

Guide for STEM Faculty at Oakland University

Fall 2013

WISE@OU

Created by the Women in Science and Engineering (WISE@OU) Program

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About WISE@OU

The Women in Science and Engineering (WISE@OU) program aims at initiating and sustaining institutional change.

Facilitated by a diagonal segment of leaders from OU, this project will foster recruitment, retention, and career development of women and under-represented populations in the disciplines of science, technology, engineering and mathematics (STEM). WISE@OU works to increase the diversity of search pools and to promote the representation of women or members of under-represented populations among the tenure-track or tenured faculty at Oakland University. This program enhances the campus climate through workshops, events, and the distribution of information and resources to faculty members.

Members for 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:

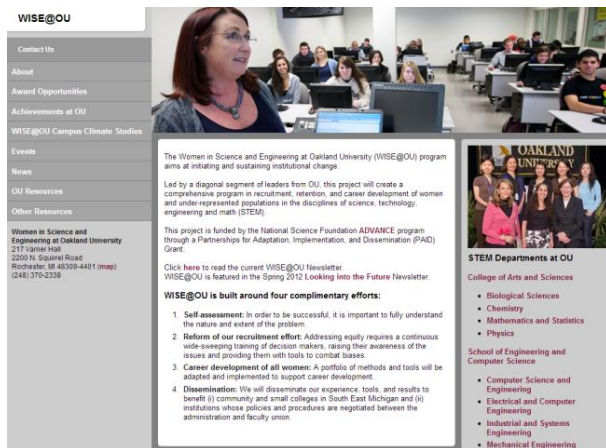
- **Leanne DeVreugd**, Program Assistant – ldevreug@oakland.edu, x. 4516

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



(Pictured: WISE@OU homepage)

This website provides valuable information for faculty members.

The OU Resources page includes videos and presentations from some of our past events. Some of the videos highlight important details about the tenure process and situations related to family and sick leave. Visit www.oakland.edu/advance/ouresources.

Additional pages on the website include:

Award Opportunities – www.oakland.edu/advance/awards

A list of awards with details about each award and deadlines.

Achievements at OU – www.oakland.edu/advance/achievements

WISE@OU celebrates the accomplishments of faculty. This page highlights recent grants and other awards that OU STEM faculty have received.

WISE@OU Campus Climate Studies – www.oakland.edu/advance/wise-climate-studies

These reports summarize and analyze the findings of a climate survey and focus group meetings that WISE@OU conducted to study the OU campus climate. This program's future activities aim to provide solutions to the challenges and issues that were identified by these studies.

Events – www.oakland.edu/advance/events

WISE@OU collaborates with other offices and organizations on campus to host events that provide information and collaboration opportunities for faculty.

News – www.oakland.edu/advance/news

Newsletters about the program's activities are published each semester.

Other Resources – www.oakland.edu/advance/resources

Additional external resources, including professional organizations and relevant scholarly articles and publications.

College of Arts and Sciences

217 Varner Hall

CAS Website: www.oakland.edu/cas

- Dean: Kevin Corcoran, corcoran@oakland.edu, x. 2143
- Associate Dean: Robert Stewart, stewart@oakland.edu, x. 4945
- Executive Secretary: Tammie Stoves, stoves@oakland.edu, x. 4535

Got Questions? Contact:

- Human Resources questions: Laura Schovan, schovan@oakland.edu, x. 4536
- Travel questions: Janice Baker, jmbaker@oakland.edu, x. 4074
- Curricular questions: Sandra Dykstra, dykstra@oakland.edu, x. 4571
- Computer resources: 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

Biological Sciences	Chemistry	Mathematics and Statistics	Physics
Arik Dvir dvir@oakland.edu x. 3580 Chair	Arthur Bull abull@oakland.edu x. 2347 Chair	Laszlo Liptak liptak@oakland.edu x. 4054 Chair	Andrei Slavin slavin@oakland.edu x. 3401 Chair
Rita Perris perris@oakland.edu x. 3560 Administrative Secretary	Tracey Kosaski kosaski@oakland.edu x. 2320 Administrative Secretary	Kathy Hamilton khamilto@oakland.edu x. 3426 Administrative Secretary	Carol Searight searight@oakland.edu x. 3416 Administrative Secretary
Catherine Starnes starnes@oakland.edu x. 3556 Laboratory Manager	Marcee Daly daly@oakland.edu x. 2330 Laboratory Manager		Sally Daniel sdaniel@oakland.edu x. 3403 Laboratory Manager
	Andrea Jones arjones@oakland.edu x. 2331 Lab and Instrumentation Coordinator		Rao Bidthanapally buraio@oakland.edu x. 4872 Instrumentation Specialist
Main Office: 375 DHE	Main Office: 260 SEB	Main Office: 368 SEB	Main Office: 190 SEB
Website: www.oakland.edu/ biology	Website: www.oakland.edu/ chemistry	Website: www.oakland.edu/math	Website: www.oakland.edu/ physics

School of Engineering and Computer Science

248 Dodge Hall (DHE)

SECS Website: www.oakland.edu/secs

- Dean: Louay Chamra, chamra@oakland.edu, x. 2217
- Associate Dean: Lorenzo Smith, lsmith8@oakland.edu, x. 2233
- Executive Secretary: Jane Dietrich, dietric2@oakland.edu, x. 2217

Got Questions? Contact:

- Budget Manager: Keith Harvey, harvey@oakland.edu, x. 2229
- Laboratory Manager: Matt Bruer, mnbruer@oakland.edu, x. 2180
- Project Engineer: Peter Taylor, taylor26@oakland.edu, x. 2226
- Network Administrator: Eric Stevens, stevens@oakland.edu, x. 2584
- Computer Technologist: Terry Heinz, heinz@oakland.edu, x. 2216

SECS Advising – Located in 159 Dodge Hall (DHE)

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

Department Contact Information

Computer Science and Engineering	Electrical and Computer Engineering	Industrial and Systems Engineering	Mechanical Engineering
Lunjin Lu l2lu@oakland.edu x. 2231 Chair	Daniel Aloï aloi@oakland.edu x. 2185 Chair	Robert Van Til vantil@oakland.edu x. 2211 Chair	Zissimos Mourelatos mourelat@oakland.edu x. 2686 Chair
Debbie Valla valla@oakland.edu x. 2200 Administrative Secretary	Markhanna McBurrows mcburrow@oakland.edu x. 2177 Administrative Secretary	Maureen Callaghan mpcallag@oakland.edu x. 2989 Administrative Secretary	Brenda Bond bond2@oakland.edu x. 2210 Administrative Secretary
Main Office: 168 DHE	Main Office: 102A SEB	Main Office: 653 SEB	Main Office: 150 DHE
Website: www.oakland.edu/secs/cse	Website: www.oakland.edu/secs/ece	Website: www.oakland.edu/secs/ise	Website: www.oakland.edu/secs/me

Research Centers and Institutes

OU has a number of research institutes and centers. These groups provide opportunities for interdisciplinary collaborations.

Automotive Tribology Center (ATC): (website under construction)

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

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

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

Center for Robotics and Advanced Automation (CRAA):
www.oakland.edu/aewl/

- Director: Robert N. K. Loh, loh@oakland.edu, x. 2222

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

- Director: Chris Kobus, cjkobus@oakland.edu, x. 2489

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 of Radio Frequency (RF) Electronics and Nanoelectronics:

- Director: Gopalan Srinivasan, srinivas@oakland.edu, x. 3419

Institute for Stem Cell and Regenerative Medicine (ISCRM):
www.oakland.edu/iscrm

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

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

- Executive Director: Amy Butler, aabutler@oakland.edu, (248) 364-4800

Sigma Xi: www.oakland.edu/?id=27853&sid=282

- 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 lunch seminars and the annual initiation banquet.
- If you are not a member of Sigma Xi, ask a faculty colleague to nominate you.

Research Grant Support

Office of Research Administration (ORA): 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
- Bonnie and Shamon are assigned to grants by sponsor. See the full list of sponsors at www.oakland.edu/?id=9094&sid=177 to identify which officer you should contact.
- 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.

Additional grant writing assistance, such as proof-reading, can be provided by:

- Linda Darga, darga@oakland.edu, x. 2552
- Pratima Krishna, prishna@oakland.edu, x. 4924

Tips for Grant Proposal Preparation

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

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 at www.oakland.edu/?id=11631&sid=177.

All external proposals must be accompanied by an Electronic Proposal Routing Application (EPRA), found online at: www.oakland.edu/?id=20068&sid=177.

- This form will ask you questions about OU Cost Share (i.e., matching funds, which can be difficult but not impossible to obtain), and compliance issues.
- 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%.
- 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.

The Office of Research Administration offers a pre-peer-review program for some federal grant proposals (in particular, NSF and NIH) to be submitted by OU investigators.

- OU researchers will be recruited to read and provide feedback about your proposal before it is submitted. To take advantage of this opportunity, you must have a nearly complete proposal several weeks before the funding agency deadline. Contact Dorothy Nelson for details (danelson@oakland.edu, x. 2762), and visit www.oakland.edu/?id=20312&sid=177.

Regulatory Compliance

Information about regulatory compliance is available in the main menu on the homepage of the Office of Research Administration (ORA) website: www.oakland.edu/research. For additional guidelines, click on the “[Research Guidelines](#)” button on the ORA homepage.

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.

- For animal subject approval, contact the Institutional Animal Care and Use Committee (IACUC): www.oakland.edu/?id=9082&sid=177
 - IACUC Chair: Shravan Chintala, chintala@oakland.edu, x. 2532
- For biosafety, contact the Institutional Biosafety Committee (IBC): www.oakland.edu/?id=9709&sid=251
 - Biological Safety Officer: Domenico Luongo, luongo@oakland.edu, x. 4314
- For human subject approval, contact the Institutional Review Board (IRB): www.oakland.edu/?id=25305&sid=177
 - IRB Chair: Christine Stiller, cstiller@oakland.edu, x. 8661
- For radiation safety, contact the Radiation Safety Committee (RSC): www.oakland.edu/?id=9084&sid=177
 - Radiation Safety Officer: Domenico Luongo, luongo@oakland.edu, x. 4314

Lab Start-Up 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.

The main menu of the Lab Safety website also has links for training:

- Policies and Guidelines: www.oakland.edu/?id=6092&sid=201
- General Laboratory Safety (Lab Right to Know): www.oakland.edu/?id=6080&sid=201

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

If you need an instrument custom made for your research, contact:

- Instrument Shop Manager: Frank Cox, flcox@oakland.edu, x. 2335
- SECS Project Engineer: Peter Taylor, taylor26@oakland.edu, x. 2226

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

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/?id=9168&sid=177. It is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC).

- Facility Manager: Janet Schofding, schofdin@oakland.edu, x. 4441

Is there a leak? Light bulb burnt out? Call Work Control at x. 2381.

Teaching Resources

Center for Excellence in Teaching and Research (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.
- The “Faculty Resources” page has information about academic policies and procedures, the registrar, and creating an effective syllabus can be found: www.oakland.edu/?id=16463&sid=396
- WISE@OU hosts STEM-focused faculty workshops with CETL at least once per semester: www.oakland.edu/advance/events

Kresge Library: library.oakland.edu

- Dean: Adriene Lim, ailim@oakland.edu, x. 2459
- Reference Desk: ref@oakland.edu, x. 4426
- Library hours: typically open 24 hours
 - Reference 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 access to materials online and in person, with various technology services and meeting spaces. Services for faculty can be found at: library.oakland.edu/services/faculty/index.htm
- The library has access to the “Web of Science,” containing citation data for STEM publications. On the library website, click on “Databases” and find “Web of Science” under the “W” section:
http://research.library.oakland.edu/sp/subjects/beta_databases.php?letter=W

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

IT Help Desk: www.oakland.edu/helpdesk

- General contact information: helpdesk@oakland.edu, x. HELP (4357)
- Hours: 8:00 a.m. to 5:00 p.m. Monday-Friday
- Located in 202 Kresge Library

Internal Funding Opportunities

Listed below are some of the available internal funding awards on campus. RAM3.0 must be used to submit many internal funding requests, including URC and provost student awards: www2.oakland.edu/research/gcsram/login.cfm

Graduate Research Assistantship Tuition (GRaAT) Award:

www.oakland.edu/?id=21838&sid=177

- The GRaAT award provides supplemental tuition support to OU graduate students. It supports graduate students working with established principal investigators as well as new principal investigators and junior faculty.
- The application deadline is early (in March or October), so plan ahead.
 - Business Manager: Jean Miao, miao@oakland.edu, x. 4110

University Research Committee (URC) Faculty Research Fellowships:

www.oakland.edu/?id=9007&sid=177

- These fellowships foster the research endeavors of OU faculty, and can be especially helpful for funding during the summer months. Awards are up to \$10,000. The application deadline is the second Monday of October.
- URC Committee is comprised of 10 faculty members, and evaluates the applications for URC research awards. URC Committee guidelines can be found at: www.oakland.edu/?id=8999&sid=177

OU-Beaumont Multidisciplinary Research Award:

www.oakland.edu/?id=16207&sid=177

- This award sponsors joint research between OU and Beaumont faculty and staff. Awards are between \$10,000 and \$20,000.

Other internal funding opportunities for faculty and students (undergraduate and graduate) can be found at www.oakland.edu/research and www.oakland.edu/cbr.

Two notable student research awards can be obtained through the Provost.

Deadlines are typically in March or October. Some of these awards include:

- Provost Undergraduate Research Award (\$1,500 research; \$500 travel): www.oakland.edu/?id=17577&sid=177
- Provost Graduate Research Award (\$1,500 research; \$500 travel): www.oakland.edu/?id=7161&sid=177

Undergraduate students can also apply for the Chrysler Undergraduate Student Research Award: www.oakland.edu/?id=17588&sid=177. Students must identify a faculty mentor for this award application.

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: public.era.nih.gov/commons
- 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

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.

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: mi.spacegrant.org

- This program provides small seed grants to faculty of up to \$5,000.

Family-Friendly Information

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

- Administrator: Janice M. DeWitte, jmdewitt@oakland.edu, x. 2196
- 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 polities and the Family Medical Leave Act (FMLA).

Lowry Center: 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.

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. The center 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.
- This building is also home to the OU Counseling Center: www.oakland.edu/oucc. This center provides services such as personal counseling, testing, evaluations, outreach, and intervention for OU students and faculty members.