

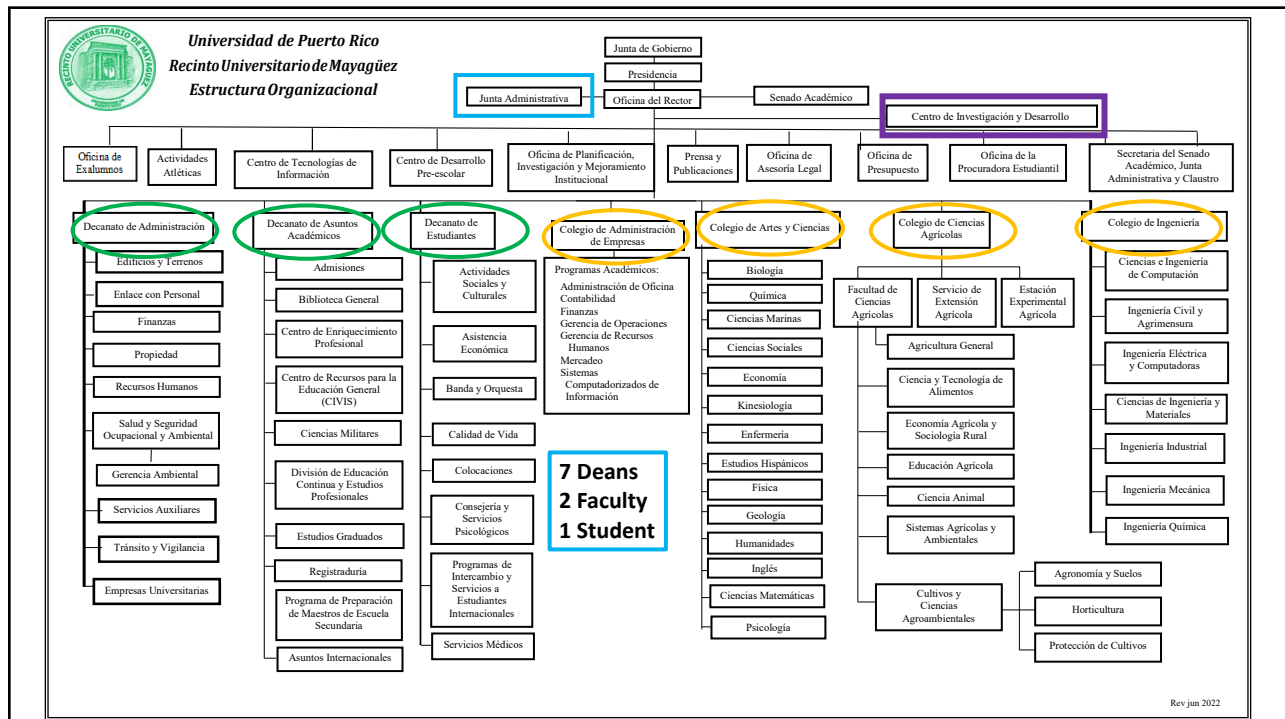


# Research Ecosystem at UPRM

Overview of research aspects targeting new faculty  
10 October 2024

Matias J. Cafaro  
Associate Dean – College of Arts & Sciences

1



2

## Components of UPRM Research Ecosystem

- Special Advisor to the Chancellor for Research – Dr. Ingrid Padilla
- Research Academy – Dr. Ivette Cruzado
- Institutional Research Committee
- Comité Institucional de Asuntos Relacionados a la Investigación (CIARI)
- Centro de Investigación y Desarrollo (CID) – R&D Center
- Estación Experimental Agrícola (EEA) – Servicio de Extensión Agrícola (SEA)
- Centro de Negocios Universitario y Desarrollo Económico (CNDE)
- Plan de Práctica Intramural Universitaria en el Recinto del Mayaguez (Cert. JA 20-21 137)

3



- **Dr. Ingrid Padilla**, Special Advisor to the Chancellor for Research, Innovation and Creative Endeavors
- **Dr. Matías J. Cafaro**, Associate Dean of Research, Arts & Sciences
- **Prof. Lucas Avilés Rodríguez**, Associate Dean and Subdirector EEA, Agricultural Sciences
- **Dr. Sylvia Rodriguez Abudo**, Associate Dean of Research, Engineering
- **Dr. Edgar Soto**, Associate Dean of Research, Business Administration

4



## Dean's Research Offices Mission

- Promote research, innovation and creative work among faculty members
- Mediate and **negotiate academic releases** for externally funded projects and other institutional academic activities
- Facilitate researchers to carry out research, innovation and creative work projects
- Distribution of seed funds (if available) for new projects
- Coordinate and disseminate research and products of our faculties
- Support projects of graduate students and their mentors
- Represent the faculties in the Graduate Council

5

## Internal processes – support

### Research Dean's Office

- Formulario LD T002 (labor distribution)
- Formulario RH T002 (additional compensation – summer or other)
- Mediate negotiation with CID, EEA and other agencies
- Support letters for projects
- Documents for release time (tarea de investigación)
- Reports
- Help with matching funds (in-kind or cash)

6



## Comité Institucional de Asuntos Relacionados a la Investigación (CIARI)

Cert. SA 18-46

- Elected members:
  - Engineering (1)
  - Business Administration (1)
  - Agricultural Sciences (1)
  - Arts (1)
  - Sciences (1)
- Graduate School Director
- Graduate Student

7



## Institutional Research Committee

Cert. JA 19-20 075

- Associate Deans of research (4)
- CID Director
- Graduate School Director
- CIARI representative
- Graduate Student
- Chancellor Representatives (2)
  - Special Advisor
  - Research Academy

8



## CII - What do we do?

- Research representation at the institutional level
- Self-study of the situation of the research system at UPRM
- Strategic Research Plan Development
- Review and update of the implementation of the Dean of Research office
- Proposal on Indirect Costs and Deanship of Research
- Monitoring of institutional research committees (IRB, IACUC, etc.)
- Certifications Review
- Research Spokesperson before the Administrative Board
- Review of administrative processes related to research (Law 60, LD T002 form, etc.)

9

## Where do I start when I have a proposal?

- Faculty members should discuss their needs and time commitments with their **department chairs** as soon as they identify new funding, awards, and fellowship opportunities. It is important that the department commit to redistributing the academic load **BEFORE** submitting a proposal.
- It is strongly recommended that faculty make an **appointment with the Associate Dean for Research** to discuss their needs for the project and institutional commitments as soon as possible (i. e. when considering submitting a proposal).

Depending on the funding source:

1. Main Campus SRO office that submits proposals is the **R&D Center (CID)**.
2. Federal Department of Agriculture (USDA) through Agricultural Extension Service (SEA) and the Agricultural Experiment Station (EEA), but to do so they must be researchers associated with Agricultural Sciences.
3. **University Intramural Practice (PPIUM)**, which can be used for specific agreements with private entities.

10

# Talk to your Director and Associate Dean of Research!!!

11

## Release Time (\$\$\$\$ sustitución de tareas)

- 1) The research offices of the academic faculties are in charge of negotiating release time due to substitution of tasks in the teaching program (programa docente).
- 2) Purchase your time with external funds (buy-out)

Before submitting a proposal, requests must be discussed with your deans and approve by your department director.

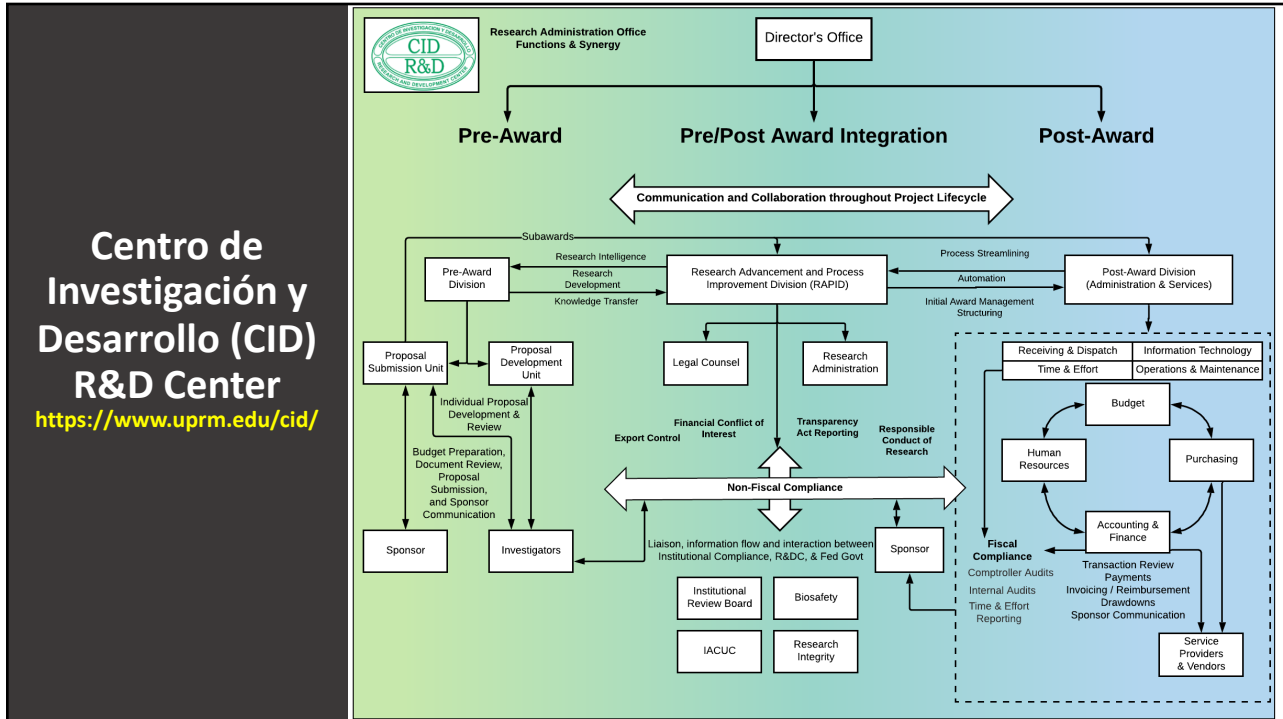
### Criteria:

- Budget
- Indirect costs
- Student assistantships
- Equipment
- Academic task, products, impact for UPRM

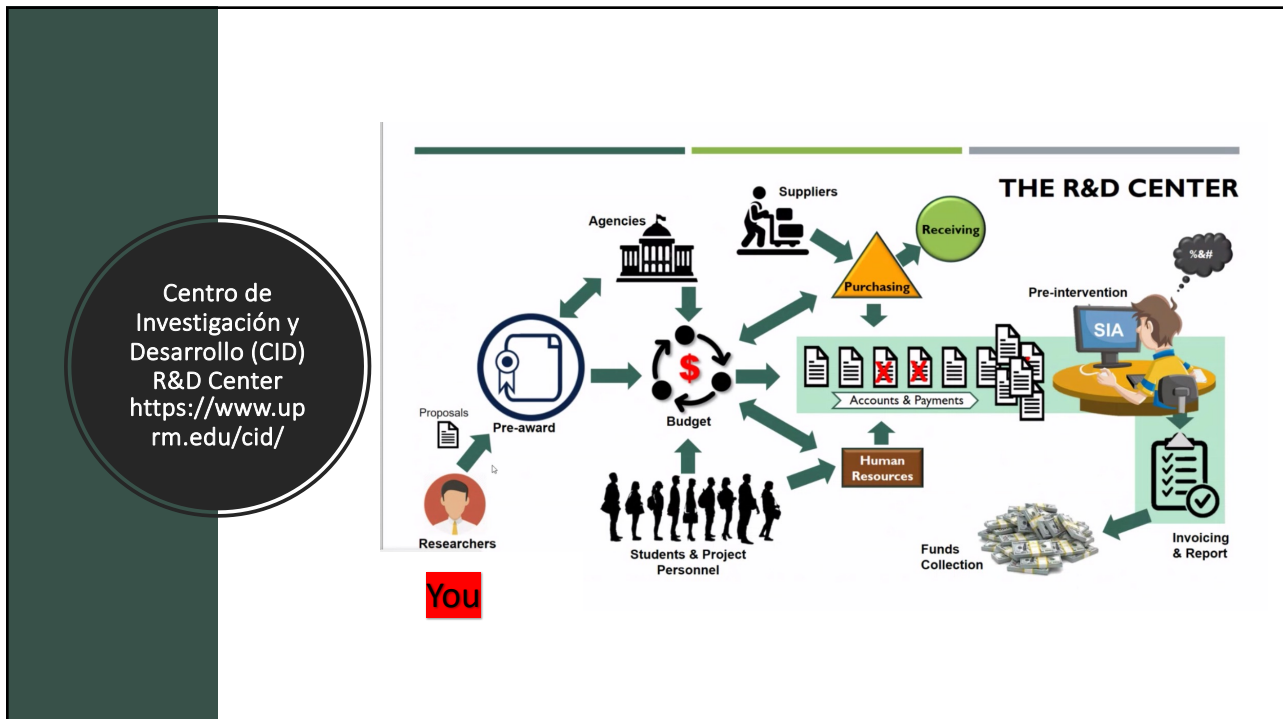
$R = \text{IC} + \text{Equip} + \text{Student} + \text{etc}$   
release time

Departamento	Créditos Solicitados	Créditos Aprobados	Aportación por Salario	% del Total Otorgado
Biología	6	6	\$ 19,184.42	9.3
Ciencias Matemáticas	6	3	\$ 9,592.21	4.7
Estudios Hispánicos	12	9	\$ 37,773.55	18.4
Física	9	6	\$ 24,729.22	12.0
Geología	2	2	\$ 7,732.68	3.8
Humanidades	18	15	\$ 48,394.09	23.5
Inglés	18	15	\$ 58,306.70	28.3
Química	3	0	0	0
<b>TOTAL</b>	<b>74</b>	<b>56</b>	<b>\$205,712.87</b>	

12



13

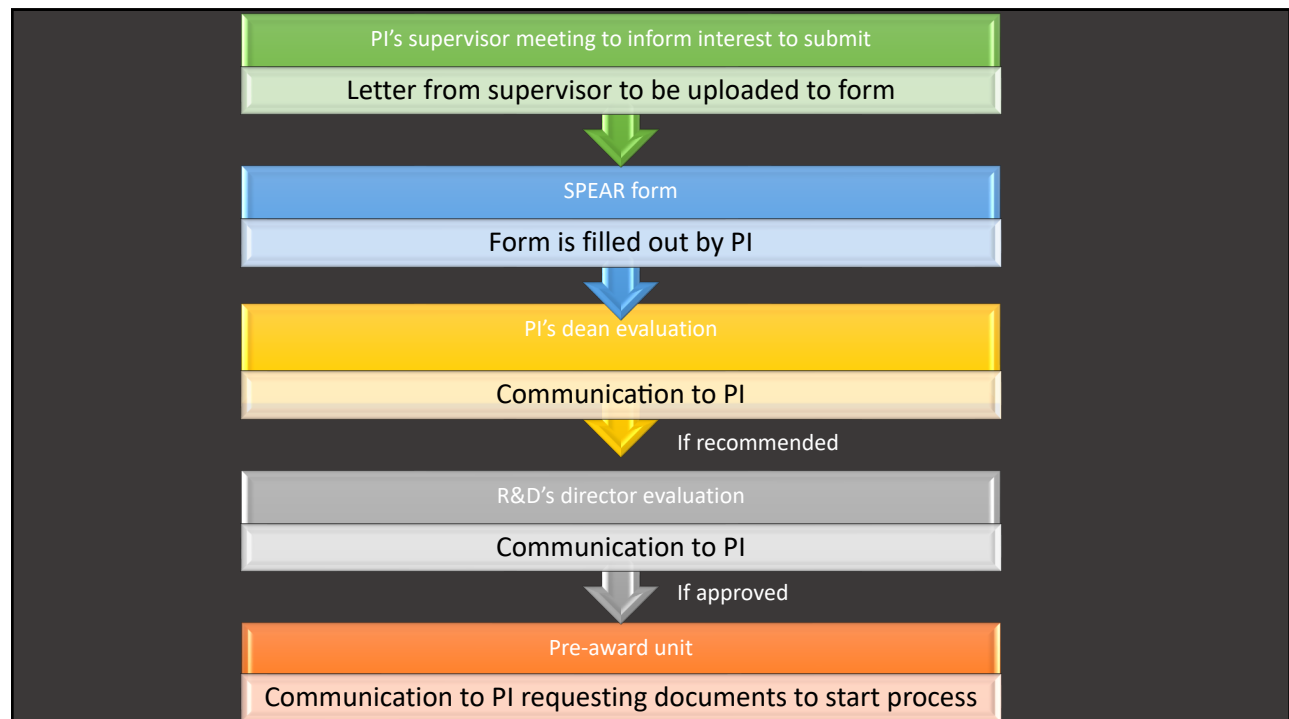


14

## Steps for submitting a CID proposal

1. Discuss the call for proposal requirements with your department chair and the Associate Dean of Research. **SPEAR form**.
2. Identify needs, commitments and institutional support.
3. Get all your commitments in writing (letters from directors, Deans, Chancellor, etc.).
4. **NO release time will be granted AFTER receiving an award** or scholarship if it was not previously negotiated.
5. Initiate the process:
  - i. Fill Letter of Intention Form (**SPEAR form**) to Associated Deans
  - ii. Approval of CID
  - iii. Intake form (CID Pre-award)

15



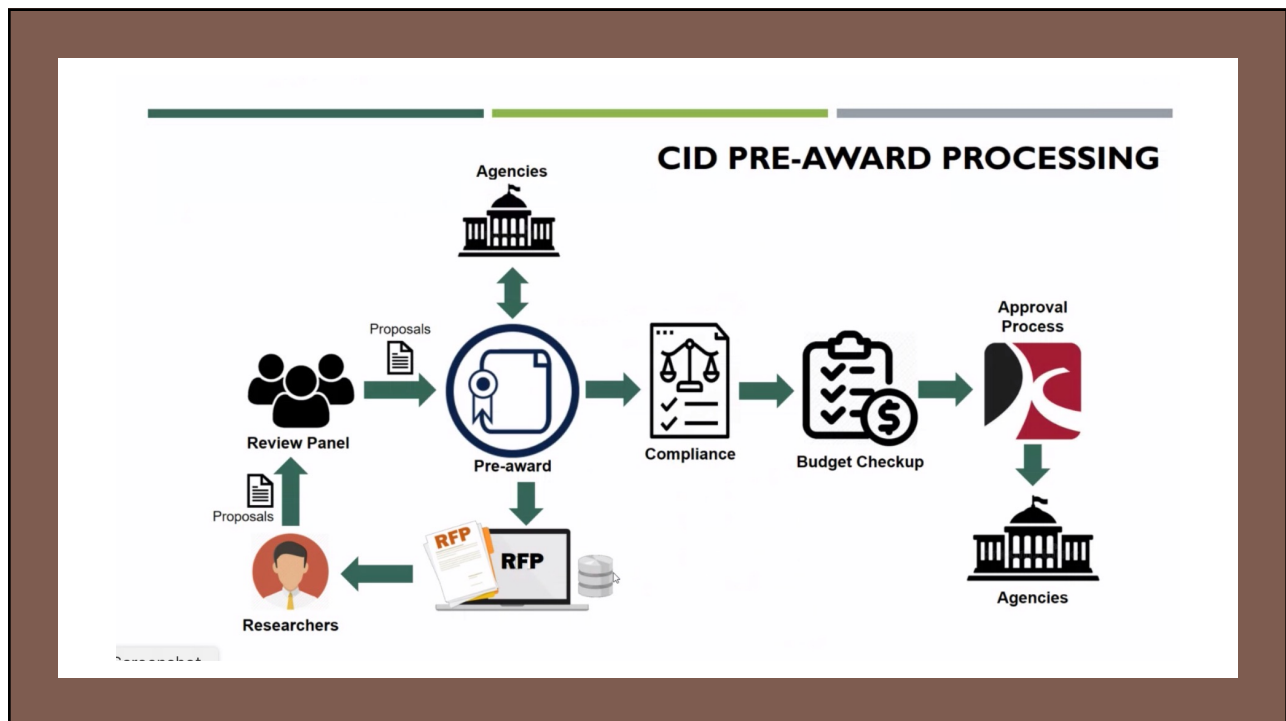
16



## Work WITH the CID staff

1. Very few program announcements require PIs to submit proposals as an individual; hence, most proposals are submitted on behalf of the institution by the Sponsor Research Office (SRO) = Center for Research and Development (CID).
2. Read the **Request for Proposal (RFP)** carefully in the program announcement.
3. Contact the Proposal Submission Unit (PSU) ([psu@uprm.edu](mailto:psu@uprm.edu)), at least **15 business days before** proposal is due.
4. Request an appointment with the Research and Development Center (CID) to start the process at our platform (**StreamLyne Research**).
5. Work with CID staff to prepare your proposal, especially **the budget**.

17



18

## You submitted your proposal, then what ???

1. Agency rejects or **awards** your project
2. PSU receives notification and conditions of the award
3. **PI starts the process of requesting account creation**
4. CID budget office creates your account in UFIS and FRS (two numbers)
5. With account number you start your project

19

**1. Awards are made for the INSTITUTION**

**2. The PI executes the project**

**3. The University of Puerto Rico puts the money forward**

**4. University money is subject to ALL regulations of UPR**

20

**Taller 2: Cómo someter propuestas de investigación y labor creativa dentro del RUM y sus negociaciones**

Fecha: martes, 29 de octubre de 2024

Modalidad: Presencial en Celis, salón 202

**Taller 3: Preparación de un presupuesto de investigación para propuestas en el RUM**

Fecha: jueves, 7 de noviembre de 2024

Modalidad: Presencial en Celis, salón multiusos 116

21

**Thank You !**

Matias J. Cafaro – [matias.cafaro@upr.edu](mailto:matias.cafaro@upr.edu)  
Associate Dean – College of Arts & Sciences  
Celis 304 – Phone x 3608

22