

Guide for STEM Faculty

at Oakland University

Fall 2014

WISE@OU

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About WISE@OU

The goal of the Women in Science and Engineering at Oakland University (WISE@OU) program is to promote the advancement of academic women and under-represented populations in the science, technology, engineering, and math (STEM) fields. As a National Science Foundation ADVANCE grant-funded program, WISE@OU has set its initiatives on increasing diversity and removing the barriers for faculty in STEM, while improving the overall climate and job satisfaction held by all faculty at OU. This program enhances the campus climate through workshops, events, and the distribution of information and resources to faculty members.

Members of the WISE@OU Leadership Team include:

- **Kathleen Moore**, Professor Emerita, Chemistry; Arts & Sciences – kmoore@oakland.edu, x. 2338
- **Joi Cunningham**, Inclusion & Intercultural Initiatives – cunning3@oakland.edu, x. 3496
- **Brad Roth**, Professor, Physics; Center for Biomedical Research – roth@oakland.edu, x. 4871
- **Laila Guessous**, Associate Professor, Mechanical Engineering – guessous@oakland.edu, x. 2183
- **Julie Walters**, Associate Professor, Political Science – walters@oakland.edu, x. 2362
- **Jo Reger**, Professor, Women & Gender Studies/ Sociology – reger@oakland.edu, x. 2575

Main Contact for WISE@OU:

- **Leanne DeVreugd**, Program Assistant – ldevreug@oakland.edu, x. 4516

WISE@OU works closely with an Internal Advisory Committee consisting of faculty members from various departments on campus. External leaders from NSF-funded ADVANCE programs at other universities also help advise this project.



This project is funded by the National Science Foundation ADVANCE program through a Partnerships for Adaptation, Implementation, and Dissemination (PAID) grant (award number 1107072). Visit the ADVANCE website at: www.nsf.gov/crssprgm/advance/.

WISE@OU Website

www.oakland.edu/advance

The WISE@OU website provides valuable information for faculty members. On the website, you can find information about our grant and initiatives. Findings from our climate survey and campus studies help guide our activities and are reported on the site. We highlight award opportunities and faculty achievements, with a specific focus on faculty in the STEM fields. Details about WISE@OU events and our newsletters are also included on the website.

Additional pages on the website include:



OU Resources –

www.oakland.edu/advance/ouresources

Features helpful documents, event information, and presentations. Videos on this page highlight important details about the tenure process and situations related to family and sick leave. Recordings of our workshops with the Center for Excellence in Teaching and Learning (CETL) are also included.

Other Resources –

www.oakland.edu/advance/resources

Additional external resources, including professional organizations and links to STEM-related websites.

College of Arts and Sciences

217 Varner Hall

CAS Website: www.oakland.edu/cas

- Dean: Kevin Corcoran, corcoran@oakland.edu, x. 2143
- Associate Dean: Anne Hitt, hitt@oakland.edu, x. 2148
- Associate Dean: Robert Stewart, stewart@oakland.edu x. 4945
- Assistant Dean: Sandra Dykstra, dykstra@oakland.edu x. 4571
- Assistant Dean: Laura Schovan, schovan@oakland.edu x. 4536
- Executive Secretary: Tammye Stoves, stoves@oakland.edu, x. 4535

Do you have questions? Contact:

- Travel: Jan Baker, jmbaker@oakland.edu, x. 4074
- Development: Kelly Conway, conway@oakland.edu, x. 2146
- Human Resources: Beth Dawson, badawson@oakland.edu, x. 2539
- Curriculum: Sandra Dykstra, dykstra@oakland.edu, x. 4571
- Technology: Gerard Jozwiak, jozwiak@oakland.edu, x. 3163

CAS Advising – Located in 221 Varner Hall

- Director: Shannon Esselink, esselink@oakland.edu, x. 4567

Department Contact Information

All e-mails are at @oakland.edu.

	Biological Sciences	Chemistry	Mathematics and Statistics	Physics
Chair	Arik Dvir dvir , x. 3580	Arthur Bull abull , x. 2347	Laszlo Liptak liptak , x. 4054	Andrei Slavin slavin , x. 3401
Secretary	Rita Perris perris , x. 3560	Tracey Kosaski kosaski , x. 2320	Kathy Hamilton khamilto , x. 3426	Carol Searight searight , x. 3416
Lab Manager	Cathy Starnes starnes , x. 3556	Marcee Daly daly , x. 2330		Sally Daniel sdaniel , x. 3403
Coordinator/ Specialist	Kathy Lesich lesich , x. 4662	Andrea Jones arjones , x. 2331		Rao Bidthanapally burao , x. 4872
Stockroom Manager	Sheryl Hugger hugger , x. 3558	Dorothy Duffy duffy , x. 2322		
Main Office	375 DHE	260 SEB	368 SEB	190 SEB
Website:	www.oakland.edu/ biology	www.oakland.edu/ chemistry	www.oakland.edu/ math	www.oakland.edu/ physics

School of Engineering and Computer Science

301 Engineering Center (EC)

SECS Website: www.oakland.edu/secs

- Dean: Louay Chamra, chamra@oakland.edu, x. 2228
- Associate Dean: Qian (Beth) Zou, qzou@oakland.edu, x. 2202
- Executive Secretary: Jane Dietrich, dietric2@oakland.edu, x. 2217
- Administrative Secretary: Haroldeane Perzyk, perzyk@oakland.edu, x. 2233

Do you have questions? Contact:

- Laboratory: Matt Bruer, mnbuer@oakland.edu, x. 2180
- Budget: Keith Harvey, harvey@oakland.edu, x. 2229
- Technology: Terry Heinz, heinz@oakland.edu, x. 2216
- Outreach/Recruitment: Chris Kobus, cjkobus@oakland.edu, x. 2489
- Research/Corporate Outreach: Gary Rogers, gwrorgers@oakland.edu, x. 3782
- Network: Eric Stevens, stevens@oakland.edu, x. 2584
- Project Engineer (SECS Machine Shop): Peter Taylor, taylor26@oakland.edu, x. 2226

SECS Advising – Located in 255 Engineering Center (EC)

- Director: Carmen Etienne, etienne@oakland.edu, x. 2543

Department Contact Information

All e-mails are at @oakland.edu.

	Computer Science and Engineering	Electrical and Computer Engineering	Industrial and Systems Engineering	Mechanical Engineering
Chair	Lunjin Lu l2lu , x. 2231	Daniel Aloï aloï , x. 2185	Robert Van Til vantil , x. 2211	Brian Sangeorzan bsangeor , x. 2236
Secretary	Debbie Valla valla , x. 2200	Markhanna McBurrows mcburrow , x. 2177	Maureen Callaghan mpcallag , x. 2989	Brenda Bond bond2 , x. 2210
Main Office	546 EC	446 EC	502 EC	402 EC
Website:	www.oakland.edu/secs/cse	www.oakland.edu/secs/ece	www.oakland.edu/secs/ise	www.oakland.edu/secs/me

Seminar Information

Seminar/Colloquium:

Biological Sciences: www.oakland.edu/biology/seminars

- Typically on Tuesdays at noon

Chemistry: www.oakland.edu/chemistry/seminars

- Typically on Wednesdays at 1:15 p.m.

Math: www.oakland.edu/math/colloquia

- Typically on Tuesdays at 3:00 p.m.

Physics: Click on “Colloquium Schedule” - www.oakland.edu/physics

- Typically on Thursdays at noon

SECS

The SECS and departments within SECS host regular seminars throughout the semester. Seminars are often listed in the SECS calendar or in the events page: www.oakland.edu/secs/calendar.

If you are interested in receiving email reminders about SECS seminars, contact Jane Dietrich at dietric2@oakland.edu, x. 2217.

Sigma Xi: www.oakland.edu/biology/sigmaxi

- President: Shailesh Lal, lal@oakland.edu, x. 2875
- OU has an active chapter of Sigma Xi, the national scientific research society. This organization promotes the health of the scientific enterprise and honors scientific achievement. Sigma Xi hosts various events during the year, including periodic lunch seminars and the annual initiation banquet.
- If you are not a member of Sigma Xi, ask a faculty colleague to nominate you.

Beaumont Research Institute: www.beaumont.edu/research

- The research program at Beaumont Hospitals consists of drug and device development and testing, patient care outcomes, pre-clinical and laboratory research. Currently more than 430 investigators in 35 departments conduct research for this institute.
- The OU-Beaumont Biomedical Research Symposium is scheduled for Friday, October 31, 2014 from 11:00 a.m. to 4:00 p.m. in the Banquet Rooms of the Oakland Center.
 - More information about the symposium can be found at: www.oakland.edu/?id=11589&sid=313.
 - Contact Jean Miao at miao@oakland.edu or x. 4110 for details about this event.

Research Centers and Institutes

Research institutes and centers provide opportunities for interdisciplinary collaborations. Some are listed below. For a more complete list, visit: www.oakland.edu/research/centers.

Applied Electromagnetics and Wireless Laboratory:

www.oakland.edu/aewl

- Director: Daniel Aloï, aloi@oakland.edu, x. 2185

Automotive Tribology Center (ATC): www.oakland.edu/atc

- Directors: Gary Barber, barber@oakland.edu, x. 2184 and Qian (Beth) Zou, qzou@oakland.edu, x. 2271

Center for Biomedical Research (CBR): www.oakland.edu/cbr

- Director: Brad Roth, roth@oakland.edu, x. 4871

Clean Energy Research Center (CERC): www.oakland.edu/cerc

- Director: Jim Leidel, leidel@oakland.edu, x. 4805

Eye Research Institute (ERI): www.oakland.edu/eri

- Director: Frank J. Giblin, giblin@oakland.edu, x. 2395

Fastening and Joining Research Institute (FAJRI):

www.oakland.edu/secs/fajri

- Director: Sayed Nassar, nassar@oakland.edu, x. 3781

Institute for Stem Cell and Regenerative Medicine (ISCRM):

www.oakland.edu/iscrm

- Director: G. Rasul Chaudhry, chaudhry@oakland.edu, x. 3350

S. & R. Sharf Computer Integrated Manufacturing Laboratory:

<http://secs.oakland.edu/~vantil/sharflab.html>

- Facilitators: Robert Van Til, vantil@oakland.edu, x. 2211, and Sankar Sengupta, sengupta@oakland.edu, x. 2218.

OU Incubator (OU INC): www.oakland.edu/ouinc

- Executive Director: Amy Butler, aabutler@oakland.edu, (248) 648-4800

Macomb – Oakland University Incubator (MacOU INC):

www.oakland.edu/macombouinc

- Executive Director: Julie Gustafson, gustafso@oakland.edu, (586) 884-9320

Research Grant Support

Office of Research Administration: www.oakland.edu/research

- Vice Provost for Research: Dorothy Nelson, danelson@oakland.edu, x. 2762
- Director of Sponsored Programs: Alex Delavan, delavan@oakland.edu, x. 3789
- Grant Officer: Bonnie Kwit, kwit@oakland.edu, x. 4116
- Grant Officer: Shamon Murdock, smurdock@oakland.edu, x. 2557
- The grant officers help prepare budgets and actually submit the proposals on your behalf. You cannot submit a proposal to a federal agency without the assistance of a grant officer.

Contact Bonnie Kwit if you apply for a grant through the following agencies:	Contact Shamon Murdock if you apply for a grant through the following agencies:
<ul style="list-style-type: none"> • Department of Commerce (DOC), including EDA • Department of Health & Human Services (HHS), including NIH • Environmental Protection Agency (EPA) • NASA • National Science Foundation (NSF) • U.S. Small Business Administration 	<ul style="list-style-type: none"> • Department of Defense (DOD) • Department of Education (USED) • Department of Energy (DOE) • Department of Justice (DOJ) • Federal Research Laboratories • U.S. Department of Housing & Urban Development (HUD) • National Endowment for the Humanities

For additional information on state, local, and other types of agencies, visit www.oakland.edu/research/administration.

Staff members in the Office of Research Administration can help you find funding opportunities and help with proposal development and proof-reading, among other things. For assistance, contact:

- Grant Management Coordinator: Pratima Krishna, pkrishna@oakland.edu, x. 4924
- Grant Development Specialist: Linda Darga, darga@oakland.edu, x. 2552

Tips for Grant Proposal Preparation

Pre-Peer-Review Program

The Vice Provost for Research (Dorothy Nelson) will arrange for pre-peer-review of certain federal grant proposals to be submitted by OU investigators. The program includes financial rewards for both the reviewer and the principal investigator (PI) if the proposal is successful. Reviewers will also receive a stipend for a timely review based on the criteria established by the funding agency.

The program is available for all disciplines and to any OU investigator who is planning to submit a grant proposal to any federal sponsor (e.g. National Institutes of Health, National Endowment for the Humanities, National Science Foundation, Department of Defense, Department of Education). The total direct costs for all years of the grant must be at least \$250,000. For more information, call the Office of Research Administration at x. 2762.

Pre-Peer-Review of Biomedical Research Proposals

The Center for Biomedical Research (CBR) also has a pre-peer-review system to assist researchers in preparing external grant proposals for biomedical research. OU researchers can submit a proposal to Brad Roth at roth@oakland.edu.

University Research Committee (URC): www.oakland.edu/research/URC

The URC encourages and promotes scholarship, advanced studies, and research among students and the tenured and tenure-track faculty of OU. The committee evaluates applications for intramural URC research funds and the allocation of these funds. Information about awards from the URC can be found on the Office of Research Administration website. Members of the WISE@OU team have served as chairs on the URC and encourage faculty to contact WISE@OU when seeking assistance with writing applications for URC awards. If you are interested in WISE@OU's assistance with a proposal, contact Laila Guessous (guessous@oakland.edu) or Kathy Moore (kmoore@oakland.edu).

WISE@OU also hosts an event each year focused on URC applications. Find more information at: www.oakland.edu/advance/events.

More Tips for Grant Proposal Preparation

Frequently Required Information

Some technical information that is often required in external grant forms, such as the OU DUNS number and Federal Employer ID, has been collected by the Office of Research Administration and can be found at:

www.oakland.edu/research/required-info.

eProposal Routing Application (EPRA)

All external proposals must be accompanied by an EPRA. This form will ask you questions about all aspects of your project. Find the form and step-by-step instructions at: www.oakland.edu/research/forms. See information about approval on this website as well.

- Principal Investigator Contact Information: OU e-mail, grizzly ID, contact information.
- Proposal Information: solicitation, project details, funding sources, agreement and activity type. Also includes project summary.
- Budget Summary: personnel, effort, total direct and indirect costs, cost share (i.e. matching funds, which can be difficult but not impossible to obtain).
 - You can attach a budget in an excel spreadsheet to the form. Typically the budget is prepared with the help of a Grant Officer, and will need to include the appropriate fringe benefits for all salaries, and indirect costs (IDC, also known as overhead).
 - IDC rates vary with the funding source, but OU's federal IDC rate is 49.5%.
- Research Activity: answer each question and select "no" for items not applicable to your research. Also includes conflict of interest.
- Do not wait until the last minute to complete the EPRA.
 - For CAS faculty, the Department Chair and Associate Dean as well as officials in the Office of Research Administration need to (electronically) sign the EPRA.
 - For SECS faculty, the Department Chair, Budget Manager, and Dean as well as officials in the Office of Research Administration need to (electronically) sign the EPRA.

Free Research Newsletter

Take advantage of a free electronic newsletter—*Research Development and Grant Writing News*—published by Academic Research Funding Strategies, LLC. It offers information about workshops, publications, awards, and tips on grant writing. Contact Sue Willner (willner@oakland.edu) to be added to this mailing list!

Regulatory Compliance

Information about regulatory compliance is available on the Office of Research Administration website: www.oakland.edu/research/compliance. Detailed guidelines are included in the [Research Guidelines Comprehensive Research Reference Manual](#). Guidelines will be updated within the next year.

Contact the Regulatory Compliance staff if you have questions about compliance issues.

- Director of Regulatory Support: Rebecca Sandborg, sandborg@oakland.edu, x. 2708
- Regulatory Compliance Coordinator: Judette Haddad, haddad@oakland.edu, x. 4898

Obtain the appropriate approval for the subjects of your research. Information about each of these committees is at:

www.oakland.edu/research/compliance and www.oakland.edu/labsafety.

- For animal subject approval, contact the Institutional Animal Care and Use Committee (IACUC).
 - Chair: Keith Williams, william9@oakland.edu, x. 2308
 - IACUC Manual: www.oakland.edu/upload/docs/Research/IACUC_Training%20Manual_with_TOC_Final.pdf.
- For biosafety, contact the Institutional Biosafety Committee (IBC): www.oakland.edu/?id=9709&sid=251.
 - Chair: Sumit Dinda, sdinda@oakland.edu, x. 8676
- For human subject approval, contact the Institutional Review Board (IRB).
 - Chair: Christine Stiller, cstiller@oakland.edu, x. 8661
 - IRB Guidelines: www.oakland.edu/upload/docs/Research/OU-IRB%20Guidelines%2011-26-12.pdf.
- For radiation safety, contact the Radiation Safety Committee (RSC): www.oakland.edu/?id=6072&sid=201.
 - Chair: Michael Sevilla, sevilla@oakland.edu, x. 2328

Laboratory Support

Visit www.oakland.edu/labsafety for OU Laboratory Safety and Compliance information regarding policies and procedures, services, forms, manuals, and applicable resources. The website also provides links to local, state and federal regulatory agencies as well as professional organizations.

Lab Safety:

- Training: www.oakland.edu/?id=6068&sid=201
 - All researchers (including students) need to go through lab safety training. To establish training times, contact Environmental Health and Safety (EH&S) at x. 4196.
- General Laboratory Safety (Right to Know):
www.oakland.edu/?id=6080&sid=201

Lab Volunteers:

- Any individual or enrolled student, who is not a University employee and will not receive any compensation, benefits or credit for a class is considered a volunteer. Volunteers will comply with University policy and complete all necessary training for any lab work they will be conducting.
- All volunteers must sign the waiver form:
 - <http://www.oakland.edu/upload/docs/LabSafety/Volunteer%20Release%20form%20highlighted.pdf>

Lab Safety Staff:

- Laboratory Compliance Manager: Domenico Luongo, luongo@oakland.edu, x. 4314
- Laboratory Compliance Specialist: Mariann Hodge, hodge@oakland.edu, x. 4603
- Hazardous Waste Specialist: Robert Perreault, perreaul@oakland.edu, x. 4956

Department Laboratory Managers:

- **Biological Sciences:** Catherine Starnes: starnes@oakland.edu, x. 3556
- **Chemistry:** Marcee Daly: daly@oakland.edu, x. 2330
- **Physics:** Sally Daniel: sdaniel@oakland.edu, x. 3403, x. 4868
- **SECS:** Matt Bruer, mnbruer@oakland.edu, x. 2180

Animal Research:

If you anticipate using animals in your research, OU's Biomedical Research Support Facility provides a high quality environment for animal research: www.oakland.edu/research/centers. It is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC).

- Facility Manager: Janet Schofding, schofdin@oakland.edu, x. 4440

Instruments and Equipment:

These shops design and build prototype instruments. Tasks include repairing instruments and teaching aids, assisting with research projects, creating small to large scale items, and designing instruments out of various materials. If you need an instrument custom-made for your research, contact:

- Instrument Shop Manager: Frank Cox, flcox@oakland.edu, x. 2335
- Machinist: Derek Hurley, hurley@oakland.edu, x. 2335
 - The Instrument Shop is in 146 Hannah Hall.
- SECS Project Engineer (SECS Machine Shop): Peter Taylor, taylor26@oakland.edu, x. 2226
 - The SECS Shop is in 179B EC (Engineering Center).

To see what other lab equipment is on campus, check out the equipment inventory list: www.oakland.edu/?id=11642&sid=247.

Technical Assistance:

For assistance when setting up software, contact University Technology Services (UTS) at uts@oakland.edu.

- More information about campus software can be found at: www.oakland.edu/uts/software.

Facilities Management: www.oakland.edu/facilities

Goods and services are provided by Facilities Management via the generation of work order requests. If you notice something that needs maintenance, such as a leak or burned-out light bulb, call Work Control at x. 2381 or submit a request at: <http://tma.oakland.edu/>.

Risk Management: www.oakland.edu/riskmanagement/

The Department of Risk Management manages a broad spectrum of risk for the university to help make it a safe environment for students, faculty, staff, and campus visitors.

- Manager: Mimi Konicki, konicki@oakland.edu, x. 4929

Emergency Contact Information (OU Police Department): www.oakland.edu/police

- For an emergency, dial 911 from a campus phone or dial (248) 370-3333 from a cell phone.
- To text the police, send “OUPD” plus a message to 67283.
- The non-emergency number is (248) 370-3331.
- CPR and First Aid Training are provided at the OU Recreation Center: www.oakland.edu/campusrec/CPR.

Teaching Resources

Center for Excellence in Teaching and Learning (CETL):

www.oakland.edu/cetl

- Director: Judith Ableser, ableser@oakland.edu, x. 2455
- Assistant: Suzanne Flattery, flattery@oakland.edu, x. 2466
- Center hours: 8:00 a.m. to 5:00 p.m. Monday-Friday
- Located in 200A Elliott Hall
- CETL provides support, mentorship, and professional development for all faculty on campus.
- Click on the “Faculty Development” tab to find information about workshops and other CETL events.
- Click on the “Faculty Resources” tab to find information about academic policies and procedures, the registrar, and creating an effective syllabus.
- WISE@OU hosts STEM-focused faculty workshops with CETL twice per semester. Recordings of past workshops can be found on the OU Resources page: www.oakland.edu/advance/ouresources.

Teaching and Learning Committee: www.oakland.edu/TLCcommittee

- The Teaching and Learning Committee (TLC) sponsors incentives for good teaching and significant ideas and approaches to teaching and learning. TLC oversees select grants and awards for faculty and offers on-campus workshops and events.
- TLC’s website includes information about proposals and nominations for awards. Awards include Educational Development Grants, Teaching Excellence, and Excellence in Teaching.
- Check the website regularly to find the most updated information.

The Tutoring Center

- Director: Beth DeVerna, deverna@oakland.edu, x. 4460
- Located in 103 North Foundation Hall
- Hours:
 - 9:00 a.m. to 8:00 p.m. Monday-Thursday
 - 9:00 a.m. to 5:00 p.m. Friday
 - By appointment only in Summer
- The Tutoring Center offers a host of free support services – individual and group peer tutoring, Supplemental Instruction – as well as a space for students to gather and study with peers.
- Contact the Tutoring Center at tutoring@oakland.edu or x. 4215.

Kresge Library: <http://library.oakland.edu/>

- Interim Dean: Nancy Bulgarelli, bulgarel@oakland.edu, x. 2481
- Reference Desk: ref@oakland.edu, x. 4426
- Hours: typically open 24 hours; OU ID needed midnight - 7 a.m.
 - Research Help Desk hours:
 - 9:00 a.m. to 9:00 p.m. Monday-Thursday
 - 9:00 a.m. to 5:00 p.m. Friday
 - 1:00 p.m. to 5:00 p.m. Saturday
 - 1:00 p.m. to 9:00 p.m. Sunday
- The library offers research and publication support services, instruction support services, and access to many types of materials. Find more at: library.oakland.edu/services/you/faculty.php.
- The library has access to the “Web of Science,” containing citation data for STEM publications. On the library website under the “Find” tab, click on “Databases.” “Web of Science” is under the “W” section:
research.library.oakland.edu/sp/subjects/databases.php?letter=W

University Technology Services (UTS): www.oakland.edu/uts

- Contact UTS at uts@oakland.edu for assistance with software installation, troubleshooting, account access, software purchasing, email set-up, and using SAIL. To view a full list of faculty services, visit their website.

e-Learning and Instructional Support: www2.oakland.edu/elis

- OU uses Moodle as a course management system. For instructional tools, visit: www2.oakland.edu/elis/teachingtools.cfm
- You will need an ADMNET account to access the computers in OU’s classrooms. More information about accounts can be found at: www.oakland.edu/uts/accounts.

Classroom Support and Instructional Technical Services (CSITS):
www.oakland.edu/csits/

- The CSITS website offers extensive information about classroom access, support, and technology resources.
- To view CSITS Help Desk Policies, visit:
<http://www.oakland.edu/?id=14907&sid=310>
- A helpful Classroom FAQ page can be found here:
<http://www.oakland.edu/?id=14448&sid=310>

Help Desk: www.oakland.edu/helpdesk

- The Help Desk responds to technology related questions. Documents answering frequently asked questions can be found on their website. Located in 202 Kresge Library.
- Contact: helpdesk@oakland.edu, x. HELP (4357)
- Hours: 8:00 a.m. to 5:00 p.m. Monday-Friday

Internal Research Grants and Awards for Faculty

The following internal awards are mostly administered by the University Research Committee (URC). Information about the committee can be found at: www.oakland.edu/research/URC. More award information can be found under “Internal Awards” at: www.oakland.edu/research/faculty-funding. Applications must be submitted through [Research Application Manager 3.0](#).

Faculty Research Fellowship Award

- Funding: Up to \$10,000
- Deadline: 2nd Monday of October
- These fellowships can be especially helpful for funding during the summer months.
- Helpful documents can be found under “Internal Awards” at: www.oakland.edu/research/faculty-funding. Check this website for the most current version of these documents.
 - [Checklist for Faculty Fellowship Awards](#)
 - [PowerPoint Overview of Faculty Fellowship Research Awards](#)
- URC Guidelines can be found at: www.oakland.edu/research/URC.
- WISE@OU hosts a workshop about URC Fellowships. Information can be found at: www.oakland.edu/advance/events.

Research Excellence Award

- Funding: \$2,500
- Deadline: 4th Monday of January
- The URC selects an award recipient in one of the following categories that rotate on a three-year cycle: social sciences/humanities; natural and mathematical sciences, and professional schools. All faculty members are eligible to enter this competition. Click on “URC Research Excellence Award” under the “Internal Awards” tab to see the funding cycles: www.oakland.edu/research/faculty-funding.

New Investigator Research Excellence Award

- Funding: \$1,500
- Deadline: 4th Monday of January
- This award recognizes junior faculty members for their significant achievements at OU. All non-tenured assistant professors who have yet to begin the tenure review process are eligible.

Faculty Research Award

- Funding: \$1,200
- Deadline: 4th Monday of January
- Faculty research awards provide support for research endeavors such as pilot projects, equipment, purchase of data, and travel for research.

President's Colloquium

- Funding: \$1,000
- Deadline: Last day of March
- The president of Oakland University supports a colloquium to showcase faculty research. Faculty members from any rank and discipline are eligible to apply.

Books, Reprints, and Page Charge Reimbursements

- Funding: \$350 maximum allowance
- Deadline: 3rd Monday of November and February
- Requests for reimbursements are made directly to the chair of the URC. See additional details on the Office of Research Administration website: www.oakland.edu/research/faculty-funding?tab=30041

OU-Beaumont Multidisciplinary Research Award

- This award sponsors joint research between OU and Beaumont Health System faculty and staff. Awards are between \$10,000 and \$20,000. Award cycles vary; contact Dorothy Nelson (danelson@oakland.edu, x. 2762) for more information.

Internal Research Grants and Awards for Students

The university also offers awards for students. Information can be found here: www.oakland.edu/research/student-funding.

Provost's Undergraduate/ Graduate Student Research Award

- Funding: Up to \$2,000 (\$1,500 research, \$500 travel)
- Deadlines: 2nd Monday in October and 2nd Monday in March
- This award supports student research or a creative activity project. A full-time OU faculty member must be willing to endorse or mentor the project.

Chrysler Undergraduate Student Research Award

- Funding: Up to \$3,000
- Deadlines: 2nd Monday in October and 2nd Monday in March
- This award supports independent research projects of students.

Graduate Research Assistantship Tuition (GReAT) Award

- The GReAT award provides supplemental tuition support to OU graduate students for up to 16 credit hours per student per year.
- Deadlines: 2nd Monday in October and 2nd Monday in March
- Find information under the "Other Forms" tab on this webpage: www.oakland.edu/research/forms or contact Jean Miao, miao@oakland.edu, x. 4110.
- Additional funding for graduate students can be found at: www.oakland.edu/grad/paying.

URC Student Research Award

- Funding: \$300 Undergrad/ \$500 Graduate
- No deadline (limited to the academic year only). Refer to the timetable on the URC Guidelines website: www.oakland.edu/research/URC.
- Students currently enrolled are invited to apply for student research grants under the guidance of a full-time OU faculty member.

URC Student Travel Award

- Funding: \$400
- No deadline (limited to the academic year only). Refer to the timetable on the URC Guidelines website: www.oakland.edu/research/URC.
- Student travel grant awards are intended to be used by students to attend conferences or research briefing sessions or to present papers at conferences.

Summer Research Programs for Students

These summer research programs have variable lifespans and change yearly. If you are interested in getting involved as a faculty mentor, contact the appropriate program director.

Summer Research Program in Biological Sciences and Chemistry

This is a paid 12-week program for students to work in a laboratory with a faculty mentor for 40hours/week. All students will participate in a symposium and will make a short presentation.

- Website: www.oakland.edu/?id=21214&sid=247.
- Application deadline is at the start of March; runs May – July.
- E-mail ugr@oakland.edu or contact Andrea Jones at x. 2331.

Summer Undergraduate Program in Eye Research (SUPER) Fellowship

The SUPER Fellowship through OU's Eye Research Institute provides a unique opportunity for undergraduates to participate in NIH and other externally sponsored research under the mentorship of six ERI faculty.

- Website: www.oakland.edu/?id=1074&sid=147
- All SUPER scholarships include a Research Fellowship of \$3,500.
- Scholars attend a weekly Vision Science seminar given by ERI and Beaumont Ophthalmology Faculty, and they receive training in professional speaking and presentation.
- Application deadline is the end of February; runs May – August.
- Contact Kenneth Mitton at mitton@oakland.edu, x. 2079.

Research Experience for Undergraduates (REU) programs in SECS

Each of these 10-week, full-time NSF-funded programs includes research in teams under close supervision by SECS faculty. Students receive a stipend of \$5,000, meal allowance, on-campus housing and travel subsidy for either travel to or from the program or to attend a conference.

- **Automotive and Energy Research and Industrial Mentoring (AERIM):** <http://me-reu.secs.oakland.edu/> or contact Laila Guessous at guessous@oakland.edu, x. 2183.
- **Interdisciplinary Research Experience in Electrical and Computer Engineering (IREECE):** <https://sites.google.com/a/oakland.edu/ireece/home> or contact Osamah Rawashdeh at rawashd2@oakland.edu, x. 2866.
- **Undergraduate Computer Research (UnCoRe):** <http://cse-reu.secs.oakland.edu> or contact Huirong Fu at fu@oakland.edu, x. 4456.
- Students can search for REU sites in a variety of disciplines and across the country at: www.nsf.gov/crssprgm/reu/.

Additional student research funding opportunities are listed on the Center for Biomedical Research website: www.oakland.edu/cbr.

External Funding Opportunities

The following are some useful links for some external funding sources. This is by no means a complete list of funding sources for STEM faculty.

National Institutes of Health: www.nih.gov

- NIH grants are prepared and submitted through NIH Commons: commons.era.nih.gov.
- NIH Early Career Review Program: public.csr.nih.gov/ReviewerResources/BecomeAReviewer/Pages/Overview-of-ECR-program.aspx
- NIH Videos about Peer Review: public.csr.nih.gov/ApplicantResources/Pages/default.aspx
- NIH Sample Applications: www.niaid.nih.gov/researchfunding/grant/pages/appsamples.aspx

National Science Foundation: www.nsf.gov

- NSF grants are prepared and submitted through NSF Fastlane: www.fastlane.nsf.gov/fastlane.jsp
 - Obtain log-in information from Bonnie Kwit in the Office of Research Administration (kwit@oakland.edu, x. 4116).
- NSF Awards Page: www.nsf.gov/awards/about.jsp
- NSF Awards Database Search (use to find examples of abstracts): www.nsf.gov/awardsearch
- NSF Engineering Peer Review: www.nsf.gov/eng/iip/sbir/review_process.jsp

MichBio (Michigan Biosciences Industry Trade Association): www.michbio.org

- MichBio is a non-profit association representing more than 600 bioscience companies and academic institutions. It provides an infrastructure for joint activities that serve the needs of member companies through programs, events, advocacy, and contracts and services.

Michigan Space Grant Consortium: www.mi.spacegrant.org/

- This program provides fellowships for undergraduate and graduate students. Small seed grants for junior faculty or research scientists are also provided.
- Deadline: Generally due in November.
- For more information, contact Laila Guessous, the campus liaison for the Michigan Space Grant Consortium, at guessous@oakland.edu, x. 2183.

Family-Friendly Resources and Campus Information

Leaves and Benefits

Academic Human Resources (AHR): www.oakland.edu/ahr

- Academic Human Resources oversees the faculty hiring process, benefits authorization, payroll, and faculty and labor relations for faculty members.
- Assistant Vice President: Catherine Rush, rush@oakland.edu, x. 2594
- AHR Administrator: Janine DeWitte, jmdewitt@oakland.edu, x. 2196
- AHR Assistant: Janet Tull, tull@oakland.edu, x. 2195
- WISE@OU works closely with AHR to provide information to faculty members. AHR is the best office to contact if you have any questions about taking leaves or family matters. The staff can help you navigate the university politics and the Family Medical Leave Act (FMLA). If you have questions about faculty leaves and FMLA, contact Janine DeWitte at jmdewitt@oakland.edu, x. 2196.
 - AHR Forms (including FMLA):
www.oakland.edu/ahr/forms

University Human Resources: www.oakland.edu/uhr

- University Human Resources provides services related to employee relations, labor relations, employment, benefits, salary administration, personnel records, and staff development for all university employees.
- Faculty Benefits: www.oakland.edu/uhr/facultybenefits/
- Benefits Manager: Adam Ritchie, ritchie@oakland.edu, x. 3477
- Benefits Analyst: Corey Brittingham, britting@oakland.edu, x. 3484
- Benefits Analyst: Monica Haines, haines@oakland.edu, x. 4951
- Office Assistant: Debbie Martin, d6martin@oakland.edu, x. 4207

American Association of University Professors (AAUP):

www.oaklandaaup.org

- The Oakland University chapter of the AAUP works to improve the quality of OU and protect academic freedom and tenure of faculty.
- Executive Director: Scott Barns, barns@oakland.edu, x. 2005
- President: Kevin Grimm, grimm@oakland.edu, x. 2257
- Faculty Agreement: www.oaklandaaup.org/agreement.htm
- The AAUP has offered workshops to answer frequently asked questions about the tenure process. WISE@OU assisted with recording these workshops, and the videos can be found on the OU Resources page of the WISE@OU website:
www.oakland.edu/advance/ouresources.

Recreation and Health Services

Campus Recreation (Rec Center): www.oakland.edu/campusrec

- General contact information: rec@oakland.edu, x. 4732
- Hours: www.oakland.edu/campusrec/hours
- The Rec Center has an indoor track, fitness center, studios, 3-court gym, racquetball courts, and aquatic center. Group exercise classes and personal training programs are available.
- Benefit eligible OU employees are able to use the Rec Center for free with current OU identification.
 - Services that are not provided with free access include, but are not limited to, fitness classes; mind/body classes such as Pilates, and Yoga; personal training, massage, safety training classes, locker rental, and intramural sports leagues.
- The Rec Center offers specific programs for faculty and staff. You can find these programs on the Employee Wellness page: www.oakland.edu/campusrec/employee-wellness

Graham Health Center: www.oakland.edu/ghc

- Director: Nancy Jansen, jansen@oakland.edu, x. 2341
- General contact information: health@oakland.edu, x. 2341
- Center hours: 8:00 a.m. to 5:00 p.m. Monday-Friday
- Located just north of Meadow Brook Theater
- The Graham Health Center provides convenient, affordable, and high quality health care right on campus. It is staffed by certified Nurse Practitioners and Physician Assistants, and a physician visits weekly. The center offers various health and wellness services, and both scheduled and walk-in appointments are available.

OU Counseling Center: www.oakland.edu/OUCC

- Director: David Schwartz, schwartz3@oakland.edu, x. 3465
- General contact information: x. 3465
- Center hours: 8:00 a.m. to 5:00 p.m. Monday-Friday
- Located in the Graham Health Center
- This center provides personal counseling, testing, evaluations, outreach, and intervention for OU students and faculty members. Call the center or stop by the office to schedule a faculty consultation.

Support Centers and Organizations

Lowry Center for Early Childhood Education: www.oakland.edu/lowry

- Director: Julie Ricks-Doneen, ricksdon@oakland.edu, x. 4107
- The Lowry Center offers on-campus programs for children 18 months to 5 years old. Children can be enrolled for 2, 3, or 5 days per week.
- Lowry hours: 9:00 a.m. to 4:00 p.m. Monday-Friday
 - Before-care hours: 7:30 a.m. to 9:00 a.m.
 - After-care hours: 4:00 p.m. to 5:30 p.m.

Disability Support Services (DSS): www.oakland.edu/dss

- Director: Linda Sisson, lgsisson@oakland.edu, x. 3266
- Located in 103A North Foundation Hall
- The DSS offers various educational resources geared towards students and faculty who encounter student disabilities in the classroom. Campus accessibility, academic support, and study aids are included on the DSS website.
- For subjects relating specifically to OU faculty, visit: www.oakland.edu/?id=24117&sid=483

Office of Inclusion: www.oakland.edu/inclusion

- This office promotes the university's commitment to the principles of diversity, inclusion and equal opportunity. Its services are related to recruitment, compliance, training, outreach, and complaints of discrimination and harassment.
- Director: Joi Cunningham, cunning3@oakland.edu, x. 3496

Employee Resource Groups (ERGs):

- ERGs are volunteer, employee-managed groups that promote the interests of their respective constituency. Groups are open to all OU employees. For more information about specific ERGs, contact Joi Cunningham at cunning3@oakland.edu, x. 3496.

Gender and Sexuality Center (GSC): www.oakland.edu/gsc/

- The Gender and Sexuality Center is dedicated to providing services and education on issues of gender and sexuality for the Oakland University community through resources, referrals, programs, and advocacy.
- The GSC is OU's women's resource center and lesbian, gay, bisexual, transgender, intersex, queer, and asexual (LGBTIQA) resource center.

Events and Attractions Around Oakland University

CSA Ticket Window: www.oakland.edu/servicewindow

The Center for Student Activities offers a Service Window that provides tickets for on-campus activities, including lectures, special events, and MTD performances. It also sells discount tickets to area theaters, including the Detroit Opera House, Fisher Theater, Fox Theater, and Music Hall Center. The CSA is located in the lower level of the Oakland Center. Contact the Service Window at csasw@oakland.edu, x. 4407.

Music, Theatre and Dance (MTD) Performances:

www.oakland.edu/mtd#schedule

Oakland University's Department of Music, Theatre and Dance offers a full season of concerts, theatre productions, and dance performances. Shows are in Varner Hall. Ticket information can be found at:

<http://www.oakland.edu/mtd/tickets>.

Thursday Arts-After-Work Series: www.oakland.edu/mtd/arts-after-work

The Thursday Arts-After-Work performance series encourages students, faculty, staff, and community members to attend early evening performances in Varner Hall. Performances begin at 6 p.m. and include music concerts and theatre showcases. Tickets are pay what you wish.

Meadow Brook Theatre: www.mbttheatre.com

Meadow Brook Theatre is Michigan's largest producing professional theatre. There are multiple shows each season, typically from October through June. The theatre is located on campus at 207 Wilson Hall. Call the box office at (248) 377-3300.

Meadow Brook Music Festival: www.palacenet.com/venues-events/meadow-brook-music-festival

Meadow Brook Music Festival hosts contemporary and rock concerts as well as family events. It is located on campus along Meadow Brook Road. The address for the Meadow Brook Music Festival is 3554 Walton Blvd. It is open May to September. Visit the website to purchase tickets for events.

Meadow Brook Hall: meadowbrookhall.org/

Meadow Brook Hall is the historic home built by Matilda Dodge Wilson and Alfred Wilson, the founders of Oakland University. This Tudor-revival-style mansion is a National Historic Landmark. Tours of the Hall are offered at a discounted rate for faculty, and many events are hosted at the museum during the year. The main contact number for Meadow Brook Hall is (248) 364-6200.

Oakland University Art Gallery (OUAG): www.ouartgallery.org/

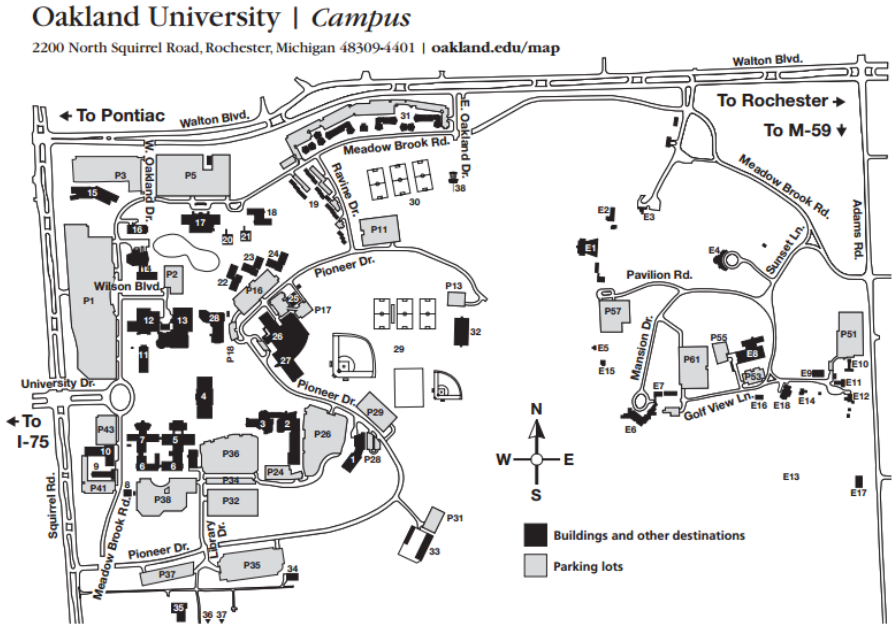
From September to May, the OUAG presents six different exhibitions, and the gallery also presents lectures, performances, tours, and special events. It is located in 208 Wilson Hall (the same building as Meadow Brook Theatre). The gallery is open Tuesday – Sunday, noon until 5 p.m., and during select special events and Meadow Brook Theatre performances. All exhibitions are free of charge.

Arts at OU: www.oualumni.com/alumni/artsatou

The Oakland University Alumni Association presents the Arts at OU series, which engages alumni and community members. The 2014-2015 series schedule highlights collaborations with the OU Art Gallery; Music, Theatre and Dance; Cinema Studies; and Meadow Brook Hall. More information about the specific events can be found on the website. Contact Alumni Engagement at (248) 364-6130 or ouaa@oakland.edu.

Campus Map: www.oakland.edu/map

An interactive map of campus can be found online. Current parking information can also be found on this website. Please note that recently completed construction projects, such as the Engineering Center, are not reflected on the map below.



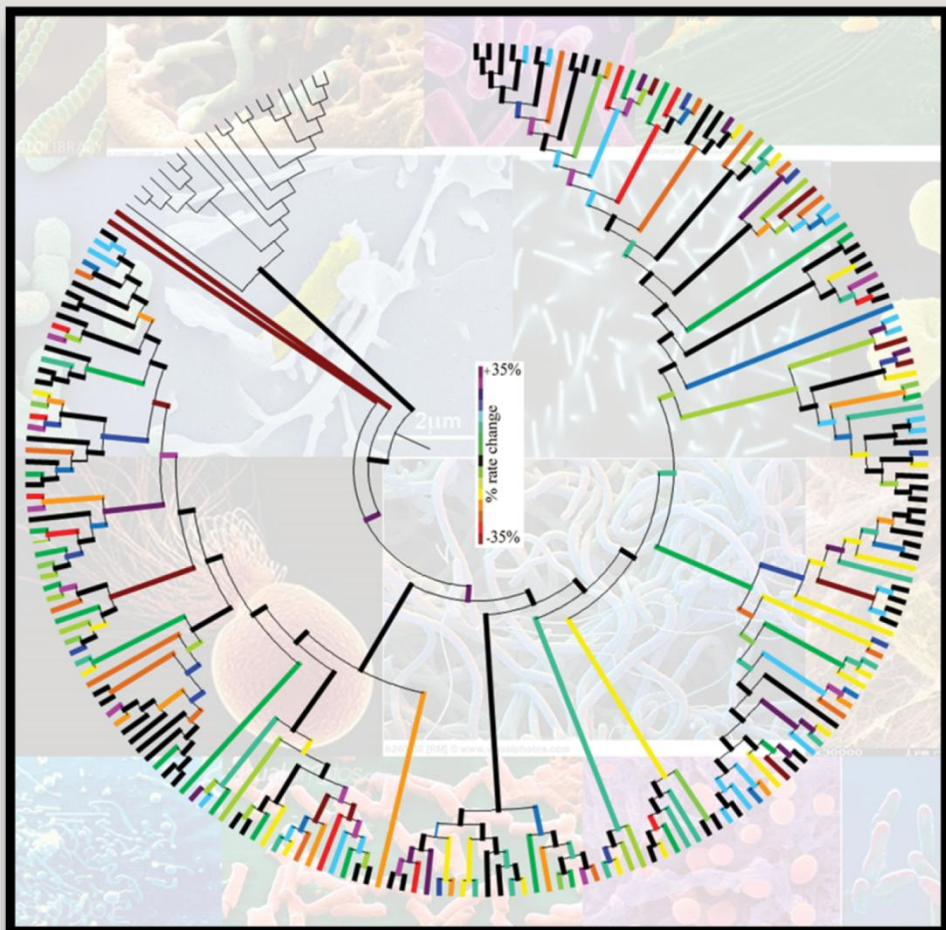
Main Campus

Anibal House (ANI)	23
Ann V. Nicholson Student Apts (AVN)	31
Athletics Center (ATH)	26
• Aquatics Center	
• O'rena	
Belgian Barn	9
Buildings and Grounds	33
Central Heating Plant	25
Dodge Hall of Engineering (DHE)	5
Electrical Substation	35
Elliott Hall (EH)	3
Facilities Management (FM)	8
Fitzgerald House (FTZ)	22
George T. Matthews Apartments	19
Graham Health Center (GHC)	16
Grizzly Oaks Disc Golf Course	38
Hamlin Hall (HAM)	18
Hannah Hall of Science (HHS)	7
Hill House (HIL)	20
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Kettering Magnetics Lab (KML) <i>off map</i>	36
Kresge Library (KL)	4
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• Admissions	
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• Registrar	
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• Lowry Center for Early Childhood Education	
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Pryale House (PRY)	24
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Science and Engineering Building (SEB)	6
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Storage Facility (GUS)	34
Van Wagoner House (VWH)	21
Vandenberg Hall (VBH)	17
Varner Hall (VAR)	2
• Varner Recital Hall	
• Varner Studio Theatre	
Wilson Hall (WH)	14
• Meadow Brook Theatre	
• Oakland University Art Gallery	
Upper Fields	30

Meadow Brook Estate

Baldwin Pavilion (BP)	E1
Carriage House	E7
Danny's Cabin	E15
Dr. Berton London Practice Area	E9
Golf Cart Storage Building	E16
Golf Course Clubhouse and Pro Shop	E12
John Dodge House (JDH)	E11
Katke-Cousins and R&S Sharf Golf Courses	E13
Knole Cottage	E5
Meadow Brook Greenhouse	E10
Meadow Brook Hall (MBH)	E6
Meadow Brook Music Festival	E3
Shotwell-Gustafson Pavilion	E8
• Clean Energy Research Center	
• OU INCUBATOR	
Starter Shack	E14
Steve Sharf Clubhouse	E18
Sunset Terrace (SST)	E4
Trumbull Terrace	E2
Varner House	E17



Research Image Courtesy of:
Professor Fabia Battistuzzi and M.S. Candidate Anais Brown