College of Agriculture

Guide

2008-2009
College of Agriculture Guide  
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Agricultural Research Programs

MISSION

The mission of Agricultural Research Programs is to serve the citizens of Indiana, the United States and the world through:

*Discovery* that expands the realms of knowledge and develops solutions to problems relevant to the agriculture, food and natural resources sector.
<table>
<thead>
<tr>
<th>Personnel</th>
<th>Areas of Responsibility</th>
</tr>
</thead>
</table>
| Associate Dean of Agriculture, Director, Agricultural Research Programs  
Sonny Ramaswamy  
(765) 49-48362  
sonny@purdue.edu | Research budget planning/allocation and cost share, research facilities (including multi-user equipment and space), strategic planning for discovery, graduate programs in conjunction with Assoc. Dean for Academic Programs. |
| Director, Purdue Agricultural Centers  
Jerry Fankhauser  
(765) 49-48368  
fankhaus@purdue.edu | Planning and administration of programs and facilities at 8 regional Purdue Agricultural Centers, liaison to state-regulated commodity programs. |
| Associate Director, Mission Programs and Stakeholder Relations  
Marshall Martin  
(765) 49-48365  
mashallmartin@purdue.edu | Federal Formula Fund programs (Hatch, Multi-state projects, etc.), mini grants program, plant germplasm & variety releases, IN Soybean Board relations, research at SW Purdue Ag Programs, Plant & Pest Diagnostic Lab, and Crop Diagnostic Training Center. |
| Associate Director, Competitive and Integrated Programs  
Rich Linton  
(765) 49-46481  
linton@purdue.edu | Federal competitive grants programs, integration of research and extension activities and Plan of Work. Programmatic leadership for multidisciplinary projects in food science, food safety, and nutrition. |
| Assistant Director, Agriculture and the Environment  
Ron Turco  
(765) 49-48077  
rturco@purdue.edu | Programmatic leadership for multidisciplinary projects in natural resources and environmental sciences. |
| Assistant Director, Purdue Agricultural Centers and Project Coordinator  
Steve Hawkins  
(765) 49-48367  
shawkins@purdue.edu | Assists Director and farms superintendents with planning and management of day-to-day operations at the 8 Purdue Agricultural Centers. Assists staff in the College of Agriculture to coordinate building and renovation projects. |
Assistant Director,
Sponsored Program Development
Carl Huetteman
(765) 49-67550
carlhuetteman@purdue.edu
Funding opportunity information, multi-investigator proposal development, internal grant programs and limited proposal submissions, ARP communications

Administrative Assistant to the Director,
Sherry Oland
(765) 49-48362
oland@purdue.edu
Office management, correspondence and scheduling for the Associate Dean and Director

Administrative Assistant,
Jessica Crum
(765) 49-48370
jcrum@purdue.edu
Research information management, CRIS applications, correspondence and scheduling for the Associate Director.

*Business Office
Ag Pre-Award Manager,
Beth Siple
(765) 49-48366
sipleb@purdue.edu
Proposal services, budget development, secure subcontract documentation, assistance with electronic submission systems, USDA proposal specialist.
Purdue Agricultural Centers

Jerry Fankhauser, Director
765-494-8368
Cell 765-427-3592

Stephen Hawkins, Assistant Director
765-494-8367
Cell 765-414-5631

615 W. State St.
West Lafayette, IN 47907-2053
http://www.agriculture.purdue.edu/PAC/index.html
http://www.agriculture.purdue.edu/PAC/locations.html

DPAC
Jeff Boyer, jboyer@purdue.edu

Davis-Purdue Agricultural Center
6230 North State Road 1, Farmland, IN 47340-9340
765-468-7022, FAX 765-468-8125, Cell: 765-414-5425

The Davis Center contains 623 acres in northern Randolph County along State Highway 1. Soils on the Center are typical of the fine textured, high water retention, difficult to manage soils of east central Indiana. Davis has 100 acres of forested land and is one of the largest and oldest mapped forests in North America. In recent years, researchers have begun many “site-specific” agriculture studies involving the collection of data with a yield monitor as well as variable rate fertilizer applications. Departments involved in research at Davis include Forestry & Natural Resources, Entomology, Agronomy, and the Soil Conservation Service.

FPAC - Home of the Bull Test Station
Richard Huntrods, huntrods@purdue.edu

Feldun-Purdue Agricultural Center
923 State Road 458, Bedford, IN 47421

The 1,200 or so acres of Feldun-Purdue property are located in Lawrence County near Bedford on the limestone derived soils of this part of southern Indiana. Feldun-Purdue was the first Indiana "experiment station" established outside of Tippecanoe County. This Center has only about 275 acres of tillable land. The remaining acreage is used as pasture for the cattle herd which is in a long range genetics study by scientists in the Department of Animal Sciences. In addition to Animal Sciences scientists, faculty and staff from Agronomy, Forestry & Natural Resources, and Entomology Departments also use the Center for research purposes. Feldun-Purdue is also the site for the Indiana Beef Evaluation Program’s (IBEP) Bull Test Station.
NEPAC
Phil Walker, walkerpc@purdue.edu
Northeast-Purdue Agricultural Center
4821 East 400 South, Columbia City, IN 46725
260-244-7290 (Also Fax - call first), Cell: 765-412-3611
This 425 acre Center is located in Whitley County between Ft. Wayne and Columbia City. NEPAC has both rolling and level topography typical of northeastern Indiana. Soils at this location are the loam, sandy loam, and clay loam soils typical of that part of the state. Agronomic research thrusts are currently being conducted by members of the Departments of Agronomy, Entomology, Botany & Plant Pathology, and the Soil Conservation Service.

PPAC
Jon Leuck, leuckj@purdue.edu
Pinney-Purdue Agricultural Center
11402 South County Line Road, Wanatah, IN 46390
219-733-2379 (Also Fax - call first), Cell: 765-479-3759
The 664 acre Pinney-Purdue Center serves the agricultural research needs of northwestern Indiana. The Center is located on the Porter-LaPorte County line near Wanatah, just north of Highway 30. The farm is noted for its three distinct soil types - loam, shallow muck, and sandy loam. Research at Pinney is largely with agronomic and vegetable crops. Over 140 acres of land is used for research under irrigation utilizing linear irrigation systems. Small research plots can be irrigated with solid-set or drip systems. Research is currently being conducted by faculty and staff in the Departments of Horticulture & Landscape Architecture, Botany & Plant Pathology, Agronomy, Entomology, and Forestry & Natural Resources.

SEPAC
Don Biehle, biehled@purdue.edu
Southeast-Purdue Agricultural Center
4425 East 350 North, P.O. Box #216, Butlerville, IN 47223
812-458-6977, FAX 812-458-6979, Cell: 765-414-5433
This Center is located six miles east of North Vernon in Jennings County on the hard to manage, high silt soils of the region. The nearly 2,500 acres of Avonburg, Clermont, and Cincinnati soils are high in silt, and slow to drain internally. This Center is active in a row crop, forage, soil drainage, and forestry research. There is a 35 acre drainage project at SEPAC that collects data on surface and subsurface water runoff as well as data from a tile spacing study. In 2006, approximately 1,600 acres of woodlands and limited cropland that was part of the old Muscatatuck Developmental Center was transferred from the State of Indiana to Purdue Agriculture to be used for applied research with hardwoods and other research undertakings. Departments actively involved in research at SEPAC include Agronomy, Horticulture & Landscape Architecture, Botany & Plant Pathology, Entomology, Agricultural Engineering, and Forestry & Natural Resources. In addition to the Center staff, an Extension Forester maintains an office at SEPAC.

SIPAC - Home of the Southern Indiana Animal Disease & Diagnostic Laboratory (ADDL).
Jason Tower, towerj@purdue.edu
Southern Indiana-Purdue Agricultural Center
11371 East Purdue Farm Road, Dubois, IN 47527
Office/Shop 812-678-4427 or 812-678-3401, FAX 812-678-3412
SIPAC is located in Dubois County near the Patoka Reservoir. This 1,300 acre Center is situated on the difficult to manage sandstone and shale soils of southern Indiana which pose a continuing challenge for agricultural researchers. Since its establishment, SIPAC has been the scene of extensive experimental work on adapted grasses and legumes, livestock grazing trials, forage management, beef cattle winter feeding trials, aquaculture, and forest management. An Extension Forester works in southern Indiana from his SIPAC office. This Center is also the home for the Southern Indiana Animal Disease Diagnostic Laboratory.
SWPAC - Home for the Southwest-Purdue Agricultural Program
Southwest-Purdue Agricultural Center
4669 North Purdue Road, Vincennes, IN 47591
812-886-9661, FAX 812-886-9997

This 220 acre center in Knox County north of Vincennes is heavily involved in vegetable, fruit, and row crop research. SWPAC is ideally suited for research because it has many of the sandy soils typical of the area. An intricate system of both trickle and overhead irrigation give researchers the opportunity to work with fruit and vegetable crops without moisture as a limitation. Horticulture, Botany & Plant Pathology, Agronomy, and Entomology researchers work at this site. This is also the home for the Southwest-Purdue Agricultural Program (SWPAP) which provides educational programs, extension information, and applied research to producers in southwestern Indiana.

TPAC
Jay Young, jayyoung@purdue.edu, nlinder@purdue.edu
Throckmorton-Purdue Agricultural Center
8343 South US 231, Lafayette, IN 47909-9049
Office: 765-538-3422, Cell: 765-491-4995
Meigs Farm: 765-538-3297
FAX: 765-538-3423, Cell: 765-586-7199

The Throckmorton Center is located eight miles south of Lafayette in Tippecanoe County on US 231 and includes over 830 managed acres. The rolling silt loam soils found at the original Throckmorton tract are used primarily for agronomic and soil erosion research. More recently, horticultural, fruit tree, vine, and specialty crop research was relocated from the O’Neall and Hort Farms to the Meigs facility, which is part of the Throckmorton Center. At the new facility, both drip and overhead irrigation have been developed and the site has been extensively tiled for optimum drainage. Horticulture & Landscape Architecture, Entomology, Botany & Plant Pathology, Ag Engineering, Agronomy, and Forestry & Natural Resources staff are currently working at the Center.
COLLEGE OF AGRICULTURE
Centers, Labs, Institutes and Programs

Agricultural Genomics Center
http://www.genomics.purdue.edu/~ltl/cgi-bin/index.cgi?service=LTL
Phillip SanMiguel
pmiguel@purdue.edu
49-66328

PAGC provides DNA sequencing, Affymetrix GeneChip Expression Analysis, bacterial colony picking and filter array printing services on a recharge basis.

Agricultural Innovation and Commercialization Center
https://www.agecon.purdue.edu/planner/
Joan Fulton
fultonj@purdue.edu
49-40594
Mike Boehlje
boehljem@purdue.edu
49-44222

AICC provides education on, assessment of, and shepherding of value-added products or processes from initial idea to value-added enterprise. These products or processes result from technological discoveries, producer ideas, or consumer needs identification. Pursuing these goals will create opportunities for agricultural producer groups to develop value-added agricultural businesses.

Center for Community and Environmental Design
http://www.hort.purdue.edu/hort/landarch/cced.shtml
Kim Wilson
kwilson@purdue.edu
49-41308

CCED assists Indiana communities in developing physical design concepts, ideas, and recommendations through the entrepreneurial collaboration between students, community representatives and professional consultants.

Center for Enhancing Foods to Protect Health
http://www.efph.purdue.edu/
Bruce Watkins
baw@purdue.edu
49-45802

Serves as a focus for food, nutrition and biomedical research, and related technology development; and Communicates science-based information about designed foods and nutraceuticals for the food industry, health care industry and consumer groups.

Center for the Environment
http://www.purdue.edu/dp/environment/
Bernie Engel
engelb@purdue.edu
49-41162
Linda Lee
lslee@purdue.edu
49-48612

C4E is one of 10 centers that make up Discovery Park. Its mission is to facilitate interdisciplinary activities that enhance environmental integrity with enlightened stewardship and innovative monitoring, modeling, and management of natural resources, resulting in expanded economic development and improved quality of life.

Center for Environmental and Regulatory Information Systems
http://www.ceris.purdue.edu/
Eileen Luke
lukee@purdue.edu
49-46613

CERIS develops, manages, and operates computer-based information systems and databases in the subject matter areas relating to environmental concerns and regulatory programs affecting the management or practice of agriculture.
Center of Excellence in Comparative Medicine

CERC M can be defined as the integral study of diseases from the molecular to the whole animal level using spontaneous and induced animal models with the aim to develop improved and innovative methods for the diagnosis, treatment and prevention of human disease. The Center focuses on cardiovascular and metabolic diseases. Center faculty collaborate closely with faculty at the IU School of Medicine. The specific goals are (i) to develop and utilize new animal models of human disease. Current work focuses on the Ossabaw pig as a model of diet-induced cardiovascular disease and diabetes mellitus and concurrent work focuses on genetically engineered swine models; (ii) to perform comparative analysis of stem cells isolated from rodents, pigs, zebra fish and human umbilical cord blood; (iii) to provide training and research opportunities for graduate students.

Center for Food and Agricultural Business
https://www.ageon.purdue.edu/cab/index.html

CFAB offers non-degree professional development programs for employees of agricultural businesses and carries out research and extension programs on problems of agricultural businesses.

Center for Food Animal Well-Being
http://www.anal.purdue.edu/CAWB/

CAWB advances the understanding of interactions between food animal productivity and well-being to enable a scientific and public policy climate which promotes animal well-being and supports economically viable food animal production systems.

Center for Food Safety Engineering
http://www.cfse.purdue.edu/

CFSE is a joint effort between the USDA Agricultural Research Service (ARS) and the School of Agriculture at Purdue University. The mission is to develop new knowledge, technologies, and systems to prevent chemical and microbial contamination of foods.

Center for Global Trade Analysis
https://www.gtap.ageon.purdue.edu/

GTAP undertakes applied general equilibrium (AGE) modeling, and provides services to other AGE modelers as well as public agencies using AGE-based analysis.

The Center for Integrated Food Manufacturing

CIFM is an interdisciplinary team that conducts fundamental and applied research leading to improved food manufacturing through process engineering and advanced technology. In addition, the center provides educational workshops on processing and technology tailored to the food industry.
Center for Phytoremediation Research & Development  
http://www.purdue.edu/discoverypark/phytoremediation/
Multidisciplinary center composed of plant biochemists, physiologists, ecologists, microbiologists, soil scientists, and engineers dedicated to the high throughput discovery of genes applicable to critical rate-limiting steps in phytoremediation.

Center for Rural Development  
http://www.agecon.purdue.edu/crd/
Brings together University resources to assist the public and private sector as they work toward solving rural community problems and provides a broad range of educational programs which will contribute to development of Indiana’s human and physical capital.

Center for Technology Transfer and Pollution Prevention  
CT2P2 provides Environmental Ambassadors with the tools necessary to transfer technical information about the environment and pollution prevention worldwide. The Center develops and evaluates new computer-based pollution prevention and technology transfer opportunities.

Center for Urban & Industrial Pest Management  
http://www.entm.purdue.edu/Entomology/urban/home.html
Furthers the understanding of urban pest problems and promotes their solutions through research and educational programs.

Crop Diagnostics Research & Training Center  
http://www.agry.purdue.edu/dtc/index.html
DTC provides opportunities for hands-on learning of the art and science of crop problem diagnosis, integrated pest management, and reduced input agriculture.

Hardwood Tree Improvement & Regeneration Center  
http://www.agriculture.purdue.edu/fnr/HTIRC/index.htm
HTIRC is a collaborative regional research, development and technology transfer effort between industry, university, private, state and federal entities to advance tree improvement of central hardwoods for increased forest productivity in hardwood restoration and reforestation programs.

Illinois-Indiana Sea Grant Program  
http://www.iisgcp.org/
Fosters the creation and stewardship of an enhanced and sustainable environment and economy along southern Lake Michigan and in the Great Lakes region through research, education, and outreach.

Indiana Center for New Crops & Plant Products  
http://www.hort.purdue.edu/newcrop/
Identifies, adapts, and commercializes new crops for Indiana growers and processors, creates new plant based industries based on new crop products, and serves as a source of information for new crops.
Indiana Water Resources Research Center
http://www.iwrrc.org/

IWRRC coordinates the resources of Indiana's universities, state agencies, and industries to resolve problems associated with water resources management, use, and preservation of quality.

Laboratory of Renewable Resources Engineering Integrative Center for Biotechnology and Engineering
http://cobweb.ecn.purdue.edu/%7Elorre/16/overview/index.shtml

LORRE carries out multi-disciplinary research and fundamental discovery in bioenergy, bioprocessing, bionanotechnology, bioproducts, and biorecovery.

NASA Specialized Center for Research and Training in Advanced Life Support
http://www.purdue.edu/dp/als/nscort/

ALS/NSCORT resolves the complex and crucial requirements of sustained human survival within an interplanetary space-based environment through discovery, engagement, and learning in plant science, environmental engineering, food sciences, and systems engineering.

Purdue Climate Change Research Center
http://www.purdue.edu/climate/members/index.htm

PCCRC was chartered in 2004 to create a world-class research center focused on climate change, its impacts, and mitigation. Climate change and related impacts are becoming increasingly relevant to environmental, economic, and security issues, raising convergent points and thematic platforms for those interested in confronting this global challenge from a multidisciplinary perspective.

Purdue Interdisciplinary Center for Ecological Sustainability
http://bilbo.bio.purdue.edu/%7Epices/index.html

PICES is focused on the conservation, management, and sustainability of natural resources in human-dominated landscapes. The PICES mission is to be the premier center of excellence dealing with issues of ecological sustainability in human-dominated landscapes by integrating the processes of discovery, learning and engagement across disciplinary boundaries.
**Site Specific Management Center**  
http://www.agriculture.purdue.edu/ssmc/  
SSMC develops and disseminates information about site specific management methods that are profitable and practical for agricultural producers and those businesses and organizations that supply inputs or process products.

**Turfgrass Research & Diagnostic Center / Turfgrass Science Program**  
http://www.agry.purdue.edu/turf/  
Serves as the focal point for turfgrass research, education, and extension activities conducted on campus to meet the educational and research needs of the turfgrass industry in Indiana.

**Whistler Center for Carbohydrate Research**  
http://www.whistlercenter.purdue.edu/  
Provides leadership to carbohydrate-producing and carbohydrate-utilizing industries through: 1) extension of fundamental knowledge on structure-function relationships of biopolymers targeted for new technology development, 2) education which stresses the application of knowledge of fundamental properties and behaviors of carbohydrates and proteins to the solution of practical problems, and 3) design and delivery of solutions to problems.
COLLEGE OF AGRICULTURE AND RELATED
Research Facilities

Agricultural & Biological Engineering Computing Facilities
https://engineering.purdue.edu/ABE/Facilities/compdpth.whtml
Capabilities include GIS, CAE, and mathematical modeling and simulation development.

Agronomy Center for Research and Education
http://www.agry.purdue.edu/arc/arcdesc.htm
ACRE is a 991 acre farm facility appropriate for crop production and soil tillage management, crop variety performance evaluation, disease and insect resistance and control, plant breeding and genetics, plant physiology, soil fertility, and weed control. Includes the Crop Protect Lab for fertilizer and Ag chemical storage and handling research.

Animal Disease Diagnostic Laboratory
http://www.addl.purdue.edu/Index.htm
ADDL provides diagnostics service to animal producers and researchers, companion animal owners, veterinary practitioners, wildlife conservationists, and state/federal regulatory officials.

Animal Sciences Research and Education Center
http://www.ansc.purdue.edu/resfarm.htm
ASREC houses facilities for research and education in various animal production systems, including aquaculture, beef, dairy, poultry, sheep, and swine. A feed mill which formulates food for Purdue research livestock is also located on the SDRC.

Cancer Center Facilities
http://www.cancer.purdue.edu
Provides services to both Cancer Center members and non-members in analytical cytology, DNA analysis, mass spectrometry, NMR, and drug development.

Computational Genomics Facility
http://www.genomics.purdue.edu/services/comp.shtml
3 SUN workstations, 4 PCs, 2 G4 Macintosh computers, and an Enterprise 3500 SUN server for central storage of software needed for genomics research.

 Constructed Wetlands
Monitored constructed wetlands for studies on 1) treatment of agricultural runoff from land on and adjacent to the Animal Sciences Research & Education Center, and 2) golf course and urban runoff on the Kampen Golf Course.
<table>
<thead>
<tr>
<th>Core Laboratory for Image Analysis &amp; Multidimensional Applications</th>
<th>John Turek</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.vet.purdue.edu/cristal/">http://www.vet.purdue.edu/cristal/</a></td>
<td><a href="mailto:turekj@purdue.edu">turekj@purdue.edu</a></td>
</tr>
<tr>
<td>CRISTAL is a biomedical applications imaging laboratory that</td>
<td>49-45854</td>
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<tr>
<td>provides shared instrumentation facilities with research focused</td>
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<td>on multi-resolution client-server environments for fast navigation</td>
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<tr>
<td>and search of high-resolution image databases.</td>
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<thead>
<tr>
<th>Crop Diagnostic Training and Research Center</th>
<th>Corey Gerber</th>
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<tr>
<td><a href="http://www.agry.purdue.edu/dtc/">http://www.agry.purdue.edu/dtc/</a></td>
<td><a href="mailto:cgerber@purdue.edu">cgerber@purdue.edu</a></td>
</tr>
<tr>
<td>DTC comprises outdoor laboratories with over</td>
<td>49-63755</td>
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<td>2,000 small plots evaluating cultural,</td>
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<td>disease, fertilizer, insect, and weed</td>
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<tr>
<td>problems common to alfalfa, corn, soybeans,</td>
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<td>and wheat for use in training and research.</td>
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<tr>
<th>Food Science Pilot Laboratory</th>
<th>Steve Smith</th>
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<tbody>
<tr>
<td><a href="http://www.foodsci.purdue.edu/research/labs/pilotplant/">http://www.foodsci.purdue.edu/research/labs/pilotplant/</a></td>
<td><a href="mailto:smithrs@purdue.edu">smithrs@purdue.edu</a></td>
</tr>
<tr>
<td>9000 sq. ft. of laboratory space designed to evaluate model</td>
<td>49-47706</td>
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<td>processes scaled between bench-top and commercial facilities,</td>
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<tr>
<td>and equipped for aseptic and thermal processing and</td>
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<tr>
<td>packaging, automated quality control, equipment design</td>
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<td>and development, and in-line physical/chemical sensor</td>
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<tr>
<td>evaluation, as well as others.</td>
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<tr>
<th>Genomics Core Facility</th>
<th>Phillip San Miguel</th>
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<tr>
<td><a href="http://www.genomics.purdue.edu/services/core.shtml">http://www.genomics.purdue.edu/services/core.shtml</a></td>
<td><a href="mailto:pmiguel@purdue.edu">pmiguel@purdue.edu</a></td>
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<tr>
<td>High-throughput DNA sequencing (ABI 377 and ABI 3700 able to</td>
<td>49-66328</td>
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<tr>
<td>sequence over 200,000 samples in a year), automated plasmid</td>
<td></td>
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<td>DNA preparation, gene expression profiling through</td>
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<tr>
<td>construction and reading of microarrays (Biorobotics Total</td>
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<tr>
<td>Array System and GSI Lumonics Scanarray 4000), and high-</td>
<td></td>
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<tr>
<td>definition (low -throughput) DNA sequencing (Applied Bio</td>
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<tr>
<td>systems 377 and Licor 4200L sequencers).</td>
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<thead>
<tr>
<th>Laboratory for Applications of Remote Sensing</th>
<th>Melba Crawford</th>
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<tr>
<td><a href="http://www.lars.purdue.edu/">http://www.lars.purdue.edu/</a></td>
<td><a href="mailto:mcrawford@purdue.edu">mcrawford@purdue.edu</a></td>
</tr>
<tr>
<td>LARS, a multidisciplinary research laboratory,</td>
<td>49-69355</td>
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<tr>
<td>involving the School of Agriculture, the</td>
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<tr>
<td>School of Science and the Schools of</td>
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<tr>
<td>Engineering was established in 1966 and is</td>
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<td>internationally known for its research</td>
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<tr>
<td>efforts relating to remote sensing and more</td>
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<td>recently Geographic Information Systems.</td>
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<td>Focusing on research to develop further the</td>
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<td>fundamental knowledge of the earth and its</td>
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<tr>
<td>biophysical processes and to develop and</td>
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<tr>
<td>improve techniques for analyzing and</td>
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<tr>
<td>interpreting remotely sensed data from earth</td>
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<tr>
<td>observation sensors. LARS is a laboratory</td>
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<tr>
<td>within Information Technology at Purdue (ITaP)</td>
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<tr>
<td>Discovery Resources.</td>
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</table>
Life Science Microscopy Facility
http://www.agriculture.purdue.edu/microscopy/
LSMF provides multi-user and service options for light microscopy, scanning electron microscopy, and transmission electron microscopy.

Debby Sherman
dsherman@purdue.edu
49-46666

Mass Spectrometer Facility
High sensitivity analysis of proteins and nucleic acids, including electrospray, fast atom bombardment, MALDI, and plasma desorption spectrometers.

Karl Wood
kvw@purdue.edu
49-47357

Office of Technology Commercialization
http://www.prf.org/otc/index.asp
OTC is a division of Purdue Research Foundation that works with faculty-, staff- and student-inventors to protect, market and license Purdue’s intellectual property. OTC handles invention and copyright disclosures, confidentiality agreements, and materials use agreements.

49-42610

Plant Growth Facilities
http://www.hort.purdue.edu/hort/facilities/greenhouse/default.shtml
25 greenhouse rooms totaling 34,800 sq. ft., 2 growth rooms, 41 growth chambers, 5 walk-in coolers, a tissue culture laboratory, three teaching laboratories and 4,500 sq. ft. of headhouse space for offices, work space and storage.

Rob Eddy
oglala@purdue.edu
49-63710

Dirk E. Maier
maier@purdue.edu
49-41175

Post-Harvest Education & Research Center
http://www.grainquality.org/
Includes a fully functional grain handling center (built in 1984) and a 16-bin pilot facility (built in 1997).

Protein Separation and Analysis Laboratory
http://www.biochem.purdue.edu/psal/
PSAL offers services in amino acid analysis, peptide mapping, protein sequencing and proteomics.

Mary Bower
bowerma@purdue.edu
49-46540

Purdue Climate Change Research Center
http://www.purdue.edu/climate/
PCCRC seeks to increase scientific and public understanding of the causes and impacts of climate change through fundamental research and effective education and outreach. The Center’s overarching goals are to understand the causes and consequences of climate change, improve predictive models to project future climate conditions, and inform on-going state, national and international policy discussions on climate change, including mitigation and adaptation strategies.

Paul Shepson
pshepson@purdue.edu
49-63212
Purdue University Interdisciplinary Life Science Ph.D. program
http://www.gradschool.purdue.edu/PULSe/indexFlash.cfm
pulse@purdue.edu
49-49256

PULSe provides multiple opportunities for an interdisciplinary graduate experience in the life sciences. During the first year of study, students participate in four different lab rotations before choosing a research area and major professor.

Purdue Agricultural Air Quality Laboratory
http://cobweb.ecn.purdue.edu/%7Eodor/
Al Heber
heber@purdue.edu
49-41214

PAAQL specializes in odor assessment using olfactometry, chemical analyses using gas chromatography, and continuous emissions monitoring of ammonia, carbon dioxide and hydrogen sulfide.

Purdue Agricultural Centers
http://www.agriculture.purdue.edu/pac/
Jerry Fankhauser
fankhaus@purdue.edu
49-48368

PACs are a network of farms across Indiana used for research and extension activities requiring field facilities.

Sensory Evaluation Laboratory
http://www.foodsci.purdue.edu/research/labs/sensory/
Steve Smith
smithrs@purdue.edu
49-47706

Provides sensory analysis through subjective tasting of food acceptability with individual tasting booths, controlled lighting and ventilation, computerized data collection, and a water filtration system.

Transgenic Mouse Core Facility
http://www.cancer.purdue.edu/mice.php
Judy Hallett
halletje@purdue.edu
49-63352

TMCF provides two basic services: 1) transgenic mouse generation and 2) embryonic stem cell targeting and blastocyst injection to generate gene-altered mice.

Water Quality Field Station
http://www.agry.purdue.edu/water/fieldstn/WQFS.htm
Sylvie Brouder
sbrouder@purdue.edu
49-61489

WQFS consists of 54 individually tiled and instrumented field plots structured to allow for studies on movement of agricultural chemicals under various cropping systems and management practices.

A complete list of Purdue University Centers and Institutes can be found at http://dagon.admin.purdue.edu/cgi-bin/ci.cgi
<table>
<thead>
<tr>
<th>Research Centers</th>
<th>Contact(s)</th>
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<tbody>
<tr>
<td><strong>Bindley Bioscience Center</strong>&lt;br&gt;<a href="http://www.purdue.edu/dp/index.php">http://www.purdue.edu/dp/index.php</a>&lt;br&gt;<strong>bindleybioscience @purdue.edu</strong>&lt;br&gt;49-40497</td>
<td>BBC offers collaborative research projects, state-of-the-art research instrumentation/equipment, and exceptional scientific researchers who can help meet your project goals.</td>
</tr>
<tr>
<td><strong>Birck Nanotechnology Center</strong>&lt;br&gt;<a href="http://www.purdue.edu/discoverypark/Nanotechnology/">http://www.purdue.edu/discoverypark/Nanotechnology/</a>&lt;br&gt;<strong><a href="mailto:nano@purdue.edu">nano@purdue.edu</a></strong>&lt;br&gt;49-47053</td>
<td>BNC leverages advances in nanoscale science and engineering to create innovative nanotechnologies addressing societal challenges and opportunities in computing, communications, the environment, security, energy independence, and health.</td>
</tr>
<tr>
<td><strong>Burton D. Morgan Center for Entrepreneurship</strong>&lt;br&gt;<a href="http://www.purdue.edu/discoverypark/Entrepreneurship/">http://www.purdue.edu/discoverypark/Entrepreneurship/</a>&lt;br&gt;<strong>BDMCenter @purdue.edu</strong>&lt;br&gt;49-46400</td>
<td>Promotes a culture of entrepreneurship, with activity in both commercialization and education.</td>
</tr>
<tr>
<td><strong>Center for Advanced Manufacturing</strong>&lt;br&gt;<a href="http://www.purdue.edu/discoverypark/cam/">http://www.purdue.edu/discoverypark/cam/</a>&lt;br&gt;<strong><a href="mailto:cam@purdue.edu">cam@purdue.edu</a></strong>&lt;br&gt;49-41279</td>
<td>CAM bridges basic academic research with specific industrial needs to enhance both the understanding and application of manufacturing issues in Indiana, serving as the central point of contact at Purdue University on a wide range of manufacturing issues, linking existing and emerging businesses with researchers on campus, and attracting new businesses to Indiana, creating more opportunities for Hoosiers.</td>
</tr>
<tr>
<td><strong>Center for the Environment</strong>&lt;br&gt;<a href="http://www.purdue.edu/discoverypark/environment/">http://www.purdue.edu/discoverypark/environment/</a>&lt;br&gt;<strong>environment @purdue.edu</strong>&lt;br&gt;49-45146</td>
<td>C4E synergizes relationships between faculty from many disciplines, as well as industry, the public, and the government to respond to environmental challenges.</td>
</tr>
<tr>
<td><strong>Cyber Center</strong>&lt;br&gt;<a href="http://www.purdue.edu/discoverypark/cyber/">http://www.purdue.edu/discoverypark/cyber/</a>&lt;br&gt;<strong><a href="mailto:cyber@purdue.edu">cyber@purdue.edu</a></strong>&lt;br&gt;49-47918</td>
<td>Provides a venue for all IT-related research, hardware, software, and staffing to come together in a single venue allowing new discoveries that can have immediate impact on discovery, learning, and engagement.</td>
</tr>
</tbody>
</table>
**Discovery Learning Center**
http://www.purdue.edu/discoverypark/learningcenter/
learningcenter@purdue.edu
49-46717

DLC advance research that revolutionizes learning in the STEM disciplines (science, technology, engineering, and math). Through externally funded research projects, innovative programs, and collaborative partnerships, the DLC is committed to redesigning educational practices and creating innovative learning environments that have immediate impacts and nurture lifelong learning for students and citizens of a global community.

**e-Enterprise Center**
http://www.purdue.edu/discoverypark/E-Enterprise/
e-enterprise@purdue.edu
49-43153

Facilitates research and discovery by operating as a fully staffed entity, specializing in providing proposal support, project support and technical support. Administrative support for scientific personnel dedicated to specific projects is provided as well.

**Energy Center**
http://www.purdue.edu/discoverypark/energy/
energy@purdue.edu
49-46814

Facilitates high-impact, multidisciplinary projects in support of Purdue's vision to be one of the global leaders in energy.

**Oncological Sciences Center**
http://www.purdue.edu/discoverypark/oncological/
oncologoicalsciences@purdue.edu
49-44674

The mission of the Oncological Sciences Center is to seek new opportunities, forge new partnerships, and nurture new relationships to advance cancer research beyond the laboratory. The Oncological Sciences Center builds in new directions and exciting ways on a foundation laid in place through decades of discoveries and advances in the laboratories of members of Purdue's NCI-designated Cancer Center.
Publication is one of the important outputs of a research program and represents one measure of productivity. Scientists are encouraged to seek publication in scientific/professional journals and to communicate their discoveries and knowledge to stakeholders and the public.

ARP publication approval numbers are used to create a log of research manuscripts that have reached a point where the author(s) and department heads(s) believe it is appropriate to make the results available to the scientific community. Scientific journals have numerous requirements for publication and thus any given manuscript may not be selected for publication. Making the information available to Agricultural Research Programs (ARP) and Agricultural Communication Service (ACS) in the form of a manuscript advises those individuals of progress and “completed work”. Also, ACS frequently finds the manuscript very valuable as they prepare public information. If information from your manuscript is used by ACS staff, they will contact you to check source and review potential information prior to release.

A. Types of Publications Requiring ARP Numbers

1. Journal Papers (refereed)
   - Specific journal requirements should be followed.
   - Manuscripts eligible for consideration as journal papers are reports of original research and review or synthesizing articles destined for a scientific audience. Manuscripts are submitted for publication in appropriate, refereed professional or scientific journals or, if uniquely appropriate, in specialized commercial or trade publications.

2. Research Bulletins (refereed)
   - Research Bulletins are considered to be refereed publications. The content of a Research Bulletin should present original research, reviews or synthesizing articles targeted for specific and/or technical, scientific audiences.
   - Generally, a Research Bulletin is published when there is no appropriate journal outlet or when there is a specific and limited target audience.
   - Manuscripts will be reviewed: (a) internally by at least two Purdue faculty members, and (b) externally by two outside reviewers selected by the ARP Director from three or more names submitted by the originating department heads.

3. Bulletins (non-refereed)
   - Bulletins, non-refereed publications, present research or other scholarly information, usually for a special or technical, rather than a scientific, audience.

4. Inspection Reports (non-refereed)
   - Inspection Reports are non-refereed and publish information from Purdue agricultural regulatory programs as assigned by the state legislature.

5. North Central Multistate Research Publications (non-refereed)
   - North Central Multi-State (formerly Regional) Committees report information from cooperative multi-state research that is of interest to both specific and a general audience.
   - Consult the Administrative Advisor for the procedure on multi-state research publications.

B. Manuscript Process

- The instructions for electronic submission of ARP approval requests can be found following this section.
A manuscript to be published as a Journal Paper, Research Bulletin, or Bulletin is first submitted by the author to the author’s department head(s) for review. Author initiates the ARP approval number request.

After review and approval by the department head(s) the manuscript information is electronically forwarded to ARP for approval and assignment of a publication series number.

After approval is received, the author submits the manuscript to the selected journal. Authors should consult Agricultural Communication Service in preparing production copy for a Bulletin and Research Bulletin.

For the Research Bulletin, an additional review of any manuscript by peer scientists is required before ARP approval as a Research Bulletin.

For Inspection Reports, a review is handled by the originating Program/Department Office. Number assignment, record-keeping, and distribution are handled by Agricultural Communication Service. A copy of the final document should be sent to ARP.

C. Publishing, Ordering, and Distribution

1. Journal Article
   - Reprints and charges for journal articles are author/departmental responsibility. The author should consult the department’s business administrator and department head to prepare the appropriate paper work.

2. Research Bulletin
   - Following a peer review, an approved Research Bulletin, in double-spaced manuscript form, is forwarded to Agricultural Communication Service (ACS), accompanied by an ACS Form 1, for editing and cost estimation. The printing cost is a departmental responsibility. The department works with ACS to complete the publication process.
   - ACS prepares specifications for the publication and instructions for distribution by the ACS Media Distribution Center, where an inventory may be maintained.
   - The minimum required number for campus library distribution is 8; the needs of author, department, off-campus and/or foreign libraries and institutions, plus inventory often increase the number substantially and determine the actual number to be printed.
   - Research Bulletins are subject to existing pricing policy.

3. Bulletin
   - A Bulletin is usually prepared in camera-ready format by the originating department and printed at department expense. Copy is forwarded, along with ACS Form 1, to ACS for the cost estimate, preparation of a cover, and to arrange for production.
   - If a non-standard format is desired, that request must be approved by the ARP Director.
   - ACS prepares instructions for ACS Media Distribution Center if an inventory is to be maintained there.
   - Standard distribution of a Bulletin generally requires a minimum of 111 copies. The author, department, and ARP should consult on the potential number to be printed.
   - Bulletins are subject to the current pricing policy.
4. Inspection Reports

- Inspection Reports are prepared in camera-ready format after consultation with ACS.
- The manuscript, accompanied by ACS Form 1, is submitted to ACS for an estimate; the ACS editor prepares a standard cover and arranges for production.
- The author in consultation with the Program Administrator or Department Head, as appropriate, is responsible for determining the number of copies to be printed.
- A supply of reports will be delivered to the author for initial distribution. Copies will also be shipped to MDC for distribution to campus libraries and administrators, with the remainder put in inventory.
- Inspection Reports are subject to the current pricing policy.

Requests for ARP publication numbers are made using the System for Accountability and Management (SAM).
Instructions for Using SAM to Report Yearly Activities and Accomplishments

You will use SAM for the following:

- Reporting Impact for your research and/or Extension activities
- Requesting ARP numbers for journal manuscripts and bulletins

Security, Privacy and Information Usage:

SAM is not a public access database. SAM will reside on a password protected, secure server. There will be different levels of internal access to the information in SAM. Faculty and administrative professionals only have access to their information. No one but you can change or add information to your information unless you designate them as your Proxy. Department heads can retrieve reports for faculty and staff in their department. ARP can retrieve reports from anyone on the system. Some of the information from SAM will continue to be made public in appropriate reports, but this will not be different from what is currently made public (i.e., Statistical Report).

Using SAM:

SAM is intuitive and easy to use. The brief instructions below will help you get started. There is also comprehensive help documentation online. (Locate and click “SAM Help” on the menu, and then click “Online Documentation” hyperlink on the right) If you have questions or need additional help, send email to samhelp@agad.purdue.edu.

A few things to keep in mind while using SAM:

- SAM was created to capture and manage information for all faculty and most administrative professionals, regardless of appointment or responsibilities. You only need to complete the components that apply to you.
- SAM will be open year-round. You can make additions and edits whenever your schedule permits. There may be some scheduled down time periodically for maintenance or updates to the system.
- Extension, CRIS and Impact reporting should be done on a federal fiscal year basis. For example, Extension activities and Impacts you report for 2007 should be from October 2006 through September of 2007. You will continue to receive due date reminders for these reports each Fall.
- Each year there will be a deadline for entering all other information into SAM for your yearly activity report. The data you enter into the system before that date is used to generate your yearly review document. The Dean and/or your department head will notify you of this due date.

Getting Started:

You can access SAM at http://sam.agriculture.purdue.edu. Use your Career Account login and password. If you do not have a Career account, see your departmental IT contact for assistance.

Entering data into SAM:

After logging into SAM, menu options for entering data and generating reports will appear on the left of the screen. To the right of the menu you will find important notices and updates about SAM.

1. To begin entering data, select a type of activity from the menu.
2. For most activities, you can enter multiple records. Click “Add a New Scholarly Activity” link to start entering data.
3. Complete all required fields (marked with *) and click the “Save Scholarly Activity” button. You will get a message that your record has been saved. You cannot save a record unless all required fields have been completed. If you do not hit “Save Scholarly Activity” before closing SAM or moving to another screen, you will lose all of the data in the screen.

4. You can copy text from another program, like MS Word, and paste it into a field in SAM.

5. To return to the add/edit activity page, reselect the activity from the menu rather than using the Back button.

6. After you have created a record, you may delete it by selecting “Edit Record” and then selecting the “Delete Scholarly Activity” button at the bottom of the data entry page.

**Requesting ARP numbers for research publications:**

Products (i.e., publications) of research related to your Hatch or Animal Health project should receive an approval number from Agricultural Research Programs (ARP). ARP numbers are only needed for journal articles and research bulletins.

1. Click the “Scholarly Activities” link on the left side menu.

2. Select either Journal Article or Bulletin from the list of activities in the window on the right. Click on the “Add a New Scholarly Activity” link.

3. Complete all required fields (marked with *) and any other fields for which you have information.

4. To receive an ARP number, you MUST include an abstract and indicate that the article has been peer reviewed. This can be copied from another file (such as a MS Word file) and pasted into the form.

5. Select the “Save Scholarly Activity” button. You will receive a message that your record was successfully updated or you will be asked to correct or complete any problem fields before saving again.

6. To add the author information you must return to the list of saved entries and select the “Edit Authors” link next to the title for that entry. You can add additional authors from the Purdue Directory (searching either by name or by email), enter names manually, or select from a list of recent collaborators generated by SAM from your other existing entries. This window also allows you to put authors in the order they should appear in a citation. This record will be shared with other authors who are SAM users selected from the Purdue Directory.

7. To request ARP approval for the article, go back to the list of journal articles or bulletins and select the “ARP Approval” link for the title you want approved.

8. Select your “Primary Department”. If you have coauthors in other departments in the Colleges of Ag, CFS, or Vet Med, select their department(s) from the “Secondary Department” drop down list and fill in the remaining boxes. Complete the next set of questions using brief, concise answers written for a lay audience. Select the “Request ARP Approval” button at the bottom of the page.

9. Abstracts and information will then be routed to these departments for approval automatically by SAM.

10. Once ARP receives notification from the department head(s), an ARP number will be issued for the publication and emailed to you and any additional authors you have designated. You will be able to go back to the journal entry to find the ARP number at any time.

If you have questions or need additional help, send email to samhelp@agad.purdue.edu or view the Online Documentation by clicking on the “SAM Help” link.
Land Grant Based Programs

The Hatch Act of 1887

“It shall be the object and duty of the State Agricultural Experiment Stations to conduct original research, investigations and experiments bearing directly on and contributing to the establishment and maintenance of a permanent and effective agricultural industry in the United States”

The Hatch Act established funding for Agricultural Experiment Stations for the purpose of supporting research in the agricultural, food, nutrition, and related fields at the nation’s Land Grant colleges and universities that had been established by the Morrill Act of 1862. The majority of federal base funding for Experiment Stations are referred to as Hatch funds. Purdue’s ARP also receives Animal Health and McIntire-Stennis (forestry) base funding.


Information about all legislated base funding for research and Extension activities: http://www.csrees.usda.gov/business/awards/formula.html
GUIDELINES FOR PREPARING
A HATCH, ANIMAL HEALTH, OR MCINTIRE-STENNIS RESEARCH PROJECT
Agricultural Research Programs

Hatch, Animal Health, and McIntire-Stennis research projects document our accountability and commitment to a partnership with other land grant universities, USDA – CSREES and the state of Indiana. They also help us develop 5-year strategic research plans. These funds support faculty salaries, start-up packages, multi-state research, and internal competitive grants such as ARP Assistantships and mission-oriented grants.

Agricultural Research Programs projects must be developed by all faculty with 20% or more time budgeted to research. A researcher may have a single ARP research project which encompasses the breadth of his/her research program. However, when appropriate, a research team of several faculty is encouraged to submit a joint Hatch project. Projects are written to cover anticipated research activities for a five-year period. (Note: new assistant professors, with Department Head approval, may request an initial one- or two-year Hatch Project. In this case no Review Panel is required but the Hatch Project must still be approved by ARP).

Researchers should define a problem area in a clear and concise manner. Some researchers may work on a relatively specific problem and, thus complete the project in less than five years. Upon the completion of the research or when shifting to a new research area, it is important to write a new project. Also, when a research program changes to the point that it is no longer covered by the project document, a new project document should be submitted. However, in most cases faculty will write a revised project every five years.

Projects represent a unique window to research in agriculture, food and natural resources at Purdue University. It is important that we tell a complete story of our research endeavors and accomplishments.

Project descriptions and reports become a part of a national (in fact, international) information resource via the Current Research Information System (CRIS). CRIS is the U.S. Department of Agriculture's (USDA) documentation and reporting system for ongoing and recently completed research projects in food, agriculture, and natural resources. Projects are conducted or sponsored by USDA research agencies, state agricultural experiment stations, the state land-grant university system, other cooperating state institutions, and participants in USDA's National Research Initiative Competitive Grants Program (NRI). This information is public, available on the web, and accessed for many different purposes. Individuals or agencies may be searching for a specific research topic, summarizing information for budgetary purposes, creating databases for research analysis, etc.

CHECK OUT THIS SITE!!!!

CRIS Website – http://cwf.uvm.edu/cris/ is an EXCELLENT resource page for information on completing research forms, searching the CRIS database to find your Hatch project (especially if you are getting ready to revise or write a new project, you can see the latest information submitted) or projects from other universities to see what research is being conducted. You can search by name, state, institution, or keywords. Also, the classification manual is available at this site, a project processing flow chart, and if you have submitted a project that hasn’t been approved yet, you can check the status of the reports in progress.
Writing a New or Revised Hatch, McIntire-Stennis or Animal Health Project

If you have a research appointment of 20% or more, a new or revised 5-year project needs to be submitted. **Note:** A "New" project is written when you change your area of research. If you are continuing within the same research area, then a "Revised" project should be submitted.

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**Three Steps for Submitting a Hatch, McIntire-Stennis or Animal Health Project:**

1. **WRITE** your Project Outline: (see details on the following page)
   - **Cover page** (about ½ page),
   - **Objectives** (not to exceed ½ page),
   - **Approach** (not to exceed 3 pages)
   - **Rationale and Significance** (not to exceed 1 page),
   - **Literature Review** (not to exceed 1 page), and
   - **References** (2 pages or less).

2. **COMPLETE** forms AD-416 (Research Resume), AD-417 (Classification Codes), and CSREES-2008 (Assurance Statement) on the CRIS Forms Assistance page. If any item on the CSREES-2008 is checked "yes" a hard copy of the Purdue University approval must be submitted with your research project. **Do Not** download your project outline on the CRIS web site. ARP will convert it to a pdf file when submitted to Washington, D.C.

   PASSWORD: The password **wolf** is needed to complete the forms on the CRIS Forms Assistance Page.

3. **PRINT** the competed CRIS forms, project outline, and approval(s) listed on the Assurance Statement. Submit the printed copies to your department head for approval and signature. Your department head will send the approved research project along with a list of five potential reviewers (three from within your department and two from outside the department) to the ARP office and your review date will be set.

---

**Review Process:**

1. Your research project will be sent to three selected reviewers. They will fill out an evaluation form, returning one copy to you and one copy to ARP before the review meeting.

2. The three reviewers, the department head, and Marshall Martin (Associate Director ARP, [marshallmartin@purdue.edu](mailto:marshallmartin@purdue.edu)) will meet with you and provide feedback on your project. If revisions are needed on the forms, you will be able to make corrections on-line. **If revisions are needed on your project outline, please make the corrections in your Word document and send to Jessica Crum (jcrum@purdue.edu) as an e-mail attachment.** Once received by the ARP office, all forms and documents will be submitted electronically to the CRIS office in Washington, D.C.

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**Complete instructions and Links are located under Hatch projects on the ARP website**

[http://www.agriculture.purdue.edu/arp/](http://www.agriculture.purdue.edu/arp/)
1. **Cover Page – about ½ page**

   The cover page must include the following subheadings:

   **Title:** The title should be descriptive and written for a lay reader; 100-character maximum.

   **Project Number:** For all (new and revised) projects, the principal investigator’s Statistical Internal Order (SIO) number is assigned by the Department Head (confirmed by ARP).

   **Dates:** Projects begin on October 1 and end on September 30 to align with the federal fiscal year. Other starting dates are acceptable for new projects, but will show a September 30 termination date.

   **Primary Investigator(s):** While each project may have only one principal investigator, team projects are encouraged.

   **Cooperators:** List each cooperator, department, and institution. Cooperators may be at Purdue University, other U.S. universities, or research institutions in other countries. Please indicate the expected contribution of each cooperator.

2. **Objectives – not to exceed ½ page**

   The objectives should be clear, concise, and usually mutually exclusive. They should be one-phrase or one-sentence statements identifying objectives in which substantial progress can be expected during the duration of the project. Objectives in the project outline must be identical to those on Form AD-416. The objectives should be definitive and realistic. There is an assumption that some objectives will be modified from the previous five-year research project, even if a revised project is submitted. The scientist may find it useful to write a General Goal Statement for the program, and then list 2 to 4 specific objectives.

3. **Approach – not to exceed 3 pages**

   A description of the specific procedures and research techniques should be identified for each objective. This should be a description of the working plans and methods to be used in investigating each of the stated objectives. Sufficient detail should be presented to clearly convey the experimental methods, analytical procedures, data collection, etc. Each procedure should correspond to the appropriate objective, and follow the same order. Include a timeline plus an indication of the role of each listed collaborator, if appropriate.

4. **Rationale and Significance – not to exceed 1 page**

   Present a concise statement of the scientific issue or problem. It should explain why the problem is important to society or relevant stakeholders, how the proposed research will contribute to a solution, and identify the potential benefits or expected outcomes from the research.

5. **Literature Review – not to exceed 1 page**

   This is a description of the current state of knowledge, and should describe how the project will add to the knowledge base. This section should be documented with a several key recent literature citations, but it is not intended to be a complete literature review.

6. **References - not to exceed 2 pages**

   This should include your own research as well as that of your peers. The citations should be in alphabetical order by author’s last name using a citation style commonly used in your professional journals.
ARP PROJECT REVIEW FORM

PROJECT NUMBER:
PROJECT TITLE:
INVESTIGATOR:

a. Objective(s): appropriate, specific, realistic, logical

b. Procedures: logical and specific to the objectives

c. Rationale and Significance: has importance and relevance been explained and documented

d. Literature Reviewed: clear relationship with proposed research

e. Feasibility of making significant and identifiable progress on objectives during the project

f. Overall scientific and technical quality

g. General comments (strength and weakness)

Reviewer: __________________________ Date __________________________

Return completed form to Jessica Crum (AGAD) or Fax 4-0808
Multistate Research

Multistate research supported by the Hatch Act is a collaborative, formalized program directed toward solving, definite problems related to agriculture in a broad sense, including rural life and consumer concerns.

The cooperative Multistate Research Program involves the State Agricultural Experiment Stations (SAES) in partnership with USDA to stimulate and facilitate cooperative multistate and national research on problems of agriculture, natural resources, environment, and producer and consumer issues. Through sharing and generation of knowledge, the collaborative efforts of SAES and other scientists will expand the base of high quality science to provide outcomes important to the environment, and the citizens of the United States and the world, now and in the future. Linkages with Cooperative Extension, industry, and other institutions and agencies will facilitate the interpretation and application of research results through effective use of current information technology.

The primary characteristics of multistate research:
- Focused on a specific and important problem of concern to two or more states;
- Planned and conducted as an interdependent program in which participating scientists are mutually responsible for accomplishing the objectives, or are dependent on centralized facilities or activities.

The overall goal of multistate research is to: a) bring together scientific talent from the SAES’s, USDA, other institutions and government agencies to work on a problem; b) investigate through collaborative activity problems that are too complex or costly for a single SAES; c) facilitate the interpretation and application of research results for the solution of a problem; d) stimulate the exchange of ideas and research approaches between scientists.

Coordination can be accomplished several ways, including bilateral, and multilateral cooperative agreements, contracts or formal multistate research projects. Multistate Research Projects are planned and conducted as a concerted effort in which the participating scientists from two or more states are mutually responsible for accomplishing the objectives. The establishment of a multistate project requires the preparation and approval of a proposal. Contents and requirements for proposal preparation for the North Central Region are found on the National Information Management and Support System (NIMSS) web site at http://nimss.umd.edu/. NIMSS is a web-based application that will allow participants of Multistate Research Projects and Activities to submit proposals and reports online. Interested parties, stakeholders and cooperators can also query the System for relevant and timely information.

If a scientist is interested in becoming involved in existing multistate projects or developing a project, it is recommended they contact the Office of Agricultural Research Programs.
GUIDELINES FOR NORTH CENTRAL MULTISTATE RESEARCH (NCMR)

Multistate research is by its very nature or title mandated as a collaborative effort between states. Support for multistate research is unique and is set aside to address, specific multistate activities. Within the North Central Region, multistate research should meet the following criteria:

1. **Problem solving.** North Central supports research that addresses a particular regional problem (within a high priority research area). The research program should identify measures for documentable progress within a five-year frame. Thus, the progress must be clearly defined and specific goals relative to solution of the problem must be clearly identified.

2. **High priority.** The NCRA will develop RFP’s that identify both specific and general research priorities within seven cross-cutting areas that include the research goals forwarded by the NCRA committees. These are the only areas that will be funded by RRF. However, the NCRA will depend on the NCA committees to annually review the research areas and to suggest changes as appropriate to our regional research mission.

3. **Multi-disciplinary.** The region encourages the development of broad research programs that are multi-disciplinary and address complex problems that are amenable to coordinated research. For example, the NCRA believes that all projects should consider economics and social components as well as biological and physical science components (also see the discussion on multistate below).

4. **Multistate.** One of the goals of this prioritization program is to build on the specific research strengths of individual states and to blend these strengths into cooperative and complimentary research programs that capitalize (in a synergistic way) on regional inputs. These research programs are regional because it is unlikely that any single state would have the entire set of research components needed to address the breadth of a regional program. Recognizing that most land grant institutions are undergoing downsizing or at best in a “no growth” situation, we must begin to capitalize on the strengths of individual Experiment Station programs by blending them together.

5. **Assure accountability.** The Government Performance and Results Act (GPRA) (1993) mandates that all federally sponsored research must include both performance indicators and performance measures. Potential milestones or indicators of progress should be identified. Accountability must be measured in these terms and will enhance our reporting and input to the required GPA process, as well as strengthen the NCRA knowledge base about our regional research programs.

6. **Direct/impact/outcome to society/people.** Every multistate program must be able to show how the proposed research will contribute to society. Measureable impacts and expected outcomes that will result from the research should be clearly identified.

7. **Leverage.** Although this NCRA prioritization process will eventually enable us to demonstrate that we are using our research resources wisely and will enhance our ability to increase research support, we must recognize that funds are finite and growth is unlikely. Thus, the opportunities to leverage support from other federal or state agencies, as well as from private sources, can be greatly expanded by successful regional research programs. Multistate research proposals should discuss the role of outside funding in the current proposal and the likelihood of future leveraged support if the proposal is successful.

8. **Information and technology transfer.** Every project must demonstrate how its results will be delivered to the user (researcher, extension agent, industry, farmer, 4-H program, suburban resident, etc.) A project does not cease when the field or lab research is completed. The dissemination of information is important to: 1) the enabling or implementation process by the constituency; 2) the public image of the SAESs; and the 3) the GPA process.
NORTH CENTRAL MULTISTATE RESEARCH COMMITTEES AND PROJECTS

NC — conducts regional research
   Need to complete:
   Form AD-416
   Form AD-417

NCCC — informative exchange, coordination
   Address critical regional issues within a function
   (i.e. research, education or extension) (NCR)

NCERA — informative exchange, coordination
   Serve to integrate education (academic and/or
   extension) and research on a particular topic (NCR)

NCDC — development committee (NCT)

NCS — regional research service

NCAC — advisory committee (NCA)
   (Department Heads)

A complete listing of Multistate Research Committees and other pertinent information regarding the North Central Regional Association of Agricultural Experiment Station Directors and complete Multistate Research Guidelines can be found on the World Wide Web on the National Information Management and Support System (NIMSS) website http://nimss.umd.edu/.
Regional Associations of State Agricultural Stations

1. **Northeastern Region:**
   Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont & West Virginia

2. **North Central Region:**
   Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota & Wisconsin

3. **Southern Region:**
   Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia & Virgin Islands

4. **Western Region:**
Research Program Support
Grant Resources

ARP Sponsored Program Development

Sponsored Program Development is responsible for facilitating the creation of grant proposals and acquisition of grant awards. By matching grant opportunities to Purdue expertise, convening research teams for multi-investigator proposals, liaising with program sponsors and internal and external partners, and assisting in writing, editing, and compiling proposal elements, Sponsored Program Development is specifically devoted to serving faculty and research staff in the College of Agriculture.

Funding Opportunity Announcements are available in multiple formats through Sponsored Program Development. On the ARP web site, information compiled from a variety of government and non-government agencies is updated weekly as an Excel spreadsheet. A recent feature is the RSS feed, which “pushes” that information directly to your computer as it is updated. You may also receive targeted announcements from ARP if your expertise matches a specific announcement. The ARP web is just one of many grant resource sites with which you should become familiar.

Please contact Carl Huetteman (carlhuetteman@purdue.edu) 49-67550, for assistance with proposal development, writing and submission.

Purdue University Office of the Vice-President for Research

The Office of the Vice-President for Research (OVPR) mission is to assist faculty and staff achieve preeminence in research by providing the following resources:
- Funding Sources
- Proposal Preparation
- Partnering within the University and externally
- Research Compliance Assistance

Many on-campus seminars, workshops and programs are sponsored by OVPR, located in Hovde Hall. They offer a fee-based grant writing service, if desired.

Sponsored Program Services - ARP Field Office (See SPS Section in this manual).

In addition to staff in each of the Ag Departments, the Business Office has designated Beth Siple (sipleb@purdue.edu) 49-48366, as the ARP Pre-Award Manager. Provided services include budget development, secure subcontract documentation and electronic submission. Beth is the key business contact for proposal submission and also is a USDA proposal specialist. One cannot involve her too early in the proposal process.

Grant Writing Aids

There are occasional structured workshops throughout the year, both on-campus and off, that allow for improvement of grant writing skills. Many of these announcements may be relayed through ARP, OVPR or your Department Head. The Grant Institute (www.thegrantinstitute.com) offers structured courses in grant writing (Grants 101) and other related topics. NCURA (National Council of University Research Administrators) and SRA International (Society of Research Administrators International) are good resources for grant administration information and training.
Grant Opportunities

The first step to securing funding for your discovery, learning and engagement program is to find available funding opportunities. Many agencies allow web searches for available funding by keyword, as well as subscription to e-mail notification services. GRANTS.GOV is the primary point of contact for all Federal agency grant announcements.

### Key Web Sites for Information about Funding Opportunities

<table>
<thead>
<tr>
<th>Agency/Program</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Federal</td>
<td><a href="http://www.grants.gov">www.grants.gov</a></td>
</tr>
<tr>
<td>USDA Coop. State Research, Extension, and Education Service (CSREES)</td>
<td><a href="http://www.csrees.usda.gov/fo/funding.cfm">www.csrees.usda.gov/fo/funding.cfm</a></td>
</tr>
<tr>
<td>North Central Reg. Sustainable Agriculture Research and Education (SARE)</td>
<td><a href="http://www.sare.org/ncrsare/">www.sare.org/ncrsare/</a></td>
</tr>
<tr>
<td>National Science Foundation (NSF)</td>
<td><a href="http://www.nsf.gov/funding/">www.nsf.gov/funding/</a></td>
</tr>
<tr>
<td>National Institutes of Health (NIH)</td>
<td><a href="http://grants.nih.gov/grants/oer.htm">grants.nih.gov/grants/oer.htm</a></td>
</tr>
<tr>
<td>Department of Energy (DOE)</td>
<td><a href="http://www.sc.doe.gov/grants/grants.html">www.sc.doe.gov/grants/grants.html</a></td>
</tr>
<tr>
<td>Office of Naval Research (ONR)</td>
<td><a href="http://www.onr.navy.mil/02/">www.onr.navy.mil/02/</a></td>
</tr>
<tr>
<td>Department of Commerce (DOC)</td>
<td><a href="http://www.commerce.gov/grants.html">www.commerce.gov/grants.html</a></td>
</tr>
<tr>
<td>Environmental Protection Agency (EPA)</td>
<td><a href="http://es.epa.gov/ncer/">es.epa.gov/ncer/</a></td>
</tr>
<tr>
<td>Food and Drug Administration (FDA)</td>
<td><a href="http://www.fda.gov/oc/ofacs/grants/">www.fda.gov/oc/ofacs/grants/</a></td>
</tr>
<tr>
<td>National Aeronautics and Space Administration (NASA)</td>
<td><a href="http://nspires.nasaprs.com/external/">nspires.nasaprs.com/external/</a></td>
</tr>
<tr>
<td>The Foundation Center</td>
<td><a href="http://www.fdncenter.org/funders/">www.fdncenter.org/funders/</a></td>
</tr>
<tr>
<td>Indiana 21st Century Research &amp; Technology Fund</td>
<td><a href="http://www.21fund.org">www.21fund.org</a></td>
</tr>
</tbody>
</table>

Once you have identified a potential target, you will need to carefully read the request for proposals/applications (RFP/RFA), broad agency announcement (BAA), or Program Announcement (PA). Be aware of submission deadlines, special requirements such as cost sharing, and length and format limitations. If you are not sure about the appropriateness of your project for a particular program, view the list of prior awards on the agency site. Do not hesitate to contact the agency program manager or director.


**Community of Science**  ([www.cos.com](http://www.cos.com))

COS is a key resource for scientific information. It offers a variety of options to keep abreast of current research and technology. COS provides easy-to-use information about researchers and research funding.

*Scientific Expertise Profiles* are personalized by individuals and provide the opportunity to connect with others actively working in, or interested in, similar or related areas of research. Universities, laboratories, and professional societies use COS to build and maintain verified, common-format databases of their researchers’ interests and expertise. This database is institutional, regional, national, and international in scope. Creating a profile on COS allows appropriate extramural funding announcements to be sent directly to your e-mail account via the Funding Alert Service, and allows others interested in your expertise to find you.

To start a profile, click on “Login/Join” from the COS homepage.

**Funding Opportunities Database**-The funding opportunities database includes funding information from public and private sponsors throughout the world. It is updated daily and can be searched by sponsor, deadline, eligibility, discipline, and country. A key feature, “Faculty Match” software, permits researchers and administrators to retrieve and disseminate funding information automatically through controlled links between the Expertise Database and funding records.

**Funding Opportunities at Purdue**

[**Purdue Research Foundation Grants**](http://www.purdue.edu/research/vpr/funding/internal.shtml)

The Office of Research Administration administers various grant competitions which provide summer and full-year research support for graduate students, summer research support for faculty, and travel funds to assist faculty participating in international meetings. Funding for these grants is provided by the Purdue Research Foundation to support the broad range of research and scholarly activities performed by faculty and graduate students at Purdue University. Proposals are usually due to ARP around Thanksgiving.

Please read all documents as they are issued annually and there may be changes in requirements.

**PRF International Travel Grants** assist faculty in international activity by providing a portion of the transportation costs for international travel. Grant requests are submitted to the Associate Dean and Director of International Programs in Agriculture. The School may establish criteria for making award selections. Applications are ranked and submitted to the Vice Provost for Research.

**PRF Research Grants** are awarded to faculty for projects that support graduate students engaged in Ph.D research. The one year awards are allotted to departments by the Associate Dean for Research. Department Heads select grant recipients.

**PRF Summer Faculty Grants** are awarded to full-time, tenure-track and academic-year faculty to continue full-time scholarly work during the summer months. Grant applications are submitted to the Associate Dean for Research. The proposals are ranked by a review committee and submitted by the Dean to the Vice Provost for Research.

**PRF Summer Research Grant for Graduate Students** provides two months of thesis research support for pre-doctoral students who have held graduate teaching appointments. The Graduate School determines which students are eligible to receive these grants and recipients are selected by the Associate Deans for Research and Academic Programs.

[**Trask Technology Innovation and Pre-Seed Fund**](http://www.prf.org/otc/trask_fund.asp)

See the Office of Technology Commercialization Section in this manual.

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2008 ARP Research Assistantship Program

Objectives:

The ARP Research Assistantships are awarded each year on a competitive basis to help new assistant professors build their research programs by providing support for graduate student research. A primary objective of this program is to develop and promote research ideas which may be developed into proposals for extramural funding. Important areas of research not having access to the usual outside sources of funding will also be carefully considered.

Only assistant professors who have been members of Purdue faculty for three years or less as of October 1, 2007 are eligible. Faculty may receive only one ARP assistantship during his/her first three years of employment.

General Information:

- Individual faculty members may submit only one proposal. Proposals are due via email to ARP before 5:00 PM on Monday, October 15, 2007. The proposals should be sent in Word doc format to Jessica Crum (jcrum@purdue.edu)
- The Assistantship stipend amount will be $17,000 per year and funds will be available July 1, 2008. Assistantships are awarded for one year, but may be renewed for a second year pending satisfactory progress.
- The stipend may be used for M.S. or Ph.D. student assistantships.
- Assistantships must be activated no later than July 1, 2009. Funds will be released to the department when a student becomes active on the assistantship.
- Awards are limited to ARP-affiliated departments and to faculty with an ARP appointment on an approved Hatch, McIntire-Stennis, or Animal Health (Federal) research project. If a faculty member does not have an approved Federal project, one may be developed at the time of application or prior to an award. However, assistantship funds will be allocated only after approval of the Federal research project.

Proposal Structure:

1. Cover Page: Prepare a cover page with the project title, faculty investigator name, and faculty contact information (campus address, email, phone).
2. Abstract: Provide a concise summary of the proposed project. (Limited to 1 page double spaces)
3. Background: Provide a discussion of the problem/hypothesis to be addressed and other appropriate literature review. Provide a justification in “lay language” which explains why this research is important to agriculture, food, health and / or natural resources. This is an important consideration for reviewers. Also discuss any preliminary data or previous work in a related area.
4. Research Objectives: Describe the specific objectives of the proposed project. These should be appropriate for a graduate student and attainable during the two-year assistantship period.
5. Plan of Work: Describe the procedures, methods, and analytical approaches to be used to achieve the stated objectives. Be sure to explain how the methods and analysis being proposed will contribute to achieving your research objectives and addressing the problem or hypothesis. Also, discuss expected results as well as any potential problems that could be encountered and how these might be addressed.
6. References: List at least six key references that serve as a foundation for the proposed research.
7. **Curriculum Vitae:** Include a CV (**up to 2 pages**) that includes your education (degrees obtained and institutions), relevant employment history, and most relevant publications. Other items may be included as long as the page limit is not exceeded.

**Format:**

- The text and figures for the Background through the Plan of Work (items 2-5 above) shall be **limited to 10 pages, double-spaced.** Cover sheet, abstract, references, and vitae will not count against the 10 page limit. No appendix is allowed.
- Do not use a less than **12-point font** for all components.
- Do not use less than **1 inch margins** for all components.
- Proposals that do not meet the above specifications (including the proposal structure) **will not** be considered.

Please forward an electronic copy via e-mail to [jcrum@purdue.edu](mailto:jcrum@purdue.edu).

**Proposal Writing Tip:**

Keep in mind that the panel of reviewers will be made up of people from diverse backgrounds representing many of the departments in the Colleges of Agriculture, Consumer & Family Sciences, and Veterinary Medicine. Proposals must adequately describe the justification for the work and the methodology to be used in a way that allows a diverse group to evaluate the merits of your project. However, methods should be detailed enough to clearly demonstrate that the investigator has a well thought-out plan to test the hypothesis.

**Evaluation Criteria:** (see attached reviewer evaluation sheet for more information)

Proposals will be ranked based primarily on the overall quality and scientific merit of the proposal. Reviewers will evaluate the appropriateness of the project for a graduate student and the feasibility of completion within the two-year timeline of the assistantship. They will also consider how well the investigator demonstrates knowledge and capability in the proposed area of research. Priority will be given to proposals that clearly link the proposed research to an important problem(s) in agriculture, food, health and natural resources.

All questions regarding proposal preparation should be directed to Marshall Martin (4-8365 or [marshallmartin@purdue.edu](mailto:marshallmartin@purdue.edu)).
Review Form for ARP Assistantship Proposals

Title: ________________________________

PI: ________________________________

1. Problem or hypothesis clearly identified and stated

2. Addresses relevancy of project to agriculture, food, health, or natural resources (i.e. is eventual application discussed?)

3. Objectives appropriate, specific and logically arranged

4. Evidence presented that investigator has performed related work and is capable of doing work proposed

5. Feasibility of attaining objectives during the project

6. Appropriate methodology chosen to complete objectives

7. Overall scientific and technical quality of proposal

8. Appropriate for graduate student program

Additional Comments:

Scale
Low = 1          High = 10
Purdue Agriculture Development Office

The Agriculture Development Office is responsible for cultivating, soliciting and stewarding charitable gifts for the College of Agriculture. Funds are solicited from alumni, friends, foundations and corporations in support of facilities, faculty and graduate and undergraduate students.

The University Development Office (UDO), which includes the Ag. Development Office, is actively fundraising in support of Phase II of Purdue’s “Access & Success” campaign. Additional details on this seven year, $304 million campaign and the emphasis on student scholarships and programs support can be found at http://www.purdue.edu/success/

The University Development Office’s mission is to continuously enhance the measure of private giving to Purdue University in support of Purdue’s teaching, research, and service functions, and to develop and maintain positive relationships throughout the institution’s broad range of constituencies.

Ag. Development Office staffing and responsibilities:

Eric Putman, Director of Advancement
eputman@purdue.edu
Specific responsibilities include the Dean’s initiatives and serving the Departments of Animal Sciences, Entomology, and Horticulture and Landscape Architecture.

Kyle Bymaster, Director of Development
bymastkd@purdue.edu
Responsibilities include the Departments of Agricultural Economics, Agronomy, Biochemistry, Food Science, and Forestry and Natural Resources.

Jeff Demerly, Director of Development
jdemerly@purdue.edu
Responsibilities include the Departments of Ag and Biological Engineering, Botany and Plant Pathology and Youth Development and Agricultural Education.

Mike Pedley, Director of Corporate Relations
mpedley@purdue.edu
Works with all departments and development staff to advance corporate partnerships and pursue charitable giving opportunities.

Agriculture Development Office
Pfendler Hall of Agriculture, Room 108
715 W. State Street
West Lafayette, IN 47907
Tel: 765-494-8672
Technology Commercialization

Technology transfer covers a gamut of interactions between universities and industry. It can signify the publication of research, the delivery of seminars, faculty consultancy, transfer of the skills and knowledge that a student, newly educated in the state of the art, brings to his or her future employers. Formally, however, the term denotes the licensing of university intellectual property to both established and start-up companies. This subset of transfers is also referred to as technology commercialization.

In the United States in 1980, the passage of the Bayh–Dole Act transformed the process of technology commercialization from universities and began a revolution in how to view the ‘proper’ role of the university in its interactions with business and in economic development. It has had both national and worldwide effects.

The Act allowed universities to own the patents on inventions made using Federal funding. As most US university research is funded by the Federal Government, these universities were now in control of most of the patents generated from their research. Under the Act, universities were allowed to license the inventions to companies and to receive royalties, with a requirement to share a portion of the royalties with the inventors. Effectively, a financial incentive was included in the law to encourage both universities and investigators to participate in the process of technology commercialization.

Purdue University considers technology commercialization to be an important tool to maximize the public impact of technologies created through the scholarly activity of the University's faculty, staff, and students. The goal of the Purdue Research Foundation's Office of Technology Commercialization (OTC) is to ensure that Purdue satisfies the contractual intellectual property obligations of sponsored projects and, more generally, that the creative products of Purdue's faculty, staff, and students will benefit the public.

Purdue University Intellectual Property Policy - Policy VIII.4.1
(http://www.purdue.edu/policies/pages/teach_res_outreach/viii.4.1.htm)

Policy VIII.4.1 provides for management of University inventions and copyrights by OTC and the potential distribution of the net proceeds of creation/invention-related income to the creators/inventors and the University.

Ownership of Intellectual Property

In general:

- The University owns all inventions conceived in whole or in part during the course of any employment, research, or scholarship activity involving or relating to the use of University Resources.

- The University permits authors to retain the copyright to instructional and scholarly copyrightable works. Excepting the foregoing, the University owns copyright in copyrightable works created during the course of any employment, research, or scholarship activity involving or relating to the use of University Resources

- The University owns all rights, title and interest in Trademarks that relate to university intellectual property or relate to a program of education, service, public relations, research or training of the University.

- The University owns all rights, title, and interest in tangible research property and research data developed with support from University resources.

Disposition of University Intellectual Property

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OTC works on behalf of the University to identify, evaluate the commercial potential, protect (when appropriate) intellectual property created at Purdue, and manage the marketing and licensing of these properties.

OTC Web Site

Information about OTC and all its services to the Purdue community can be found on its Web site at: http://www.prf.org/otc/.

OTC Staff

OTC staff members can provide rapid answers to your questions concerning disclosures, marketing, agreements, and patents. For a complete staff listing, see http://www.prf.org/otc/staff_listing.asp.

Distribution of Income

When commercial agreements are established with companies, an invention may generate income. Subject to the University's discretion, Policy VIII.4.1, provides for a division of net royalties between the University and the submitters of the disclosure. One-third of net proceeds is distributed to the submitter(s), one-third to the submitter(s) department(s), and one-third to the PRF Trask Fund for investment in promising disclosures. If a recognized University center/institute plays a significant role in the development of University Intellectual Property, the share of royalties normally distributed to the department/administrative unit shall be distributed one-third to the center/institute and two-thirds to the academic units having administrative responsibility for those staff who are participating in the distribution of the inventor’s share of royalty proceeds.

Expenses for the patentability search, patent application fees, and legal fees are deducted from gross revenue resulting from that particular disclosure prior to income distribution.

Working with OTC

When to Disclose

All inventions at Purdue start with an individual faculty/student/staff member or a research group. The idea – once conceived – needs to be developed and its feasibility assessed before it becomes an invention. This is the ideal time for the inventor(s) to contact the Office of Technology Commercialization for discussions on the best path for the transfer of their invention to the public.

Disclosing a Creation/Invention to OTC

Purdue faculty, staff, and students are responsible for disclosing to OTC all creations/inventions that arise from research or other projects conducted with University resources. For this purpose, OTC encourages faculty and staff to keep the following points in mind when they are working on a project that has (or may) lead to a new creation/invention:

- Care should be taken in maintaining complete, permanent, dated, and contemporary records of an idea and its development;

- If you think an invention has been made, schedule a pre-disclosure interview with the OTC professional in your area of technology. If you are not sure who to contact, please call OTC at 49-42610;

- An "Invention Record and Disclosure Form" or "Copyright Materials Disclosure," which can be downloaded from the Purdue Inventors section of the OTC Web site at http://www.prf.org/otc/forms_agreements.asp, should then be completed and sent to OTC so that the creation/invention can be evaluated; and

- In addition to writing a precise description of the creation/invention, the creator/inventor should take special care to list all of the individuals who may have made a creative contribution to the
inventive concept. The formal naming of inventors on a patent (if filed) is a legal determination that will be made with the aid of an expert patent attorney once the patent application is completed.

It is important to submit an Invention Record and Disclosure Form once an inventive concept can be fully and precisely described, even if a physical embodiment of the idea has not been realized.

Formal review of the copyrightable material or invention is initiated when a disclosure is received by OTC. The office evaluates the disclosed technology and, with the creator/inventor, determines whether it should be patented, copyrighted, trademarked, or otherwise managed. When intellectual property is deemed commercially viable, OTC takes the necessary legal steps to file a patent, register a copyright and/or trademark registration, and works toward locating an appropriate licensee. OTC receives close to 250 disclosures each year describing potentially patentable technologies and copyrightable materials.

Technology Assessment

There are many things to consider when evaluating a new innovation and whether or not it is patentable and/or has any commercial potential. Once an Invention Record Disclosure Form (IRD) is submitted to OTC, the case is assigned to a Technology Manager for assessment. The invention is evaluated based on the following criteria:

- **Legal issues** Work with faculty to correctly identify contributors, inventors and owners of the technology
- **Sponsor related directives** Work with Sponsored Program Services and faculty to fulfill obligations to sponsors as defined by the research agreement under which the work is funded. If government funded, identify export control restrictions, if any.
- **Patentability** Work with faculty and OTC interns to identify prior art and hence determine the potential value of the patent in terms of:
  - Strength
  - Breadth
  - Geographic limitations
  - Ownership – sole vs. joint
  - Patent landscape (who else owns intellectual property in the space?)
- **Stage of development** Work with faculty to determine stage of development and identify additional steps and investment needed to introduce a product based on the technology into the marketplace. Typical stages along the application continuum may be:
  - Basic scientific research only
  - Applied research (fundamental lab testing and/or modeling)
  - Exploratory development (proof of technology and early product definition)
  - Advanced development (proof of technology – working model)
  - Engineering development (engineering prototype)
  - Product demonstration (production prototype)
- **Commercial Potential** Work with faculty to determine the commercial potential of an invention. Rarely do the inventors or OTC have complete information on potential applications of a technology. Given the number of cases OTC manages, and the lack of detailed application data for most inventions, OTC tends to err on the side of protecting and marketing technologies broadly rather than trying to screen out inventions at an early stage. If there is little or no response from the
marketplace, continued investment is less likely. Five key characteristics that influence an innovation’s adoption rate\(^1\) are:

- **Relative advantage**: the degree to which the new technology is perceived to be much better compared to the existing technology.
- **Complexity**: the degree to which an innovation is perceived to be difficult
- **Compatibility**: the degree to which the innovation is consistent with the values, needs, and experience of the recipients
- **Observability**: the degree to which customers can perceive the advantages and other reasons for purchasing an innovation.
- **“Trialability”**: the ease with which an innovation can be used experimentally before final adoption

In a technology licensing context, other important factors to evaluate are:

- What is unique or new about the invention?
- What are the possible uses for the invention? Who would be likely to purchase and use the invention? Who would benefit from the invention?
- How is the function of the invention being performed today? In what ways are existing techniques better than the invention?
- How is the invention better, cheaper, faster, etc. than other existing methods/technologies?
- Could the invention be used to build a stand-alone product, or must the invention be incorporated into a larger system to be effective?
- Is this invention compatible with existing techniques, or does it require practitioners to radically rethink how they approach a process or problem?
- How easy is the invention to learn? Does the invention require a significant transfer of know-how before the invention can be put into practice?
- How easy would it be for a potential licensee to test this invention? How expensive, risky, or time/labor intensive would testing the invention be?

During this period of review, the Technology Manager will often confer with the inventor(s) regarding any questions or issues surrounding these review criteria. An on-going dialog will help ensure that all concerned parties are informed of the progress and any potential problems leading up to the decision to patent or not patent an invention.

**Protection of Inventions**

If the technology appears to have commercial potential, OTC will proceed to obtain patents or other intellectual property protection, at PRF expense.

There are two principle types of US patent applications – provisional and non-provisional. A provisional patent is essentially a place-holder; it establishes a timeline for inventorship. However, it is not necessary to file a provision patent prior to a non-provisional patent. A provisional patent is never processed and is only valid for 12 months from the filing date at which time it must be converted to a full patent in order to retain patent rights.

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A non-provisional filing can take several forms – design, plant, or utility. Design patents are used to protect a configuration or ornamental design of something that is manufactured; for example, a new car design. Plant patents are used to protect genetic modifications of plant species. The utility patent is the most common type of patent. It is used for machines, manufactured goods, compounds, processes or improvements to an invention that fits in one of these areas. Design patents provide protection for a term of 14 years from issuance; plant and utility patents are for 20 years.

To qualify for a patent, an invention must meet three criteria:

1) It must demonstrate utility;
2) It must be novel; and
3) It must lack obviousness.

OTC secures the services of patent attorneys for the writing and filing of patent applications. Before drafting the application, the attorney will initiate a patent search to see if any claims under the new patent are already protected by issued or pending patents filed by someone else. The attorney may need to work with the inventor(s) and OTC to revise or remove some claims from the patent or may recommend against patent filing based on the findings of the prior art search.

**Patent Costs**

Due to the cost of patenting, not every invention that is disclosed to OTC can be forwarded to the patent office. The decision to patent or not to patent is based on the outcome of the evaluation process described under “Technology Assessment” above.

While OTC regards all Purdue IP to be significant, consider that the costs associated with a provisional filing can range from $300 up to $10,000 and a full patent filing costs between $6,000 and $20,000. Additionally, there are fees for defending claims based on office actions and responses, fees when the patent issues, and fees at 3 ½, 7 ½, and 11 years after issuance for patent maintenance.

Also consider that when a patent is filed with the U.S. Patent and Trademark Office, the protection is only good in the U.S. For protection in other countries, additional filings and costs must be incurred. Applying for foreign patent rights can cost anywhere from $8,000 to $23,000. Additionally, for each foreign country where the patent is filed, a patent fee is assessed – typically $2,000 to $11,000 per country.

Although PRF covers these costs associated with patenting, it seeks to reclaim them through licensing agreements and revenues. The reclaimed funds are then used to cover new patent filings. To ensure the sustainability of patent funds, those technologies that have identified potential licensees and/or strong commercial potential have a greater chance of being patented by OTC.

**Marketing of the Creation/Invention to Potential Licensees**

After OTC has received a creation/invention in the appropriate form and consulted with the submitter(s), a non-confidential description is prepared and forwarded to selected industry representatives to determine market interest. If a company expresses interest in learning more about the creation/invention, technical details are provided under a confidential disclosure agreement with PRF. The company’s further evaluation of the creation/invention, which often involves direct communication with the researcher(s), may result in an interest to commercialize a creation/invention. Ideally, the next step would be negotiation of a license agreement and/or a research agreement with an option to license.

If the technology can be the basis of a start-up company, OTC will work with the inventors in providing linkages to potential business partners, investors and providers who can assist in getting the company off the ground.

One of the best sources of marketing leads for Purdue technologies comes from the inventors themselves. They are familiar with the major competitors in their field and often have contact information for corporate personnel due to previous collaborations and/or funded research agreements. OTC’s
marketing efforts, therefore, begin with a meeting with the inventor(s) to identify potential licensees. Additional contacts are determined through databases, previous communications, and expressed interest. Mailings, websites, and other targeted marketing efforts are undertaken to locate parties who might have interest in the technology.

Technologies which demonstrate strong potential as start-up companies may also be highlighted in Technology Roadshows hosted by PRF’s Business Development area. These events showcase several technologies per show to potential investors, licensees, and entrepreneurs across the state of Indiana. The goal is to identify top management talent and/or financial resources to develop a successful company, preferably one which will locate in the Purdue Research Park and provide economic benefit to the State.

**Licensing to Established Companies**

When a potential licensee is identified, a negotiation process begins between the Technology Manager and the entity. Negotiations can include topics such as: the yearly licensing fees, terms for renewal, revenue percentages, improvements to the technology, etc. Once the terms are agreed to, the license is executed and the licensee can begin working towards commercialization.

**Licensing to Start-ups**

In some instances, Purdue faculty or staff may have an interest in creating a start-up company around their technology. Faculty led start-ups are encouraged by the University; however, faculty are required to take certain steps to mitigate any conflict of interest issues. Conflict of interest is governed by Executive Memorandums C-1 and C-39 and is administered through the Office of the Vice President for Research

**Other Services Provided by OTC**

Because of OTC’s close ties with industry, this office provides information on a number of other technology transfer matters besides the copyrighting, patenting, and licensing of creations/inventions developed by Purdue University personnel. Some examples are described below.

- Intellectual property and license terms in sponsored research agreements — OTC assists the University Contracting Group in the negotiation of intellectual property terms in sponsored research agreements.
- Agreements for industrial review of proprietary materials — OTC assists faculty by negotiation of agreements for those situations in which an outside enterprise wishes to examine proprietary materials. These agreements include:
  - "Confidential Disclosure Agreements" (CDAs) that outline the terms by which a company can review proprietary material from Purdue that is in a written format;
  - "Material Use Agreements" (MUAs) that outline the terms by which a company can evaluate the physical embodiment (e.g., biological or chemical) of proprietary materials from Purdue; and
  - "Permission to Use Agreements" that outline the terms for outside parties to use PRF-owned copyrighted works.

**Trask Fund**

The Trask Fund is designed to assist in the commercialization of Purdue University’s intellectual property by funding commercialization efforts and by funding emerging companies in the very early stages of development. Two programs exist under this fund: the Technology Innovation Awards and the Pre-Seed Capital Investment Program.

**Technology Innovation Awards**

This program supports short-term projects that will enhance the value of intellectual property disclosed to the Purdue Research Foundation. The goal is to create a strong patent position for the intellectual property and/or reduce technical risk of the technology and increase the probability of attracting a
commercial partner. Awards in this program are up to $100,000 for a period of one year. (For Technology Innovation Award guidelines, see the OTC Web site at http://www.prf.org/otc/trask_fund.asp).

All proposals will undergo dual review—a peer review for science/technology quality, and a technology commercialization review to assess commercial potential. Proposals to support technology development will be moved into the review process only after formal disclosure has been filed with OTC.

**Pre-Seed Capital Investment Program**

This program will utilize Trask funds as pre-seed capital for initial capitalization of qualified Purdue University technology-based startup companies. The goal is to provide pre-seed capital to move the company through the Gateways Program at the Research Park and enhance the potential to receive seed capital from Angels or Venture Capitalists. Awards from this program are limited to those who are starting a company that will license disclosed University technology. This program is limited to a one-time investment up to $250,000.

Awards will be made based upon an extensive review of the business plan and license agreement with the Purdue Research Foundation. The decision to provide one-time funding will also depend upon the potential for the company to attract seed capital and the assessed business plan.

**Additional Information**

**The Bayh-Dole Act**

In 1980, the enactment of P.L. 96-517 of The Patent and Trademark Law Amendments Act (more commonly known as The Bayh-Dole Act) changed the way many universities and the private sector viewed technology transfer.

Prior to this law, government agencies retained rights to IP generated from research they funded and would issue only non-exclusive licenses. Because the private sector was more interested in exclusive licenses which would give them an edge on their competitors, most of the innovations resulting from this research were never licensed and, thus, never made it to commercialization.

Under the Bayh-Dole Act, the government still retains rights to the technology for governmental use; however, it also allows universities and small businesses to elect ownership if they agree to actively pursue the licensing and commercialization of the technology so it might ultimately benefit the public good. The result has been a marked increase in the transfer of technology from universities to the private sector meaning new products for consumers as well as the creation of new businesses, new job opportunities, and renewed research interests.

**Discovery Park & OTC**

Purdue’s Discovery Park and the Office of Technology Commercialization (OTC) work cooperatively to facilitate the movement of innovations into the private sector. The collaborative research efforts at Discovery Park pair experts across a variety of disciplines including science, engineering, and business. Because of this blending of expertise, the technologies generated at Discovery Park can benefit from a holistic approach.

The Burton D. Morgan Center for Entrepreneurship is the catalyst for bringing the various entities at Discovery Park together. By engaging in the invention process from the outset, BDM staff can help identify potential collaborators, funding sources, and market potential which can guide the research efforts toward a more favorable commercialization outcome.

OTC markets the technologies coming out of Discovery Park to qualified companies as a licensing opportunity or assists in identifying the appropriate contacts for a new business start-up.

**Publishing & Other Public Disclosures**

Public disclosures can be made through publication, seminars, posters, abstracts, or discussion. If it is believed that an idea has commercial potential, please contact OTC prior to disclosure for a consultation.
Disclosing an invention to OTC at the time a paper is submitted for publication, or earlier, is essential to allow for protection of patent rights while ensuring unrestricted publication. Failure to do so may result in the loss of some or all patenting rights per US patent law.

The criterion for determining if a disclosure would bar the patenting of an invention is that it has to be “enabling”. This means that the disclosure has to provide enough of a description of the invention for a person skilled in the art to understand and practice it.

Under US patent law, there is also a grace period of one year after the date of an enabling disclosure within which to file a patent application. However, there is no such grace period in a majority of countries including Europe, Japan and Australia. An enabling disclosure would, thus, considerably limit the potential commercial benefit of the invention.

**Impact of Funding Sources on Commercialization Options**

The source of funding chosen for development can have a significant impact on the options available to the University in terms of future commercialization of the invention. The available options include:

- **Internal University and PRF sources** – This source, though limited, still allows the University to pursue all possible venues of commercialization as the rights in the technology are not subject to any third party claims, while retaining the right to publish.

- **Federal funding** – Under the Bayh-Dole Act, the federal government retains the right to use the invention for US governmental purposes, but allows the University the opportunity to pursue many alternative avenues of commercialization, while retaining the right to publish.

- **State funding** – This may be more restrictive than federal funding depending on the granting agency but is still very attractive from a future commercialization point of view, while retaining the right to publish.

- **Industrial funding** – This is the most limiting type of funding as industrial sponsors often ask for, at a minimum, first option to license any technologies that are developed under the plan of work. If the University has a good partner, this may be a great way to make sure that the resources for further development of emerging technology will be available without any lag. However, the terms of the contract agreement become very significant in such cases and it is important for the University to limit the timeframe for which the sponsor can tie up the technology if it does not plan to further develop it, while retaining the right to publish.

**OTC Website**

OTC is dedicated to improving its service to faculty and staff. To achieve this goal, OTC invites you to visit the OTC portion of the Purdue Research Foundation Web site (http://www.prf.org/otc/), where you will find information on how to contact the OTC technology commercialization team, as well as OTC’s comprehensive technology commercialization fact list.
Sponsored Program Services

MISSION

We assist Purdue's faculty, staff, and students in securing and managing sponsored program support, and in delivering maximum public benefit from sponsored projects.

VISION

We are creative, committed, and knowledgeable. We utilize state-of-the-art technology to enhance the competitiveness and societal impact of Purdue's programs by providing seamless, customer-centered, value-added services to assist faculty, staff and students in securing and managing sponsored program support.
SPONSORED PROGRAM SERVICES (SPS)

SPS assists faculty, staff and students in securing and managing sponsored program support, and in delivering maximum public benefit from sponsored projects. The SPS staff are organized into cross-functional teams with responsibilities for:

- Proposals
- Award Management
- Contract and Licensing Negotiation
- Data Access and Support Services
- Regulatory Compliance

ORGANIZATIONAL STRUCTURE

In the fall of 2006, SPS implemented a Pre and Post Award structure.

PRE-AWARD STAFF will help the principal investigator and departmental business office with proposal development. Please include the pre-award staff early in the process! The pre-award staff will help throughout the proposal preparation process to produce the best quality proposal.

POST-AWARD STAFF will set up the award, provide the account number, manage the award throughout the life of the project, and close-out the award.

Pre and Post award staff will have experts by sponsor. Examples include: National Science Foundation, Department of Health and Human Services, State of Indiana,
AGRICULTURE FIELD OFFICE

The Field Office was formed to reduce non-value added steps especially in proposal routing. The level of expertise in Ag existed due to federal appropriations, cooperative agreements and special initiative funding. The roles and responsibilities of the Field Office include:

- All Ag proposals are routed through the Field Office for approval and basic review
- Provides SPS review for USDA, International, Extension and Major Program proposals
- Provides training to faculty, staff, and business offices on issues related to sponsored programs
- Communication of guidelines and policy
- Serves as a liaison with central offices to resolve problems and identify solutions
- Resource to all Ag faculty and staff
ADVANTAGES OF THE AG FIELD OFFICE

- Cuts steps and time from several processes
- Diminishing the lines of separation between central and departmental offices
- Improved teamwork and awareness among central and departmental offices
- Able to develop and maintain close working relationships with Dean, Directors, and Department Heads
MEMORANDUM

TO: Faculty and Staff  
   School of Agriculture

FROM: Mark Hermodson, Interim Associate Dean Agriculture Research Programs

DATE: August 1, 2005

RE: Revisions to Proposal Policy

Purdue University implemented a proposal policy on July 1, 2004. The policy has had a positive impact on our success rate, and has helped facilitate our growing number of submissions. However after hearing feedback from faculty and staff, it was determined that minor changes to the policy were needed. A summary of the policy is below, and the revisions are in bold. For more detailed information, the policy can be reviewed at http://www.purdue.edu/research/vpr/proposal/grant_process.html

The proposal deadlines are as follows. Changes are in bold.

- Non-competing renewal proposals – must be received by SPS in final form no later than 10:00 a.m. on the submission date.
- Large, interdisciplinary or otherwise complex proposals (multi-school and/or multi-university) proposals – The Principle Investigator should contact the SPS proposal office no fewer than 10 working days prior to the submission date. These proposals may then be completed and received in SPS by 10:00 a.m. the day of submission as long as PI’s have been actively working with their business office and SPS prior to submission. Faculty in the School of Agriculture can find additional assistance from Mr. Carl Huetteman during this process, but he must be contacted directly at carlhuetteman@purdue.edu or 6-7550 either prior to, or at the time SPS is contacted by the PI.
- All other proposals must be received in final form by the Agriculture Field Office in AGAD 108 no later than 10:00 a.m. on the third business day prior to the submission date.

Proposals will not be processed by the Agriculture Field Office or by Sponsored Program Services if the PI fails to meet these deadlines. Any exceptions to this policy must first be approved by the Associate Dean for Research prior to internal submission. An email approval is acceptable (a written exception is no longer required). We have been cautioned against granting exceptions and as a general rule exceptions will not be granted for deadlines that are generally known well in advance of the submission date. Our office will continue to work towards communicating agency deadlines well in advance and we will include the internal deadline in our correspondence to assist you in the planning process. To insure consideration of
requests for exceptions to the policy, these must be received in my office at least one week prior to the internal submission deadline.

If you have any questions about the policy, requesting exceptions, or what qualifies as a “large, multidisciplinary, or otherwise complicated” proposal, please contact Carl Huetteman (ARP) or Beth Siple at the SPS Ag Field Office at sipleb@purdue.edu or 4-8366.

Cc: Randy Woodson
    Dale Whittaker
    David Petritz
    Jess Lowenberg-Deboer
    Agriculture Business Offices
    Department Heads
Purdue University Proposal Deadline Policy- College of Agriculture
Submission Matrix
(Revised: 2005 Policy)

Proposal Submission Method: **HARDCOPY SUBMISSION**

<table>
<thead>
<tr>
<th>Due to Business Office</th>
<th>Due to Ag Field Office</th>
<th>Due OUT of Purdue</th>
<th>Due to Sponsor</th>
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<tr>
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<tr>
<td>Dept. Specific</td>
<td>Monday (10am)</td>
<td>Thursday</td>
<td>Friday</td>
</tr>
</tbody>
</table>

*For all days due, proposals must be in final form to include: original copy w/ FINAL technical portion, completed/signed Transmittal Check Sheet, COEUS budget, complete SPS copy and all additional copies required by sponsor.*

Proposal Submission Method: **ELECTRONIC SUBMISSION**

<table>
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<th>Due OUT of Purdue</th>
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</tbody>
</table>

*For all days due, proposals must be in final form to include: **All electronic versions complete and released to SPS** in addition to original hardcopy w/ FINAL technical portion, completed/signed Transmittal Check Sheet and COEUS budget.*

*This matrix does NOT account for additional days required due to holidays or additional shipping time that may be required for international hardcopy submissions. Holidays and/or shipping days are NOT considered “business days*
Proposal Submission Form

**Proposal Information**

| Coeus proposal #: | 00000625 |
| Lead unit: | 1413 Aviation Technology |
| Title: | Test Proposal for Training-sdg |
| Sponsor Name: | NASA |
| Prime Sponsor: | |
| Principal Investigator: | Armstrong, Neil (narmstro@purdue.edu, 49-49962) |
| Project Period: | 7/1/07 – 6/30/10 |
| Proposal Type: | New |
| Activity Type: | Organized Research |
| Notice of Opportunity: | RFP |
| Program #: | NNH06ZAE001R |
| Program Name: | Near-Earth Object Detection, characterization, and Threat Mitigation |
| Sponsor Cost: | $893,064.01 |
| Cost Sharing: | $83,047.48 |
| Business Contact: | Poppins, Mary (mpoppins@purdue.edu, 49-89101) |
| Comments: | |

**Mailing Information**

| Sponsor Deadline: | 7/15/06 Receipt |
| Sponsor Address: | NASA |
| Attn: Jack Frost |
| 1600 Winter Street, Suite 345 |
| Washington, DC 20024-2760 USA |
| Mailing Description: | See abstract for more mailing details |
| Add’l Mailing Info: | Electronic and hard copy submission. Submit hard copies using forms generated after electronic submission to sponsor address. Submit electronically using NASA NSPIRES. |
| http://nspires.nasparr.com/external/ |

**Project Information**

| PI Reviewed (initial here): | |
| This proposal contains confidential information: | Yes – Page #203 in proposal package |
| Center/Institute affiliation: | CERIAS |

**Resource Information**

| PI Reviewed (initial here): | |
| Space available: | No – Need one lecture hall seating 50 people for six hours per week over the life of the project. |
| Equipment available: | No – Need 20 laptop computers |
| Computation Time Needed: | No |
| Data Storage Needed: | No |
| Technology Funds Available in Proposal: | No |

**Regulatory Assurance**

<p>| PI Reviewed (initial here): | |
| Special Review | Approval Status | Protocol # |
| Human Subjects | Pending | |</p>
<table>
<thead>
<tr>
<th>Principal Investigator Details</th>
<th>1</th>
<th>Armstrong, Neil (<a href="mailto:narmstro@purdue.edu">narmstro@purdue.edu</a>, 49-49962)</th>
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<td>Primary Credit 100 Center/Institute Credit --</td>
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<table>
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<tr>
<th>Co-Investigator Details</th>
<th>2</th>
<th>Norris, Chuck (<a href="mailto:walker@purdue.edu">walker@purdue.edu</a>, 49-49960)</th>
<th>Total Percent Credit: 50%</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
Disclosures and Assurances

CONFLICT OF INTEREST: The proposed project or relationship with the sponsor does not require the disclosure of significant financial interests that present an actual or potential conflict of interest for investigators involved in this project. If answered in the affirmative, then all investigators so involved have provided a complete disclosure of this matter (SPS Form 2, President’s Form 32A and 35), as instructed by current University policy. By signing this form, all investigators certify that they have read and understand Purdue’s Conflict of Interest policies (executive memorandum C-1 and the Conflict of Interest and Commitment) and made all disclosures required by them (see Investigator Significant Interest Financial Disclosure policy for additional information and guidance.)

CERTIFICATION FOR PRINCIPAL INVESTIGATORS AND CO-PRINCIPAL INVESTIGATORS: I certify to the best of my knowledge that: (1) the statements included within the subject proposal (excluding scientific hypothesis and scientific opinions) are true and complete. (2) The text and graphics included within the subject proposal as well as any accompanying publications or other documents, unless otherwise indicated, are the original work of the signatories or individuals working under their supervision. (3) I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if an award is made as a result of this proposal. I understand that the willful provision of false information or concealing a material fact in this proposal or any other communication submitted is a criminal offense (U. S. Code, Title 18, Section 1001).

Investigator Approvals and Signatures

To the best of my knowledge the above statements are correct:

______________________________________________________________________  ______________________
Armstrong, Neil
Principal Investigator

Norris, Chuck
Co-Investigator

______________________________________________________________________  ______________________
Date

Date
Unit Approvals and Signatures

I approve the proposal for transmission to agency indicated:

Department Head administratively responsible for the project
1413 – Aviation Technology

______________________________________________________________  ______________________

Dean of School or Director of Institute administratively responsible for this project  Date

______________________________________________________________  ______________________
PROPOSAL BUDGETS

GENERAL GUIDELINES:

1. Realistic - not excessive
2. Fully costed - includes all cost items

PERSONNEL/COMPENSATION

1. Principal investigator/co-principal investigator(s) working directly on the project or administering the project
2. Other staff - post doc, lab tech, student labor, graduate students
3. Standard raise factors used for projects crossing fiscal years.
4. Fringe Benefits - budgeted based on default fringe rates.
5. Fee Remissions for graduate assistants - to be prorated if the student is paid from two or more accounts. Fee Remissions increase yearly

SUPPLIES AND EXPENSES (S&E)

1. Supplies and materials
2. Communications - long distance tolls, postage
3. Travel
   - Domestic (Canada and Mexico are considered domestic for state sponsors; however, Mexico is considered foreign for some federal sponsors)
   - Foreign: identify the destinations and purpose of each individual trip
4. Printing and Duplication - including page charges for publishing
5. Subcontracts
6. Computer Services
7. Capital equipment (non-expendable equipment) - identify each item separately
   - Definition: $2,500 unit cost and a useful life of 2 years or more
   - Exception: software is never considered capital
8. Other - consultants, equipment rental
Facilities & Administrative (F & A) COSTS

1. Based on MTDC (Modified Total Direct Costs)
   - Excludes
     - Capital Equipment
     - Subcontract amounts over $25,000 per subcontract
     - Grad Fee Remits
     - Other - see Business Manager, Account Assistant/Clerk

2. Rates
   - On-campus:
     - 52.5% Research
     - 52.5% Instruction
     - 36% Other Sponsored Programs
   - Off-campus - lower rates apply if Purdue staff will be working on the project at an off-campus location for at least one semester or summer session (26%)

3. Exceptions
   - Non-Government support - Purdue policy:
     - No F & A cost will be assessed if the direct cost is $10,000 or less on an annual basis. Otherwise, the full negotiated Federal rate will be assessed.
     - Ag Memorandum of Agreement sliding scale for awards $10,001 - $50,000
   - Sponsor-Requested Exceptions
     - Standard sponsor policy (in written guidelines) will be considered but may require a request for waiver or cost sharing
     - Generally no exceptions for industrial sponsors other than PU policy above

4. F & A Charges vs. F & A Budget
   - F & A costs are charged based on the direct cost expenditures of the project. If sufficient F & A costs are not budgeted it could reduce the direct costs available for the project

COST SHARING

1. Other sponsor-required cost sharing comes from departmental funds

2. Cost sharing when not required by the sponsor is discouraged
   - Ties up scarce resources
   - Reduces flexibility (time and dollars)
   - Cost sharing not required by the sponsor which is shown in a proposal will be treated as mandatory and must be documented in the accounting records
   - May not enhance funding potential
SPECIAL DOCUMENTATION REQUIREMENTS (internal use)

1. Subcontracts
   • Commitment to undertake work signed by authorized official
   • Description of the work to be performed
   • Subcontractor's budget

2. Conferences
   • Require proposal submission form approval from Conferences

3. Cost Sharing from departmental or school funds
   • Form 32 signed by head and/or dean

4. F & A Rate Exceptions
   • Sponsor policy - discuss with departmental Business Office or Ag Sponsored Programs to
determine appropriate action
   • Waiver requests must be approved by the head, dean and Associate Director of SPS

5. Facilities outside department
   • Require a statement that the facilities are available for use during the project

6. Collaborators/Consultants (Named in the proposal)
   • Require a statement of their willingness to participate in the project
   • Sponsor often requires CV and/or budgeted rate of pay at proposal time

RESOURCES

1. Standard computer budget program (Coeus) available in all Business Offices
   • Automatic calculation of raises, fringe benefits, F & A costs
   • Required to accompany proposals for internal review purposes

2. Involve your Departmental Business Offices: BM, Account Assistants/Clerks

3. Involve the Agricultural Sponsored Programs/Accounting Staff
Preparing and Submitting a Proposal

SPECIAL CIRCUMSTANCES (The "Red Flag" List I)

The following issues require additional and/or special approvals which will add time to the proposal review process. If your proposal includes any of these items, it is recommended that you begin working with your Departmental Business Office early to assure that the sponsor deadline can be met:

- Non-standard facilities and administrative rate, for which a waiver is required (submitted through the Dean to the Associate Director of SPS) *
- Proposal involving a conference on campus
- Consultants
- Use of non-departmental facilities
- New facilities or renovations of existing facilities *
- Proposals which will require President Jischke's review (new Centers and Lilly Endowments proposals) *
- Presence of a Conflict of Interest Disclosure *
- Other institutions as collaborators or subcontractors
- Discovery Park Proposals *
- Sponsor's intellectual property terms are at odds with the University's standard position *
- Proposals where the sponsoring agency limits the number of proposals submitted in some way (e.g. total from institution or total for a program area) *

* Academic approval by Dean/Director
Agreement Options

- Facts and circumstances determine classification
- More requirements by sponsor will change classification
- Facilities and Administrative (F & A) cost rate may change depending on classification of award
Voluntary Support

Example: The Happy Seed Company takes note of Professor Smith's research and sends a check in support of his efforts. In their letter, they ask that a technical report be provided within a year.

Guidelines for Voluntary Support:

- Is an award from a non-governmental sponsor where no expectation of economic benefit exists or is implied.
- Sponsor places few, if any, restrictions.
- May be designated for specific faculty member or a group of faculty
- May require a technical report
- May require performance within a specified timeframe
- No F&A
- Generally no proposal is submitted
- Non-competitive
Memorandum of Agreement (MOA)

**Example:** Happy Seed Company wants to fund a portion of Professor Smith's research. In exchange, they want a formal commitment for a technical report at the end of the year. They want assurance that the funds will be spent on specific research.

**Guidelines for a Memorandum of Agreement (MOA):**

- Standardized agreement in the Schools of Agriculture, CFS and Vet for non-governmental sponsors in support of an existing Hatch project or Smith-Lever program area and must benefit the citizens of Indiana
- Terms are not subject to negotiation
- Cannot be used for industrial research services or industrial technical assistance
- Only deliverable is a technical report - no results are promised
- Sliding scale F & A (Indirect cost) rate with a maximum amount being 52.5% for awards over $52,500.
- Generally non-Competing
- "Proposal" includes the proposal submission form and a Coeus budget.
MEMORANDUM OF AGREEMENT
between
PURDUE UNIVERSITY
and

THIS MEMORANDUM made this ________ day of __________, 20____, by and between

(Sponsor) ____________________________
(Address) ____________________________

____________________________________
hereinafter called the “Sponsor,” and PURDUE
UNIVERSITY of West Lafayette, Indiana, hereinafter called the “University.” WITNESSETH:

THAT, WHEREAS, the Sponsor desires to provide financial support for a project of interest to the
Sponsor dealing with
__________________________________________________________________________

the results of which may be of mutual benefit to Sponsor and others interested in agricultural and
community development, and,

WHEREAS, the project is an integral part of the University’s AES/CES program; and,

WHEREAS, the project will be of benefit to the State of Indiana; and,

WHEREAS, the University is willing to undertake such work through its Department of

NOW THEREFORE, the parties hereto agree as follows:

1. For the support of the project which shall extend for a period of _____ months/years from
   the date first above written, the Sponsor agrees to provide to Purdue University the sum of
   ___________________________ Dollars ($_________), full payment to be made upon receipt
   of fully executed agreement, or in accordance with payment terms mutually agreed upon as
   follows: ____________________________

2. The University agrees to use the funds thus contributed for the conduct of such project and will
   provide the necessary personnel and facilities required for the project. All property acquired by
   the University specifically for the conduct of this project will become the property of the
   University.

3. The University agrees to furnish the Sponsor with reports of the progress of the project on
   mutually agreed upon dates. It is understood that the results of the work may be published by
   the University in such form as may be approved by the University provided that due credit shall
   be given to the Sponsor for its support of the project.

4. It is understood that the principal product anticipated from this project will be the reports
   indicated in Section 3. Any patentable intention or copyrightable materials, both domestic and
   foreign rights, which may be developed by the University under the terms of this Agreement,
   will be the property of the University.

5. The University does not desire to receive information which is confidential to the Sponsor’s
   business. However, should it be necessary for University personnel to receive such
   confidential information in order to conduct the project, the University and its staff agree to use
their best efforts to prevent disclosures of any such information furnished by the Sponsor and stated in writing at the time of delivery to be confidential to the Sponsor’s business.

6. Sponsor shall indemnify and save University harmless from any and all claims, demands, actions and causes of action whether groundless or not, in connection with any and all injuries, losses, damages or liability of any kind whatsoever arising, directly or indirectly, out of the use, distribution or sale of products or services by or through the Sponsor or its affiliates whether or not the claims, demands, actions or causes of action are alleged to have resulted in whole or in part from the negligent acts or omissions of the University or from acts or omissions of such persons for which they or any of them would otherwise be strictly liable. This indemnification obligation shall include, without limiting the generality of the foregoing, reasonable attorney’s fees and other costs or expenses incurred in connection with the defense of any and all such claims, demands, actions or causes of action and shall extend to the trustees, officers, employees and agents of the University. This indemnification obligation does not extend to any occurrences or events whether at the Purdue’s facilities or elsewhere except the use, distribution or sale of products or services by, or through the Sponsor or its affiliates.

7. The Sponsor agrees that it will not under any circumstances advertise or otherwise state or imply that the University has tested or approved any product or process.

8. It is understood that the nature of this project is such that the University does not guarantee the completion of the project within the project period or within the limits of the financial support hereby furnished.

9. It is further understood that this Agreement may be renewed at the expiration date subject to the approval of the Sponsor and the University.

    IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

    PURDUE UNIVERSITY
    RECOMMENDED BY:

______________________________________
Sponsor Project Director
D. Ref. #

By ____________________________________
Representative of the Sponsor

________________________________________
ACCEPTED BY:
## Facilities and Administrative Cost Schedule

### Memorandum of Agreement

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<th>Sponsor Award</th>
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Note: Facilities and Administrative cost rates are determined by the total amount of the award. The rate charged based upon the Modified Total Direct Costs incurred. The rate increases 1% for every $1,000 increment in the Total Award.

* In this illustration, Total Direct Cost is assumed to be Modified Total Direct Cost.
Sponsored Research Agreement

Example: Happy Seed Company agrees to fund Professor Smith's research. However, in addition to the technical reports, they want quarterly financial reports, they'd like to pay upon receipt of the report, and they'd like ownership of any patentable findings.

Guidelines for a Sponsored Research Agreement:

• Restrictions have exceeded those allowable for other funding options

• Terms and conditions will vary greatly and are generally negotiable with this exception:
  ♦ Rights to publish will be preserved
  ♦ Ownership of intellectual property (patents and copyrights) is always retained by the University

• F & A (Indirect cost): If the direct cost of a project is $10,000 or less on an annual basis, no indirect cost will be assessed. Otherwise, the full negotiated Federal indirect cost rate will be assessed to the entire direct cost of the project.

• Competitive

• "Proposal" includes proposal submission form, budget, and statement of work
**Example:** The USDA wants to fund research involving Professor Smith. Their researchers will participate in the work. Results are of benefit to both USDA and the University.

**Guidelines for a USDA Cooperative Agreement:**

- Based on unique, cooperative relationship between USDA and agricultural research programs.
- Three requirements:
  - Work must be of mutual benefit to both USDA and Purdue
  - University must share in the cost of the project
  - USDA must be an active participant in planning and performing the work
- Cannot be charged graduate fee remissions or facilities & administrative (indirect) costs
- "Proposal" includes a proposal submission form and budget, but is generally prepared at the same time the award is received
- Usually not competitive
Industrial Research Services and Industrial Technical Assistance

Example: Happy Seed Company, located in Nebraska, has developed a hybrid, which they want to test under climate and soil conditions unique to Indiana. They ask Professor Smith to plant a small plot and provide a report at the conclusion of the growing season.

Guidelines for Industrial Research Services and Industrial Technical Assistance:

- Contract to test a product or device for the sponsor. Usually uses the sponsor's protocol
- Agreement is written and negotiated between the sponsor and Sponsored Program Services
- Maximum F & A (Indirect Cost) rate is 36% since these are not considered "research"
Post Award Activities

How will I know I have received an award?

There will be an official award letter or agreement from the sponsor sent to the PI, business office or Sponsored Program Services. The PI will also receive an email from Sponsored Program Services informing them of the account number corresponding to the award. In situations where there are regulatory or other issues preventing Sponsored Program Services from establishing the award, the PI will receive an email informing them of the issues.

How are expenditures handled on sponsored accounts?

Expenditures are treated the same as other funds, but the PI needs to approve all expenditures (through signing or delegating signature). Supporting documentation for purchases is kept in the departmental business office.

When can I start spending money on the new account?

When you receive notification of the establishment of the Notice of Award from Sponsored Program Services, your account is set up and available for use. If you need to start work before this is received and executed, you can request a Notice to Proceed.

What is a Notice to Proceed?

This is similar to a line of credit on your award and allows you to proceed with your project. If you have received informal notification by the sponsor of a pending award, please inform the Business Office and ask them to request a Notice to Proceed. All regulatory issues must be resolved prior to starting work on the project.

What kind of certifications are required and when?

Sponsored Program Services requires any activity involving human subjects, vertebrate animals or RDNA be reviewed by the appropriate committee to comply with federal regulations. This must be done before the award is set up and available for expenditure.
Receiving an Award

SPECIAL CIRCUMSTANCES (The "Red Flag" List II)

Assuming all of the issues in "Red Flag" List I were resolved at the proposal stage, there are other issues which frequently arise at the award stage. The following issues require additional and/or special approvals which may add to the time required setting up your new award. If your proposal included any of these items, an award cannot be made until these issues are resolved:

- Committee approval/exemption needed for use of human subjects, animals, recombinant DNA, or radioactive materials
- Conflict of interest disclosures (Forms 32a/35) must be fully approved
- If the award was made based on a preproposal, a Proposal Submission Form and budget may be required
- The sponsor requires execution of an agreement before making the award. Depending on the issues involved with this contract, considerable time may be required to assure that the faculty members' and University's interests are protected

What can you do to help speed the process?

- Complete committee approval process as soon as possible
- Complete conflict of interest disclosures annually and as new ones arise
- If time permits, preproposals may be routed with Proposal Submission Form through SPS. If a preproposal is submitted directly from the School, then you can complete a Proposal Submission Form and budget as soon as you know an award is imminent
- If you become aware that a sponsor will require a contract or agreement on award, you can ask for draft copy of their agreement and forward it to SPS for review. In many cases, contentious issues can be resolved in advance of the award if a sample agreement is available. You can also send these sample agreements to the Ag Field Office - but please indicate that the agreement is a sample.
- If you receive a contract from a sponsor do not sign it! Instead, route it to SPS and they will ensure that the appropriate University signatures are obtained.
Example of New Award Notice

To: Dr. Smith and Dr. Jones
Cc: Department Business Office Contact
Subject: New Award – Dr. Smith

Grant Number: 102561
Title: Understanding Farm Household Decision-Making Behavior
PI: Smith & Hones
Project Period: 7/6/07-9/20/08
Total Sponsor Award: $20,000
Sponsor Name: USDA/ARS
Sponsor Award No.: 58-6000-7-0056
Order/Fund/CoPI: 800001XXXX/41100000/Dr. Smith – Sponsor funds account
Order/Fund/CoPI: 800001YYYY/21030000/Dr. Smith – Cost sharing account
Cost Sharing: Yes
Subcontracts: No
Institute Proposal COEUS Number: 07128166

Dr. Jones has been given AIMS access.

We have recently established the grant and internal orders listed above for your award. To ensure that your project runs as smoothly as possible, please complete the following:

- Log into AIMS to review your budget by clicking on the box titled “OnePurdue Portal Login” on the OnePurdue home page at http://www.purdue.edu/onepurdue/. Click on the AIMS tab and then on the GM Account Assignment Faculty link. Additional instructions can be found at http://www.purdue.edu/onepurdue/contribute_pdf/gm_aims_faculty_acct_detail_lookup.pdf or by contacting your business office for assistance.

- Immediately visit your business office to set up any staff appointments on the grant, to authorize others to purchase on your grant, and to request AIMS access for any additional staff.

If your sponsor notification and/or contract have not already been transmitted to you electronically, please contact the Account Manager listed below.

If you are utilizing consultants on your project, it is vitally important to initiate those agreements as soon as possible. Please visit your business office to complete the proper forms.

Sponsored Programs must be informed in a timely way of any changes in project status, particularly any prolonged PI absences or 25% changes in the proposed effort. Most sponsors require notification if the award PI will be unavailable for a period of more than 90 days. It is the responsibility of the department to inform Sponsored Programs of any such absences so that we may, in turn, inform the sponsor. Also reduction of more than the 25% of the proposed effort of key personnel may require prior approval.

Please visit the SPS web page for more helpful project management information http://www.purdue.edu/sps/.

If you have questions, please contact your business office.

Sponsored Programs Account Manager Contact Information:
Name: Amanda Griffith
Phone: 46107
Email: agriffith@purdue.edu
Use this Job Aid to lookup Sponsored Program details

To View Account Assignment and Summary

Go to the Purdue University home page (www.purdue.edu) and click

When the OnePurdue page opens; click

Log into the OnePurdue portal using your career account login and password

Click Log on

(please disable popup blockers when working in the Portal.)

Click on the AIMS tab in the menu bar
(Your individual menu bar may look different than your colleagues depending upon your security roles)

Click on the GM Account Assignment Faculty link in the menu bar.

Click the \( \text{.KeyCode} \) to close the side bar menu to make your view area larger.

Review your Account Assignment

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Result: 103,424.95; Overall Result: 2,750.84; 97.54%
To view the Account Summary information at the Sponsored Class level:

- Right click on the Grant number.
- Select Goto
- Choose Account Summary

(In this example we clicked on the grant 200594.)

Review your Account Summary

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<td>5,549.58</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To view the Transaction Detail for expenses on a sponsored program:

- Right-Click on the sponsored program number
- Select Goto
- Select Transaction Detail - Expenses

Review Transaction Detail - Expenses
This screen allows you to view the Transactions Detail listing for expenses associated with the selected Sponsored Program. In OnePurdue these are called Commitment Items.

<table>
<thead>
<tr>
<th>Sponsored Class</th>
<th>Commitment Item</th>
<th>Date</th>
<th>Document Nr</th>
<th>Document Type</th>
<th>PO Nbr</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>Cellular Rental</td>
<td>08/30/2005</td>
<td>100982289</td>
<td>CV</td>
<td>100982289</td>
<td>Not assigned</td>
<td>1,497.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/31/2007</td>
<td>100319494</td>
<td>CV</td>
<td>100319494</td>
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<td>1,684.08</td>
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<td>Cellular Use Charges</td>
<td>08/30/2006</td>
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<td>CV</td>
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<td>Not assigned</td>
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<tr>
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<td></td>
<td>01/31/2007</td>
<td>100319208</td>
<td>CV</td>
<td>100319208</td>
<td>Not assigned</td>
<td>4.40</td>
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<td></td>
<td>Cellular Accessories</td>
<td>08/30/2006</td>
<td>100982302</td>
<td>CV</td>
<td>100982302</td>
<td>Not assigned</td>
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<td>CV</td>
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<td>Not assigned</td>
<td>9.45</td>
</tr>
<tr>
<td></td>
<td>Rotaut</td>
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<td></td>
<td></td>
<td></td>
<td>5,336.32</td>
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<tr>
<td>Fringe Benefits</td>
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<td>CV</td>
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</tbody>
</table>

- Information can be sorted by clicking on the double arrow at the top of each column.
- Each time you execute a transaction a new window opens.
- Close each window to return to starting point.
To View Technical Report Due Dates

Go to the Account Assignment Window (see page 2)

- Right click on the Grant number
- Select Goto
- Choose Technical Reports Due

Review the technical report due dates.
- Past due technical reports appear in red under the Days Before Due Date Column.
## To View Legacy AIMS Information

To view transaction details that posted prior to OnePurdue, and the travel and payroll details until Release 2 of OnePurdue goes live, execute the following steps.

### Go to the Account Summary window

<table>
<thead>
<tr>
<th>Fund 4301800</th>
<th>Sponsored Program 800001032</th>
<th>Sponsored Class 670 1073-411</th>
<th>Budget $</th>
<th>Expenses $</th>
<th>Commitments $</th>
<th>Reservations $</th>
<th>Available Balance $</th>
<th>% Expended %</th>
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<tbody>
<tr>
<td>76510</td>
<td>Unalloc Avail Budget</td>
<td>124.62</td>
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<tr>
<td>76310</td>
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<td>988.52</td>
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<td>Other S&amp;E</td>
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<td></td>
<td></td>
<td>2,486.00</td>
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<td>(400.67)</td>
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</tbody>
</table>

**Overall Result**

| $103,424.89 | 100,674.15 | 2,750.84 | 97.34 |
Right-click on the Sponsored Program number
Choose Goto
Select Legacy AIMS

The link to Legacy AIMS will take you to the expense transaction details that posted prior to 2/1/07, as well as the Payroll and Travel transaction details that post from 2/1/07 through the HR release of OnePurdue. The navigation within this report is point-and-click, similar to the old AIMS application.

The Legacy AIMS window opens
Cooperative Extension Service
Purdue Extension has a long list of successful accomplishments. Each year nearly 1,400,000 Hoosiers attend more than 50,000 meetings and educational programs conducted by Extension staff and/or volunteer leaders.

**Vision and Mission:**
In its vision for the 21st Century, Purdue Extension is committed to helping citizens improve their lives and livelihoods by advancing the well-being of Indiana’s youth, families, communities, and businesses through economic growth, consumer education, and youth development programs.

The mission of Purdue Extension is the education of Indiana citizens through application of the land-grant university research and knowledge base to develop youth, to strengthen families and communities, and to improve the state’s economic prosperity including the broad agriculture industry and the manufacturing and service industries that are tied to the critical economic viability of every community.

**Educational Programs:**
As part of Purdue University, a world-class Land Grant University, Purdue Extension is committed to the University’s vision of preeminence in its missions of discovery, learning and engagement. Through collaboration with University Engagement, Purdue Extension helps communities come together to identify and meet their challenges. Extension plays a key role in bringing University expertise to bear on local problems and in using technology to advance the well-being and economic health of Indiana and its citizens in a global marketplace and a multicultural society.

The Extension Service closely partners with ten Extension-related community-based and supported learning centers, and collaborates with the University’s Center for Regional Development (PCRD), Continuing Education and Conferences, State-wide Technology Programs, Technical Assistance Programs (TAP), and Manufacturing Extension Programs (MEP) in addition to being a proactive partner in the University’s rapidly expanding Engagement presence throughout the state.

**4-H Youth Development:**
A dedicated network of campus Extension specialists, Extension educators, parents and local volunteers makes the Indiana 4-H Youth Development Program one of the most valued youth programs in the state. Purdue Extension’s youth development programs reach over 300,000 youth each year through local programming in community 4-H clubs, schools, after-school events, activities and other educational workshops. 4-H programming utilizes hands-on, research-based education that helps young people become competent, caring, confident, connected, and contributing citizens of character. In 2006, 308,998 young people in Indiana (nearly 33% of the state’s youth ages 10-18) were involved in some way with 4-H programming. 64,297 participated with adult volunteers in 3,624 clubs, while 158,059 youth were involved in school enrichment programming and 86,642 participated in after-school and community programming.

**Consumer and Family Sciences:**
Purdue Extension provides educational programs to increase knowledge, and skills to improve the quality of individual, family, and community life through the adoption of new practices and the application of knowledge. Subject matter includes foods/nutrition and health, consumer sciences and retailing, and child development and family studies in the context of changing conditions in the society and economy. Purdue Extension is emphasizing nutrition education to both youth and adults with the goal of helping individuals
develop healthy dietary practices to support longer, healthier, happier lives and reduce health care costs to individuals, families, and business and industry. In 2006, EFNEP and FNP programs reached more than 100,000 clients in 83 of the state’s 92 Counties.

Purdue University Extension CFS has focused on partnership building to add additional resources and strengthen programs. Some of Purdue Extension CFS strongest partnerships are with the Indiana State Department of Health; the Governor’s INShape Indiana; Indiana State Department of Education; Purdue University Foods and Nutrition Department; Purdue University Health and Kinesiology Department; Purdue University Landscape Architecture and Horticulture Department; Indiana State Police; Indiana Institute for Criminal Justice; Purdue Institute for Fitness and Sport; Indiana Tobacco Cessation and Prevention Coalition; Indiana Diabetes Advisory Group; Ruth Lilly Health Education Center, Indianapolis; YMCA/YWCA; Tippecanoe County Vision 2020; Dick’s Sporting Goods; Clarian Health Center; and Coca-Cola Company.

Other program partnerships have also been established with several state and local agencies to address financial and family life/child development issues. These partners include Purdue University Child Development and Family Studies Department; Martin Luther King Center, Indianapolis; Indiana Association for the Education of Young Children; Indiana Family and Social Services Administration; Indiana Youth Institute; Purdue University Consumer Sciences and Retailing Department; Federal Reserve Bank of Chicago – Detroit Branch; Indiana Bankers Association; the Indiana Council for Economic Education; Indiana Credit Union League; and

Economic and Community Development: Economic and Community Development: Economic and Community Development: Economic and Community Development: Economic and Community Development: Economic and Community Development: Economic and Community Development: Economic and Community Development:
ECD is assisting communities in deciding what they want to be and how to achieve that vision. Extension encourages people to study the problems, needs, and goals of their community and assists them in exploring alternatives. Community planning, group facilitation, grant writing, and economic development are all part of the tool kit used to assist communities. Some of the ways extension educators and specialists assist include planning and zoning, parks and recreation, community surveys, identification and study of local needs, decision-making processes, and leadership development.

In the past five years, Purdue Extension has fostered the development of ten community based Learning Centers, including four Latino Learning Centers, designed to bring a variety of credit and non-credit educational programs to local community settings. Data collected in late 2005 on the six longer established centers indicated that they have served over 17,000 learners and offered nearly 50,000 hours of instruction.

Agriculture and Natural Resources: Agriculture and Natural Resources: Agriculture and Natural Resources: Agriculture and Natural Resources: Agriculture and Natural Resources: Agriculture and Natural Resources: Agriculture and Natural Resources:
Extension provides delivery mechanisms to develop and deliver cutting edge technology related to the profitable production, management, and marketing of agricultural and forestry products. Audiences include landowners, farmers, farm suppliers, marketing firms, related agribusinesses, turf management companies, homeowners, local governmental entities, and consumers. Topics range over pest management, food processing and safety, entrepreneurship and new ventures, land use decisions, and management and protection of natural resources and environment.

Staff: Staff: Staff: Staff: Staff: Staff:
Faculty and staff associated with Purdue Extension include more than 150 campus-based state specialists located in the Colleges of Agriculture and Consumer and Family Sciences, and in the School of Veterinary Medicine; 270 county-based extension educators located in each of Indiana’s 92 counties; 34 family nutrition advisors (EFNEP) located in 14 counties; and 72 family nutrition program assistants (FNP) located in 69 counties. Purdue Extension’s outreach includes more than 20,000 volunteers who work with youth and adults through a variety of programs. All are enthusiastically committed to delivering relevant, research-based programming to the broad diversity of citizens across the state.

Administration: Administration: Administration: Administration: Administration: Administration:
The Director of the Cooperative Extension Service, an Associate Dean of Agriculture, reports to the Dean of Agriculture. The Director provides leadership, vision, and administrative management, including
supervision and coordination for statewide programs in Agricultural and Natural Resources, 4-H Youth Development, Economic and Community Development, and Consumer and Family Sciences.

The Director also promotes faculty collaborations across disciplines, facilitates new initiatives, and provides creative leadership to implement Extension and outreach programs that encompass Engagement activities from throughout the University. To facilitate this, the position of Extension Director includes a partial appointment as Associate Vice-Provost for Engagement which is responsible to the Vice-Provost for University Engagement.

The administrative organizational structure, as illustrated on the attached, includes two assistant directors who are responsible for professional development and civil rights compliance and for the operation of the field system; two assistants to the Director who coordinate program evaluation and plan of work reporting; four assistant directors who serve as program leaders; five district directors who serve as department heads for Extension staff and programs in their assigned area; and two resources development officers who support the field staff in seeking additional funds to expand their programmatic breadth.

Budget:
Purdue Extension includes approximately 600 University employees and more than 200 county-employed staff and has a budget of nearly $50 million. Purdue Extension has made a commitment to remain community-based with staff located in every county to better identify and address community needs as illustrated on the attached by the significant support provided by the 92 counties. The Commission for Higher Education has recommended to the 2007 General Assembly that the line item within the Purdue budget that partially supports the salaries of county-based Educators be given a three percent annual increase in the 07-09 biennial budget.

Administrative Affiliations:
The administration of Purdue Extension closely collaborates with several Offices within the University including Human Resources, Business Services, Sponsored Programs, Risk Management, Human Relations and Affirmative Action, Development, and the Alumni Association including the Ag Alumni Association.
Chuck Hibberd  
Director, Purdue Extension  
Associate Dean, College of Agriculture  
Associate Vice Provost, Engagement

District Directors  
Janet Allen, Southwest  
Rick Chase, Central  
Natalie Fowler, Southeast  
Mike Manning, Northwest  
Dan Stewart, East

Assistant Directors-Program  
Sam Cordes, Econ & Comm Dev  
Scott Hutcheson, ECD  
Renee McKee, 4-H/Youth  
Karen Zotz, CFS  
Karen DeZarn, Asst CFS  
Don Jones (interim), Ag & Natural Res

Assistant Director-Operations  
Dan Stewart

Assistant Director-Prof Dev  
Peggy Titus

Plan of Work/Accountability  
Janet Bechman

4-H Resource Dev Officer  
Shelly Bingle-Coffman

Extension Resource Dev Officers  
Sabina Calhoun  
Stacy Rogers

Ag Comm Liaison  
Steve Cain
Elements of an Impact Statement

The audience for your Impact statement is decision-makers and the general public, many of whom may not be familiar with Extension or with scientific terms and phrases. So keep your statement simple, and be sure you tell readers why they should care about what you have achieved.

**Impact title**
Make your title simple, interesting, and easy to understand.

**Issue**
Clearly describe the issue you are trying to address, not the process. What prompted you to begin your work? How important is your issue to the people of your community, Indiana, or the nation? Are people suffering because of this issue? How? When possible, quantify some part of the issue.

**What you have done**
Describe the steps you took to address or solve the issue. Your description should include the subject matter covered and the processes and procedures you used, such as creating materials, organizing and conducting meetings, recruiting partners, and so on. Summarize the details of what you did for a lay reader (a non-scientist).

**Impact**
Describe what happened as a result of the work described under “What you have done.” Make sure a lay reader will understand the “so what” of your efforts.

Quantify progress using facts and figures. Identify what changes have taken place in participants’ knowledge, skills, attitudes or aspirations; what practices or behaviors have been adopted or used to a greater degree; or what social, economic or environmental changes have occurred as a result of adoption of those practices. For example, explain how people benefited financially or socially or the environmental changes that resulted from your efforts. Your goal is to demonstrate how your effort made substantial progress toward a specific economic, social, or environmental problem.

When possible, include anecdotes and specific examples. These concrete examples with help people better understand the impact of your work. Help the lay reader see the real, positive differences the program is making people’s lives.
Integrated Reporting/Faculty, Ext. Specialist and Others

Add/Edit New Program Report | Delete Program Report | View Report List

Add/Edit New Program

The Integrated Reporting area is the place Faculty, Extension Specialist and Others account for their programs that they have held throughout the year. The first time you click on the Faculty, Extension Specialist and Others link in the left menu you will only see the Add New Program Report link. Once a report has been created it will also be listed on this same page. Then you may choose the program by selecting the Edit Record link. If you want to update the record, type over the information and click on the Save Record button.

NOTE: The * in any field indicates that this is a required field.

1. Click on the Add New Program Report link.
2. Select the Report Year* from the drop-down menu.
3. Select the Issue/Planned Program* from the drop-down menu.
4. Type the Number of Days for Planned Program* into the text entry box.
   - Clicking on the Number of Days for Planned Program* link will provide the glossary term. This will open a popup window.
   - Each time you modify this field a total is automatically calculated and entered after the equal sign. This amount is saved after you click on the Save Record button. A warning message will automatically show if you exceed 260 days for your total days recorded for ALL programs. Click on the OK button and the message will disappear.
   - To subtract from the total use a negative number (i.e. -2)
   - You may view the last time you modified the report. This information is located at either the top or bottom of the form. (The modify date only shows in Edit mode.)
5. To enter the Outputs and Outcomes* click on the Edit Indicators link.
   - A popup window will appear which has a listing of indicators for Outputs & Outcomes related to the selected Issue/Planned Program. Fill in the boxes that are appropriate for your program.
   - Click on the Update Indicators button. This will temporarily save your entries and close the popup window.
     - For this information to be permanently saved you must save the New Program Report by clicking on the Save Record button after the popup window closes.
   - If you click on the Close button the popup window will be closed and the information will not be saved.
6. Enter your Contacts in the Direct Educational Contacts table.
   - Clicking on the Direct Educational Contacts link will provide a glossary term. This will open a popup window.
   - Enter the number of Direct Educational Contacts. When you enter a number it will be added for you automatically. Once you click the Save Record button the information is saved.
   - To subtract from the total use a negative number (i.e. -2)
   - You may view the last time you modified the report. This information is located at either the top or bottom of the form. (The modify date only shows in Edit mode.)
   - At the bottom of the table you will see a Youth and Adult Total for your Direct Contacts.
7. Enter the Total Indirect Contacts for Adult and Youth.
Click on the Indirect Contacts link to view the glossary term. This will open a popup window.

When you enter a number it will be added for you automatically. Once you click the Save Record button the information is saved.

To subtract from the total use a negative number (i.e. -2)

You may view the last time you modified the report. This information is located at either the top or bottom of the form. (The modify date only shows in Edit mode.)

8. Click on the check boxes for Integrated Research/Extension, Under-served, and Under-represented if they apply to your program.

For the three selections, click on their links to get their glossary definitions. This will open a popup window.

9. Click on the Multi-State Extension Activities link to select two or more states or territories that your collaborative efforts have reflected in the programs for other institutions.

A popup window is opened. Select the state by clicking on the name and then clicking on the Add Selected button.

- To select multiple states at one time, hold the Ctrl key while clicking on the names.
- The names of the states will now appear in the text box under the listing.
- To remove a state or states from your list, click on the name and then click on the Remove Selected button.

Click on the Update States button. This will temporarily save your entries and close the popup window.

- For this information to be permanently saved you must save the New Program Report by clicking on the Save Record button after the popup window closes.
- If you click on the Close button the popup window will be closed and the information will not be saved.

10. Type your Non-Purdue Collaborators into the text area provided. There is a 2000 character limit for this text area.

Click on the Non-Purdue Collaborators link to view the glossary term. This will open a popup window.

11. After all of the required fields have been entered, click on the Save Record button. At the top of the screen an "Update successful." message will appear. Click on the Return to Listing link to go back to the complete listing of all your Integrated Plan of Work Reports.

Delete Program Report

To delete a New Program Report, click the Faculty, Extension Specialist and others link in the left menu. A listing of your Integrated Plan of Work Reports will be displayed.

1. Look through the listing and find the report that you wish to modify. Click on the Edit link next to the report.
2. Click the Delete button.
3. A dialog box appears. Click the OK button to confirm deleting the record.
4. A "Delete successful." message appears at the top of the screen. You can now click on the Return to Listing link to go back to the complete listing page.

View Report List

By selecting the program dates you may view the different yearly reports.

1. Select the program date from the drop down menu.
2. Click on the View Report List link.
3. A listing is shown under the yearly report header.
Office of Academic Programs

Criteria for Scholarly Activity

• It requires a high level of discipline-related expertise.
• It is conducted in a scholarly manner with clear goals, adequate preparation, and appropriate methodology.
• The work and its results are appropriately and effectively documented and disseminated. This reporting should include a reflective critique that addresses the significance of the work, the process that was used, and what was learned.
• It has significance beyond the individual context.
• It breaks new ground or is innovative.
• It can be replicated or elaborated on.
• The work - both process and product or result - is reviewed and judged to be meritorious and significant by a panel of one's peers.


It will be the responsibility of the academic unit to determine if the activity or work itself falls within the priorities of the department, school or college, discipline, and institution.
Office of Academic Programs Contact Information

Dale Whittaker
Associate Dean and Director of Academic Programs
Professor of Agricultural and Biological Engineering
Phone: (765) 494-8472
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Administrative Assistant:
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Allan D. Goecker
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Secretary: Shelly Dunk
Email: sdunk@purdue.edu

- Undergraduate Academic Counseling Coordinator
- AGR 101 Course Coordinator
- Academic Records Coordinator
- Registration for Classes
- Transfer Credits
- Change of Degree Objectives (CDOs)
- Re-Entry Applications
- Readmissions
- Withdrawals
- Curriculum and AGR Schedule Deputy
- Course and Curricula Management
- Graduation Certification
- Agricultural Faculty Secretary
- Academic Programs Liaison - Regional Campuses and Indiana Colleges
- USDA Employment Opportunities Reports and Career Information
- College of Agriculture Study Abroad - Academic Management

Lori Barber, Assistant Director of Academic Programs
Phone: (765) 494-8470
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Secretary: Lucy Fidowicz
Email: ffidowic@purdue.edu
Secretary (for Career Information): Linda Austin
Email: laa@purdue.edu

- Interdisciplinary Agriculture option representative
- Scholarship and Awards Coordinator
- Division of Financial Aid Liaison
- Pre-veterinary Medicine and Interdisciplinary Agriculture advisor
- Career Information and Service Coordinator
- Washington D.C. Internships
Tracie Egger, Assistant Director of Academic Programs  Phone: (765) 494-8470
Email: tegger@purdue.edu
Recruiting Assistant: Kelly Lough
Email: klough@purdue.edu

Coordinator for recruiting/retention efforts for the College of Agriculture

- Leadership Certificate Program Coordinator
- Agriculture Council Advisor
- Agriculture Ambassador Program Coordinator
- Academic Advisor for Interdisciplinary Agriculture and Pre-veterinary Medicine students
- Liaison to the Office of Admissions for the College of Agriculture
- Coordinator for prospective students' college visits (for College of Agriculture and through the Office of Admissions)
- Day on Campus (orientation for new students - summer)
- Fall Visit Days and Introducing Purdue (spring)
- Purdue's for Me (admitted student - spring)
- Scholars Day in December
- National FFA Liaison
- Introduction to Purdue Academic Programs (GS 119) Coordinator

Tim Kerr, Assistant Director for Academic Excellence
Phone: (765) 494-8470
Email: kerrtp@purdue.edu
Secretary: Kelly Lough
Email: klough@purdue.edu

- Pre-veterinary Medicine program representative
- Pre-veterinary Medicine liaison to School of Veterinary Medicine
- Undergraduate Research and Poster Symposium, College of Agriculture coordinator
- College of Agriculture regional and state science fair coordinator
- Pre-veterinary Medicine and Interdisciplinary Agriculture academic advisor
- Honors, Dean's Scholars, and Undergraduate Research coordinator
College of Agriculture Scholarship Information

For the 2008-2009 academic year we were able to award 551 scholarships to students. The total amount was around $764,658.00. If you combine this total with the departments total scholarships awarded, we offered over 1 million dollars to our students.

The deadlines for 2008-2009 scholarship application are:
Current students - January 16, 2009 Incoming freshman -February 2, 2009

The scholarship application will be available October 3, 2008 at:
http://www.agriculture.purdue.edu/oap.
Follow the Scholarship and Fellowships link on the left side.

Dean's Scholars

The Dean's Scholars program is relatively new, having accepted its initial group of students in fall 2005. The program is designed to provide a cohort honors experience for entering students; those who have at least 60 hours to complete may apply to the program.

Features of the program include the opportunity to: engage in higher level thinking, enroll in honors courses, network with other high-achieving students, and embark on a research or design project under the tutelage of a professional.

Honors Programs

The original Honors Program predated the Dean's Scholars program. It enables transfer and other, more established, students to complete a research or design project and graduate as part of the Honors Program. This program does not supply the cohort experience that the Dean's Scholars program does, nor does it require students to enroll in honors courses.

College of Agriculture Career Fair

Since 1979, the College of Agriculture has hosted a Career Fair. The Career Fair provides recruiters the opportunity to educate student about their organization, advertise positions and/or interview students for full-time employment or internships. Over the years, the participation and attendance has grown. In 2007, 125 companies and 850 College of Agriculture students attended. The Career Fair is held the first Tuesday in October. This coincides with the active recruitment season for our December and May graduates. In addition, 80% of the companies that attended the 2007 Career Fair were recruiting internship positions.

The Career Fair is not just for graduating students, it is for all students in the College of Agriculture. The Career Fair is a great way to explore careers, network and become knowledgeable about Ag companies and internships.

The evening before the Career Fair, the College hosts an Employer Panel Discussion. About 10 employers from various agriculture professions provide students valuable information regarding: making yourself more marketable, resumes, interviewing, internships and career development opportunities to take advantage of.
Research

With or without funding, many undergraduates participate in research or develop innovative projects. Our expectation is that many of these students will participate in the Undergraduate Research and Poster Symposium held each spring. The March 31, 2008 event is hosted by the Colleges of Agriculture, Engineering, Science and Technology. Last year, about 100 students, or student groups, showcased a wide variety of research and design projects.

Although we hope that all student researchers participate, those required to do so are College of Agriculture Honors or Dean's Scholars students (presenting at least once) and students in receipt of the Agricultural Research Program scholarships. Those whose faculty mentors received the Office of Academic Programs $500 mini-grants also should plan to participate.

Undergraduate Research and Funding Opportunities

Every undergraduate in the College of Agriculture has the opportunity to engage in research and is encouraged to do so. Undergraduates may apply for the following funding opportunities. Neither has a minimum GPA requirement.

Request for Research Funding

Since extra costs are often incurred when a professor adds an undergraduate researcher, the Office of Academic Programs offers $500 to support professors. The student applies on behalf of the professor for one of these mini grants. The form is available at:
(from the Agriculture home page click on "Parents and Students" then "Undergraduate Research" which will bring you to this form).

Contact: OAP office (Janet Ward janetward@purdue.edu)

Agricultural Research Program Scholarships

The Agricultural Research Fund Scholarships begin in October 1997. Funding is from the late Eula Rose Martin in memory of Charles F. Martin, Paul Martin, and Russell Martin (class of 1914).

Undergraduate researchers may apply for scholarships through the ARP Office. Scholarships apply to the following academic year and provide $1000 each for fall and spring semesters (if the student is only here one semester, s/he only is eligible for $1000).

Each research mentor/professor also receives $500 from ARP.

This scholarship application will be on the web in early October at the Agricultural Research Programs website (http://www.agriculture.purdue.edu/arp) with a deadline of December 17. These scholarships are competitive, with about 16 awarded per year.

Recipients are required to enroll in research credit and submit a progress report each semester they receive funding. In addition, students participate in the spring poster exhibition to showcase their research.

Contact: Sherry Oland (oland@purdue.edu or 494.8362)
Nels and Sharon Ackerson Public Policy Internship Program

The Nels and Sharon Ackerson Public Policy Internship Program in Washington, D.C. is designed to provide a non-paid internship in governmental, non-governmental or non-profit departments/organizations in the nation's capital. Nels Ackerson, AGEC alumnus, and his wife Sharon provide two thirds of the funding to help support five students in unpaid internships.

The program consists of:

- Fall recruitment and selection of students
- Winter matching students with placements
- Spring orientation sessions on campus
- Summer 8-10 week placements
- Summer information sessions for students while in D.C.
- Fall enrollment in an independent study or internship class to process the experience

Since starting the program in summer 2005 we have secured internships with the following entities:

- The World Bank
- NASDA (National Association of State Departments of Agriculture
- Pinchot Institute for Conservation
- The Society of the Plastics Industry
- Office of Senator Evan Bayh
- National Center for Food and Agricultural Policy
- Corn Refiners Association
- Office of Senator Bill Frist
- Office of Senator Richard Lugar
- USDA APHIS (Animal & Plant Health Inspection Service)
- International Fund for Agricultural Development (United Nations) => IFAD
- American Society of Landscape Architects
- USDA, ARS Smithsonian Institution
- USDA, ERS (Economic Research Service)
- International Food and Agricultural Trade Policy Council

One of the values of the program is that past interns participate in various phases with the new cohort including interviewing prospective interns and helping with orientation sessions.

The program, now having placed four cohorts of students, can be viewed as successful since possible sites are now asking us for placements, our sphere of interest has expanded to include other Purdue interns in D.C. whom we welcome to participate in our campus and D.C. activities, and many of our interns return for second internships in the nation's capital. Many have gone on to Law School.

Contact: Lori Barber (lbarber@purdue.edu or 494.8470)
The Leadership Development Certificate Program

The Leadership Development Certificate Program was developed to provide a structured framework through which undergraduate students in the College of Agriculture, can enhance their leadership skills. It is a not-for-credit, voluntary program to grow a student's leadership abilities. It is assumed that each student will come into the program with different leadership experiences, abilities, interests, and levels of development. Some of the students have been leaders in high school and are leaders here on campus. Some of the students may not see themselves as a leader. This program is intended to be flexible and to accommodate each student's individual goals in leadership, starting with where they are and growing in the direction that fits their interests.

Who is Eligible for the Program?

The Leadership Development Certificate Program is available to all students enrolled in the College of Agriculture who meet the following requirements:

1. A minimum of 30 graded credit hours completed at a post-secondary institution towards their degree program prior to entering the Leadership Development Certificate Program.
2. At least four semesters remaining in their degree program prior to entering the Leadership Development Certificate Program.
3. Good academic standing. It is expected that the students will remain in good academic standing throughout the program.

Expectations of the Student

The various requirements for the Leadership Development Certificate Program are as follows:

1. Submit Statement of Intent Form with a Resume: This is the first step in being admitted into the Leadership Development Certificate Program.
2. Select a Coach: A list of qualified coaches can be obtained from the Leadership Development Certificate Program office, in Room 121 of the Agricultural Administration Building.
3. Complete a Leadership Skills and Attributes Self-Assessment: All participating students will complete a self-assessment.
4. Complete a Personal Development Plan: Following completion of a self-assessment, you will complete a Personal Development Plan. This will include establishing self improvement goals in at least four of the eleven leadership skills and attributes. Personal growth is expected in all eleven skills and attributes and to be reflected in the portfolio.
5. Participate in On-Campus University Recognized Group Experiences: You are expected to be an active participant in two non-classroom group or team experiences for at least one semester, contributing to the goals of that group and documenting those experiences and growth in the portfolio.
6. Participate in an Off-Campus Community Group Experience: You are expected to be an active participant and contribute to the goals of at least one off-campus, non-university recognized, community group for at least one semester. Growth in the leadership skills and attributes must be documented in the portfolio through involvement in positions of employment and civic organizations, mission programs, international experiences, or other activities.
7. Participate in Leadership Programs and Workshops: You will participate in a minimum of two College of Agriculture-sponsored leadership programs and workshops. In addition, you must participate in an additional two leadership programs, either on or off campus. The leadership experienced (reflection) from the four programs will be documented in the portfolio.
8 **Complete Six Credit Hours of Academic Course Offerings:** Documentation of growth in the leadership skills and attributes areas will be required through at least six credit hours of academic course offerings. All courses included must be justified and you must indicate how each course applies to your personal development plan and the four major self-improvement goals. NOTE: The courses do not have to have "leadership" as the main focus but you must justify to your coach the course’s relevance.

9 **Develop a Portfolio:** Working with a leadership coach, you will develop a portfolio that documents your progress on the four major self-improvement goals identified in your personal development plan as well as personal growth in all leadership skills and attributes.

**What is a Coach?**

A coach is not specifically an academic advisor who counsels students on their academic career at Purdue. A coach will be someone else and his/her role is very different. A coach in this program is a College of Agriculture faculty or administrative professional staff member who has completed the Coach’s Training Workshop. His/her role is to support, encourage, and guide students in their leadership development program. He/she will offer feedback on the student’s Personal Development Program, help them identify ways to meet their leadership goals, review their leadership experiences and assist them in completing the requirements of the program.

**If you have an interest in serving as a coach, please contact:** Tracie Egger. Assistant Director of Academic Programs 494-8470 or tegger@purdue.edu.
Purdue Agriculture 2007 May graduates had another good year in the employment market. Ninety percent of the graduates were employed or continuing their education as of October 1. Positions were being sought by ten percent of the graduates and one percent were not seeking jobs. Ninety percent of the 361 May undergraduate degree recipients provided information regarding their post-graduation activities.

Reported starting salaries for all degree fields averaged $39,631. This is an increase of $3,397 from 2006. Agricultural and Biological Engineering graduates reported the highest average beginning salaries of $47,446. Agricultural Economics averaged $39,961, Agronomy $37,333, Animal Sciences $41,100, Biochemistry $41,507, Food Science $42,247, Forestry and Natural Resources $38,000, Horticultural and Landscape Architecture $39,267, Natural Resources and Environmental Science $33,700, and Youth Development and Agricultural Education $35,750. Mean salary could not be determined for Botany/Plant Pathology because number of graduates represented was too small to be considered valid. A mean salary for Entomology could not be determined because majority of graduates were continuing their education in graduate/professional programs.

Twenty-five percent of the 2007 May graduates continued in educational programs. This is a 7% increase from 2006. Forty-six enrolled in graduate schools, 16 in colleges of veterinary medicine, and five in other professional schools. One, associate degree recipient, continued in a baccalaureate degree program.

Table 1  Post-Graduation Activities of Food, Agricultural, and Natural Resources Graduates, College of Agriculture, Purdue University

<table>
<thead>
<tr>
<th>May Graduates</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Graduates</td>
<td>346</td>
<td>344</td>
<td>305</td>
<td>334</td>
<td>361</td>
</tr>
<tr>
<td>Percent Reporting Activities</td>
<td>98%</td>
<td>98%</td>
<td>98%</td>
<td>98%</td>
<td>90%</td>
</tr>
</tbody>
</table>

Table 1  Post-Graduation Activities of Food, Agricultural, and Natural Resources Graduates, College of Agriculture, Purdue University

<table>
<thead>
<tr>
<th>Post Graduation Activities</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed</td>
<td>69%</td>
<td>73%</td>
<td>71%</td>
<td>72%</td>
<td>64%</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>20%</td>
<td>18%</td>
<td>18%</td>
<td>18%</td>
<td>25%</td>
</tr>
<tr>
<td>Not Seeking Employment</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
<td>2%</td>
<td>1%</td>
</tr>
<tr>
<td>Seeking Employment</td>
<td>12%</td>
<td>8%</td>
<td>10%</td>
<td>8%</td>
<td>10%</td>
</tr>
</tbody>
</table>
Table 2  Reported Starting Salaries of Food, Agricultural, and Natural Resources Graduates, College of Agriculture, Purdue University ¹

<table>
<thead>
<tr>
<th>Number of Reported Salaries</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural and Biological Engineering</td>
<td>133</td>
<td>144</td>
<td>135</td>
<td>130</td>
<td>148</td>
</tr>
<tr>
<td>Agricultural Economics</td>
<td>$41,533</td>
<td>$42,478</td>
<td>$41,729</td>
<td>$42,454</td>
<td>$47,446</td>
</tr>
<tr>
<td>Agronomy</td>
<td>$28,389</td>
<td>$31,444</td>
<td>$28,450</td>
<td>$32,207</td>
<td>$37,333</td>
</tr>
<tr>
<td>Animal Sciences</td>
<td>$35,333</td>
<td>$30,760</td>
<td>$33,442</td>
<td>$32,207</td>
<td>$41,100</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>N/A²</td>
<td>$45,500</td>
<td>N/A²</td>
<td>$54,500</td>
<td>$41,507</td>
</tr>
<tr>
<td>Botany/Plant Pathology</td>
<td>N/A²</td>
<td>N/A²</td>
<td>N/A²</td>
<td>N/A²</td>
<td>N/A²</td>
</tr>
<tr>
<td>Entomology</td>
<td>N/A³</td>
<td>N/A³</td>
<td>N/A³</td>
<td>N/A³</td>
<td>N/A³</td>
</tr>
<tr>
<td>Food Science</td>
<td>$35,727</td>
<td>$35,160</td>
<td>$38,966</td>
<td>$39,545</td>
<td>$42,247</td>
</tr>
<tr>
<td>Forestry and Natural Resources...</td>
<td>$29,985</td>
<td>$22,529</td>
<td>$32,200</td>
<td>$28,391</td>
<td>$38,000</td>
</tr>
<tr>
<td>Horticultural and Landscape Architecture</td>
<td>$32,967</td>
<td>$32,000</td>
<td>$32,060</td>
<td>$38,390</td>
<td>$39,267</td>
</tr>
<tr>
<td>Natural Resources and Environmental Sciences</td>
<td>$27,000</td>
<td>N/A²</td>
<td>$27,250</td>
<td>$41,300</td>
<td>$33,770</td>
</tr>
<tr>
<td>Youth Development and Agricultural Education</td>
<td>$30,900</td>
<td>$30,766</td>
<td>$32,569</td>
<td>$35,969</td>
<td>$35,750</td>
</tr>
<tr>
<td>All Programs</td>
<td>$33,985</td>
<td>$32,724</td>
<td>$35,416</td>
<td>$36,234</td>
<td>$39,631</td>
</tr>
</tbody>
</table>

¹Salary information list is based on graduates’ self reports to College of Agriculture Career Services and individual academic departments. Salary data do not include associated compensation such as medical plans, retirement contributions, bonuses, etc.

²A mean salary could not be determined because number of salaries reported was too small to be considered valid and/or they were continuing their education.

³A mean salary could not be determined because number of salaries reported was too small to be considered valid and/or they were continuing their education. Per department undergraduates can expect to earn >$35,000

Table 3  Educational Program Enrollment of Food, Agricultural, and Natural Resources Graduates, College of Agriculture, Purdue University *

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Schools</td>
<td>12%</td>
<td>10%</td>
<td>11%</td>
<td>11%</td>
<td>15%</td>
</tr>
<tr>
<td>Professional Schools</td>
<td>8%</td>
<td>6%</td>
<td>6%</td>
<td>6%</td>
<td>7%</td>
</tr>
<tr>
<td>Undergraduate Programs</td>
<td>1%</td>
<td>2%</td>
<td>1%</td>
<td>1%</td>
<td>3%</td>
</tr>
<tr>
<td>Total</td>
<td>20%</td>
<td>18%</td>
<td>18%</td>
<td>18%</td>
<td>25%</td>
</tr>
</tbody>
</table>

* Graduates include baccalaureate and associate degree recipients.

October 1, 2007
ARTICLE I. COMPOSITION AND ADMINISTRATION

A. Composition of the Agricultural Faculty. All employees with the rank of at least Assistant Professor and those having the rank of Instructor for at least two years shall be eligible to vote on all Agricultural Faculty matters. Included are those individuals appointed as an Adjunct Faculty (as defined in Executive Memorandum C-12, 25 August 1987), or a Clinical Faculty member. Research Faculty members may vote on all items, excepting curricular matters. Associate and Affiliate administrative or professional appointees are specifically excluded.

B. Chief Administrative Officer. The chief administrative officer of the Agricultural Faculty is the Dean of Agriculture.

C. Instructional Department. An Instructional Department as used in this document is defined in the University Academic Procedures Manual, Section K-1.

ARTICLE II. POWERS OF THE AGRICULTURAL FACULTY

A. The Faculty of Agriculture shall have jurisdiction, consistent with University policy, of specific internal affairs, and shall discuss and make recommendations regarding all matters affecting its responsibilities in teaching, research, and extension. Specifically the Agricultural Faculty shall:

1. Establish course content, curricula, requirements, and certification for graduation.

2. Advise the Dean in matters of educational policy and long-term planning that affect the responsibilities of the Agricultural Faculty.

3. Advise the Dean and others on matters that concern Agricultural Faculty and student welfare.

ARTICLE III. MEETINGS OF THE AGRICULTURAL FACULTY

A. The powers of the Agricultural Faculty shall be exercised at open meetings of the entire Agricultural Faculty, convened after proper written notification. The presiding officer shall be the Dean or his or her designee. The Dean shall appoint a Secretary of the Agricultural Faculty who shall keep the minutes of all meetings and a Parliamentarian who shall rule on all questions of procedure.

1. Regular meetings shall be called at least once during each of the fall and spring semesters of the University calendar, at times set by the Agenda and Policy Committee. At least one week prior to the announced date of the meeting, the Agenda and Policy Committee shall distribute an announcement and agenda for the meeting to each voting member.

2. Fifteen percent of the Agricultural Faculty shall constitute a quorum at an Agricultural Faculty meeting. No meeting shall be held in the absence of a quorum.

3. Decisions of the Agricultural Faculty shall be reached by a simple majority of the Agricultural Faculty attending any called meeting.

a. Voting will be by secret ballot if requested by any Agricultural Faculty member present.
b. A mail vote by the Agricultural Faculty shall be conducted on any issue if requested by any voting Agricultural Faculty member and approved by one-fifth of the members present. Issues in all mail ballots shall be decided by a majority of the votes cast.

4. To encourage informed and efficient discussion of Agricultural Faculty business, only items appearing on the distributed agenda may be acted upon at a meeting, unless consent is voted by three-fourths of the members present. Written reports submitted for information only, even though not requiring immediate Agricultural Faculty action, shall whenever possible be distributed in advance of the meeting, and be noted on the agenda for question and discussion only. Any Agricultural Faculty member may introduce, for discussion only, any item not on the agenda at the appropriate time during regularly scheduled Agricultural Faculty meetings.

5. The minutes of each Agricultural Faculty meeting shall be distributed to each Agricultural Faculty member within 10 days after the meeting, and to the Offices of the President, Vice-Presidents, Deans, and Directors.

6. Special meetings may be called either by the Dean or by the Agenda and Policy Committee, or upon written request to the Agenda and Policy Committee by 10 or more Agricultural Faculty. At these meetings, the same rules of agenda and procedure shall apply as at regular meetings.

7. Emergency meetings of the Agricultural Faculty may be called by the Dean or his or her designee in consultation with a representative of the Agenda and Policy Committee by verbal notification of each Department Head and Administrative Office at least two hours before such an emergency meeting is to be convened. Regular rules of procedure shall apply except that such emergency meetings may consider and take appropriate action on emergency problems only.

ARTICLE IV. COMMITTEES OF THE FACULTY OF AGRICULTURE

A. The committees of this Agricultural Faculty include the following: Area Promotions Committee, Standing Committees of the Agricultural Faculty, Ad Hoc Committees of the Agricultural Faculty, and Administrative Committees. The Dean shall distribute annually to all Agricultural Faculty members a list giving the membership of all committees of these types.

1. Area Promotions Committee. This committee shall receive and act upon the recommendations of the primary committees in Agriculture in the regular promotions procedure of the University. Membership of this committee shall include the Dean of Agriculture who shall be Chairperson and call meetings, the Director of Academic Programs, the Director of the Cooperative Extension Service, the Director of Agricultural Research Programs, the Director of International Programs in Agriculture, Department Heads, and Agricultural Faculty Representatives (as described hereafter in Article IV) of the departments that normally generate promotions. A quorum of this committee shall consist of seven-eighths of its membership with at least one-third of those present being Agricultural Faculty representatives. Absentee ballots shall not be permitted. This committee will carry out its functions in agreement with the "Policy Concerning Promotions," page N-73, Academic Procedure Manual.

a. Eligibility to serve as an Agricultural Faculty representative of this committee shall be limited to tenured Full Professors in Agriculture who do not have major administrative responsibilities.

b. The Agricultural Faculty of each department shall elect one eligible Agricultural Faculty representative to the committee according to the following procedures.

i. Candidates shall be nominated at an open meeting of the Agricultural Faculty of the department.

ii. Each nominee must express willingness to serve if elected.

iii. Elections shall be by written ballot in which all members of the Agricultural Faculty (as defined in Article I, A) in residence of a department have an opportunity to vote.
iv. To be elected, a candidate must receive a majority of ballots cast.

v. Elections shall be concluded before July 1 of the year in which the term of service on the committee begins.

c. The regular term of service for Agricultural Faculty representatives shall be three years, with approximately one-third of the apportionment elected each year according to a rotation schedule among the departments. The Agenda and Policy Committee shall be empowered to establish details of the rotation schedule and to make adjustments in this schedule if necessitated by a change in the number of departments. Each regular term of service shall begin July 1. There shall be no restrictions on consecutive terms of service.

d. An Agricultural Faculty representative who is unable to complete the term of service or who is unable to participate in the affairs of the Area Promotions Committee shall be replaced by the department represented. Procedures for filling such unexpired terms or temporary vacancies on the Committee shall be the same as for the election to a full term, except for the time of election.

2. Standing Committees of the Agricultural Faculty. Such committees shall deal with policy or action matters of continuing concern to the Agricultural Faculty. They shall be established or terminated only under the provisions of the constitution.

a. Terms of membership on all Standing Committees shall commence one month prior to the last official day of the spring semester unless otherwise specified. Before the last official day of the spring semester, the newly elected Chairperson shall provide the Secretary of the Agricultural Faculty with a list of the officers of his or her committee. Members of Standing Committees shall be elected prior to March 1 in an open meeting of each department, unless otherwise specifically stated. No Department Head shall be elected to serve.

b. Unless otherwise specifically stated, terms of membership shall be three years for elected members, with one-third of the members newly elected each year. Unless otherwise stated, no member shall be eligible for immediate re-election after completion of a full-term.

c. Excepting the Grade Appeals Committee, a Chairperson shall be elected annually in a meeting held no later than the last official day of the spring semester or May 1, whichever is earlier, by majority vote of the newly elected and continuing voting members. The organizational meeting shall be called and chaired by the retiring Chairperson.

d. Each committee has the responsibility for organizing itself, establishing a frequency for conducting business commensurate with achieving stated or perceived objectives in each area.

e. At least once each academic year, committee Chairpersons shall review with committee members those sections of the constitution and/or Academic Procedure Manual that apply to the activities of that committee.

f. Each committee may appoint such sub-committees as it deems necessary.

g. Each Standing Committee shall submit annually a written report to the Agricultural Faculty.

i. **Agenda and Policy Committee.** The functions of this committee shall be to maintain liaison between the administrative officials of Agriculture and the Agricultural Faculty, and to guide the Agricultural Faculty in the efficient exercise of its powers.

A. Schedule, announce, and prepare the agenda for Agricultural Faculty meetings in cooperation with the Dean.
B. Identify problems and counsel the Dean on policy matters of concern to the Agricultural Faculty.

C. Provide for periodic reports to the Agricultural Faculty from the Dean and the major administrative officers in the areas of teaching, research, and extension.

D. Act as a committee on committees: conduct the election of Senate representatives from Agriculture; and coordinate the activities of other standing committees of the Agricultural Faculty.

E. The membership of the Agenda and Policy Committee shall consist of a voting representative from each Instructional Department and the Chairperson of the Senate representatives from Agriculture. The Dean, or his or her designee, and the Secretary of the Agricultural Faculty shall serve as non-voting members of the committee.

ii. Curriculum and Student Relations Committee. The functions of this committee shall be to coordinate and evaluate on a continuing basis the course work, curricula, and teaching offered by the Instructional Departments of the College of Agriculture; to examine and make recommendations to the assembled Agricultural Faculty on proposed changes in course work, curricula, and degree requirements; and to ensure prompt attention to educational problems of students.

A. Membership of this committee shall be one representative from each Instructional Department. Pro-tempore members may be appointed by the Dean to give recognition to interdisciplinary and other programs. The Director of Academic Programs, or his or her designee, and the Associate Director of Academic Programs shall serve as ex officio members. The undergraduate Agricultural Council shall select to serve as a non-voting member of this committee one undergraduate student from a pool consisting of one student nominated by the Department Head from each Instructional Department. One graduate student will serve as a non-voting member. The Secretary of the Faculty shall randomly select one graduate student from a pool of graduate students consisting of one student nominated by the Department Head from each Instructional Department.

iii. Grade Appeals Committee. The function of this committee is to provide recourse to a student who believes that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned other students. Additionally, a student may challenge the reduction of a grade assigned for his/her alleged dishonesty.

A. This committee shall consist of three members of the instructional Agricultural Faculty: two students, undergraduate or graduate, corresponding to the status of the appellant; and a non-voting Chairperson. The Chairperson will be an Assistant or Associate Dean appointed by the Dean.

1. Faculty membership of this committee shall be randomly selected by the Chairperson of the Agenda and Policy Committee from a pool consisting of one Agricultural Faculty member elected annually from each Instructional Department. Three members will be selected as regular members and all others in the pool shall serve as alternate members. No member shall serve more than two consecutive terms.

2. Student membership shall consist of two undergraduate students and two graduate students. In addition there will be nine alternates from each category selected to be used as necessary. Undergraduate regular
and alternate members shall be selected annually by the undergraduate Agricultural Council from a pool of undergraduate students consisting of one student nominated by the Department Head from each Instructional Department. Before the last official day of the spring semester, the presiding officer of the Agricultural Council shall provide the Secretary of the Agricultural Faculty with a list of the regular and alternate undergraduate students selected for the Grade Appeals Committee.

Graduate student regular members shall be selected in a random fashion from a pool of students from each Instructional Department. Annually graduate students from each Instructional Department shall elect one graduate student from their Instructional Department to serve in the pool for a one-year period. Before the last official day of the spring semester, the Secretary of the Agricultural Faculty in consultation with the Chairperson of the Agenda and Policy Committee shall randomly select two graduate students from the pool and convey their names to the Chairperson of the Grade Appeals Committee. The remaining graduate students in the pool shall be considered alternate members of the committee to serve as necessary.

iv. **Grievance Hearing Committee.** The function of this committee is to provide a means of fairly considering and acting upon complaints of all academic personnel including faculty, instructors, post doctoral residents, post doctoral research assistants and associates, graduate assistants in research, and graduate instructors in research in their roles as academic employees of the University; but not in their roles as students.

A. Membership of this committee shall consist of 30 individuals selected at random from the Agricultural Faculty who are in tenure-track positions. The committee shall consist of at least one-third Professors and at least two-thirds tenured faculty members. Selection shall take place prior to March 1 by procedures designed by the Secretary of the Agricultural Faculty and approved by the Agenda and Policy Committee. No Agricultural Faculty member selected to serve shall hold the position of President, Vice-President, Dean, Associate Dean, Assistant Dean, Director, Associate Director, Assistant Director, Department Head, Associate Department Head, Assistant Department Head or act in any of the above capacities.

1. Each member shall serve a two-year term; however, to ensure continuity, 15 members shall be newly selected each year.

2. The Grievance Hearing Committee Chairperson shall be a tenured Full Professor. The Chairperson shall be elected annually in a meeting held no later than the last official day of the spring semester or May 1, whichever is earlier, by a majority vote of the newly selected and continuing members. The organizational meeting shall be called and chaired by the retiring Chairperson to elect a new Chairperson and to review the committee's charge and operating procedures. Upon the election of a Chairperson, this information will be transmitted to the Secretary of the Agricultural Faculty who shall inform the Secretary of University Faculties and the Provost.

B. The process for resolving grievances for academic personnel of the College of Agriculture shall be conducted in accordance with Executive Memorandum C-19 (revised), 31 Oct. 1997.
3. **Ad Hoc Committees of the Agricultural Faculty.** Such committees shall deal with policy or action matters not delegated to an established standing committee and unlikely to require continuing attention. Such committees shall be established by the Dean or by vote of the Agricultural Faculty. Unless otherwise provided, such committees shall function by the following rules:

   a. Size, membership, and leadership of these committees shall be determined by the Dean, in consultation with the Agenda and Policy Committee.

   b. Such committees shall make a written report and final recommendations to the Agricultural Faculty.

   c. Membership shall extend for the duration of the committee, and the committee shall be disbanded upon acceptance of its report.

4. **Administrative Committees upon Which Agricultural Faculty Members Serve.** Such committees shall deal with regular tasks of administering the established responsibilities of the subdivisions within Agriculture. Proposals for major changes in activities or policies stemming from these committees will be reported to the Agricultural Faculty. Except when otherwise provided, these committees shall be established by the Dean after consultation with appropriate major administrative assistants to determine the need, membership, terms of service, leadership, and reporting requirements.

**ARTICLE V. REPRESENTATION TO THE UNIVERSITY SENATE**

A. **Responsibilities.** The Senators from Agriculture shall be responsible for regular participation in the activities of the University Senate, for communicating to the Faculty of Agriculture and its subdivisions the direction of Senate actions and deliberations, and for transmitting viewpoints and discussions of their Agricultural Faculty to the University Senate.

B. **Election Procedure.**

   1. The Agricultural Faculty shall elect the number of Senators apportioned to Agriculture. Terms of office shall be three years, with approximately one-third of the apportionment elected each year prior to March 1.

   2. Each Instructional Department shall have at least one, but no more than two, Agricultural Faculty serving as Senators.

   3. Each department shall elect one Agricultural Faculty member (as defined in Article I, A) to serve as its Senator according to the following procedures:

      a. Candidates must be nominated at an open meeting of the department.

      b. Nominees must state their willingness to serve after reviewing Senate rules of operation and attendance.

      c. Elections shall be by secret ballot in which all members of the Agricultural Faculty in residence of a department have an opportunity to vote.

      d. To be elected, a candidate must receive a majority of ballots cast.

   4. In addition to the Senators elected as departmental representatives, Senators-at-large shall be elected and so designated by the Agricultural Faculty to fill the remaining number of Senate vacancies assigned to Agriculture.
a. Each department eligible to elect a Senator may submit only one nominee for Senator-at-large. Such nominees will be selected by the departments in a manner identical to regular Senators. Nominees will be forwarded to the Secretary of the Agricultural Faculty.

b. Election of Senators-at-large shall be by mail ballot of the entire Agricultural Faculty. Ballots shall contain names of all candidates in random order. Each Agricultural Faculty member may cast votes equal to but not to exceed the number of Senate vacancies to be filled. That number of candidates receiving the most votes shall be elected.

c. The number of votes cast for each candidate shall be filed with the Dean.

5. Immediately following each annual election, all Senators from Agriculture shall meet at the call of the Dean and elect a Chairperson. The Chairperson shall act as a spokesman for the delegation and shall serve on the Agenda and Policy Committee.

6. Senators unable to complete their terms or unable to attend Senate meetings for periods of one regular semester or more shall be replaced. Replacement for shorter periods of absence shall be at the option of the Senator in question or the department represented. In either case, the replacement of a Senator shall be for the duration of the unexpired term. Senators who are aware of the forthcoming need for their replacement should notify the Chairperson of the Agenda and Policy Committee.

a. To replace Senators elected under B.3 above, the department represented shall elect a replacement (according to the procedures of B.3) upon request by the Chairperson of the Agenda and Policy Committee.

b. Senators-at-large shall be replaced by the Agenda and Policy Committee from the most recent list of candidates filed under Article V, B.4, above. Candidates not previously elected shall be considered alternates, in the order of votes received. Should a second replacement be required, or should the first alternate be unavailable, the second alternate would be selected, etc.

ARTICLE VI. AMENDMENTS TO THE CONSTITUTION

A. Initiation of Amendments. An amendment to this constitution may be initiated by two-thirds vote of the Agenda and Policy Committee, or by written petition signed by 10 members of the Faculty of Agriculture to the Agenda and Policy Committee.

B. Ratification. Any properly initiated amendment petition shall be placed on the agenda of the next regular or special meeting of the Agricultural Faculty for discussion. At such a meeting, any proposed amendment may be further amended by a two-thirds vote of those in attendance. Thereafter, it shall be submitted to a mail ballot of the entire Agricultural Faculty, in which a favorable vote by a majority of those voting shall be necessary for ratification.

ARTICLE VII. REVIEW OF THE CONSTITUTION

A. The Constitution shall be reviewed by the Agenda and Policy Committee every five years. Any changes resulting from such review shall follow the conditions of Article VI.
University Senate Representatives

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<thead>
<tr>
<th>Name</th>
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Agricultural Faculty Committees

Area Promotions Committee

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<tr>
<td>Jay T. Akridge *</td>
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* Denotes Chairperson or Convener
### Agenda and Policy Committee

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<td>Mario Ferruzzi</td>
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<tr>
<td>Allan D. Goecker</td>
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### Curriculum and Student Relations Committee

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Grade Appeals Committee

Faculty

Thomas W. Hertel  Agricultural Economics  2
Darl R. Swartz  Animal Sciences  2
James D. Forney  Biochemistry  2
Thomas N. Jordan  Botany and Plant Pathology  2
Ralph E. Williams  Entomology  2
Youth Development and Agricultural Education  2

Jenna L. Rickus  Agricultural and Biological Engineering  1
Phillip R. Owens  Agronomy  1
Carlos M. Corvalan  Food Science  1
Eva Haviarova  Forestry and Natural Resources  1
Jules Janick  Horticulture and Landscape Architecture  1

A. Dale Whittaker *  Academic Programs

Undergraduate Students

Elizabeth M. Legan
Aaron M. Pleitner

John W. Carnahan  1st Alternate
Anne C. Secor  2nd Alternate
Nicholas E. Tharp  3rd Alternate
Aaron J. Mc Kim  4th Alternate
Le Ann N. Hall  5th Alternate
Amy C. Lockwood  6th Alternate
Molly S. Baughman  7th Alternate
Peter J. Caldwell  8th Alternate
Alice L. Robinson  9th Alternate
Ashley A. Daniels  10th Alternate

Graduate Students

Yue Wu
Danielle M. Sholly

Rakesh Joshi  1st Alternate
Claes G. Helmers  2nd Alternate
Daniel J. Emmert  3rd Alternate
M. Walter Baldauf  4th Alternate
Mark A. Thomas  5th Alternate
Kacie L. Scholl  6th Alternate
Ashley N. Hiatt  7th Alternate
Dena C. Fiacchino  8th Alternate
Abigail S. Borron  9th Alternate
## Grievance Hearing Committee

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<td>Thomas W. Hertel</td>
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Administrative Committees – Faculty Representatives

College of Agriculture Awards Committee

Bernard Y. Tao Agricultural and Biological Engineering
William A. Masters Agricultural Economics
Cliff T. Johnston Agronomy
Mark A. Russell Animal Sciences
Steven S. Broyles Biochemistry
Mary A. Webb Botany and Plant Pathology
Linda J. Mason Entomology
Arun K. Bhunia Food Science
Eva Haviarova Forestry and Natural Resources
Kim L. Wilson Horticulture and Landscape Architecture
Mark A. Tucker Youth Development and Agricultural Education

Undergraduate Students

Craig E. Barcus Agricultural and Biological Engineering
Ryan J. Crane Agricultural Economics
Katherine M. Burger Agronomy
Nicholas E. Tharp Animal Sciences
Christina A. Velasquez Biochemistry
Pete D. Akers Botany and Plant Pathology
Michael J. Skvarla Entomology
Allison M. Clemons Food Science
Adam K. Janke Forestry and Natural Resources
Amy M. Oliver Horticulture and Landscape Architecture
Hannah K. Bergeman Natural Resources and Environmental Science
Jill L. Steiner Youth Development and Agricultural Education

Diversity Action Team in Agriculture

Klein Ileleji Agricultural and Biological Engineering
Lawrence P. DeBoer Agricultural Economics
Brad C. Joern Agronomy
Christopher A. Bidwell Animal Sciences
Weiguo A. Tao Biochemistry
Kevin D. Gibson Botany and Plant Pathology
Christie E. Williams Entomology
Maria Fernanda San Martin-Gonzalez Food Science
Phillip E. Pope Forestry and Natural Resources
Jennifer L. Dennis Horticulture and Landscape Architecture
Brian A. Talbert Youth Development and Agricultural Education
Felica T. Ahasteen-Bryant Multicultural Programs
Pamala J. Morris Multicultural Programs

Academic Programs
Graduate Council in Agriculture

Indrajeet Chaubey          Agricultural and Biological Engineering
Gerald E. Shively          Agricultural Economics
Jeffrey J. Volenec         Agronomy
Paul Collodi               Animal Sciences
Harry Charbonneau          Biochemistry
Michael J. Zanis           Botany and Plant Pathology
Jeffrey J. Stuart          Entomology
Rengaswami Chandrasekaran  Food Science
Olin E. Rhodes, Jr.        Forestry and Natural Resources
Stephen C. Weller          Horticulture and Landscape Architecture
Colleen M. Brady           Youth Development and Agricultural Education
A. Dale Whittaker          Academic Programs

Honors Committee

Jenna L. Rickus            Agricultural and Biological Engineering
                          Agricultural Economics
George E. VanScoyoc       Agronomy
Shawn S. Donkin           Animal Sciences
Joseph P. Ogas            Biochemistry
Carole A. Lembi           Botany and Plant Pathology
Jeffrey D. Holland        Entomology
Maribeth A. Cousin        Food Science
Richard Meilan            Forestry and Natural Resources
Kim L. Wilson             Horticulture and Landscape Architecture
Arthur P. Schwab          Natural Resources and Environmental Science
Mary Pilat                 Youth Development and Agricultural Education
                          Academic Programs

Leadership Development Certificate Program Committee

D. Marshall Porterfield   Agricultural and Biological Engineering
Janet S. Ayres            Agricultural Economics
Lee E. Schweitzer         Agronomy
Mark A. Russell           Animal Sciences
Janna L. Beckerman        Botany and Plant Pathology
Matthew D. Ginzel         Entomology
Bruce A. Watkins          Food Science
Rueben R. Goforth         Forestry and Natural Resources
Bernard L. Dahl           Horticulture and Landscape Architecture
Jerry L. Peters           Youth Development and Agricultural Education
Tracie M. Egger           Academic Programs

Undergraduate Readmissions Committee

Zhixiang Chen             Botany and Plant Pathology
Bruce M. Applegate        Food Science
Arthur P. Schwab          Agronomy
Ann L. Kirchmaier         Biochemistry
Allan D. Goecker *         Academic Programs
Library Committee

David M. Umulis Agricultural and Biological Engineering
Brigitte S. Waldorf Agricultural Economics
Darrell G. Schulze Agronomy
Shihuan Kuang Animal Sciences
Henry Weiner Biochemistry
Steven G. Hallett Botany and Plant Pathology
Brandon J. Schemerhorn Entomology
Kee-Hong Kim Food Science
John B. Dunning Forestry and Natural Resources
Paul C. Siciliano Horticulture and Landscape Architecture
Clinton P. Rusk Youth Development and Agricultural Education

Outcome Based Program Improvement Committee

Joseph M.K. Irudayaraj Agricultural and Biological Engineering
Brigitte S. Waldorf Agricultural Economics
Lee E. Schweitzer Agronomy
Mark A. Diekman Animal Sciences
Frederick S. Gimble Biochemistry
Steven G. Hallett Botany and Plant Pathology
Jonathan J. Neal Entomology
Mark T. Morgan Food Science
Walter L. Mills Forestry and Natural Resources
Kathryn S. Orvis Horticulture and Landscape Architecture
Brian A. Talbert Youth Development and Agricultural Education
A. Dale Whittaker Academic Programs

Undergraduate Recruitment and Retention Committee

Chang Lu Agricultural and Biological Engineering
W. Scott Downey Agricultural Economics
Lee E. Schweitzer Agronomy
John A. Patterson Animal Sciences
Joseph P. Ogas Biochemistry
Steven G. Hallett Botany and Plant Pathology
Jonathan J. Neal Entomology
Tameshia Ballard Food Science
Walter L. Mills Forestry and Natural Resources
Michael N. Dana Horticulture and Landscape Architecture
Kathryn S. Orvis Youth Development and Agricultural Education
Tracie M. Egger Academic Programs
Office of Multicultural Programs in Agriculture

MISSION

The mission of the Office of Multicultural Programs is to assist the College of Agriculture in reaching strategic goals to “Become more Inclusive and Diverse,” by facilitating processes, programs, and policies that promote social justice and enhance cultural competence for students, faculty, staff, administrators and alumni

VISION

Our vision is to position our College of Agriculture as a center of excellence that is nationally recognized as a higher education model for its practices, policies, and attitudes in the area of domestic diversity

Engaging People Across Cultures

- Faculty
- Staff
- Students
- People of Color
- Women
Office of Multicultural Programs Contact Information
http://www.agriculture.purdue.edu/oap/multiculturalprograms.asp

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Myron McClure, M.S.
Assist with Tutoring program/National MANRRS officer
Doctoral Student in Agricultural & Biological Engineering
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Philosophical Statement:

We live in a global society that is becoming increasingly intertwined and interdependent. Demographic, cultural, technological, and economic changes are compelling us to live and work with a wide variety of people. In order to survive and thrive in this modern community means to understand that each of us as individuals is mutually connected to the other. Therefore, it is in our best interest to embrace diversity, develop cultural competencies, increase leadership capacities, and create inclusive spaces as a means of fully utilizing resource potential.

In the Office of Multicultural Programs diversity is comprehensively defined using two components: Diversity as characteristics that people possess and diversity as processes that help to build an inclusive community.

**Diversity refers** to the variety of backgrounds, lived experiences, and characteristics found among humankind; thus it embraces all aspects of human similarities and differences.

**Diversity as process** involves establishing relationships, policies, and procedures that support individuals and foster productive inclusive communities. This aspect of diversity will assist us in creating a culture that attains operational excellence while providing opportunities for individuals to reach their full potential.
Provisions for Students

Advising
Mentoring
Study Tables (tutors) Sundays 5 – 7 pm.
Service Learning
Campus Involvement
Community Service
Leadership Training
Professional Experience

Student Organizations

MANRRS
Jr. MANRRS
USDA Multicultural Scholars
21st Century Scholars
Science Bound
Pre/Professional Women in Ag
MARC/AIM/ROP

Collaborations

All 11 academic departments in the College of Agriculture
Colleges of Engineering, Science and Technology (Faculty/Student initiatives)
Corporations: ADM, Monsanto, Dow Agro
The Office of Academic Programs to recruit underrepresented students

Academic Boot Camp – A 5 week crash course as an introduction to college life and to challenging freshman courses. (Accepted and enrolled freshman)
Diversity Action Team for Agriculture (DATA)
Intercultural Action Team for Extension (IACE): Serves as a clearinghouse for extension diversity efforts across the state
Women Faculty in Agriculture Group: meets once a month/invited speakers

Initiatives

Multicultural Understanding Requirement (3 credit hours)
Three ways to fulfill requirement:
AGR 201 “Communicating Across Cultures”
Select from a list of courses from across campus
Independent Study – 4 week minimum “Cultural” experience

Faculty/Staff Development

Multicultural and Gender forums
2 ½ day workshop, Camp Tecumseh
Faculty/staff encouraged to attend

Diversity “At Work” Workshops
90 minutes
Support staff encouraged to attend

Diversity Faculty Fellows Program
Receives $2000 grant to enhance courses by adding a diversity component
In accordance with Purdue policies, all persons have equal access to Purdue University’s educational programs, services and activities, without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a disabled or Vietnam-era veteran.

If you have any questions or concerns regarding these policies, please contact the Office of the Vice President for Human Relations at vphr@purdue.edu or 765-494-5830.
Vision Statement
The vision of the Office of Multicultural Programs (OMP) is to position the College of Agriculture at Purdue University as a center of excellence that is nationally recognized as a higher education model for its practices, policies, and attitudes in the area of domestic diversity.

Mission Statement
The mission of the Office of Multicultural Programs is to assist the College of Agriculture at Purdue University in reaching strategic goals to become more inclusive and diverse by facilitating processes, programs, and policies that promote social justice and enhance cultural competence for students, faculty, staff, administrators, and alumni.

OMP Programs and Services for Faculty and Staff

Diversity Action Team in Agriculture (DATA)
This committee was created to collaborate with OMP and to help implement the College of Agriculture Strategic Plan. Faculty team members serve as liaisons to their academic departments and help formulate and implement departmental strategic plans related to diversity.

Diversity “At Work”
Diversity “At Work” is a program for administrative, professional, and support staff designed to increase awareness of changing cultural diversity. This diversity education and training initiative is offered through Purdue’s Diversity Resource Office.

Diversity Forums
The College of Agriculture sponsors forums for Purdue faculty, staff, and alumni on multicultural and gender issues. The workshops, conducted by professional consultants, are designed to help promote better understanding and to reduce barriers among all people at Purdue University. We offer this in collaboration with the Office of the Provost and the College of Science.

Intercultural Action Committee on Extension (IACE)
This committee represents the multicultural and international interests of Purdue Extension field and campus staff, key representatives, partnering organizations, and other liaisons. IACE serves as a central communication point for planning and implementing activities. It provides training opportunities, workshops, and seminars throughout the state.

Community of Practice: Diversity Across Higher Education
This national, virtual Community of Practice was developed through eXtension and is committed to developing educational institutions and agencies that are inclusive in make-up and practice. The community shares innovative ideas, valuable resources, and practical solutions while building synergistic collaborations. Dr. Pamala Morris serves as the Project Director. Visit: http://www.extension.org/.

Women Faculty in Agriculture
In collaboration with this support group for women faculty in the College of Agriculture, OMP provides programs and events targeted to women faculty.

Advise students to take advantage of our:
• Advising
• Mentoring
• Tutoring

Our staff works with:
• All 11 departments in the College of Agriculture on diversity programs
• Purdue Tecumseh Project to recruit Native American graduate students
• Extension programs across Indiana
• Diversity specialists throughout the United States
• Middle and high school students
• Prospective graduate students
• Corporate representatives
• Other colleges and universities
Engaging People Across Cultures

Multicultural Programs in Agriculture
for Undergraduate and Graduate Students

Visit our Web site for more details:
http://www.agriculture.purdue.edu/multicultural/

Call and Let’s Visit

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Phone: (765) 494-8471

Kym Kelley, Administrative Assistant
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In accordance with Purdue policies, all persons have equal access to Purdue University’s educational programs, services and activities, without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a disabled or Vietnam-era veteran. If you have any questions or concerns regarding these policies, please contact the Office of the Vice President for Human Relations at vphr@purdue.edu or 765-494-5830.

Purdue students attending the national MANRRS conference, April 2007

“The Office of Multicultural Programs has opened up doors in the College of Agriculture that were not there before. The idea of an office, and not just a person, to encourage and promote issues dealing with my particular race (African-Americans) has increased my involvement across Purdue and in this College’s schedule of events.”

– Myron D. McClure
Doctoral Student in Agriculture Health and Safety
Region V National Graduate VP, MANRRS

Agricultural Administration Building (AGAD)
615 W. State Street
West Lafayette, IN 47907-2053
Fax: (765) 494-7420

Engaging People Across Cultures
OMP Programs and Services for Current Students

Multicultural Course Offerings
Two courses fulfill the multicultural awareness electives in the College of Agriculture.

- AGR 201 "Communicating Across Cultures" provides an opportunity for students to understand where they fit in a multicultural, multiethnic, and multinational country.
- AGR 496 "Multicultural Professional Experience" provides students with an independent experiential study as they participate in a cultural immersion project.

MANRRS
Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) is a national student organization targeted to reach underrepresented populations in agriculture and related science fields. OMP provides leadership to the Purdue MANRRS chapter, which serves as a valuable retention program for currently enrolled Purdue students.

SROP
The Summer Research Opportunity Project (SROP) targets undergraduate students who completed their sophomore year and are interested in pursuing an advance degree (master’s or Ph.D.). Students are involved in intensive research experiences with faculty members during the summer.

USDA Multicultural Scholars Program
This scholarship program, established through funding from the U.S. Department of Agriculture (USDA), recruits and retains underrepresented incoming freshman from the United States. OMP provides advising, mentoring, and tutoring programs to assist the scholars with their academic and personal lives.

OMP Programs and Services for Future Students

Ag Discovery Camp
This three-week summer residential enrichment program is designed for middle and high school students from underrepresented populations. OMP’s camp introduces students to Agricultural careers and provides them with a “taste” of college life.

FEELS Project
This National Science Foundation-funded STEM (science, technology, engineering, and math) grant is aimed at recruiting and retaining high-ability students in the food, environmental, engineering, and life science (FEELS) disciplines. OMP will assist and work closely with the FEELS Program Coordinator to recruit and retain students.

Science Bound
The Science Bound initiative mentors Indianapolis Public Schools (IPS) middle and high school students by providing summer enrichment experiences and offering four-year tuition scholarships to those who complete the program and enroll at Purdue University. OMP partners with Science Bound by engaging students in agricultural summer enrichment programs.

STEM Academic Boot Camp (ABC)
This five-week program is designed for admitted, first-year, multi-ethnic students who have been accepted and are planning to attend Purdue. Students admitted into STEM fields of study, including agriculture, are exposed to the coursework, lifestyles, and pace of college life here at Purdue University. A variety of courses specifically designed for the ABC program gives students a better understanding of their strengths, and where and how to get help in their weaker areas.

Take advantage of our:
- Advising
- Mentoring
- Tutoring

OMP staff works with:
- All 11 departments in the College of Agriculture on diversity programs
- Tecumseh Project, a university-wide initiative to recruit Native American graduate students
- Extension programs across Indiana
- Diversity specialists throughout the United States
- Middle and high school students
- Prospective graduate students
- Corporate representatives
- Other colleges and universities
Integrity in research is an essential part of Purdue University's intellectual and social structure, and adherence to its spirit and principles must be maintained. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry.

Serious violations of integrity in research are rare. However, those that do occur strike at the very heart of scholarship and the concept of the University. Advances in scientific knowledge depend on reliable data and honestly reported conclusions. Advances in humanistic studies depend upon gathering and interpreting legitimate information in a manner which other scholars, in good faith, can judge and evaluate. Artists present portfolios and performances which reflect unique artistic statements and points of view. For the purposes of this document, the term research will be understood to include all of these and all other scholarly activities conducted at the University (including its regional campuses) or elsewhere if conducted under University auspices. In any academic institution, scholars, researchers, and artists have a special obligation to exemplify the best qualities and highest standards of personal and professional conduct.

The integrity of the research process must depend largely on self-regulation; it is the responsibility of all who engage in the search for knowledge. Advances are gleaned from rigorous application of scientific and scholarly methods in compliance with critical codes rooted in intellectual honesty.

Teaching, Research, and Outreach
Policy on Integrity in Research (C-22)

PURDUE UNIVERSITY
OFFICE OF THE PRESIDENT
EXECUTIVE MEMORANDUM No. C-22
September 6, 1991
Purdue’s Statement of Integrity
http://www.purdue.edu/Purdue/Integrity/index.htm/

Purdue’s Responsible Conduct of Research
http://www.gradschool.edu/rcr/

Purdue’s Policies and Procedures of Integrity in Research

*This brochure is adapted from The RCR Booklet, Graduate School, Purdue University
http://www.

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Graduate Student Responsibilities

PURDUE UNIVERSITY
Guiding Standards for the Pursuit of Graduate Study and Research at Purdue University

Planning a Course of Study

- Pursuit of a graduate education requires successful completion of a program of coursework and research as defined by the chosen program.
- Plans of study should combine sufficient breadth and depth to provide a foundation for lifelong learning in the discipline of interest.
- Through dialogue with the major professor and advisory committee, graduate students should develop a clear understanding of expectations regarding commitment and effort to be devoted to their graduate program.

Conducting Research

- The goal of research and scholarship is the discovery of knowledge.
- Integrity in research is an essential part of Purdue University’s intellectual and social structure, and adherence to its spirit and principles is required.
- These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry.
- The thesis or dissertation is the primary document that summarizes the independent contributions of a graduate student at the completion of the graduate program of study and is to be written by the student, and no one else.
- Thesis Masters and/or Doctoral degrees are not granted based on time and effort expended, but on the achievement of a significant research contribution as evaluated by the faculty.
- Students should become familiar with University and departmental policies regarding the conduct of research, and rights in data and intellectual property developed in the course of thesis research, early in their graduate tenure.
- Critical is also, an understanding of the advisor’s policies and procedures governing authorship and publication of research results.
- The ultimate objective of the graduate research experience is for the student to progress to the point of becoming an independent and self-reliant researcher, scholar and/or artist.

Student Responsibilities

- Graduate students have a significant personal responsibility for:
  (i) determining the direction of their graduate studies
  (ii) making frequent critical assessments of their own progress and achievement.
  (iii) having a clear understanding of the requirements to complete their degree objectives and develop a plan to satisfy these requirements within the shortest reasonable timeline.
- Graduate students must not advocate, condone nor tolerate discrimination against any individual on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam veteran.
- Graduate students who receive financial support for their graduate program should understand the responsibilities associated with the support they receive and to carry out these responsibilities in a timely, conscientious and professional manner.
- Graduate students with assignments as teachers have special responsibilities to be prepared for their class/laboratory sessions, and to maintain professional and mentoring relationships with their students.
- Graduate student scholars must always:
  (i) strive to recognize and acknowledge the scholarly contributions of others
  (ii) record and report the results and conclusions of their research, scholarly, or artistic endeavors completely and accurately
  (iii) preserve the integrity of the research record.
- Scholars, researchers, and artists have a special obligation to exemplify the best qualities and highest standards of personal and professional conduct.
Purdue’s Statement of Integrity
http://www.purdue.edu/Purdue/Integrity/index.htm/

Purdue’s Responsible Conduct of Research
http://www.gradschool.purdue.edu/rcr/

Purdue’s Policies and Procedures of Integrity in Research

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*This brochure is adapted from The RCR Booklet, Graduate School, Purdue University
Guiding Standards for Expectations of Those Advising and Mentoring Graduate Students and Post Doctoral Scholars at Purdue University

Advising Post Doctoral Scholars and Graduate Students

• A graduate faculty member is expected to advise a post doctoral scholar/graduate student carefully and thoughtfully.
• The faculty advisor acts as the mentor and helps shape the trainee’s understanding of research.
• Before entering a post doc or student-advisor relationship, the advisor and postdoc/graduate student should consider their mutual interests; the compatibility of their expectations, work habits, personalities; the career and research goals.
• Graduate faculty should establish and communicate clear expectations regarding graduate student commitment and effort to be devoted to the student’s graduate program or post doctoral research.
• Graduate faculty members are responsible for all phases of graduate education and will be accessible to students who are under their guidance.
• Graduate faculty will foster the development of excellence in every graduate student and post doctoral scholar.
• Graduate faculty will be objective in the evaluation of research and academic performance and will communicate that evaluation fully and honestly to their trainees.
• Graduate faculty will report accurately on the competence of students to other professionals who require such evaluations.

Guiding Research

• The goal of research and scholarship is the discovery of knowledge.
• Early in a postdoc/graduate student’s tenure, the advisor should make the trainee aware of University and departmental policies regarding the conduct of research and rights to data and intellectual property developed in the course of their research.
• Also critical is ensuring that the postdoc/student understands his or her advisor’s policies and procedures governing authorship and publication of research results.
• For a student pursuing a research based graduate degree, it is the advisor’s responsibility to guide the student through the student’s first research experience and to constructively critique the research accomplishments.
• In relations with all graduate students, graduate faculty will be candid, fair, and committed to the student’s welfare and progress.
• Integrity in research is an essential part of Purdue University’s intellectual and social structure, and adherence to its spirit and principles is required. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry.

Teaching and Modeling Responsible Behavior

• Graduate faculty will advise trainee concerning, ethics of the profession, encourage the practice of scholarship and publication, and guide the students’ ethical and responsible conduct in research.
• When engaged in teaching, research, or supervision, graduate faculty will recognize the power and influence they hold and avoid engaging in conduct that exploits or demeans students/post docs or that could be construed as an abuse of that power.
• The graduate advisor has the responsibility to discuss career opportunities with the student/postdoc and particularly after the student has completed his or her immediate degree objective.
• Graduate faculty must not condone nor tolerate discrimination against any individual on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or a Vietnam veteran.
• Graduate faculty will strive to enhance the educational value of student assignments/experiences as teaching and research assistants.
• Graduate faculty will not permit personal or intellectual differences with colleagues to impede student access to those colleagues or interfere with students’ research or progress toward a degree objective.
• Graduate faculty have a responsibility: (i) to serve as exemplars in recognizing and acknowledging the scholarly contributions of others (ii) in providing complete and accurate records and reports of the results and conclusions of their research, scholarly, or artistic endeavors (iii) in preserving the integrity of the research record.
• Graduate faculty has special obligations to exemplify the best qualities and highest standards of personal and professional conduct.
When should data gathering, management, and retention be planned?

Before beginning research, every graduate student/post doc should have a formal discussion with his or her advisor or advisory committee to ensure that together they have planned how data will be recorded to ensure completeness and accuracy, and to ensure that data are preserved for future reference.

Purdue’s Responsible Conduct of Research
http://www.gradschool.edu/rcr/

Purdue’s Policies and Procedures of Integrity in Research

*This brochure is adapted from The RCR Booklet, Graduate School, Purdue University http://www.gradschool.purdue.edu/RCR/ResponsibleConductResearchBooklet_July207.pdf

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Guide to Data Management and Retention

Purdue’s Statement of Integrity
http://www.purdue.edu/Purdue/Integrity/index.htm/
Guide to Data Management and Retention for Graduate Students and Post Doctoral Scholars at Purdue University

- As graduate students/postdocs begin to engage in original scholarship and research, they will gather their own data, conduct their own critical analyses, and draw their own conclusions.
- Critical to original scholarship and research in any discipline is the quality of data … data are the currency of analysis, the basis for conclusions.
- Safeguarding this currency is an investment in a student’s future and the future of the discipline.

What are data?
Francis Macrina¹ describes data as “any form of factual information used for reasoning.”
- Data may be a number resulting from a measurement, a picture documenting an event, an inventory of participants in a meeting, the nucleotide sequence encoding a plant protein, or a digital mass spectrum derived from analysis of a small molecule.
- Dr. Macrina points out that some data are “intangible,” like a digital series of numbers recorded from an instrument, or responses to a survey or notes from field observations.
- Other data are “tangible,” like a fixed and stained histological section of tissue dissected from an earthworm. Each of these forms of data has its own unique challenges to ensure accurate recording and preservation.

Why are the management and retention of data important?

How long must original data be maintained and accessible?

- The best answer is as long as possible.
- Practical standards for data retention and archiving of data vary among disciplines and with the form of the data.
- If the data were obtained with sponsorship (funding) from a grant or contract from a U.S. federal agency, regardless of discipline or form of data, it is a requirement that all grant or contract records, including original data, must be retained, preserved and available for review for at least three years after the final financial transaction involving the grant or contract.
- It is generally the responsibility of the Principal Investigator/faculty mentor to ensure that original data are retained, preserved and accessible.

A Guide to Ownership of Intellectual Property for Graduate Students/Post Doctoral Scholars At Purdue University

- Graduate students/post docs will encounter and utilize intellectual property created by scholars and teachers from whom they learn, and they will create intellectual property as a result of their individual and collaborative efforts.
- Ownership of intellectual property created by Purdue employees and students, or through use of Purdue University resources, is determined through the application of Purdue’s policy on intellectual property (revised policy - viii.4.1)
- Graduate students/post docs should be familiar with the principles outlined in Purdue’s policy so that they understand their rights and their obligations regarding the intellectual property they create.

What is “intellectual property?”

- According to Purdue’s policy, intellectual property is broadly defined to include inventions, copyrightable works, and trademarks, and also tangible research property.
- Inventions are novel, useful and non-obvious processes, methods, discoveries, devices, plans, compositions of matter, or other creations that reasonably appear to qualify for protection under the United States patent law.
- Copyrightable works are original works of authorship, which have been fixed in any tangible medium of expression, and include, but are not limited to, literary, musical, dramatic, choreographic, pictorial, graphic and sculptural works, motion pictures and other audiovisual works, sound recordings, architectural works, and computer programs.
- Trademarks are any words, names, symbols, or devices, or any combination thereof, adopted and used to identify goods or services and to distinguish them from those manufactured or sold by others.
- Tangible Research Property refers to perceptible items produced in the course of research including such items as biological materials, engineering drawings, integrated circuit chips, computer databases, prototype devices, circuit diagrams, and equipment.

Who owns patent rights in inventions created by graduate students?

- Under Purdue policy, the University shall own all domestic and foreign rights in and to any and all inventions made or developed by all faculty, staff, students, and visiting scholars in the course of employment by the University, or through the use of University resources.
- University resources mean any support administered by or through Purdue University, including but not limited to University funds, facilities, equipment or personnel, and funds, facilities, equipment or personnel provided by governmental, commercial, industrial, or other public or private organizations which are administered or controlled by the University.

Who owns copyright to original works of authorship created by graduate students/post docs?

It is the policy of Purdue University that all rights in copyrightable works shall remain with the creator unless:

1. The copyrightable work is created pursuant to the terms of a University agreement with an external party. The copyrightable work is created as a specific, written requirement of employment or as an assigned University duty that is specified in writing or when the copyrightable work is prepared at the University’s expense (“work-for-hire”).
2. The copyrightable work is specifically commissioned by the University.
3. In the judgment of the University Committee on Patents and Copyrights, the creator of the copyrightable work made more than incidental use of University resources.
4. The copyrightable work is also patentable and/or is associated with a University trademark.

Who owns copyright to original works of authorship created by a graduate student while satisfying degree requirements?

The general principles of copyright ownership described above apply. However, in accord with academic tradition, and unless accepted by the conditions above, the University does not claim ownership to traditional works of scholarship, regardless of their form of expression. Specifically, the University does not claim ownership to works of students created in the course of their education, such as dissertations, papers and articles, when in the judgment of the Committee on Patents and Copyrights, the creator of the traditional work of scholarship did not make more than incidental use of University resources.

What should a graduate student/post doc do if they create intellectual property that may be owned by Purdue University?

If a graduate student/post doc believes that they have participated in creating intellectual property that may be owned by Purdue University, they should first bring the intellectual property to the attention of their major professor or supervisor, or the head of their department. Then, the student/postdoc, in consultation with their advisor, supervisor, or head, should disclose the new intellectual...
property to the Purdue Research Foundation’s Office of Technology Commercialization (OTC). OTC has been assigned responsibility for evaluation, protection, and management of intellectual property owned by Purdue University.

**If intellectual property created by a graduate student/post doc is licensed by the University, who shares in the revenue generated by the license?**

Under University policy, net proceeds derived from licensing University intellectual property will be distributed one-third to the inventors/creators and two-thirds to the University. One half of the University share will be returned to the inventors'/creators’ departments. However, if the licensed intellectual property was created as a “work-for-hire” or a commissioned work, the inventors'/creators’ share will be distributed to the inventors'/creators’ department, rather than to the inventors/creators personally.

**How can I obtain additional information?**

Additional detailed information about the University’s policy can be obtained directly by reading Executive Memorandum B-10. To obtain assistance with the interpretation of the University policy, contact the Purdue Research Foundation’s Office of Technology Commercialization.

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**Purdue’s Policies and Procedures of Integrity in Research**

**Purdue’s Policy on Intellectual Property (revision)**

*This brochure is adapted from The RCR Booklet, Graduate School, Purdue University*  
http://www.

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A Guide to Authorship and Scholarly Publication for Graduate Students and Post Doctoral Scholars

- New scholars and researchers recognize that accompanying the anticipation of the search and the excitement of discovery is the obligation to share methods and conclusions with the community of scholars and researchers.
- Scholarly publication is the process whereby the fruits of the researcher’s labor becomes part of the “research record,” the cumulative compilation of the hypotheses, methods, data, analyses, conclusions, and speculations of those who practice the disciplines...
- It is important for all graduate students to become familiar with the conventions and standards of scholarly publication.
- Many of the ideas and information in the sections that follow were abstracted or paraphrased from a text by Macrina (2000).¹

Why is it important to publish the results of research and scholarship?

Practical reasons why one might choose to create and submit a formal scholarly essay or article or monograph for publication are:

(i) for peer review, new methods, data and conclusions become part of the research record only after peers have reviewed them and agreed that they advance the field.
(ii) for dissemination of detailed formal descriptions of research or scholarship, results and conclusions which provide the opportunity for others to duplicate their approach
(iii) to test conclusions by applying alternate methods to gather complementary data
- Through publication, researchers record and acknowledge the contributions of all participants in a scholarly project.
- Publication also provides an opportunity to place contributions in the context of previous work, acknowledging and anchoring the work in the foundation on which it was built.
- Publications provide an opportunity to speculate on implications or applications of conclusions for future application.
- Publications are an important metric of professional accomplishment and accountability.
- Publications justify to employers and sponsors how their resources have been utilized, and why their continued investment is warranted.
- Publications are often used to justify merit increases in salary or promotions in rank and responsibility, and to document the appropriateness of awards and other recognitions.

How do I know when to publish?

- Timing and format of scholarly publication vary between and among scholarly disciplines.
- In some disciplines, the custom is to publish several individual technical articles in scholarly/scientific journals, while in others, it is customary to combine and synthesize the various components of the project as chapters in a monograph.
- It is best for the new researcher to ask their major professor to share the customs of their discipline. However, a few general principles apply broadly across disciplines:
  (i) time to write a formal publication is when the author has a significant story to tell.
  (ii) the evolution of a story may take several years of varied approaches and complex analysis.
  (iii) practice of publishing in “least publishable units” has given rise to the expression “salami science,” which describes the practice of presenting the story as a series of very thin slices … and “salami science” is generally considered to be an undesirable form of publication.
  (iv) Also considered undesirable is the practice of publishing less than complete descriptions of methods or analytical approaches, which fail to provide sufficient detail to allow the work to be reproduced.


How is the authorship of a scholarly publication determined?

A commonly accepted standard states that all authors of a scholarly publication should satisfy three conditions:

(1) first, each author should have made a significant contribution to the work described. (A significant contribution entails a substantial role in the conceptualization, design, execution, or interpretation of data, and a clear understanding of the goals and outcomes of the work.)
(ii) Second, each author must be prepared to take responsibility for all aspects of the work described in the publication. However, they should be sufficiently familiar with the total project that they are comfortable with the description, methods, and conclusions and that they are willing to accept responsibility for the content of the publication.
(iii) Finally, each author should have read and approved the final draft of the manuscript and explicitly consented to the submission of the manuscript to a publisher. Individuals who have contributed to the project, but whose contributions do not rise to the level justifying authorship, should be recognized in an Acknowledgements section of the manuscript.

How is the order of authors for a publication decided?

Conventions for determining the order of authors for a research or scholarly publication vary among disciplines. For example, in the life sciences, the first author listed is the person who generated data, interpreted results, and wrote the first draft of the manuscript. In this convention, the last author listed is usually the principal investigator, lab director, or major professor responsible for oversight of the project. In physics, it is common for authors to be listed alphabetically in research publications.

It is very important for graduate students/post docs to discuss authorship and the order of authors with their advisor before they begin to write a joint publication. It is also highly
desirable to discuss expectations regarding publications when collaboration between researchers or laboratories is being planned.

What is plagiarism and how can I avoid it?

The core concept of plagiarism is relatively simple but the application of the concept to specific situations can be more complicated, controversial, and discipline-specific. The Council of Writing Program Administrators (CWPA) states that plagiarism “occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common knowledge) material without acknowledging its source.”

Thus, whenever a person chooses to repeat the exact words written by another author, that person must mark them with quotation marks (“”) and provide a citation to the original source (as above for the CWPA definition of plagiarism). Where problems generally arise is when someone attempts to paraphrase the words or ideas of other authors. Here it is critical that the writer uses his/her own words in expressing the original author’s writing and clearly informs the reader of the original source of information. Two excellent sources of additional guidance, from which many of the ideas above were abstracted, are websites maintained by Purdue’s Online Writing Laboratory and Indiana University’s Writing Tutorial Services.

How can I get additional information regarding scholarly publication?

Due to the variation in customs among disciplines, the best source of additional information on the standards for scholarly publication is the student’s major professor, and this is a topic that every graduate student should discuss with his or her advisor early in the course of graduate study. The book and websites referenced in this brief article also contain useful guidance on these topics.

Additional resources:
1. Gordon Harvey, Writing with Sources: A Guide for Students (Hackett Publishing Co.)
2. Michael Harvey, The Nuts and Bolts of College Writing (Hackett Publishing Co.)

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Purdue University
Other University Policies Related to Research
http://www.purdue.edu/policies/
http://www.purdue.edu/Research/vpr/compliance/index.html

Animal Care
Purdue University, Office of the President, Executive Memorandum No. B-1
http://www.purdue.edu/policies/pages/teach_res_outreach/b_1.html
http://www.purdue.edu/research/vpr/compliance/animals/index.shtml

Procedures with animals will avoid or minimize discomfort, distress and pain to the animals, consistent with sound research design. The living conditions of animals will be appropriate for their species and contribute to their health and comfort. The assurance of proper housing, feeding and nonmedical care of the University laboratory animals will be the responsibility of the University Laboratory Animal Veterinarian or delegated representative trained and experienced in the proper care, handling and use of the species being maintained or studied.

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http://www.purdue.edu/policies/pages/teach_res_outreach/b_53.html

Purdue University holds that the creation, discovery and dissemination of knowledge are central to the achievement of the University’s mission. The University community shares both an interest in the protection of intellectual property as a creator of such property and in the fair use of copyrighted works in the daily pursuit of research, teaching, learning and public service. Federal copyright law, as contained in Title 17 of the U.S. Code, protects original works of authorship and governs reproduction of these works. It is the policy of Purdue University to promote understanding of copyrights and compliance with all applicable provisions of copyright law, including exercise of the exemptions accorded to users of copyrighted works. All Purdue University faculty and staff are expected to act as responsible users of the copyrighted works of others, which includes making informed, good faith decisions that comply with copyright law.

Environmental Health and Safety
Purdue University, Office of the President, Executive Memorandum No. C-36
http://www.purdue.edu/policies/pages/facilities_lands/c_36.html

University faculty, staff, and students are required to comply with environmental, health, and safety laws and regulations issued by federal, state, and local agencies, including: the Occupational Safety and Health Administration, Nuclear Regulatory Commission, Environmental Protection Agency, Department of Transportation, Indiana State Department of Health, and others. Faculty, staff, and students must also comply with related University policies, procedures, and instructions.

Human Subjects
Purdue University, Office of the President, Executive Memorandum No. B-45
http://www.purdue.edu/policies/pages/teach_res_outreach/b_45.html
http://www.irb.purdue.edu/

Purdue University and the Purdue Research Foundation policies with regard to the use of human research subjects require a review to safeguard the rights and welfare of such subjects. In order to insure adequate safeguards, group reviews and decisions must be carried out in reference to (1) the rights and welfare of the individuals involved, (2) the appropriateness of the methods used to obtain informed consent, and (3) the risks and potential benefits of the proposed activity. The establishment of appropriate policies and procedures, including group reviews and decisions, is the responsibility of the University Committee on the Use of Human Research Subjects, and such policies and procedures that are established shall be applicable to all research operations conducted at Purdue University or any of its facilities or conducted under the auspices of the University or its staff.
Intellectual Property:
Purdue University, Office of the President, Policy VIII.4.1
http://www.purdue.edu/policies/pages/teach_res_outreach/viii.4.1.htm
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Outside Activities & Conflicts of Interest
Purdue University, Office of the President, Executive Memorandum C-1
Purdue University, Office of the President, Executive Memorandum C-39
Participation by faculty and staff in activities outside one’s normal University duties must be approved in advance. If the activity constitutes a possible conflict of interest, this must also be disclosed at the same time. Faculty apply for approval to engage in outside activities and disclose potential conflicts using a Forms 32-A and/or C-1 and 35, which can be obtained from your department’s business office. Form 32-As and C-1s must be approved by the department head and associate Dean before being sent on for approval to the President’s office.

Recombinant DNA
Purdue University, Office of the Vice President for Research, Institutional Biosafety Committee (IBC)
http://www.purdue.edu/research/vpr/rschadmin/rschoversight/rdna/index.shtml
Recombinant DNA (rDNA) activities conducted by Purdue University investigators or by others at Purdue University facilities are subject to the National Institutes of Health (NIH) "Guidelines for Research Involving Recombinant DNA Molecules" regardless of the source of funds that support the activities.
IBC license number: 04-005-07
Crop and Plant Transgenic Research