



CHECKLIST FOR INCOMING RESEARCHERS

Welcome to OSU!

This checklist is intended to assist incoming faculty in their preparations to initiate research-related activities at OSU. Please review all relevant areas below and contact the related units as appropriate. This checklist is for your reference and does not need to be returned to the Research Office or Environmental Health and Safety.

All links in this checklist can be accessed from the Research Office homepage:

<https://research.oregonstate.edu/>

Research Office		
OFFICE FOR SPONSORED RESEARCH AND AWARD ADMINISTRATION (OSRAA)		
OSRAA helps researchers navigate complex federal and non-federal sponsor requirements by reviewing proposals, negotiating awards, setting up project accounts, and invoicing and collecting awarded funds. OSRAA also assists with agency audits and federal financial reporting requirements.		
<input type="checkbox"/>	Register with Cayuse and other applicable proposal submission systems (i.e., NSF Fastlane)	
<input type="checkbox"/>	Transfer grants	
	Contact OSRAA	OSRAA@oregonstate.edu (541) 737-4933
OFFICE FOR RESEARCH DEVELOPMENT (ORD)		
The Office for Research Development (ORD) serves as a link between research and research administration to promote, support, strengthen, and grow the research enterprise at OSU. Working with faculty, administration staff, and leadership partners, the ORD works to increase institutional competitiveness, create research relationships, and foster innovation.		
<input type="checkbox"/>	Find Limited Submission information	
<input type="checkbox"/>	Sign up to receive a monthly newsletter announcing Limited Submission deadlines and other highlighted funding opportunities (right hand menu bar)	
<input type="checkbox"/>	Contact pre/post award proposal development support staff within your College or contact Research Development for assistance	
	Contact Research Development	Research.development@oregonstate.edu (541) 737-1755

OFFICE FOR COMMERCIALIZATION AND CORPORATE DEVELOPMENT (OCCD)

OCCD is your resource for technology transfer and industrial research support issues.

- Ensure that material transfer agreements (MTAs) are in place to enable you to bring your research materials or technology to OSU, as required by your previous employer
- Establish inter-institutional agreements to facilitate your continued use of technology developed by you at another institution and any ongoing commercialization efforts related to the technology

Contact OCCD | OCCD@oregonstate.edu | (541) 737-3888

OFFICE OF EXPORT CONTROLS AND INTERNATIONAL COMPLIANCE

International Collaboration across borders in the lab may trigger federal export regulations. The government has increased oversight on the flow of federally funded research overseas. Transparency and disclosure are key to ensure compliance with export controls.

- Contact [Export Control and International Compliance](#) if you have questions about conducting your research overseas when taking/shipping technology and sharing information with non-US persons.
- If you have Dept. of Defense or Dept. of Energy funds further disclosure will be required. Please contact the office for further support to meet these new requirements.
- If you accept restrictions on publication of your research, it is likely you will need a technology control plan. Please visit: <https://research.oregonstate.edu/export>
- Please be alert for any research information labelled Controlled Unclassified Information or "CUI" this information requires further Cyber requirements, please reach out to your College IT office for additional support.

Contact Export Control | mark.peters@oregonstate.edu | (541) 737-0647

UNMANNED SYSTEMS INITIATIVE

The use of aerial drones is controlled by the FAA. You will need to operate under a Part 107 license unless mission is pre-arranged with the Research Office.

- All flights must be individually [logged](#) online for annual reporting.
- All equipment must be registered with the [FAA](#).
- OSU provides free [training](#) for OSU student and staff for the FAA pilot license.

Contact Export Control | mark.peters@oregonstate.edu | (541) 737-0647

OFFICE OF RESEARCH INTEGRITY (ORI)

Several of the ORI units require researchers to complete online training modules and submit applications and disclosure forms through a web-based submission system called **iRIS**.

Ethics training and the CITI Program

<input type="checkbox"/>	Register using your <i>First.Last@oregonstate.edu</i>	FAQ : How to get a First.Last@oregonstate.edu address
<input type="checkbox"/>	Add OSU to your "Institutional Profiles"	Do not create a new CITI account if you already have one. FAQ : Can I merge duplicate CITI Program accounts?

iRIS

<input type="checkbox"/>	Login to iRIS using your OSU single sign-on credentials
<input type="checkbox"/>	Create your profile in iRIS and upload your CV or resume

Research Conflicts Of Interest (RCOI)

The RCOI program office assists investigators with federal, state, and university requirements, review, and management of potential or actual financial conflicts of interest.

<input type="checkbox"/>	Complete the OSU COI course in CITI
<input type="checkbox"/>	Complete your initial COI disclosure in iRIS within the first 30 days of employment
Contact RCOI coi@oregonstate.edu (541) 737-2762	

Human Research Protection Program (HRPP) & Institutional Review Board (IRB)

The Human Research Protection Program and IRB support OSU's commitment to research by working to protect the rights and welfare of human subjects who participate in research and by assisting the OSU community in ensuring compliance with the standards set forth in the federal regulations.

<input type="checkbox"/>	Make an appointment with an HRPP staff member for pre-submission advising. See the HRPP website for information about training and support services .
<input type="checkbox"/>	Complete the OSU Training in the Ethical Use of Humans in Research courses in CITI
<input type="checkbox"/>	Review the pre-submission steps for preparing an initial submission.
<input type="checkbox"/>	Work with the PI to submit a project revision form through iRIS if you will be added as a study team member to an existing OSU study
<input type="checkbox"/>	Transferring previously approved studies to OSU by taking the following steps:
	<ul style="list-style-type: none"> ▪ Log in to iRIS and begin a new application. Within the first few sections of the application, you can provide information about which IRB will oversee the study. ▪ Update the status of any studies that you have registered on ClinicalTrials.gov, including the Contact/Location section of the each record to reflect the new institution.
Contact HRPP IRB@oregonstate.edu (541) 737-8008	

Animal Program Office (APO) & Institutional Animal Care And Use Committee (IACUC)

The Animal Program Office provides administrative support and subject matter expertise for the IACUC and for OSU employees and students conducting research, teaching, or testing activities with vertebrate animals.

- Contact the Animal Program Office prior to submission of new [IACUC](#) protocols.
- Contact the [Attending Veterinarian and LARC](#) to determine necessary support for animal care and/or housing activities.
- Complete [IACUC protocol participant requirements](#). The [Animal Program Office](#) can be contacted to determine the status of pending requirements.
- Visit [IRIS](#) to familiarize yourself with the online protocol submission and management system.

Contact APO | APOffice@oregonstate.edu | (541) 737-8556

Scientific Diving

All persons conducting scientific diving under the auspices of Oregon State University (OSU) must be authorized to do so and have their dive plans approved by the OSU Diving and Boating Safety Officer (DBSO) and the Diving Control Board (DCB).

- [Contact DBSO](#) upon arrival for review of AAUS dive status and planned underwater activities
- Obtain diving approval from OSU DCB
- Review OSU Scientific Diving Checklist

Contact DBSO | kevin.buch@oregonstate.edu | (541) 737-6893

Scientific Boating

Any person utilizing small boats (motorized or non-motorized) for research or educational activities under the auspices of OSU must meet OSU standards and policies and have their boating projects approved by the OSU Diving and Boating Safety Officer (DBSO) or designee.

- [Contact DBSO](#) upon arrival for review of SBSA boating status and planned boating activities
- Obtain boating approval from OSU Small Boat Safety Office
- Review OSU Scientific Boating Checklist

Contact DBSO | kevin.buch@oregonstate.edu | (541) 737-6893

ENVIRONMENTAL HEALTH AND SAFETY

BIOLOGICAL, RADIOLOGICAL, AND CHEMICAL SAFETY

EH&S will refer you to the appropriate program leads for biological, radiation or laboratory safety for a consultation. EH&S will also set up a record for your lab in the EHSA database, where you can track personnel, lab inspection results, and manage your chemical inventory, access required training, and create a lab-specific chemical hygiene plan to ensure your lab gets off to a compliant start.

[Register as a new Principal Investigator](#) if you will conduct laboratory research

Access the [Guide for new PIs](#)

Contact EH&S

EHS@oregonstate.edu

(541) 737-2273