

New Faculty Assistance

Start Up Funds

Ohio University (OHIO) encourages new faculty to begin their pursuit of extramural funding soon after getting established in their new department. It is realized, however, that laboratory renovations may be required, equipment may need to be purchased and assembled, and supplies need to be purchased before data for a proposal can be collected. To that effect, OHIO's start-up program is intended to aid faculty in getting their research efforts up and running as soon as possible.



Start-up funds are negotiated between the department chair/school director and a potential new hire before he or she begins employment at Ohio University.

Funds required for initial research startup are typically first negotiated between a department chair and the candidate who has been offered a faculty appointment. The department chair will work with the college dean and the Vice President for Research to develop an appropriate start-up package for the position based upon the research interests of the candidate and the potential for future extramural funding. To be eligible for research start-up funds, however, the faculty member must be appointed into a position in which there is an expectation of competitiveness for extramural funding. Faculty who receive initial research startup funds are expected to secure awards equal to the value of their startup package on an annual basis in no longer than five years from their initial appointment. Once a research start-up amount has been agreed upon, the Office of the Vice President for Research will establish an account in the Oracle Financial Management System. Account spending typically commences July 1 of the given year of appointment, but, should funds be required before that date, the department chair or budget unit manager should contact the Vice President with a request and justification for early funding.



Faculty who receive start-up funds are expected to secure awards annually equal to that of their start-up package within 5 years of their initial appointment.

Spending Rate

Spending on a start-up account typically starts July 1 of the initial year of appointment and extends through June 30 of the third year of appointment. There are two rules that apply regarding the timing of research start-up expenditures:

1. Capital equipment (items costing more than \$2,500) must be obligated by June 30 of the second year of employment.
2. Seventy percent of all research start-up funds must be spent, or obligated in the case of capital equipment, by June 30 of the second-year of employment. Only thirty percent of the original start-up award should remain for expenditure during the third year.

Extensions of Time

There are three situations in which faculty may request an extension of time for spending the research start-up funds:

1. An extension may be granted If renovations of the faculty member's laboratory are incomplete or have caused a delay in research. If this is the case, the Vice President for Research should be informed immediately as to the length of time for the delay.
2. Start-up spending may be extended if the faculty member has obligated a portion of their start-up allocation as cost share on an extramural award. If an award is subsequently made, the pledged amount will be consistent with grant cost share requirements. See page ____ for additional cost share information.
3. Extended illness or family medical leave requires an extended absence of more than 90 days.

Limitations of Expenditures

Startup cannot be used for faculty salary (including summer), visa fees, attorney fees for visa processing, or for moving charges of personal effects. All other charges must conform to state law and other relevant OHIO policy.

College/Department Requirements

Your college or department may have additional requirements on the award or administration of research start-up funds. Faculty members who have received start-up need to consult their department chair or Associate Dean for Research for other college requirements, if any.

Renovations (University Planning and Implementation)

If your research requires significant renovations to a building, room or laboratory, it is highly important that you plan ahead and work with the University Planning and Implementation (UPI) staff. Depending on the size of work to be done, lead time could be very large. This could affect your expenditure of start-up funds or an anticipated start date of work on a grant.



Be sure to plan ahead when needing renovations to a space. Depending on the size and complexity, completion time can range from a very quick to a very long duration.

Changes to existing space through renovation work and/or changes to the existing function of a space, construction of new space, and off-campus leasing or property acquisitions require the approval of UPI. This office is the initial point of contact for all capital projects for OHIO. Please call 740.593.2727 or visit the web site at <http://www.upi.ohio.edu>.

If you plan to submit a budget request to a sponsor to cover renovations, you should contact the UPI staff to assist you in determining an estimate for services. Additional information, in the *Plant Operations* section of this handbook can assist you in estimating an amount for services, if completed by OHIO personnel. The UPI staff are also happy to assist you in the coordination among other OHIO departments such as Environmental Health and Safety, Lab Animal Resources, Facilities Management and Plant Operations, as the need arises.

Existing Shared Facility Resources

As a resource to researchers, OHIO has developed a number of shared use facilities and equipment. These resources are available to the university community. Note that not all campus research facilities are listed, as some may not be identified for shared use. Listed with a brief description are the facilities and equipment, by use, that are open to all faculty for general research access:

Animal Facility

Edison Biotechnology Institute Transgenic Mouse Facility: Transgenic mouse models are generated via pronuclear microinjection of DNA into fertilized mouse oocytes. Gene fragments for injections are constructed and prepared by faculty and provided to the microinjection staff for use in generating animals.

Bioanalysis

BioRad Gel Documentation System: The system uses a CCD camera to capture images in real time, with a motorized zoom lens for convenient zoom, focus, and iris adjustments.

DNA Analysis Facility: This facility is intended to further enrich research productivity by furnishing molecular data in a manner that is both cost efficient and time efficient. Automated DNA sequencing and molecular marker analysis is provided by the technologically advanced ABI Prism 310 Genetic Analyzer.

OI Analytical Total Organic Carbon Analyzer: The Model 1010 Wet Oxidation Total Organic Carbon Analyzer is an automated system for analyzing aqueous samples for total inorganic carbon (TIC) and total organic carbon (TOC).

Engineering

Dysart Woods: A 50-acre tract of old-growth oak forest, located in Belmont County, is the original forest of southeastern Ohio. The woods, located on the 455-acre Dysart Farm, are used for research and teaching by faculty and students in the Department of Environmental and Plant Biology.

Environmental and Plant Biology Greenhouse and Instructional Garden: The 4,320 square-foot greenhouse and 1,250 square-foot headhouse and storage area with the adjacent 1-acre garden provides a plant collection that serves the interest of the students, faculty, and staff of the Department of Environmental and Plant Biology as well as other interested academic units.

The West State Street Research Site: This research facility is home to studies of alternative methods of agriculture, plant methodology, mycology, medicinal botany, and several other research areas.



Visit the Vice President for Research site,
http://www.ohiou.edu/research/shared_facilitiesandequipment/index.htm,
 for more information and contacts for any of the shared resources.

Information Technology

Applied Geographic Analysis Laboratory: This facility holds a range of computer hardware and software for applied research and special studies using advanced information technologies such as GIS, Remote Sensing and Artificial Intelligence.

Cartography Center: This center is a completely automated facility with some of the latest in cartographic, geographical information system (GIS), and global positioning system (GPS) hardware and software.

Macmobile Language Resource Center: A wireless Macmobile (consisting of 20 iBook laptops and an instructor station) furnishes students with a superior learning experience by integrating state-of-the-art multimedia technology into the general curriculum in an attempt to advance the development of students' language, writing, and critical thinking skills.

Scripps Survey Research Center: The research center is a phone survey facility with a network of 21 computers equipped with telephone interviewing software that allows researchers to conduct efficient, large-scale telephone surveys with random number generation, automatic dialing, on-screen scripting, data file compilation, and preliminary data analysis.

CITL IT Lab: This academic support facility available to faculty interested in instructional innovation houses all necessary equipment such as both PC and Mac computers, scanners, CD burners, and an audio/video station.

Spectroscopy

NMR Facility: The facility, for both spectrometer operation and off-line data processing studies, currently contains 3 NMR spot spectrometers: a Varian INOVA 500, a Varian VXR40005, and a Bruker AF-250.

Becton Dickinson FACSort (Flow Cytometer): This piece of equipment is capable of cell sorting, and completing up to a three color analysis. Cells can be sorted based on size, granularity, and/or fluorescent signal.

BIORAD QUANTITY ONE Fluor-S Multi Imager: Is a quantitative imaging system for capturing digital data from single and multi-color fluorescence, chemiluminescence, chemifluorescence and colorimetric samples.

Edwards Accelerator Lab: This facility within the Department of Physics and Astronomy is home to the only MeV ion accelerator in a college or university in Ohio. The accelerator currently supports a broad research program including nuclear astrophysics, nuclear structure, neutron imaging, and materials science.

HYDRA AA Automated Mercury Analyzer: Is a new, fully automated mercury analyzer based on COLD Vapor Atomic Absorption Spectroscopy (CVAAS). It is designed to permit the determination of mercury in the low ppt to high ppb concentration range.

Malvern Mastersizer: Completes advanced particle size analysis. It is a modular instrument designed for measurement of wet and dry samples.

Versa Fluor Fluorometer: Is a fast and simple way to quantitate DNA, RNA, and proteins to detect apoptosis and to perform reporter enzyme assays with the high level of sensitivity and selectivity that fluorescent detection offers.

WM Keck Thin Film Analysis Facility - A suite of integrated ultra-high vacuum chambers and systems including a Kratos XSAM 800 electron spectrometer and a Panmure 6 axis goniometer for ion channeling analysis. In-situ deposition is possible in attached chambers that include physical vapor deposition and chemical vapor deposition.

X-Ray Powder Diffractometer - The Rigaku X-Ray Diffractometer is designed for powder diffraction from 5 to 160 degrees.

Microscopy

Confocal Microscope Facility: Confocal imaging of fluorescent specimens. The microscope is equipped with an argon laser, two He-Ne lasers, and a UV laser.

Electron Microscopy, Ultrathin Sectioning Facilities: The Zeiss EM 109 and JEOL 1010 electron microscopes are instruments in the Microscopy Facility in the Life Science Research Facility. The Microscope Facility is designed to analyze the structure of samples with a variety of microscopes, producing photographic or digital images.

Scanning Electron Microscope: The Cambridge Stereoscan 240 Scanning Electron Microscope has a useful magnification range from 28x to 280,000x operating at an acceleration potential of 0.5kV to 30kV. Imaging is by secondary electron detection and image capture is by an Orion 6 image capture card and associated software.

Speech Technology

Psycholinguistics Laboratory: Kay Elemetrics Computer Speech Laboratory. Used for analyzing, editing, and modifying speech or other acoustic signals.

Utilities and Plant Operations and Maintenance (POM)

When thinking about applying for a grant, you may need to survey your work or laboratory space and identify those items that are in need of repair or maintenance in order to determine whether or not you should be including those costs in your proposal budget. Ohio University's Facilities Management (FM) department provides basic maintenance services to the faculty and staff at OHIO through a central pool of costs. Facilities Management is comprised of the following areas:

- equipment garage
- air conditioning and refrigerator shop
- carpenter shop
- carpet and tile shop
- control shop
- electric shop
- environmental services
- life safety shop
- paint shop
- plumbing shop
- preventive maintenance shop
- relief maintenance
- sheetmetal shop

Below are services that may be needed. These are provided to you at no cost.

Utilities and Energy

All utilities are provided for by University Facilities. If you happen to be part of an auxiliary operation, however, you will be charged a utility usage fee on a monthly basis. In this climate of energy conservation, Facilities Management reserves the right to implement energy conserving strategies and projects. Energy and water conservation practices are encouraged, and, as always, Facilities Management welcomes suggestions for further conservation techniques.

Capital Projects and Major Repairs

Major capital improvements or repairs to university facilities are handled centrally, and most often are not the responsibility of the using department. Funds to accomplish a large-scale repair are typically available through the State Basic Renovations funds, bond funds, or centrally controlled emergency maintenance funds. This rule changes, however, when a major alteration is due to a specific program request. If a renovation or repair is needed in order to achieve your proposed research goal, you should include a request for renovation/repair funds.



Examples of large, centrally funded projects include roof replacement and HVAC system replacement.

If a major repair or capital improvement is needed in order to begin your research, you must keep in mind that these major projects are prioritized under the direction of Facilities Planning and part of the capital planning process. This means that your building or laboratory might not be slated for renovation or repair for several years and you must plan accordingly in your research plan.

Custodial Services

The custodial services department provides standard custodial services throughout all university facilities. All areas within a facility receive custodial service including bathrooms, classrooms, hallways, offices, labs, stairwells, and patios or porches. Frequency of tasks is dependent on the type of space and the activity or traffic experienced in the space, but, typically on a daily basis, cleaning occurs for all bathroom surfaces, floors are maintained in heavy traffic areas such as classrooms, hallways and stairwells, and trash is removed from all areas. Deep cleanings of floors or dusting of office desktops are scheduled with building occupants on a periodic basis.

In addition to the most commonly used services for researchers, listed above, the facilities management division also offers grounds services, general maintenance and operations services (not for department specific equipment), building maintenance and utilities maintenance trade shops.

Plant Operations and Maintenance (POM) does not do the following:

- Install, repair or maintain departmentally owned equipment
- Add onto building systems (i.e., walls, electrical or mechanical)
- Accelerate existing features
- Renovation/capital improvements that are departmentally requested
- Service non-OHIO groups or groups that do not fulfill the requirements of OHIO's public service mission
- Overtime services, unless in the case of an emergency

Billable Equipment Services

Facilities Management will provide the following assistance with equipment that can be billed to a department account. These services are not a part of the central pool of equipment operations:

- Maintenance or moving of department equipment
- Equipment service to load/unload departmental supplies or materials
- Work in conjunction with departmentally requested renovations and capital projects
- Installation, maintenance and repair of department owned equipment
- Overtime services due to a departmental function

All billing estimates will be given to the department in a "not to exceed" format and must be approved and accepted before work can begin. Please contact the areas of facilities management listed at the end of this section to obtain estimates.



Any departmental renovations requiring insulation work or hazardous abatement as part of the renovation are handled in the environmental services section of Facilities Management.

If you need electrical work completed in a lab or building such as conduit for Communication Network Services, you should contact the electric shop.

If you need a laboratory freezer or cooler installed as part of your research, be sure to contact the air conditioning and refrigeration shop for an estimate and build that labor cost, along with the cost of the freezer, into your proposed budget.

Labor is charged at a standard facilities management hourly rate that includes labor and benefit costs. To get the latest rate, please contact the billing office at 597.2914.

For more information, or to schedule a service, consult the following contact information below:

Customer service desk	593.2911
Online work requests	http://www.facilities.ohiou.edu/fm/index.php
Access Control	593.1758
Custodial Services	593.2929
Grounds Maintenance	593.0460
Maintenance & Operations	593.2928



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