

Florida Agricultural and Mechanical University



Division of Research

Office of the Vice President
410 Foote-Hilyer Administration Center
Tallahassee, Florida 32307
(850) 412-5102



www.famu.edu
(click on RESEARCH link)

Office of the Vice President for Research



The Florida A&M University (FAMU) Office of the Vice President (OVP) for Research is located in suite 410, Foote-Hilyer Administration Center (FHAC). The OVP of the Division of Research (DoR) strives to provide efficient administrative support through consummate customer service. The primary purpose of the FAMU DoR is to support the University's research mission and the programs that sustain it by:

- assisting administration, faculty members, staff and students in their research, training and service endeavors;
- encouraging collaboration and interdisciplinary activities across campus and externally;
- promoting excellence within our academic programs and supporting areas; and
- playing an important role in the University's relationships with federal, state and local agencies, corporations, and foundations.

We will focus more than ever before on commitment to research, emphasizing "Excellence With Caring" and making sure that we constantly advance the FAMU Strategic Plan 2020: *Vision with Courage*.

For more information, please call:
(850) 412-5102 or email: sponsor@famu.edu.

Office of Contracts and Grants



The Office of Contracts and Grants (OC&G) is located in the Hoffman Building, 1540 S. Adams Street, and is also under the direction of the Vice President for Research. This office is responsible for ensuring compliance with fiscal and reporting requirements in accordance with agency guidelines, and award terms and conditions. Some of the responsibilities of the OC&G include:

- providing contracts and grants financial related assistance to faculty, staff and departments;
- establishing and communicating policies and procedures necessary to ensure financial compliance with applicable award terms and conditions, university policies and procedures, as well as federal and state rules and regulations;
- invoicing sponsoring agencies and submitting cash draw-down requests;
- developing and submitting financial status reports to the sponsors;
- overseeing the financial closeout process;
- providing training to faculty and departmental administrative research staff as needed;
- preparing and submitting the effort reporting forms;
- recording Facilities and Administrative Costs /Indirect Costs; and
- assisting auditors with requests for grant-related financial information.

For more information, please call
(850) 412-5067 or email: sponsor@famu.edu.

Office of Animal Welfare and Research Integrity



The FAMU DoR's Office of Animal Welfare and Research Integrity (OAWRI) provides oversight responsibility for applicable regulatory and compliance issues as related to sponsored programs. The OAWRI's Animal Care Facilities (ACF) are located on the second floor of the Frederick S. Humphries (FSH) Science Research Center (SRC) and the ground floor of the Dyson Pharmacy Building (DPB). The OAWRI works closely with the Environmental Health and Safety Office (EHSO), and is responsible for:

- the Institutional Animal Care and Use Committee (IACUC);
- the Institutional Review Board (IRB);
- the Institutional Biohazard Committee (IBC); and
- the proper handling of hazardous chemicals and waste, and radiation and laser safety.

Oversight for Conflict of Interest and Misconduct issues are also managed by the OAWRI. Two essential functions of the OAWRI are:

- to manage and administer a program of laboratory animal care that complies with the federal Animal Welfare Act, Office of Laboratory Animal Welfare and USDA; and
- to manage and administer a program of human subject research that complies with the Office of Human Research Protections and National Institutes of Health.

Utmost care is used in providing comfort and humane treatment to our human and animal subjects. We may be reached at (850) 412-5246 or email: irb@famu.edu or iacuc@famu.edu.

Office of Sponsored Programs



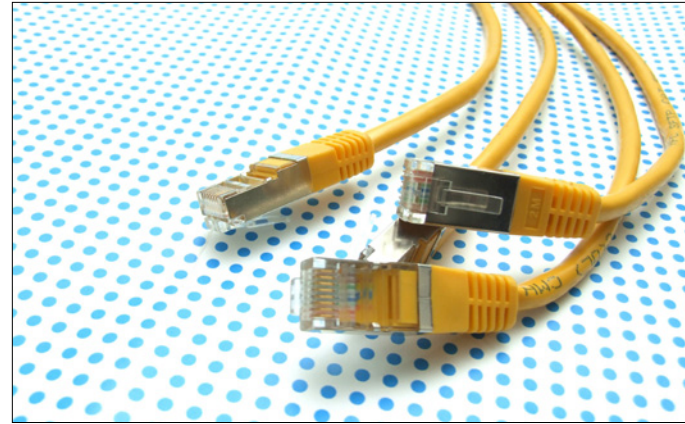
The Office of Sponsored Programs (OSP), located in suite 400, Foote-Hilyer Administration Center, is an administrative unit under the direction of the Vice President for Research. The staff assists faculty and administrators in the acquisition and management of external funds, principally from governmental agencies (state and federal) to support research, training and other sponsored projects by:

- providing administrative review of proposals prior to submission to funding agencies;
- assisting in the development of proposals to potential sponsoring agencies;
- serving as a liaison between faculty and other administrative units within the University and between faculty and funding agencies;
- negotiating awards and preparing subcontracts to other institutions and organizations; and
- assuring compliance with federal and state regulations.

The success in securing grants and contracts can be attributed to the aggressive leadership of the administration, the commitment and dedication of the faculty, the quality of the students and the tireless efforts of the OSP staff.

For more information, please call:
(850) 599-3531 or email: sponsor@famu.edu.

Office of Technology Transfer, Licensing and Commercialization



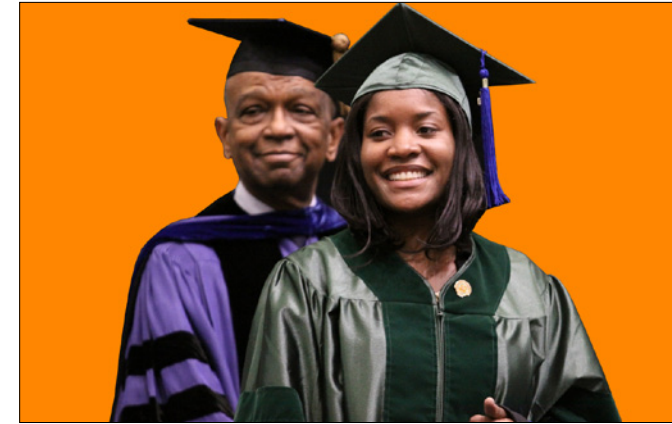
The Office of Technology Transfer, Licensing and Commercialization (OTLTC) is also housed in the Hoffman Building, 1540 South Adams Street; the intent of this unit is:

- to encourage FAMU employees and students to disclose novel developments that add value to their research and also have commercial potential;
- to facilitate the process, management and commercialization of intellectual property generated by FAMU faculty, staff and students;
- to provide guidance on setting intellectual property policies and procedures; and
- to identify and process appropriate protective mechanisms including:
 - patents, copyrights, trademarks, trade secrets, service marks and domain names; and
 - identify markets, negotiate licenses for new technologies, and make arrangements for incubation services.

The OTLTC staff looks forward to assisting all university employees, students and partners from the community to converting ideas into commercial realities.

For more information, please call **(850) 412-7232**.

School of Graduate Studies and Research



The Mission of the FAMU School of Graduate Studies and Research (SGSR), located in room 469 of the recently renovated Tucker Hall, is to work collaboratively:

- with all academic units to educate and train future scholars, teachers, researchers and professionals, and
- to produce knowledge and research in the fields and areas in which they will work.

To carry out this mission, the SGSR Dean and Assistant Vice President (VP) for Research, along with supportive staff, serve as the chief academic advocate for graduate education at FAMU, and are responsible for:

- recruiting, enrolling and retaining domestic and international students through a well-facilitated graduate admission process;
- managing graduate tuition waivers, fellowships, assistantships and scholarships;
- working with graduate student organizations;
- helping undergraduates prepare for and gain admittance to graduate school through the Graduate Feeder Scholars' Program;
- handling processes related to graduate faculty and creating programs that facilitate faculty development;
- overseeing the dissertation and thesis processes while ensuring compliance with all SACS graduate and professional accreditation standards; and
- engaging in the review and approval of new and revised graduate programs while encouraging diverse, new intellectual pursuits.

Call the SGSR today to advance your degrees at: **(850) 599-3505**.

Vision and Mission Statements



Vision Statement

Florida A&M University will become a nationally recognized research institution with an efficient infrastructure that supports the administration of research activities that foster relevant research, intellectual discovery, creative problem solving and the dissemination of knowledge.

Mission Statement

Florida A&M University is committed to inspirational teaching and exemplary research through creative partnerships at the local, state, national and global levels. The Division of Research seeks to:

- support the economic development agenda of the state and region;
- offer superior support services to faculty, staff and students to pursue their research endeavors;
- encourage collaboration and interdisciplinary research activities both on and off campus;
- promote excellence within the academic programs and support areas;
- establish national and international partnerships in research;
- effectively protect, manage and market intellectual property; and
- ensure the highest level of fiscal responsibility in grants management.

FAMU is an Equal Opportunity/Equal Access University.
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