I. Michigan Tech Research Process
   a. Identifying/Researching Prospects
   b. Internal and External Funding Opportunities
   c. Developing Proposals; Securing Awards
   d. Budgeting, Accounting, and Reporting
   e. Intellectual Property, Commercialization, and Industrial Partnerships
   f. Ethics, Compliance, and National Security
   g. Campus Resources: Graduate School and University Marketing & Communication

II. Four umbrellas within VPR
   a. Research Development (RD)
   b. Sponsored Programs Office & Accounting (SPO & SPA)
   c. Innovation & Industry Engagement (IIE)
   d. Compliance, Integrity & Safety (CIS)

III. Research Development
   a. Assistance with finding funding, navigating the internal process, accessing and adapting stock information, and maximizing the quality of the proposal writing (editing, proofreading, perspective of a first-time reader)
   b. Guidance on planning, timelines, funding types and sources, researching prospects, utilizing resources and most effectively to create/position proposals
   c. Support for research development with private foundations, including prospect identification, prospect research, letters of inquiry, & relationship management.

IV. Various Internal Funding Options
   a. Century II Campaign Endowed Equipment Fund
   b. Research Excellence Fund (Scholarship & Creativity, Mentoring, Research Seed, Technology Commercialization, Infrastructure Enhancement)
   c. Superior Ideas: www.superiorideas.org
   d. Check the VPR website or contact Cathy Codere for details and applications

V. Sponsored Programs Office
   a. Proposal Guidelines and Timelines; General Support & Training
   b. Internal Paperwork Management
   c. Proposal Review, Authorization, and Submission
   d. Award Negotiation & Administration
   e. One Stop for Federal, State, Foundations
   f. Coordinate/Review/Finalize IIE’s Industry & Foreign Proposals
VI. **Sponsored Programs Accounting**
   a. Award Set-Up
   b. Reimbursement Requests and Expense Processing
   c. Project Close-Out

VII. **Innovation and Industry Engagement**
   a. Intellectual Property Management
   b. Industrial, Foreign & Student Project Contracts
   c. Invention/Technology Commercialization; Start-up Business Development
   d. Industrial Partnership Development, Agreements, and Administration

VIII. **Compliance, Integrity, and Safety**
   a. Conflicts of Interests
   b. Responsible Conduct of Research & Research Misconduct
   c. Institutional Review Board (IRB) & IRB-NET
   d. Institutional Animal Care & Use Committee (IACUC)
   e. Institutional Biosafety Committee (IBC) & Materials Safety
   f. Export Controls
   g. Occupational Safety & Health

IX. **National Security**
   a. Classification of Foreign Persons
   b. Participation & Publication Restrictions/Policies
   c. Negotiation of Approaches
   d. Project Administration & National Security

X. **Graduate School**
   a. Student Recruitment, Alumni Relations
   b. Application Processing
   c. Current Students' Degree Progress
   d. Financial Issues and General Questions

XI. **University Marketing & Communications**
   a. Promoting Professional & Institutional Development
   b. Sharing Expert Research & Knowledge
   c. Keeping UMC and the world aware of your work
   d. Types of Publicity through UMC
      i. News website [www.mtu.edu/news](http://www.mtu.edu/news)
      iii. News releases to media and funding partners