Office of Research Services – Research Administration (ORS-RA)

Preaward Central Office
- Application review and endorsement.
  - Regardless if an ink or electronic signature is required, all applications must be submitted to ORS-RA prior to submission to an outside sponsor.
  - Please allow ample time to review, provide feedback, make corrections, etc., by submitting applications to ORS-RA no less than five (5) business days before the application is due.
- Application (form and budget) preparation
  - Some departments have designated research administrators. For those who do not, ORS-RA can help prepare the form pages, budgets, and routing forms.
- Contact Susan Pugl, Assistant Director of Research Administration, at smeyer1@luc.edu or x68537

Mandatory Research Training
- IACUC (animal subjects)
  - Training completion is mandatory before you can submit an application to the IACUC committee
  - AALAS Learning Library
  - Access instructions and information available at our IACUC’s website: http://hsd.luc.edu/research_services/committees/institutionalanimalcareandusecommitteeiacuc/
  - Contact Peggie Young, IACUC Administrative Secretary, at pyoung4@luc.edu or x65997
- IRB (human subjects)
  - Training completion is mandatory before you can submit an application to the IRB committee.
  - Collaborative Institutional Training Initiative (CITI) https://www.citiprogram.org
    - Basic Course in the Protection of Human Research Subjects
    - Health Information Privacy and Security Course (HIPS)
    - Responsible Conduct of Research Course (RCR)
  - Contact Angie Carrico, IRB Assistant Director, at acarrico@luc.edu or x64608
- Conflict of Interest and Responsible Conduct of Research (all extramurally funded projects)
  - Training completion is mandatory for all key personnel (principal investigator and collaborators) and any other personnel who will be working on the project (postdocs, grad students, lab assistants, etc.) before you can submit grant applications for extramural funding.
  - Collaborative Institutional Training Initiative (CITI) https://www.citiprogram.org
    - Conflict of Interest Stage 1 mini course
    - Responsible Conduct of Research Course (RCR)

Research Channel – Routing Form
- All projects require a routing form (grants, contracts, in-house studies)
- LU number is automatically issued for identification and internal tracking
- Other items connected to (accessed through) the routing form include
  - Conflict of Interest questionnaires (extramural funding)
  - IRB application (human subjects)
  - IACUC application (animal subjects)
  - Institutional Biosafety Committee (IBC) application (biohazardous materials)
- Agreements (non-disclosure, data use, material transfer, grant awards, subawards, contracts)
- Log into the Information Portal (https://portal.luhs.org/template/dean/index.cfm) and go to the Research Channel to access.
- Contact Susan Pugl, Assistant Director of Research Administration, at smeyer1@luc.edu or x68537

Postaward
- Sponsored Program Accounting will create an accounting unit for your project and will provide you with monthly reports.
- Your designated research and/or department administrator will assist you in managing your awards.