

Research Lunch & Learn: Collaborative Seminars

**BOSTON
UNIVERSITY**

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**OVERVIEW OF PROCESSES
AND PROCEDURES**

Goals of the Luncheon Series

1. **Facilitate Understanding:** Clarify administrative processes and procedures to support research activities.
2. **Enhance Efficiency:** Provide access to tools, resources, and contacts for smoother research operations.
3. **Foster Collaboration:** Strengthen relationships between researchers, administrative staff, and BU offices.
4. **Support Professional Growth:** Share best practices and actionable advice for operational and funding success.

Topics for first 9 months

Hiring & Onboarding

- . Step-by-step guidance on hiring at BU, including workflows and approvals.
- . Visa-Related Processes and Resources: Overview of visa types and application procedures for international hires.

Guest Expert: Representative from Human Resources or the International Scholars Office.

Topics for first 9 months

Regulatory Compliance

- Overview of IBC, IRB, and IACUC: Understanding their roles, submission processes, and timelines.
- Existing Training Programs: How to access mandatory and optional compliance training.

Guest Expert: Representatives from the Compliance Office or committee chairs.

Topics for first 9 months

IT & Computing Resources

- Available IT Tools for Research: BU's offerings for data storage, analysis software, and computing platforms.
- Cybersecurity Best Practices: Safeguarding sensitive research data.

Guest Expert: A member of the IT Support Team or a Research Computing Specialist.

Topics for first 9 months

Lab Communication & Media

- Policies for Lab Social Media Accounts and Press Inquiries: Managing your lab's public presence and interacting with media outlets.
- Best Practices for Media Engagement: Effective strategies for interviews and public outreach.
- Training for Media Interaction: Workshops and resources available at BU.

Guest Expert: Representatives from the Communications Office or Public Relations Team.

Topics for first 9 months

Maximizing Funding Opportunities

- Tailoring Biosketches and CVs for NIH Grants: Common pitfalls and examples for successful submissions.
- Foundation Grants: Identifying opportunities and aligning proposals with funder priorities.

Guest Expert: A Grant Development Specialist or a senior faculty member with extensive NIH and foundation funding experience.

Topics for first 9 months

Supporting Postdocs

- Postdoc Career Development: Available resources for postdoc mentoring, career planning, and professional growth.
- Funding Opportunities for Postdocs: Grants, fellowships, and strategies for securing independent funding.
- Policies and Benefits: Overview of BU's postdoc policies, benefits, and institutional support programs.

Guest Expert: Representative from the Postdoctoral Affairs Office and a Senior Postdoc Mentor or faculty member with extensive experience mentoring postdocs.

Topics for first 9 months

Student Employment and Stipends

- Hiring and Managing Student Employees: Steps for employing undergraduate and graduate students, including work-study considerations.
- Stipends for Graduate Students: Overview of policies, funding sources, and payment workflows.
- Ensuring Compliance: Understanding wage policies and tax implications for students.

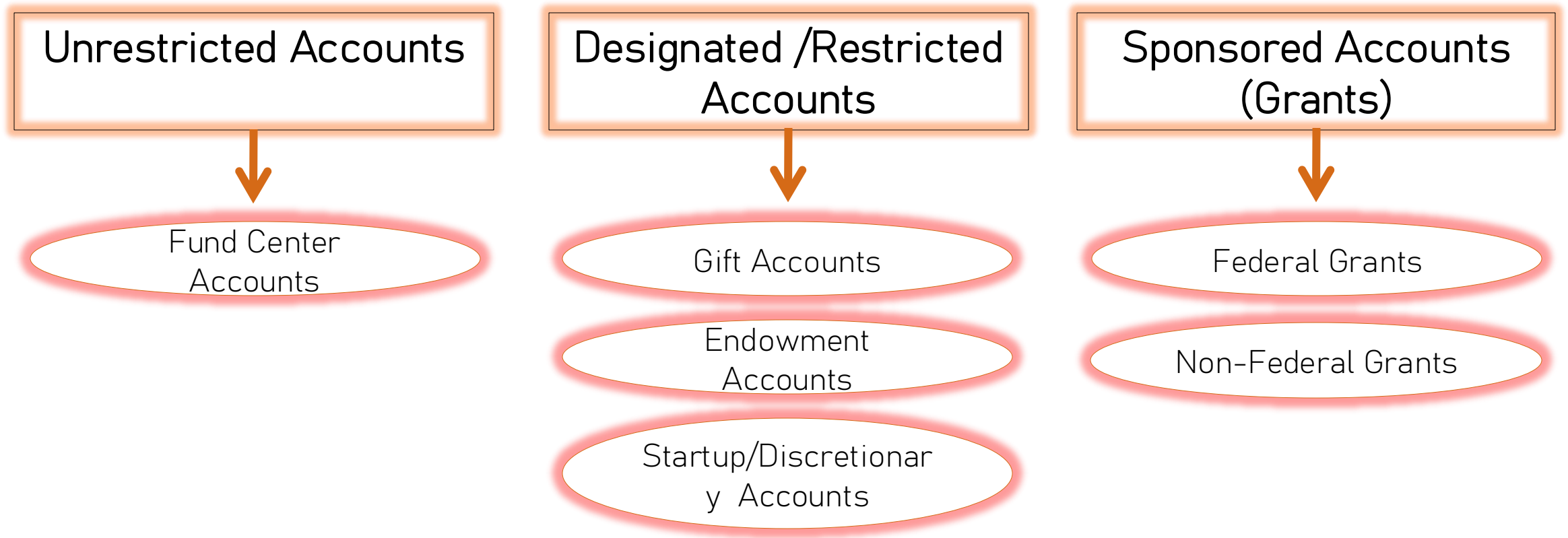
Guest Expert: Representative from the Student Employment Office, Graduate Affairs, or Payroll Office.

Topics for first 9 months

Library

- How librarians can assist in literature searches and systematic reviews
- Citation management tools (Zotero, EndNote, Mendeley)
- Assistance with NIH and other public access mandates for publications
- Understanding open-access journals and avoiding predatory publishers
- Support for author rights, copyright, and fair use
- Best practices for search strategies and database use
- Ethical considerations and limitations of AI in research

Accounts Structure at Boston University



Numeric Format for Accounts in the SAP System

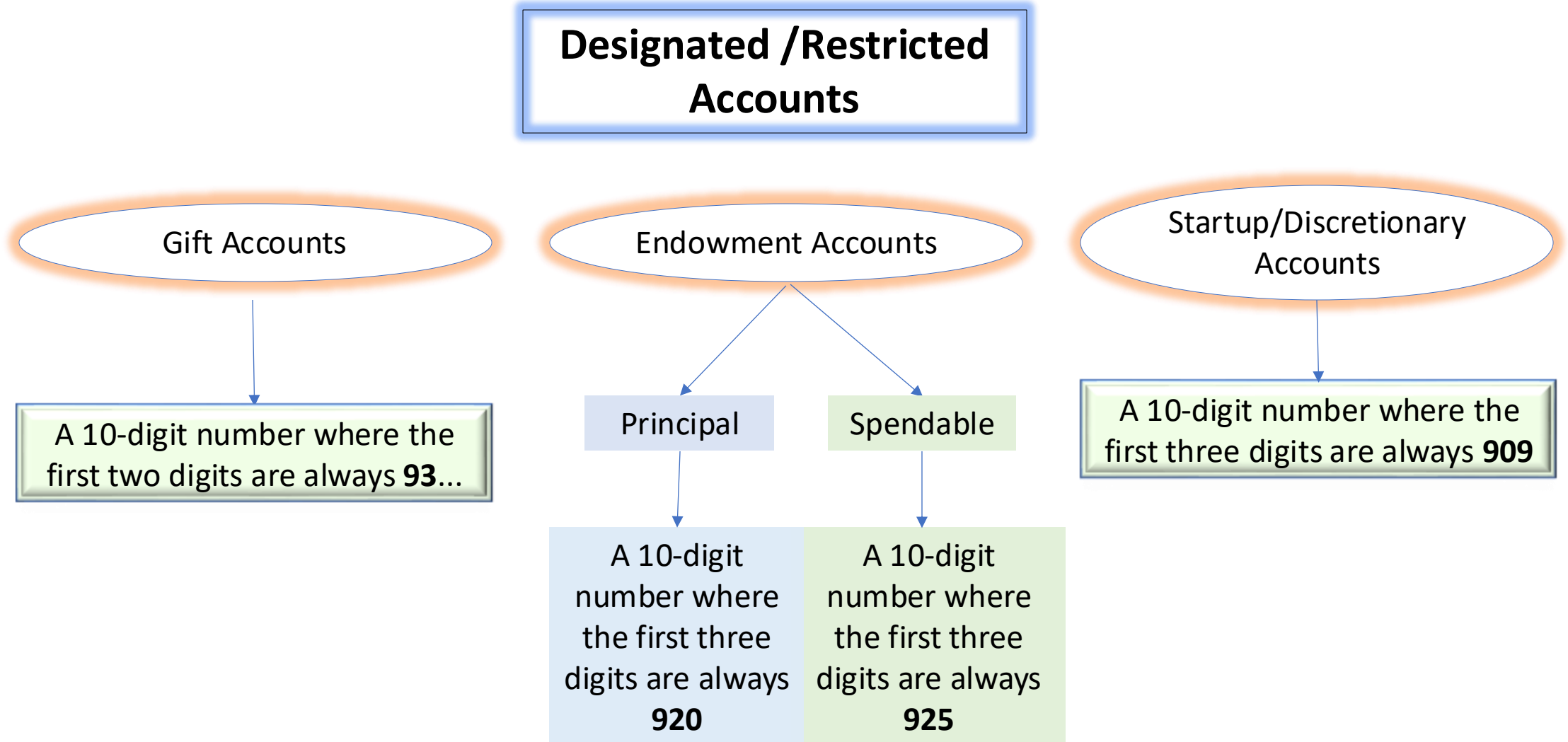
Unrestricted Accounts

Campus	Schools	Departments	4 digits
1. CRC	...	201. Anatomy & Neurobiology	0000
2. BUMC	20. CAS	202. Biochemistry & Cell Biology	
3. NEIDL	43. NEIDL	...	
	44. SPH	305. Neurology	
	55. CAMed C.T	312. Psychiatry	
	56. GMS	...	
	57. CAMed	400. Arthritis Center	
	...	402. Pulmonary Center	

Example: 2 57 201 0000 is Anatomy & Neurobiology Fund Center

What is the fund center number for the Neurology Department?

Numeric Format for Accounts in the SAP System



How to Read the Numbers in Different Account Types

Cost Center Accounts:

	► FY 2025 Budget [≡] Per. 01-04	► FY 2025 Actuals [≡] Per. 01-04	► FY 2025 Commitments [≡] Per. 01-04	▪ FY 2025 Total (Actual + Commitment) [≡]	▪ FY 2025 Unexpended Budget w/ Commitments [≡]	▪ FY 2025 Unexpended Budget w/o Commitments [≡]
Revenue/Expense [≡]	\$	\$	\$	\$	\$	\$
Expense	2,936,242	891,612.86	15,437.82	907,050.68	2,029,191.32	2,044,629.14

In these types of accounts, a positive balance is good

How to Read the Numbers in Different Account Types

Restricted Accounts:

		▪ FY 2025 Beginning Balance	► FY 2025 Revenue Per. 01-04	► FY 2025 Expenses Per. 01-04	▪ FY 2025 Ending Balance as of Per. 04	► FY 2025 Commitments Per. 01-04	▪ FY 2025 Net w/ Commitments as of Per. 04
Funded Program Type	Funded Program	\$	\$	\$	\$	\$	\$
Designated General Funds	9090000759	(73,006.56)	(12,500.00)	13,394.74	(72,111.82)	28,797.69	(43,314.13)
Endowment Spendable	9250000904	(12,756.15)	(284.85)		(13,041.00)		(13,041.00)
Gift	9300000802	(41,275.68)	(162.68)	5,289.62	(36,148.74)		(36,148.74)

In these types of accounts, a negative balance is good

How to Read the Numbers in Different Account Types

Grants:

Grant [≠]		Sponsored Program (IO) [≠]		Cum Budget [≠]	Cum Commitments (excluding salary, [≠] fringe and F&A)	FY 2025 Cum Expenditures [≠] Per. 04	Total(Exp+Comm) [≠]	Balance [≠]
				\$	\$	\$	\$	\$
50101628	The Atherosclerosis Risk in Communities	9500234273	Yr 01	15,957.00		(0.04)	(0.04)	15,957.04
		9500300432	Yr 02	24,494.00	0.00	15,815.35	15,815.35	8,678.65
		9500301810	Yr 03	91,743.00	0.00	91,740.14	91,740.14	2.86
		9500302574	Yr 04	139,895.00	0.00	140,455.00	140,455.00	(560.00)
55206496	Clinical Research Collaboration Agreemen	9550303646	Master Clinical Research	1,162,869.00	0.00	940,021.63	940,021.63	222,847.37
		9550303647	Statement of Work #1	149,662.00	0.00	41,937.03	41,937.03	107,724.97

In these types of accounts, a positive balance is good



Thanks!

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