**Office of Research**

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**Assistant to the Vice President for Research**
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**Director of Research Development**
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**Research Development & Outreach Coordinator**
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Steve Landowne, College of Sciences
Karina Arcaute, College of Engineering
Jackie Stein, College of Business & Public Administration;
College of Arts & Letters; University Administration

**Director of Research Compliance**
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**Research Compliance Coordinator**
Kersten Wheeler

**Director of Licensing and Patents**
Khaled Abul-Hassan

**Patent Licensing Associate**
Reis Alsberry

**Orchid Conservator**
Marcus E. Jones

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**Research Foundation**

**Executive Director**
Julian Facenda

**Director of Finance**
Teresa Haagsma

**Director of Sponsored Programs**
Cynthia A. Matney

**Pre-award Grant & Contract Administration team**
Richard Brammer, Annmarie Delgado, Stephanie Harris,
Nicole Swartz

**Post-award Grant & Contract Administration team**
April Bennett, Bridgett Burman, Alex Credle, Terra Dews,
Becky Ellis, Samantha Riggins, Dan Snyder, John Stover,
Carly Thomas

**Director of Human Resources**
Hope Fowler

**Office Manager / Facility Security Officer**
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**Office of Research**

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**Innovation Research Park I (IRP I)**
Office of Research

Research Development
The research development team offers strategic proposal development services to both new and senior faculty.

- Conducts targeted funding searches
- Delivers grant opportunities through weekly listservs
- Provides Community of Science database training
- Helps with assembly of multi-disciplinary collaborative teams
- Analyzes solicitations and guidelines
- Introduces faculty to strengthen proposals
- Offers writing guidance including outlines, checklists and editing support
- Hosts agency specific, program specific, and other grant related workshops and webinars

Research Development also manages the Office of Research’s four intramural funding programs: SRFP, SEECOR, F3 and Multidisciplinary Seed Funding (MSF) and produces the ODU Annual Research Report.

Research Compliance
The research compliance team ensures adherence to federal regulations governing research risks.

- Manages protocol review process for human subjects, animal subjects, and biosafety research
- Consults with investigators on study design to ensure regulatory compliance
- Provides educational outreach to researchers
- Ensures training requirements for faculty and students are met
- Assesses research activities for relevance to Export Control regulations
- Confirms research conflicts of interest are appropriately managed

The research compliance team works closely with ODU’s Institutional Review Board, Institutional Animal Care and Use Committee, and Institutional Biosafety Committee and receives research submissions for these committees.

Licensing and Technology
The intellectual property and technology transfer team focuses on converting the results of academic endeavors to commercially viable products.

- Evaluates ideas and academic efforts disclosed by faculty and generated in the course of research and scholarly activities
- Seeks to protect intellectual property with commercial potential through patent protection or other forms of intellectual property protection
- Licenses intellectual property rights to third parties through relationships with industry and by fostering entrepreneurship
- Negotiates and manages the Material Transfer Agreement (MTA) process
- Establishes Teaming Agreements, Non-Disclosure and Confidentiality Agreements

Research Foundation

Pre-award
The pre-award GCA team assists faculty with the proposal review and submission process.

- Advises faculty on sponsor instructions
- Assembles required elements
- Develops budgets and justifications
- Obtains documentation from external partners
- Reviews compliance with agency guidelines
- Reviews sponsor’s legal terms and conditions
- Interacts with sponsor on all non-technical matters
- Serves as authorized official for signatures and electronic submission

Post-award
The post-award GCA team assists faculty with their grant awards.

- Ensures expenditures are allowable under federal regulations and appropriate under specific sponsored program, ODU and Research Foundation policies
- Negotiates terms and conditions of contracts
- Issues and negotiates subcontracts and consultant agreements
- Creates Cooperative Research and Development Agreement (CRADAs) (I switched to "creates" b/c it was shorter—want to get the CRADAs on the same line
- Assists with tracking reports and other deliverables
- Monitors and documents cost share requirements
- Administers Office of Research intramural funding budgets
- Processes faculty release time, summer conversion and supplemental summer salary
- Ensures appropriate project close-out with sponsors

Accounting
The accounting team works in conjunction with the post-award GCAs.

- Documents time and effort spent on grants
- Processes payroll
- Purchases goods and services for sponsored programs
- Coordinates financial reporting and compliance audits
- Pays grant related expenses
- Bills sponsors for grant work performed

Human Resources
The Research Foundation maintains its own recruitment, classification and compensation systems to fulfill the unique requirements of researchers.

- Assists with payroll authorizations
- Advertises and recruits faculty researchers and student research assistants
- Assists with new employee paperwork and benefits administration
- Interacts with sponsor on all non-technical matters
- Provides guidance on Worker’s Compensation
- Provides employee handbook, performance evaluations and performance management support