



Service Agreement

Research &
Economic
Development

FY18 through FY21 Budget Information

	FY 2018	FY 2019	FY 2020	FY 2021
	VP for Research & Economic Development			
Service Unit Allocation for Primary Unit	\$ 4,337,566.00	\$ 4,637,555.97	\$ 4,434,810.00	\$ 4,102,141.00

Service Unit	Brief Description of Services	Core	Premium	Recharge	Page #
Office of the Vice President for Research & Economic Development	The Division of Research & Economic Development provides research development strategy and services and support to the research community of the University of North Dakota.	X			4
Research Institute for Autonomous Systems	The UND Research Institute for Autonomous Systems (RIAS) helps integrate the expertise, infrastructure, activities, and resources of UND, the North Dakota University System, and the UAS ecosystem in the Grand Forks region and beyond, with the goal of establishing ongoing and sustainable externally-funded unmanned and autonomous research leading to economic development and diversification in the state of North Dakota.	X			5
Office of Research Compliance & Ethics	The Office of Research Compliance & Ethics oversees compliance for all activities that use human subjects, animals, and biological materials including recombinant DNA.	X			6
Center for Biomedical Research	The Center for Biomedical Research houses, maintains, and is responsible for the health of all the animals used in research and education at UND.	X			7
Established Program to Stimulate Competitive Research (EPSCoR)	The EPSCoR office works with faculty, departments, and colleges to identify research and related activities that are consistent with NSF EPSCoR and collaborative program goals.	X			8
Corporate Engagement & Commercialization	Responsible to identify, inventory, and evaluate UND intellectual property for commercialization potential and compliance requirements. Responsible for developing corporate/industrial relationships in order to drive greater research activity leading to rapid technology transfer and minimization of legal IP costs.	X			9

Service Unit	Brief Description of Services	Core	Premium	Recharge	Page #
Office of Research & Sponsored Program Development	The Office of Research & Sponsored Program Development is responsible for all proposal, agreement and compliance-related functions for sponsored funding proposed by and awarded to UND.	X			10
Office of Grants & Contracts Accounting	The Office of Grants & Contracts Accounting works closely with faculty and department business office staff to ensure financial compliance and proper accounting of externally sponsored funds to UND.	X			11

Name of Service Unit:	Office of the Vice President for Research & Economic Development
Contact:	John Mihelich, Interim Vice President for Research & Economic Development
Web address:	http://UND.edu/research
Brief Description:	The Division of Research & Economic Development provides research development services and support to the research community of the University of North Dakota.
Customers Eligible to Request Service:	UND faculty, students, and staff
Core Services Specifics:	<p>Oversees and supports UND research efforts and strategy, working within the university (president, provost, deans, Associate Deans for Research (ADRs), Grand Challenge Champions, faculty and staff) and intersecting external collaborators and partners. Supports research development to include:</p> <ul style="list-style-type: none"> • Develop and implement overall research strategy consistent with the UND strategic plan and primary unit goals and aligned with university capabilities and opportunities. • Help build research capabilities and pursue public and private funding opportunities. • Provide required and strategic data analysis and reporting. • Manage the institutional level research narrative, including communications internally and to outside constituencies. • Facilitate the pairing of faculty/student research skill sets and interests with funding opportunities and collaborations. • Manage centralized research development efforts including seed funding programs, limited submission opportunities, and collaborative grants. • Administer compliance activities related to research. • Provide electronic research administration for sponsored research and the Institutional Review Board (IRB); the Institutional Animal Care & Use Committee (IACUC) module is being developed and will be implemented soon.
Recharge Services:	N/A
Premium Services:	N/A

Name of Service Unit:	Research Institute for Autonomous Systems (RIAS)
Contact:	Mark Askelson, RIAS Interim Executive Director
Web address:	https://UND.edu/research/rias
Brief Description:	The UND Research Institute for Autonomous Systems (RIAS) helps develop opportunities and integrate the expertise, infrastructure, activities, and resources of UND, the North Dakota University System, and the UAS ecosystem in the Grand Forks region and beyond, with the goal of establishing ongoing and sustainable externally-funded unmanned and autonomous research leading to economic development and diversification in the state of North Dakota.
Customers Eligible to Request Service:	UND faculty, students, and staff, private sector partners, and the state of North Dakota
Core Services Specifics:	<p>The RIAS will engage external resources and UND researchers across a broad spectrum of disciplines in order to catalyze and support research and technology development across the unmanned and autonomous systems enterprise, including but not limited to the following focus areas:</p> <ul style="list-style-type: none"> • Autonomous Platforms • Application • Data Supply Chain • Cyber Security • Policy
Recharge Services:	N/A
Premium Services:	N/A

Name of Service Unit:	Office of Research Compliance & Ethics
Contact:	Michelle L. Bowles, RC&E Manager
Web address:	http://UND.edu/research/resources
Brief Description:	The Office of Research Compliance & Ethics oversees compliance for all funded and unfunded activities that use human subjects, animals, and biological materials, including recombinant DNA.
Customers Eligible to Request Service:	All UND faculty, students, and staff involved in research (broadly defined as any creative activities), which is regulated by federal, state, or local government laws or regulations, or North Dakota University System or University of North Dakota policies and procedures.
Core Services Specifics:	<p>The Office of Research Compliance & Ethics is responsible for ensuring compliance with all federal and state laws and regulations, and all NDUS and UND policies and procedures related to the:</p> <ul style="list-style-type: none"> • Use of human subjects in research (Institutional Review Board); • Care and use of animals for teaching and research (Institutional Animal Care & Use Committee); and • Use of biological materials, including infectious agents, recombinant DNA, and human tissues and fluids, in teaching and research (Institutional Biosafety Committee). <p>The Office of Research Compliance & Ethics is responsible for completing research compliance congruency reviews on federally sponsored projects and ensures appropriate documentation of compliance approvals are included in sponsored projects records.</p> <p>The Office of Research Compliance & Ethics closely collaborates with the Office of Research & Sponsored Program Development when research involves the use of materials that fall under International Trade in Arms Regulations (ITAR) and Export Administration Regulations (EAR), conflict of interest regulations, and responsible conduct of research requirements.</p>
Recharge Services:	N/A
Premium Services:	N/A

Name of Service Unit:	Center for Biomedical Research																				
Contact:	John Mihelich, Interim Vice President for Research & Economic Development																				
Web address:	https://UND.edu/research/biomedical-research																				
Brief Description:	The Center for Biomedical Research houses, maintains, and is responsible for the health of all the animals used in research and education at UND.																				
Customers Eligible to Request Service:	All UND faculty who use animals for research or educational purposes.																				
Core Services Specifics:	<p>Animals used in research and education are either purchased from commercial suppliers or maintained as breeding colonies. All administrative functions related to ordering animals, cages and related items, feed, and bedding, as well as keeping track of the status of all animals, are performed by an administrative secretary. Animal technicians are responsible for the care of the animals while in the Center. This includes timely feeding, watering, and changing cages. Animal technicians also routinely check the health of the animals and ensure that cages and the facilities are kept clean. The overall health of the animals and their well-being before and during research and educational practices is the responsibility of the veterinarian.</p> <p>Per diem rates for housing animals at the CBR as of 1/1/2018</p> <table border="1"> <tr> <td>Mouse</td> <td>\$0.13</td> </tr> <tr> <td>Rat</td> <td>\$0.23</td> </tr> <tr> <td>Hamster</td> <td>\$0.17</td> </tr> <tr> <td>Rabbit</td> <td>\$0.65</td> </tr> <tr> <td>Guinea Pig</td> <td>\$1.12</td> </tr> </table> <p>Per diem rates for housing animals at the CBR effective 1/1/2021</p> <table border="1"> <tr> <td>Mouse</td> <td>\$0.16</td> </tr> <tr> <td>Rat</td> <td>\$0.26</td> </tr> <tr> <td>Hamster</td> <td>\$0.17</td> </tr> <tr> <td>Rabbit</td> <td>\$0.65</td> </tr> <tr> <td>Guinea Pig</td> <td>\$1.12</td> </tr> </table>	Mouse	\$0.13	Rat	\$0.23	Hamster	\$0.17	Rabbit	\$0.65	Guinea Pig	\$1.12	Mouse	\$0.16	Rat	\$0.26	Hamster	\$0.17	Rabbit	\$0.65	Guinea Pig	\$1.12
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Recharge Services:	N/A																				
Premium Services:	N/A																				

Name of Service Unit:	Established Program to Stimulate Competitive Research (EPSCoR)
Contact:	John Mihelich, Interim Vice President for Research & Economic Development
Web address:	https://www.ndepscor.ndus.edu
Brief Description:	The EPSCoR office works with faculty, departments, and colleges to identify research and related activities that are consistent with NSF EPSCoR program and other collaborative program goals.
Customers Eligible to Request Service:	UND departments and faculty in STEM fields
Core Services Specifics:	The EPSCoR office helps develop EPSCoR proposals and carries out administrative functions related to financial and non-financial activities related to NSF EPSCoR and other collaborative programs. This also includes budget planning and monitoring, ERCORE, NATURE Summer Camp, and other support as needed.
Recharge Services:	N/A
Premium Services:	N/A

Name of Service Unit:	Office of Corporate Engagement & Commercialization
Contact:	Grant Adkins, Licensing & Tech Transfer Associate
Web address:	https://und.edu/research/corporate-engagement-commercialization/index.html
Brief Description:	<p>Responsible to identify, inventory, and evaluate UND intellectual property.</p> <p>Responsible for developing corporate/industrial relationships in order to drive greater research activity leading to rapid technology transfer and minimization of legal IP costs.</p>
Customers Eligible to Request Service:	UND faculty, students, staff, colleges, and departments, industry, state government, and Federal government
Core Services Specifics:	<p>Pursue industry research partnership, manage university research suitable for disclosure, evaluate patentability, evaluate market potential, identify potential licensees, execute protection process and report inventions to external funding agencies such as the federal government.</p> <ul style="list-style-type: none"> • Prepare marketing materials. • Develop industrial relationships leading to collaborative research and technology development. • Execute license agreements and monitor progress toward commercialization and distribution of license royalties to UND. • Monitor patent annuity systems and pay or drop existing UND patents. • Manage royalty distributions to inventors. • Assist faculty in response to RFPs and grant applications to review IP conditions and agreements. • Assist faculty in developing industrial partnerships to drive research activity. • Manage NDA, MTA, invention disclosure and patent prosecution application processes and database. • Monitor and replenish a US Patent & Trademark Office deposit account to fund UND patent and trademark fees.
Recharge Services:	N/A
Premium Services:	N/A

Name of Service Unit:	Office of Research & Sponsored Program Development
Contact:	Ms. Michael P. Sadler, Research & Sponsored Program/Export Control Manager
Web address:	https://UND.edu/research/grants-and-funding/pre-award-main
Brief Description:	The Office of Research & Sponsored Program Development (RSPD) is responsible for all proposal, agreement and compliance-related functions for sponsored funding proposed by and awarded to UND.
Customers Eligible to Request Service:	All faculty, staff, and students actively pursuing external funding, funded by an external agency, or seeking external research collaboration. The University is also a stakeholder in the sense that most sponsored funding is cost reimbursable.
Core Services Specifics:	<p>All federal, state, non-profit and private awards and proposals are managed by the Office of Research & Sponsored Program Development. The office is entirely responsible for all non-financial management for external sponsored funding and research related agreements. The EERC has been provided the flexibility to manage its private industry contracts. No other units submit proposals. The office works closely with grants personnel employed by colleges/schools who do some of the initial proposal legwork for the central office.</p> <p>RSPD staff work directly with stakeholders:</p> <ul style="list-style-type: none"> • On proposals, to review budgets and areas of research compliance, and solicitation review prior to proposal submission. • On awards, to ensure award budgets are consistent with the stakeholder requirements and that the stakeholder is able to comply with all terms and conditions of the award document. • To identify problems with proposals and award terms and conditions, negotiate as appropriate, and address in a timely manner. • To facilitate other areas of proposal preparation, solicitation assistance, and research development, as time allows. • To draft, review and execute non-financial agreements and documentation to facility non-funded, external research collaborations. • To advise on questions of research related compliance in the areas of export control, conflict of interest and undue influence, under federal regulations.
Recharge Services:	N/A
Premium Services:	N/A

Name of Service Unit:	Office of Grants & Contracts Accounting
Contact:	Lauren Pite, Director or Chassi Herman, Associate Director
Web address:	https://und.edu/research/grants-and-funding/gc-astaff.html
Brief Description:	The Office of Grants & Contracts Accounting works closely with faculty and department business office staff to ensure financial compliance and proper accounting of externally sponsored funds to UND.
Customers Eligible to Request Service:	All faculty, staff, and students actively pursuing funding by an external agency. The University is also a stakeholder in the sense that most grants and contracts are cost reimbursable.
Core Services Specifics:	<p>Grants & Contracts Accounting is responsible for the financial management of federal and non-federal awards to the University, and for providing guidance to faculty and staff to assure the proper stewardship of funds that are received.</p> <p>Grants & Contracts Accounting is notified by the Research and Sponsored Program Development Office of an award ready for set up in the University's financial system. Financial management responsibilities include:</p> <ul style="list-style-type: none"> • Financial Reporting • Cost transfer reviews • Monitoring of the award • Cash management (including Letter of Credit draws, sponsor invoicing, sponsor payment, accounts receivable) • Officially closing the award in the financial system • Effort reporting • Audits (federal and state) and reviews
Recharge Services:	N/A
Premium Services:	N/A