- Services provided by the Chemical and Laboratory Safety Program
  - Lab Safety and Right to Know training
  - Proper chemical labeling
  - Lab openings, closings, and transfers
  - Chemical inventory and MSDS
  - Personal protective equipment (PPE)
  - Chemical spill and emergency information
  - Lab safety inspections