**Introduction to Research at Washington University**

**Side Note: You can schedule individual sessions with an advisor from the Benefits office:**

John Henderson at 362-9341@  [john.henderson@wustl.edu](mailto:john.henderson@wustl.edu)

**You have arrived and want to get started on research!**

* Bookmark these URLs on your browser
  + <https://one.wustl.edu/>
  + <https://research.wustl.edu/>
  + [https://artsci.wustl.edu/faculty-staff-resources](o%09https:/artsci.wustl.edu/faculty-staff-resources)
* Find core facilities to help with your research
  + [https://research.wustl.edu/core-facilities/](o%09https:/research.wustl.edu/core-facilities)
* Compliance … oh compliance….
  + Learn@Work: You do not have to love it, but you do have to use it … at least for now
    - <https://learnatwork.wustl.edu/>
    - Everyone must do:
      * Financial Conflict of Interest
      * Conflict of Interest Disclosure
      * Code of Conduct
      * Personnel Activity Report Training
  + You work in a lab with chemicals, lasers, etc.
    - Environmental Health and Safety (EHS) will be your partner
      * (<https://ehs.wustl.edu/Pages/default.aspx>)
    - Talk to your department about your EHS contact specialist and meet with them in person to go over lab set up and needs.
      * If not clear who to work with, you can look it up here: <https://ehs.wustl.edu/contacts/Pages/default.aspx>)
      * You can also contact Bradley King in EHS as a backup ([kingb@wusm.wustl.edu](mailto:kingb@wusm.wustl.edu))
    - EHS Basic Lab Safety Training through Learn@Work
    - Submitting applications for working with hazardous chemicals, infectious agents, etc.
      * [https://research.wustl.edu/topics/institutional-biological-and-chemical-safety/](•%09https:/research.wustl.edu/topics/institutional-biological-and-chemical-safety)
  + You work with animals
    - Meet with your departmental resources
    - Animal Care and Use Guidelines and Training
      * <https://research.wustl.edu/topics/animal-care-use/>
    - Submit an animal research protocol
      * [https://research.wustl.edu/offices/iacuc/](•%09https:/research.wustl.edu/offices/iacuc)
  + You work with humans
    - Take the human subjects research training (aka “CITI”)
      * <https://hrpo.wustl.edu/education/human-subjects-education/>
    - If applicable, take HIPPA training
    - Submit Human Subjects Research Application(s)
      * <https://hrpo.wustl.edu/education/human-subjects-education/>
    - Attend Information Session with Martha Jones, Director of HRPO
      * Friday, September 14th, 12 to 2 pm, Eads 217

**Figure out how to find external funding for your research**

* Humanities Faculty
  + Jean Allman, Director of the Humanities Center
  + Numerous Internal and External Sources of Funding (<https://cenhum.artsci.wustl.edu/research>)
  + Proposal Writing Workshops
* Social and Physical Sciences Faculty
  + Meet with your department or area grants management staff to determine departmental resources and guidelines
  + Sign up for customized email alerts about grant funding opportunities with different agencies, as well as alerts about internal selections for limited submissions (e.g. only one from each university)
    - <https://research.wustl.edu/funding/identify-funding/>
    - https://research.wustl.edu/funding/
  + Meet with your departmental representative from Foundation Relations
    - Anne Stengle is the Director of Foundation Relations
      * [a.stengle@wustl.edu](mailto:•%09a.stengle@wustl.edu)
      * [https://alumni.wustl.edu/corpsandfounds/foundrelations/Pages/default.aspx](mailto:•%09https://alumni.wustl.edu/corpsandfounds/foundrelations/Pages/default.aspx)
  + Meet with your departmental representative from Corporate Relations
    - Theresa Menk is the Director of Corporate Relations
      * [Theresa\_Menk@wustl.edu](mailto:•%09Theresa_Menk@wustl.edu)
      * [https://alumni.wustl.edu/corpsandfounds/corporaterelations/Pages/default.aspx](mailto:•%09https://alumni.wustl.edu/corpsandfounds/corporaterelations/Pages/default.aspx)

**Developing and Submitting your proposal**

* Use your faculty mentors and resources in the department!
* Meet with your grant staff early and often.
  + The science departments each have their own staff.
  + Individuals in the Humanities and Education work with Kathy Daniel ([mkdaniel@wustl.edu](mailto:mkdaniel@wustl.edu))
  + Social Sciences in McMillan Hall work with Amanda Heitkoetter ([aheitkoetter@wustl.edu](mailto:aheitkoetter@wustl.edu))
  + Social Sciences in Siegel Hall work with the Weidenbaum Center (Melinda Warren; [warren@wustl.edu](mailto:warren@wustl.edu))
* Grant Writing Resources at WUSTL (<https://research.wustl.edu/grant-writing-resources/>)
* Grant Library (<https://wustl.app.box.com/v/wustlgrantslibrary>)
* You can also contact Crystal Gammon, who works ½ time for A&S and can help with proposal development (not just large/collaborative ones)
* [crystalgammon@wustl.edu](mailto:crystalgammon@wustl.edu)
* [https://sites.wustl.edu/chemportal/submitting-a-large-grant-proposal/](•%09https:/sites.wustl.edu/chemportal/submitting-a-large-grant-proposal)

**Managing Your External Grant Funds**

* Meet with your department or area grants management staff to determine departmental resources
  + The science departments each have their own staff.
  + Individuals in the Humanities and Education work with Kathy Daniel ([mkdaniel@wustl.edu](mailto:mkdaniel@wustl.edu))
  + Social Sciences in McMillan Hall work with Amanda Heitkoetter ([aheitkoetter@wustl.edu](mailto:aheitkoetter@wustl.edu))
  + Social Sciences in Siegel Hall work with the Weidenbaum Center (Melinda Warren; [warren@wustl.edu](mailto:warren@wustl.edu))
* If you need further, help, contact:
  + Larry Kuykendall (Associate Dean for Finances, larry@wustl.edu)
  + Joe Gindhart (Director of Sponsored Projects, jgindhart@wustl.edu)
    - [https://research.wustl.edu/topics/award-management/](%09https:/research.wustl.edu/topics/award-management)
* Develop a financial management system with your departmental staff that fits your needs
* Faculty Financial Reporting Systems (<https://repsvcs-prod2.wustl.edu/approot/ffr/ffr_login.htm>)