NEW FACULTY ORIENTATION

September 29, 2020
3:00—4:30 PM
Zoom

https://uwyo.zoom.us/j/94198561814?from=msft

AGENDA

3:00—3:10 Welcome and Introduction, Diana Hulme, Associate Vice President for Research
3:10—3:20 Research Services, Farrell Rapp, Director
3:20—3:30 Office of Sponsored Programs, Comfort Brownell, Senior Director
3:30—3:40 Research Integrity and Compliance, Carolyn Brandt, Director
3:40—3:45 General Counsel, Phil Wille, UW General Counsel
3:45—3:55 Technology Transfer/Research Products Center, Victoria Bryant, Director
3:55—4:00 Advanced Research Computing Center (ARCC), Dylan Perkins, End User Support Manager
4:00—4:05 NCAR WY Supercomputer (NWSC), Dr. Suresh Muknahallipatna, UW/NCAR Liaison
4:05—4:10 Chemical Stockroom, Jack Leonhardt, Manager
4:10—4:15 Regulated Materials Management Center (RMMC)/Safety Office, Aaron Recht, Supervisor
4:15—4:30 Questions?
ORED
Organization
As of 9/15/20

Associate VP Research
Diana Hulme

Interim Director
ARCC
Michael Killean

Manager
Research Services
Farrell Rapp

Coordinator
Research Services
Mel Owen

Coordinator
Research Services
Vacant

Manager
End User Support
Dylan Perkins

Project Manager
Jeff Lang

Coordinator
Research Services
Staff Assistant
Halle Leganza

Safety Specialist (Bio)
Madeline Dalrymple

Compliance Coordinator
IRB/ACUC
Kevin Shimkus

Compliance Coordinator
IRB/ACUC
Nicole Person

Safety Specialist (Rad)
Jim Herrold

Compliance Coordinator
IRB/ACUC
Kevin Shimkus

Accountant
Dawn Jolley

Acct Assoc Sr.
Nicole Nelson

Marielle Kenny
Accountant

Assistant to VPR
Karyn Bercheni

Director of Business Operations
Jamie Miller

Director of Undergrad Res
0.5 FTE
Vacant

New Position

Director Tech Transfer & Business Resources
Victoria Bryant

Technology Manager
Tiffany Bishop

Licensing Manager
Vacant

Law Student Interns (2-3)

Interim Director
ARCC
Michael Killean

Manager
Research Services
Farrell Rapp

Coordinator
Research Services
Shauna Bury

Coordinator
Research Services
Vacant

HPC Programmer
Software Analyst
Simon Alexander

Sys Admin II
Vacant

Director Research Integrity & Compliance
Carolyn Brandt

Director Research Integrity & Compliance
Carolyn Brandt

Director Research Integrity & Compliance
Carolyn Brandt

Office of Undergrad Res
0.5 FTE
Vacant

New Position

Research Units: WPM, WYNDD, WYSAC, EPSCoR, INBRE, AMK, Chem Stockroom, HPAIRI, Water Program, Biodiversity Inst, Core Facilities, Data Science Center
Research Services
(Pre-Award & Research Development)

ABOUT:
We are a service organization to the faculty, staff and students of the University of Wyoming.

MISSION: To provide accurate and expert service to enhance the research and creative activities of individuals and the various departments and units across the University.

PRIMARY FOCUS: Protect the interest of UW while considering the risk or impact of the proposed project on the faculty, staff, students, University, and sub-recipient(s).

SERVICES PROVIDED:

<table>
<thead>
<tr>
<th>Proposal Preparation &amp; Development</th>
<th>Sponsor &amp; University Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Review</td>
<td>Grant Writing Workshop</td>
</tr>
<tr>
<td>Award Review, Negotiation &amp; Acceptance</td>
<td>Greensheet (Internal Proposal Routing Form)</td>
</tr>
<tr>
<td>Identifying Funding Opportunities</td>
<td>Internal Funding Opportunities</td>
</tr>
<tr>
<td>Limited Submissions</td>
<td>Faculty Grant-in-Aid</td>
</tr>
<tr>
<td>Outgoing Subrecipient Agreements</td>
<td>Non-Financial Post- Award</td>
</tr>
</tbody>
</table>
CONTACT INFORMATION:

STAFF:

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farrell Rapp, Director for Research Services</td>
<td>Email: <a href="mailto:fgraf@uwyo.edu">fgraf@uwyo.edu</a></td>
</tr>
<tr>
<td></td>
<td>Office: Old Main, 303</td>
</tr>
<tr>
<td>Shauna Bury, Assistant Director for Research Services</td>
<td>Email: <a href="mailto:shauna@uwyo.edu">shauna@uwyo.edu</a></td>
</tr>
<tr>
<td></td>
<td>Old Main, 308B</td>
</tr>
<tr>
<td>Mel Owen, Research Services Coordinator</td>
<td>Email: <a href="mailto:mowen@uwyo.edu">mowen@uwyo.edu</a></td>
</tr>
<tr>
<td></td>
<td>Old Main, 306</td>
</tr>
<tr>
<td>Ashley Schnell, Research Services Coordinator</td>
<td>Email: <a href="mailto:aschnell1@uwyo.edu">aschnell1@uwyo.edu</a></td>
</tr>
<tr>
<td></td>
<td>Old Main, 305</td>
</tr>
<tr>
<td>TBD, Research Services Coordinator</td>
<td>Email: <a href="mailto:XXXX@uwyo.edu">XXXX@uwyo.edu</a></td>
</tr>
<tr>
<td></td>
<td>Old Main, 305</td>
</tr>
<tr>
<td>Halle Leganza, Staff Assistant for Research Services</td>
<td>Email: <a href="mailto:research@uwyo.edu">research@uwyo.edu</a></td>
</tr>
<tr>
<td></td>
<td>Old Main, 305</td>
</tr>
</tbody>
</table>

ANNUAL GRANT WRITING WORKSHOP:

**June 8 & 9 (Virtual)**

A virtual seminar split over two-days, presented by Grant Writers’ Seminars & Workshops comprehensively addresses both practical and conceptual aspects that are important to writing competitive grant proposals. It is available to all University of Wyoming faculty, postdoctoral researchers, administrative staff and students. All participants receive an extensive handout, as well as a field-relevant copy of The Grant Application Writer’s Workbook.

**Instructor:** Dr. John D. Robertson

**Learning Objectives:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Grant Writing</td>
<td>Make your application ‘Reviewer Friendly’</td>
</tr>
<tr>
<td>Most common reasons grant applications fail</td>
<td>Identify the most applicable sources of funding for an</td>
</tr>
<tr>
<td>Develop an irresistible, fundable idea</td>
<td>What reviewers look for first! – Next! And Last!</td>
</tr>
<tr>
<td>Get the most important aspects of your message up-front</td>
<td>Tips and strategies applicable to writing specific sections of an application</td>
</tr>
<tr>
<td>The review process: mechanics &amp; psychology</td>
<td>Tips and strategies for competing renewal</td>
</tr>
</tbody>
</table>
Office of Sponsored Programs (OSP)

About:

The Office of Sponsored Programs (OSP) provides post award service to the sponsored program community. Assistance is provided in invoicing, financial reporting and other sponsored program financial matters.

Location:

Old Main, 107
Dept. 3355
1000 E. University Avenue
Laramie, WY 82071
Phone: 307-766-3131

Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comfort Brownell</td>
<td>Sr. Director</td>
<td>307-766-3750</td>
<td><a href="mailto:cbrowne4@uwyo.edu">cbrowne4@uwyo.edu</a></td>
</tr>
<tr>
<td>Bethany Allen</td>
<td>Manager, Post Award Services</td>
<td>307-766-3131</td>
<td><a href="mailto:bethany.allen@uwyo.edu">bethany.allen@uwyo.edu</a></td>
</tr>
<tr>
<td>Kim Puls</td>
<td>Manager, Costing and Reporting</td>
<td>307-766-5788</td>
<td><a href="mailto:kpuls@uwyo.edu">kpuls@uwyo.edu</a></td>
</tr>
<tr>
<td>Melanie Austin</td>
<td>Staff Assistant</td>
<td>307-766-3131</td>
<td><a href="mailto:melaust@uwyo.edu">melaust@uwyo.edu</a></td>
</tr>
<tr>
<td>Michelle Lorenz</td>
<td>Coordinator</td>
<td>307-766-5500</td>
<td><a href="mailto:michelle@uwyo.edu">michelle@uwyo.edu</a></td>
</tr>
<tr>
<td>Athena Dixon</td>
<td>Coordinator</td>
<td>307-766-5701</td>
<td><a href="mailto:adixon5@uwyo.edu">adixon5@uwyo.edu</a></td>
</tr>
<tr>
<td>Joleen Pantier</td>
<td>Coordinator</td>
<td>307-766-5344</td>
<td><a href="mailto:jpantier@uwyo.edu">jpantier@uwyo.edu</a></td>
</tr>
<tr>
<td>Lori Schuler</td>
<td>Coordinator</td>
<td>307-766-3147</td>
<td><a href="mailto:fergus8@uwyo.edu">fergus8@uwyo.edu</a></td>
</tr>
<tr>
<td>Mary Runner</td>
<td>Coordinator</td>
<td>307-766-5506</td>
<td><a href="mailto:mrunner@uwyo.edu">mrunner@uwyo.edu</a></td>
</tr>
<tr>
<td>Mitchell Wroblewski</td>
<td>Coordinator</td>
<td>307-766-5703</td>
<td><a href="mailto:mwroblew@uwyo.edu">mwroblew@uwyo.edu</a></td>
</tr>
<tr>
<td>Bianca Zuniga</td>
<td>Coordinator</td>
<td>307-766-4356</td>
<td><a href="mailto:bzuniga1@uwyo.edu">bzuniga1@uwyo.edu</a></td>
</tr>
<tr>
<td>Josiah Braxton Flores</td>
<td>Coordinator</td>
<td>307-766-4979</td>
<td><a href="mailto:jflores6@uwyo.edu">jflores6@uwyo.edu</a></td>
</tr>
<tr>
<td>Tabitha Dayton</td>
<td>Coordinator</td>
<td></td>
<td><a href="mailto:tdayton@uwyo.edu">tdayton@uwyo.edu</a></td>
</tr>
</tbody>
</table>

Website:
https://www.uwyo.edu/administration/financial-affairs/sponsored-programs/
Research Integrity & Compliance

About:
The Office of Research Integrity and Compliance oversees the faculty ethical review committees for the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), and the Radiation Safety Committee (RSC). If you would like to begin research in one of these areas, please contact our office for more information on how to submit a protocol. Additionally, we provide education and support for responsible conduct of research; conflict of interest; drones; and research misconduct.

Location:
Carolyn Brandt, Ph.D., Director, Bureau of Mines, Room 211
Phone 307-766-3621
carolyn.broccardo@uwyo.edu

Staff:
Carolyn Brandt, Ph.D., Director Research Integrity & Compliance, Research Integrity Officer
carolyn.brandt@uwyo.edu; 307-766-3621

Nichole Person, Research Compliance Coordinator (IRB/IACUC); njperson@uwyo.edu; 307-766-5322

Kevin Shimkus, Ph.D., Research Compliance Coordinator (research integrity & general compliance);
kshimkus@uwyo.edu; 307-766-2002

Madeline Dalrymple; Biological Safety Specialist; dalrympl@uwyo.edu; 307-766-2723

Jim Herrold; Radiation Safety Officer; herrold@uwyo.edu; 307-766-2638

Website:
Compliance Webpage
http://www.uwyo.edu/research/compliance/

Please see our webpage for information on protocol submission, deadlines, and contact information.
The Office of General Counsel/Export Control

About:
The Office of the General Counsel coordinates and supervises all legal services for the University of Wyoming by providing timely legal guidance; addressing existing and potential legal problems; reducing exposure to legal risk; and helping University units effectively and efficiently achieve their objectives.

Additionally, the Office of General Counsel is charged with the implementation of export control procedures including (but not limited to): determination of export controlled items; personnel screening against the denied persons list; export license applications; assistance with development of Technology Control Plans (TCPs); and education of staff regarding export regulations and procedures.

Location:
Old Main 204
1000 E. University Ave.
Dept. 3434
Laramie, WY 82071

Staff:
Tara Evans - General Counsel
766-4019 | tevans15@uwyo.edu
Paula Whaley - Deputy General Counsel
766-6235 | pwhaley@uwyo.edu

Phil Wille - Senior Associate General Counsel
766-4123 | pwille@uwyo.edu
Carrie Hesco - Associate General Counsel
766-4997 | chesco@uwyo.edu

Andara Frasier - Associate General Counsel
766-4981 | afrasier@uwyo.edu
Fawn Killion - Executive Business Manager
and Assistant to the General Counsel
766-4997 | fkillion@uwyo.edu

Website: http://www.uwyo.edu/generalcounsel/

Important Links to Know!

Export Controls and Trade Regulations - http://www.uwyo.edu/generalcounsel/faqs/export-controls-and-trade-regulations/


University Regulations - http://www.uwyo.edu/regs-policies/


*For other legal policies and information, please also visit the Office of General Counsel’s Frequently Asked Questions (FAQ) Website: http://www.uwyo.edu/generalcounsel/faqs/
Wyoming Technology Transfer Office and Research Products Center (WYTTO-RPC)

About:

The WYTTO-RPC handles all patenting of UW inventions disclosed by UW faculty, staff, and students (as required by UniReg 9-1 Copyrights and Patents) and the licensing thereof. In addition, the office handles material transfer agreements, non-disclosures agreements, copyright registrations, and works with other units to review intellectual property language to assure that proper UW procedures are followed in relation to intellectual property.

Location:

Mailing Address: Dept. 3672, 1000 E. University Ave., Laramie, WY 82071-2000
Email: WyomingInvents@uwyo.edu
Main Office Phone: 307 766 2520

Staff:

H. Victoria Bryant, Director, hbryant@uwyo.edu, 307 766 2509
Tiffany B. Bishop, Technology Transfer Manager, tbishop6@uwyo.edu, 307 776 2520

Website:

http://www.uwyo.edu/rpc/

Provides list of services to UW community and Wyoming independent inventors, directions to the office and contact information, staff information, and technologies available for licensing.
Advanced Research Computing (ARCC)

About:
The Advanced Research Computing Center (ARCC) provides several technical support and computational services to faculty, staff, and students. ARCC has several core services: the Teton high performance compute environment, a computational environment suitable for basic to advanced research computing; the petaLibrary research data repository, where researchers can safely store and collaborate on any amount of research data; and a training/consultation environment, where researchers can request ARCC help with any technical issues related to UW’s computational research. We provide support for all aspects of research computing, from basic Linux desktop support to helping you run advanced computational workflows.

Location:

Physical Address: ARCC, Room 325, Information Technology Center
1710 Sorority Row, Laramie WY 82071

Phone: 307-766-7748
Email: arcc-info@uwyo.edu

Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Killeen</td>
<td>Interim Director</td>
<td>307-766-3600</td>
<td><a href="mailto:mkillean@uwyo.edu">mkillean@uwyo.edu</a></td>
</tr>
<tr>
<td>Jeff Lang</td>
<td>Project Manager</td>
<td>307-766-3381</td>
<td><a href="mailto:jrlang@uwyo.edu">jrlang@uwyo.edu</a></td>
</tr>
<tr>
<td>Dylan Perkins</td>
<td>End User Support Manager</td>
<td>307-766-2700</td>
<td><a href="mailto:dperkin6@uwyo.edu">dperkin6@uwyo.edu</a></td>
</tr>
<tr>
<td>Simon Alexander</td>
<td>HPC Software Manager &amp;</td>
<td>307-766-4900</td>
<td><a href="mailto:Simon.Alexander@uwyo.edu">Simon.Alexander@uwyo.edu</a></td>
</tr>
</tbody>
</table>

Website:
http://www.uwyo.edu/ARCC - Main page

https://www.uwyo.edu/arcc/resources/index.html - ARCC Core services

https://www.uwyo.edu/arcc/staff/index.html - Staff Members including expertise

https://arcc.catalog.instructure.com/
NCAR Wyoming Supercomputing Center (NWSC)

UW-NCAR Alliance (WNA) Allocations

About:
The NCAR-Wyoming Supercomputing Center (NWSC) is built upon a partnership between the University of Wyoming and the University Corporation for Atmospheric Research (UCAR), called the UW-NCAR Alliance (WNA). Wyoming-based researchers and their collaborators through the WNA, have access to computing resources equivalent to twenty percent of the resources supported by NCAR’s NSF base-funding. Two types of allocations: start-up or educational and large computing allocations can be availed to address challenging science problems in the atmospheric and related sciences, and cross-disciplinary research in geosciences and earth system sciences.

Location:
Office of Research and Economic Development
Dept. 3355
1000 E. University Ave
Laramie, WY - 82071
Ph: 307-766-5353

Contact:
Suresh Muknahallipatna
UW-UCAR Liaison
Professor and Graduate Coordinator
Dept. of Electrical and Computer Engineering
Email: sureshm@uwyo.edu

Website:
NCAR Wyoming Supercomputing Center: http://www.uwyo.edu/nwsc/index.html
Allocation Information: http://www.uwyo.edu/nwsc/allocations/
Allocation Request Email: wrap@uwyo.edu
Chemical Stockroom

About:
The Chemical Stockroom maintains a supply of general use chemicals and other laboratory supplies which are available for purchase. Individual orders are also processed daily for items not in stock or in need of special ordering.

Utilizing accounts with major vendors, the Stockroom can purchase chemicals and other items, including special orders, at discounted prices (saving researchers time and money for both small and large orders).

Stockroom has on-site Pro-mega helix freezer unit with access to ordering on website.

Bulk storage of compressed gases and liquid nitrogen tanks – 10 liter and 30 liter dewars available for use.

Free DI (deionized) water available.

Location:
University of Wyoming, Main Campus Physical Science, Room 20 (Basement)

Contact:
Jack Leonhardt, Manager 307-766-4348
jleonhar@uwyo.edu
ORED/Chemical stockroom accounting email: drsacct@uwyo.edu

Website:
To view our chemical and laboratory supply price list please visit the Chemical Stockroom website: http://www.uwyo.edu/resup/chemical-stockroom
About:
The RMMC picks up and processes all the chemical, radioactive, and biohazardous waste generated by the University. We recycle batteries (rechargeable and 12V+) and fluorescent bulbs (including CFLs). We ship any regulated chemicals UW faculty needs to, and deliver all the regulated chemicals that come on campus.

We are part of the Safety Office. The Safety Office manages Wyoming OSHA regulatory compliance including, but not limited to lead, asbestos, confined spaces, respiratory protection, fall protection, hearing conservation, hazard communication, injury and illness tracking and investigation, and indoor air quality. We provide training on many topics, including, but not limited to, chemical hygiene, fire extinguishers, respiratory protection, and formaldehyde.

Location:
Wyo Hall and RMMC Building
UWEHS@uwyo.edu, HazMat@uwyo.edu

Staff:
@Wyo Hall

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager/Industrial Hygiene</td>
<td>Curtis Cannell</td>
<td><a href="mailto:ccannell@uwyo.edu">ccannell@uwyo.edu</a></td>
<td>766-3203</td>
</tr>
<tr>
<td>Chemical Safety</td>
<td>John Benedik</td>
<td><a href="mailto:JBenedik@uwyo.edu">JBenedik@uwyo.edu</a></td>
<td>766-2649</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>Gary Egge</td>
<td><a href="mailto:Gegge1@uwyo.edu">Gegge1@uwyo.edu</a></td>
<td>766-3285</td>
</tr>
<tr>
<td>Asbestos/Mold/Lead</td>
<td>Robert Doherty</td>
<td><a href="mailto:rdoherty@uwyo.edu">rdoherty@uwyo.edu</a></td>
<td>766-4936</td>
</tr>
<tr>
<td>Injury/Illness Tracking and Investigation</td>
<td>Zoe Curtright</td>
<td><a href="mailto:ZoeC@uwyo.edu">ZoeC@uwyo.edu</a></td>
<td>766-3277</td>
</tr>
</tbody>
</table>

@RMMC

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>HazMat Supervisor</td>
<td>Aaron Recht</td>
<td><a href="mailto:rechta@uwyo.edu">rechta@uwyo.edu</a></td>
<td>766-3698</td>
</tr>
<tr>
<td>HazMat Specialist</td>
<td>Sean Hauser</td>
<td><a href="mailto:chauser@uwyo.edu">chauser@uwyo.edu</a></td>
<td>766-3697</td>
</tr>
<tr>
<td>3x Part Time Students</td>
<td>(Changes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RMMC Fax</td>
<td></td>
<td></td>
<td>766-3699</td>
</tr>
</tbody>
</table>

Website:
www.uwyo.edu/HazMat, click on “Waste Management”. We have links to the disposal request form, labels to put on your spent/unwanted materials, and links to training.
You can also use www.uwyo.edu/HazMatPickup as a direct link to the disposal request form.