

Soaring To Excellence

Here's a story that our researchers may appreciate:

In the late 1800's a group of engineers were debating how to begin construction of a bridge across the Niagara Falls. The divide which stretched over 150 feet across had water flowing approximately 35 miles per hour. No access by boat was possible. The engineers devised a plan to hold a kite contest with young children. The first person to have his kite successfully reach the Canadian side of the Falls would win \$10. Eleven-Year-Old Horman Walsh was the winner. From this kite string which crossed the gorge, the engineers tied a slightly larger cord. From there the cord became a rope, the rope became a cable, and the cables formed the foundation of the bridge to come.

Research begins much the same way. From the beginnings of the RFP (request for proposal) and discussions among colleagues, a proposal or a kite string is born. The Office of University Research then moves the proposal from a kite string to the foundation of a funded grant.

The "Kite" remains a symbol of the Office of University Research (O.U.R.) dedication to excellence in each stage of the process and its importance to the final outcome.

Welcome as we "Soar To Excellence" together.

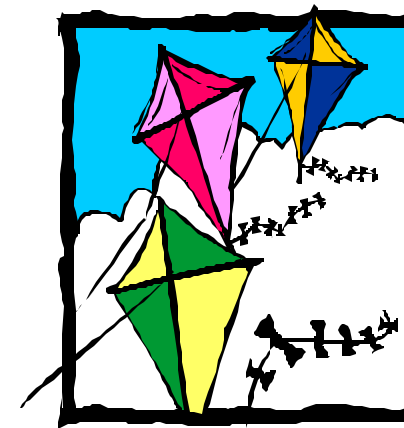
Recognizing that research and service are fundamental to its mission, Louisiana Tech University recruits and retains faculty who see research and teaching as intertwined and complementary and who, through both theoretical and applied research and creative activities, contribute to the development of new knowledge, new art, and new technology.

-Louisiana Tech University, Strategic Plan 1997-2002



Louisiana Tech University

The Office of UniverSity RESEARCH



Soaring to Excellence

Railroad Ave
Wyly Tower 1115
P.O. Box 3092
Ruston, LA 71272

Phone: 318-257-5075
Fax: 318-257-5079
Campus Mail: 47

From the Dean



Terry McConathy, PhD.
tmm@gschool.latech.edu

I am delighted to introduce Susan, Stephanie, Theresa, Sandra, and Jennifer—the staff of our Office of University Research housed on the 11th Floor of Wylly Tower.

We're getting ready for the new academic and research year, and we are looking forward to providing you with full services as you prepare grant proposals and carry out your scholarly research activities.

We have implemented the pre-award phase of our new grant management database and are anticipating the post-award phase in the near future to streamline services and to provide more up-to-the minute accountability. We are also developing an on-line information resource, a research web-page, and other exciting innovations.

Let us know how we can serve you. Watch for announcements of workshops, services, and events in our monthly bulletin, *The Breeze*. Also, look for PI ideas and success stories in our quarterly newsletter, *Flying Colors*.

Whom To Contact:

Research Contracts Administrator

Susan Black
sblack@latech.edu

For questions regarding

- Contract review
- Interim and final financial reports
- Closing expired accounts
- Compliance of expenditures
- Amendments, extensions, or budget adjustments review
- Clarification of active accounts with agencies
- Review of monthly statements of fund balances and ledgers
- Preparation of Schedule 8 for Louisiana Tech financial reports
- F & A cost projections
- Maintenance of active accounts database



(from left to right) Seated: Theresa Parker, Jennifer Terzia Standing: Terry McConathy, Susan Black, Sandra Dyson, Stephanie Herrmann

Pre-Award Coordinator

Stephanie Herrmann
herrmann@gschool.latech.edu

For questions regarding

- Information on RFP's to Research Directors
- Resource library
- Narrative review/format of funding proposal
- Routing of funding proposals
- Submission of funding proposals, including electronic media
- Maintenance pre-award tracking database
- Transition of proposal to grant project
- Development of newsletters, information packets, and promotional material
- Fastlane/LaGenius/LaSmarts System Administration
- Communication with PI's, Agencies, RD's
- Research Council
- Transition of grants to post-award
- Media communication, special event planning, news releases

Post-Award Coordinator

Theresa Parker
tparker@latech.edu

For questions regarding

- Proposal review for budget revisions
- Set up of new accounts (budget, profile, matching) using Comptroller's office guidelines
- Processing invoices and correspondence
- Review of unbilled or overdrawn accounts
- Inquiries regarding pre-award and post-award budgets and invoices
- Interaction with agencies regarding invoice payments

Account Technician

Sandra Dyson
dysons@latech.edu

For questions regarding

- Approval of expenditures for funded projects and communication with appropriate departments
- Post expenditures on database
- Reconciliation of accounts regularly to comptroller's accounts
- Contact with PI's regarding budget adjustments or expenditures
- Response to inquiries about accounts

Secretary

Jennifer Terzia
jterzia@latech.edu

For questions regarding:

- Routing of inquiries to appropriate staff
- Preparation of pre-award folders
- Invoice cover letters, campus mail, correspondence
- Handling of incoming and outgoing mail
- Supervision of student workers

Publications

- *The Breeze* bulletin (monthly)
- *Flying Colors* newsletter (quarterly)
- "Getting Started" Proposal Guide

Soon to Come...

- Grant Management Guide
- University of Research Web Site