

FSU



RESEARCH FALL 2026

S E R V I C E S G U I D E



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VISION

The Office of Research will be a service-driven organization that broadly supports and celebrates the advancement of knowledge, transformative discoveries, and creative endeavors that benefit individuals and communities across Florida, the nation, and the world.



MISSION

To inspire excellence in research, scholarship, and creative activities that support and promote:

- A culture of innovation, creativity, and entrepreneurship,
- an inclusive environment that values individuals and ideas
- collaborations that strengthen competitiveness, and
- ethical awareness and conduct.



RAMP HOW-TO

The Research Administration Management Portal (RAMP) is used for a variety of research administrative related tasks. If your research involves animals or humans, it allows you to create the required protocols for working with these subjects. Additionally, it allows you to create and manage proposal submissions, as well as contracts, subawards, and more.

For more help on how to use RAMP, check out the

RAMP how-to guide: [Introduction to RAMP | Rise 360](#)

Questions? Contact

RAMP Support Director

Dan Mullins

dmullins2@fsu.edu



Modules are separate sections within RAMP, each with their own administrative purpose.

The Research Administration Management Portal

Agreements

Export Control

Grants

IACUC

IRB





Scan to learn more

RESEARCH DEVELOPMENT

Research Development (RD), a unit of the Office of Research, provides services and resources that help faculty and research teams enhance research competitiveness, secure funding, build strategic collaborations, and advance their research careers.

RD supports researchers through proposal development, funding searches, internal funding opportunities, collaboration and team-building resources, mentoring programs, and professional development workshops and training.

Proposal Development

RD offers planning, coordination, review, and editing support for faculty and research teams pursuing external funding.

Research Collaborations

RD helps researchers identify collaborators, build multidisciplinary teams, participate in Research Interest Groups, and connect through Collaborative Collision networking events.

Faculty Development & Funding Resources

RD supports faculty at all career stages through mentoring programs, personalized funding searches, training opportunities, workshops, webinars, and internal competitive seed funding programs.

Research Strategy & Navigation

RD can assist with research planning, team development, limited submissions, and connecting faculty to the resources and partnerships needed to advance their research goals.

GRANTS & CONTRACTS

Sponsored Research Administration (for public funding) and the FSU Research Administration (for private funding) provide the central administrative activities related to the pre- and post-administration of externally sponsored programs.

These services include:

- Review and submission of proposals
- Negotiation, receipt, and setup of awards and subawards
- Financial invoicing and financial reporting to sponsors
- Collection of sponsored funds
- General guidance on the policies, rules, and regulations related to sponsored funding
- Research Administration education and training
- Oversight of the closeout of awards
- Negotiation of federally approved indirect cost and fringe benefit rates
- Oversight and management of RAMP

To learn more about all services and supports provided by our Grant Administration team, visit the [Sponsored Research Administration](#) and the [FSU Research Foundation](#).





CLINICAL RESEARCH

Need help?
Contact us!



Our team of clinical research consultants and coordinators provides services spanning the entire research cycle, from protocol development to documentation of study closeout.

These services include:

- Health research consultation & guidance
- Recruitment Assistance
- ClinicalTrials.gov Administration
- Navigating Clinical Trials
- Clinical Research and Trials Unit
- Basic trainings, workshops, seminars

BIOSTATISTICS & INFORMATICS

Let us know how
we can help you!



Our biostatisticians and health informaticists provide services spanning the entire research cycle, from consultation to direct study support. These services include:

- Clinical & translational research design
- Biomedical informatics database access (e.g., OneFlorida Data Trust, i2b2)
- Informatics and data analysis
- Quantitative data analysis
- Qualitative data analysis
- Access to support services for health data collection
- Power analysis
- Data analysis plans
- Statistical design for proposals
- Data privacy and de-identification
- Selection of appropriate statistical methods and models
- Data cleaning
- Survey development
- Basic trainings, workshops, seminars



ANIMAL CARE & USE

Scan to learn more



The FSU Animal Care and Use Program has been continuously accredited by AAALAC International since 2002, demonstrating the university's commitment to upholding the highest standards of animal care.

The Program consists of two core entities: Laboratory Animal Resources (LAR) and the Animal Care and Use Committee (ACUC). Working together, LAR and the ACUC are committed to supporting your animal research and teaching goals by providing expert guidance, technical assistance, and modern resources to meet your needs.

Laboratory Animal Resources

- Animal procurement
- Husbandry
- Training and investigator consultation
- Technical services
- Veterinary care

Animal Care and Use Committee

- Review at least once every six months the program for humane animal care and use
- Inspect, at least once every six months, all animal housing and use areas
- Review concerns involving the care and use of animals
- Review and approve proposed activities involving animals

HUMAN SUBJECTS PROTECTIONS

The HSP team offers services ranging from pre-submission consultation to project closure. These services include:

- Human subjects safety, ethical standards, and regulatory determinations through processing submission in RAMP IRB
- Pre-submission consultation
- Engagement determination
- Post-approval compliance monitoring
- Training and education



Check out the OHSP website for more

RESEARCH INTEGRITY, SECURITY, & ETHICS

Our RISE team is here to support researchers and ensure that they successfully comply with local, state, and federal regulations related to research.

- Plagiarism detection software
- Responsible and ethical research training series
- Conflict of interest review
- International collaboration assistance
- Research misconduct
- Data management/privacy

Additional Information

If you have plagiarism, falsification, or fabrication of data to report, please reach out to research-compliance@fsu.edu.

Learn more about RISE



STRATEGIC PARTNERSHIPS & INNOVATION

Our team of industry liaisons and technology experts is here to support researchers interested in commercialization and developing relationships with corporate partners.

- Invention or copyright disclosure
- Intellectual property protection
- Start-up facilitation
- Licensing
- Industry liaisons

Additional Information

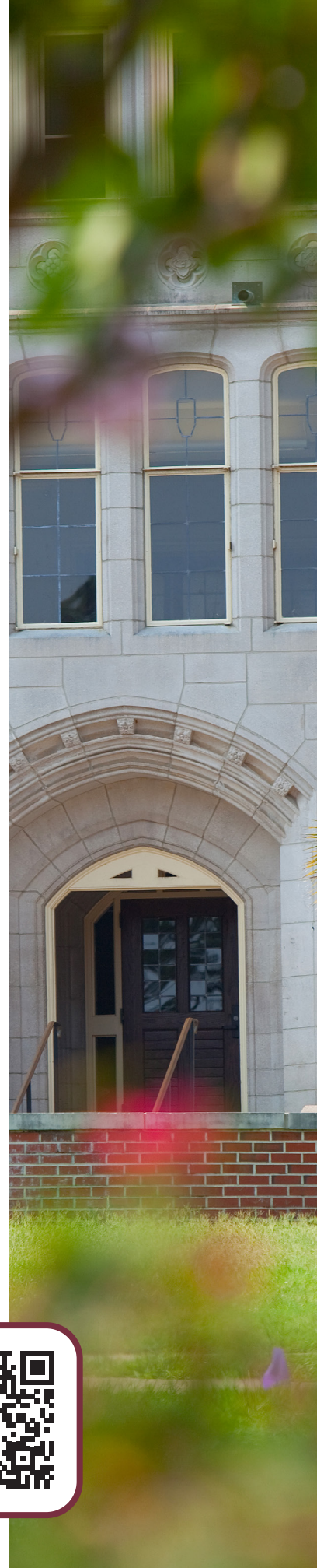
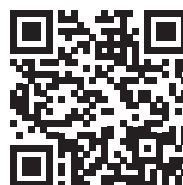
If you have questions about intellectual property protection, startups, or licensing, please email commercialization@fsu.edu. If you are interested in doing research with industry partners or applying for a Small Business Innovation Research (SBIR) grant, please send an email to RSCH-BIS-GM@fsu.edu.

COMMUNITY ENGAGEMENT & OUTREACH

The CE team provides services and consultation on community-engaged research, supporting FSU and community partners through training, recruitment, partnership development, dissemination, and resource sharing. These services include:

- Study recruitment assistance and consultation
- Training for the community and faculty
- Connecting researchers to community partners
- Connecting community partners to researchers
- Connecting researchers with each other
- Community Research Registry
- Community Engagement Database
- Resource Library

Reach out to
our team!



NON-FUNDED RESEARCH AGREEMENTS

FSU supports a variety of non-funded agreements that enable research collaborations, data sharing, material transfers, confidential discussions, and other types of engagement with external entities. These agreements typically do not provide sponsored funding to the university but may be necessary before research activities can begin.

What We Do?

The Division of Research's Agreements Team provides review, negotiation, and execution support for non-funded research agreements, including:

- Assistance with determining the necessity of executing an agreement
- Identifying the appropriate agreement type
- Reviewing and negotiating agreement terms
- Protecting FSU intellectual property and research interests
- Ensuring compliance with federal, state, sponsor, and university requirements
- Coordinating review with legal, compliance, export control, privacy, and technology transfer offices, as needed
- Providing guidance on the appropriate agreement type for a collaboration
- Facilitating execution through university-authorized signatories

Not Sure What You Need?

Sharing confidential information?	▶	NDA/CDA
Sending or receiving research materials?	▶	MTA
Sharing research data?	▶	DUA
Expecting multiple future projects with the same organization?	▶	Master Agreement
Establishing a broad collaboration?	▶	MOU

Unfunded agreements are requested through the RAMP agreement module: myramp.research.fsu.edu Questions? Contact the Agreements Team at ramp-agreements@fsu.edu for assistance in determining the appropriate agreement and review pathway.

Common Agreement Types

Agreement Type	Purpose
Confidentiality Agreement (CDA/NDA)	Protects confidential information shared between parties during discussions, evaluations, or research planning.
Material Transfer Agreement (MTA)	Governs the transfer of research materials such as biological specimens, reagents, cell lines, compounds, or prototypes.
Data Use Agreement (DUA)	Establishes terms for sharing, receiving, or using data, especially restricted, sensitive, or human subject data.
Teaming Agreement	Defines roles and expectations when institutions or companies collaborate on a future proposal or opportunity when such an agreement is required by the sponsor.
Master Agreement	Establishes a framework of pre-negotiated terms and conditions that apply to multiple future projects, data transfers, material transfers, or collaborative activities between the parties. Individual activities are then documented through short addenda, work orders, project agreements, or task statements.
Memorandum of Understanding (MOU)	Documents a general framework for expensive or university-wide collaboration when binding research terms are not required.
Limited Use or Access Agreements	Provides access to facilities, equipment, software, databases, or specialized resources.

Research Development & Funding Opportunities

Q: How do I find funding opportunities that fit my research?

A: Research Development can help faculty identify potential sponsors, programs, and resources that align with their research interests. Faculty can also use resources such as the Pivot funding database and the RD Funding Bulletin to stay aware of upcoming opportunities.

Q: Can someone review my proposal before I submit?

A: Yes. RD provides proposal development support for externally sponsored proposals. Depending on the proposal and timeline, support may include content and copy editing, internal mock review panels, external review, and other competitiveness-focused services.

Q: Can I see examples of successful proposals?

A: Yes. FSU RD provides successful proposal examples as one of its available proposal resources. These examples can help faculty understand structure, level of detail, and sponsor-specific expectations, while recognizing that each proposal should be tailored to the opportunity.

Q: What internal funding opportunities are available at FSU?

A: FSU internal competitive funding programs include CRC programs such as Seed Grant, Small Grant, Summer Research Support, First Year Assistant Professor Grant, and the Equipment and Infrastructure Enhancement Grant, among others. Faculty should check the internal competitive funding page on the RD site for active cycles, eligibility, and deadlines.

Proposal Submission & RAMP

Q: Is the RAMP Funding Proposal submitted to the agency?

A: No, the RAMP Funding Proposal captures the internal information and approvals necessary to have the application submitted to the agency by the central office. Submission to the sponsor can happen via the RAMP SF424, through a sponsor portal, or via email.

Q: Do I have to complete the detailed RAMP proposal budget if I have to also complete a detailed budget on another sponsor template?

A: No, it is allowable to enter a truncated proposal budget that just details the direct cost total, subaward costs and costs excluded from the indirect cost base. The instructions for entering a truncated proposal budget are included in the How to Create a Proposal Budget how-to guide.

Q: When is my funding proposal due to the central office (Sponsored Research Administration/FSU Research Foundation)?

A: The complete funding proposal and application must be submitted to the central office by 9am three days before the proposal submission deadline. Only the scope of work/project description may be in draft form at this stage, and must be finalized by 9am on the day of submission.

Contracts, Agreements & Foundations

Q: What agreements does the FSU Research Foundation (FSURF) administer?

A: Sponsored research grants from privately funded sources. This can include industry, foundations, individuals, and foreign governments. Funds cannot have public flow through. The Awardee should be listed as FSURF, not FSU. We are a direct support organization of FSU and have our own tax ID number.

Q: What is the difference between the FSU Research Foundation (FSURF) and the FSU Foundation?

A: FSURF is primarily research driven and can have: a specific line of scholarly or scientific inquiry, documented by a research plan; deliverables; a detailed budget or reporting; unexpended funds may be returned to the sponsor; compliance; or intellectual property. The FSU Foundation's primary purpose is philanthropic giving where: there is no contractual requirement; no donor benefit or control over expenditure of funds; and no requirement to return expended funds.

Q: Should FSU Research Foundation proposals go through RAMP?

A: Yes. All sponsored projects need to go through RAMP. RAMP is not linked to private sponsor submission portals or websites. PIs or departments should submit them separately, after review and approval of FSURF.

Q: I received a contract or agreement from an outside organization related to sponsored research. Can I sign it myself?

A: No, faculty and staff generally do not have authority to sign contracts or agreements on behalf of Florida State University or the FSU Research Foundation (FSURF). Before signing or agreeing to any terms, contact Sponsored Research Administration (SRA), FSURF, or Research Legal. Research-related agreements must be reviewed and executed by an authorized institutional official who has been delegated signature authority on behalf of the University or FSURF.

Q: How long does it take to negotiate a research contract/agreement?

A: Timelines vary depending on several factors, including the complexity of the agreement, the number and significance of issues requiring negotiation, the responsiveness of the external party, and current agreement volume being handled by the University and the collaborating institution. While some routine agreements can be completed relatively quickly, more complex collaborations often require additional review, coordination, and negotiation, which may extend the timeline.

Biostatistics Support

Q: When should I contact the Biostatistics team?

A: Researchers are encouraged to contact the Biostatistics team as early as possible, ideally during the study-planning or grant-development stage. Early consultation can help refine the research question, select an appropriate study design, identify suitable outcome measures, estimate the required sample size, and develop the most appropriate statistical analysis plan. Researchers may also find that they need more extensive involvement from a biostatistician than they initially anticipated. Biostatistical support is available for data analysis, interpretation of results, preparation of abstracts and presentations, grant proposals, professional reports, manuscripts, and responses to reviewers.

Q: What information should I provide when requesting biostatistical support?

A: Please provide a brief project description, the primary research question or hypothesis, study design, primary outcome and key variables, expected or available sample size, current stage of the project, and relevant deadlines. When available, researchers should also include the study protocol, grant proposal, data-collection instruments, data dictionary, analysis plan, and a de-identified sample dataset. Providing this information helps the Biostatistics team evaluate the request and determine the appropriate level of support.

Clinical Research & Partnering

Q: I would like to partner with TMH on a research project. Where do I start?

A: Start by submitting a request to the Clinical Research Hub through the Health Research Connections Portal

Q: I don't have a lab big enough to support my upcoming project. Where can I work with participants and do blood draws?

A: The Clinical Research and Trials Unit (CRTU) has the facilities and staff that can support human subjects work at FSU.

Q: I am new to FSU, and I have a research assistant, but I need help coordinating my studies and keeping up with IRB submissions. Can you help?

A: The Clinical Research Hub has Clinical Research Coordinators available to support studies through a fee-for-service model.

Animal Care & Facilities

Q: What is the difference between Laboratory Animal Resources and the Animal Care and Use Committee?

A: LAR is a service entity of the Florida State University Office of Research. LAR is responsible for veterinary and husbandry care of all vertebrate animals used in teaching and research across the University. LAR exists to advance the teaching and research missions of the University by providing faculty, staff, and students training and support in the use of laboratory animals and by maintaining exemplary standards of animal care through effective resource management. The Animal Care and Use Committee (ACUC) is a federally mandated entity with specific regulatory functions, including but not limited to, review and approval of animal use protocols, semiannual review of the Animal Care and Use Program and animal housing and use spaces, and investigation of animal welfare concerns. ACUC membership comprises research faculty, nonscientific faculty and staff, community representatives, and LAR veterinarians.

Q: What animal housing and research support facilities are available at FSU?

A: LAR comprises over 57,000 square feet of dedicated animal housing and support space. Housing facilities are available for common laboratory animals, including but not limited to rodents, rabbits, birds, fish, reptiles, and amphibians. Specialized facilities, including containment, ABSL-2, surgical, and necropsy suites, are available.

Q: What services does Laboratory Animal Resources provide?

A: LAR provides a variety of services to advance the teaching and research missions of the University. From animal procurement to veterinary care, LAR exists to serve the FSU research community. Our integrated team of laboratory animal professionals, veterinarians, and administrative professionals is available to help meet your research needs. Special services include Animal Care and Use Committee (ACUC) protocol consultation, animal model development, breeding colony management, anesthetic and surgical support, and necropsy services.

Community Engagement

Q: How do I get a letter of support from a community partner/ organization?

A: Start by engaging community partners early and discussing the goals, relevance, and potential impact of your project. Share a brief project summary, explain how the partnership aligns with the organization's mission, and clearly outline any anticipated roles or expectations. The FSU Health Community Engagement team can help identify partners, facilitate introductions, and assist with obtaining letters of support when appropriate.

Q: Who can help me with my study recruitment efforts?

A: The FSU Health Community Engagement team can assist with recruitment planning, community outreach strategies, and connections to community organizations, healthcare partners, and local networks. Depending on your target population, the team can help identify engagement opportunities, distribute study information, and provide guidance on culturally appropriate and community-centered recruitment approaches.

Q: What are some best practices for building trust with community members?

A: Building trust requires authentic, long-term relationships that extend beyond a single project. Listen to community priorities, communicate clearly and consistently, be transparent about research goals and outcomes, and follow through on commitments. Engaging community members as partners throughout the research process and sharing study findings with the community are key strategies for fostering trust and meaningful collaboration.



FSU