

Workshops offered by the Office of Research & Creative Activities (ORCA)

Most of the Workshops are ideally presented in a facility where each participant has access to a computer. ORCA commonly schedules one of the Library computer rooms for larger groups; however for smaller groups of 5 or more, the workshops may be presented in a department or college conference room, provided participants all have access to a laptop and the internet, *unless noted otherwise below.*

For scheduling information contact ORCA at 422-3841, or at orcastu@byu.edu, or visit the office at A-285 ASB.

ORCA Workshop 1: Finding Funding Opportunities: Takes faculty and/or staff through the various funding databases to which the university has access. This workshop outlines the process of identifying a funding opportunity and initiating a proposal. Duration: 1 hour; includes Q & A time.

ORCA Workshop 2: Proposal Prep Basics: Takes faculty and/or staff through the process of developing a proposal; including budget creation, boilerplate forms, and writing. Also includes information on BYU Central Administration policies and the role of ORCA. Duration: 1 hour; includes Q & A time. *Workshop 2 does not require computer or internet access for each participant.*

ORCA Workshop 3: GrantsERA & Grants.gov: Takes faculty and/or staff through the process of preparing a proposal and applying for a funding opportunity through GrantsERA and Grants.gov for all potential sponsors except the National Science Foundation. Duration: 1.5 hours; includes Q & A time.

ORCA Workshop 4: NSF's Fastlane: Takes faculty and/or staff through the process of preparing a proposal and applying for a funding opportunity through the National Science Foundation's FastLane proposal submission system. Duration: 1 hour; includes Q & A time.

ORCA Workshop 5: Post-Award Seminar: Helps faculty and/or staff understand the rules and regulations affecting an award at BYU. What you can do and what you can't do. The workshop includes an introduction to Grants & Contracts Accounting and Technology Transfer Offices. Duration: 1.5 hours; includes Q & A time. *Workshop 5 does not require computer or internet access for each participant.*

ORCA Workshop 6: IACUC: This workshop overviews the Institutional Animal Care and Use Committee (IACUC) and the process for obtaining and maintaining approval to perform research with animals. Faculty that are doing research with animals are mandated by law to review their research plans (protocols) with the IACUC and adhere to federally mandated guidelines in their humane care and treatment. Duration: 1 hour; includes Q & A time. *Workshop 6 does not require computer or internet access for each participant.*

ORCA Workshop 7: IRB 101: Historical and general overview of the Institutional Review Board (IRB); duration 45 min; Presentation, some Q&A. This workshop is offered for *all* researchers. *Workshop 7 does not require computer or internet access for each participant.*

ORCA Workshop 8: IRB, A practical Approach: Brief historical information about the IRB and its function. Geared toward students and first time submitters. Will review a completed a protocol to identify frequent problems and provide helpful hints to navigate the IRB System. Duration 45-50 min; this is an interactive workshop.

ORCA Workshop 9: IRB Lab: This is a hands-on presentation for researchers who have a clear idea about their research and have started their IRB applications. This lab requires researchers to bring a jump drive with their application/protocols already filled out as much as possible. The lab will take researchers through the application item by item to provide helpful hints about how to navigate the IRB system. Researchers are encouraged to come prepared with questions and to complete their protocols. Duration 1.5 hours, highly interactive, mostly Q&A.

ORCA Undergraduate Student Writing Workshops: Each fall there are writing workshops for students. These workshops are specifically customized for the ORCA student award program and are presented by faculty from various colleges. Students are taken through the application process and given writing tips for a successful proposal. *This Workshop does not require computer or internet access for each participant.*