

## Resources for University of Tennessee Institute of Agriculture (UTIA) Investigators

The following information is provided to assist new investigators at the UTIA. Each section includes contact information if you need additional information, or see [UTIA Compliance Programs – one-page pdf summary](#).

Name: \_\_\_\_\_ DATE \_\_\_\_\_

Department: \_\_\_\_\_

Work Locations: \_\_\_\_\_

Reviewed with: [Debbie Hampstead](#), Director, UTIA Office of Sponsored Programs, (865) 974-7123  
[Jane Burns](#), Assistant Director and Compliance Officer, (865) 974-7375

For forms or general training listed/linked: Yellow = Mandatory Blue = Mandatory, if condition exists

Discussed	Description	Additional Information
<b>General UT and UTIA policies and procedures:</b>		
	UT <b>Fiscal Policies</b> and UTIA Fiscal Policy supplements; Principal Investigator (PI) responsibilities are in FI0205 - Sponsored Projects; contact your departmental business manager or UTIA <a href="#">Sponsored Projects Accounting</a> with questions	<ul style="list-style-type: none"> <li>• <a href="#">UT Fiscal Policies</a> Under “System-wide”</li> <li>• <a href="#">FI0205 - Sponsored Projects</a> See search box on policy site</li> <li>• <a href="#">UTIA Fiscal Policy supplements</a></li> </ul>
	UT <b>Human Resource (HR) Policies</b> ; see your departmental HR contact or unit contact (AgResearch <a href="#">Whitney Fair</a> , CVM <a href="#">Jennifer Daniels</a> , and Extension <a href="#">Shirley Hastings</a> ) with questions	<ul style="list-style-type: none"> <li>• <a href="#">UT HR Policies</a> Under “System-wide”</li> </ul>
	UTIA <b>Minors program</b> and UT Policy  <span style="background-color: yellow;">All UTIA employees are required to complete TN Law Mandatory Reporting Form.</span>  <span style="background-color: #e6f2ff;">Level 2 or 3 employees must complete training.</span>	<ul style="list-style-type: none"> <li>• <a href="#">UTIA Minors Program website</a></li> <li>• <a href="#">UT Safety Policy SA0575 – Programs for Minors</a></li> <li>• <span style="background-color: yellow;">TN Law Mandatory Reporting Form</span></li> <li>• <span style="background-color: #e6f2ff;">Child Protection Training for Employees</span></li> <li>• <a href="#">Child Protection Training for Volunteers</a></li> </ul>
	UT <b>Title IX</b> compliance website  UTK (including UTIA) <b>Policy on Sexual Misconduct, Relationship Violence, Stalking, and Retaliation</b> (includes guide to help determine if you are a mandatory reporter in Appendix E)  UTK/UTIA Campus Coordinator <a href="mailto:ashleyblamey@utk.edu">ashleyblamey@utk.edu</a>	<ul style="list-style-type: none"> <li>• UT <a href="#">Title IX website</a></li> <li>• <a href="#">UTK/UTIA Policy on Sexual Misconduct, Relationship Violence, Stalking, and Retaliation</a></li> </ul>
	UT <b>Information Technology (IT) policies</b> and UTIA IT plans <span style="background-color: yellow;">All UTIA employees are required to take annual IT Security Training.</span>	<ul style="list-style-type: none"> <li>• <a href="#">UT IT policies</a> See System-wide</li> <li>• <a href="#">UTIA IT plans</a></li> <li>• <span style="background-color: yellow;">IT Security Training</span></li> </ul>
	UTK/UTIA <b>Faculty Handbook</b>	<ul style="list-style-type: none"> <li>• <a href="#">UTK/UTIA Faculty Handbook</a></li> </ul>
	<b>UTIA</b> Policies and Procedures	<ul style="list-style-type: none"> <li>• <a href="#">UTIA Policies and Procedures</a></li> </ul>
	Discuss with your supervisor/department head any additional requirements of your position	NA

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Discussed	Description	Additional Information
Additional guidance related to <b>ethics and responsible conduct</b> :		
	<b>UT Code of Conduct</b>	<ul style="list-style-type: none"> <li>• <a href="#">UT Code of Conduct</a></li> </ul>
	<b>UTIA Responsible Conduct in Research (RCR) institutional plan</b> and website Employees working on USDA <u>research</u> projects (including capacity funds), NSF, or certain NIH projects, are required to complete RCR training.	<ul style="list-style-type: none"> <li>• <a href="#">UTIA RCR plan and website</a></li> <li>• <a href="#">RCR Training</a></li> </ul>
	<b>UT Policy and Procedures on Responsible Conduct in Research and Scholarly Activities</b> – includes research misconduct policy and “ <a href="#">Appendix B: Expectations of the Principal Investigator</a> ”	<ul style="list-style-type: none"> <li>• <a href="#">UT Policy and Procedure on Responsible Conduct in Research and Scholarly Activities</a></li> </ul>
	UT <b>Office of Institutional Compliance</b> website	<ul style="list-style-type: none"> <li>• <a href="#">Office of Institutional Compliance</a> website</li> </ul>
	<b>Reporting misconduct or other compliance problems</b> – See supervisor, department head, unit HR official (Extension: <a href="#">Shirley Hastings</a> ; AgResearch: <a href="#">Whitney Fair</a> ; CVM: <a href="#">Jennifer Daniels</a> ), Dean/Assistant Dean or other UTIA official, or compliance officer <a href="#">Jane Burns</a>  For unresolved problems, see available call center and hotlines available >	<ul style="list-style-type: none"> <li>• <a href="#">Human Resources Call Center: 1-888-444-8847</a></li> <li>• To <a href="#">campus hotlines</a> (see UTK)</li> <li>• Directly to the <a href="#">Office of Audit and Compliance</a></li> <li>• Directly to the State Comptroller’s <a href="#">Hotline for Fraud, Waste, and Abuse: 1-800-232-5454</a></li> <li>• Anonymously by phone or online submission using the <a href="#">UT Compliance Hotline</a>, an independent, third-party resource</li> </ul>

<b>External Funding</b> – Office of Sponsored Programs ( <a href="#">OSP</a> ) (865) 974-7357 or <a href="mailto:aggrant@utk.edu">aggrant@utk.edu</a> or <a href="mailto:extensiongrant@utk.edu">extensiongrant@utk.edu</a> (Director <a href="#">Debbie Hampstead</a> ; Assistant Directors <a href="#">Jane Burns</a> and <a href="#">Rumira Xhaferaj</a> )		
Discussed	Description	Additional Information
	<b>UTIA Standard Information</b> needed for grant submissions	<a href="#">Standard UTIA Information</a>
	UTIA’s multiple units (CASNR, AgResearch, College of Veterinary Medicine, and UT Extension) have three <b>F&amp;A Rates</b> ; learn which units/rates apply to you, based on your work and appointment.	<a href="#">About the Institute</a> F&A Rates: <a href="#">Ag Research</a> <a href="#">UT Extension</a> <a href="#">Coll. of Vet. Medicine</a>
	Check out <b>Pivot</b> , for funding opportunities.	<a href="#">Pivot website</a>
	For limited submissions, always notify <a href="mailto:aggrant@utk.edu">aggrant@utk.edu</a> early, if interested, <i>even if responding to UTK</i> . Sometimes UTK and UTIA are considered separately and sometimes as one.	<a href="mailto:aggrant@utk.edu">aggrant@utk.edu</a> or contact <a href="#">Karin Langan</a> 865-974-7357 with questions
	UTIA’s <b>internally-funded research and training opportunities</b>	Department head/deans’ offices
	Become familiar with <b>terms and conditions</b> of your award documents and <b>your responsibilities as a PI</b> .	Award documents & <a href="#">FIO205 - Sponsored Projects</a>

## Resources for University of Tennessee Institute of Agriculture (UTIA) Investigators

	<b>Effort Certification</b> requirements	Effort Certification <a href="#">Fiscal Policy FI0215</a>	
	<b>Do not sign contracts or other documents</b> , including those given to you by collaborators for externally-funded projects.	E-mail document to <a href="mailto:aggrant@utk.edu">aggrant@utk.edu</a>	
<b>Applies</b>	<b>Indicate if the following applies:</b>		
	Transferring awards made to the previous institution to UTIA	Contact UTIA OSP at <a href="mailto:aggrant@utk.edu">aggrant@utk.edu</a> for award-specific information	
<b>Conflicts of Interest</b> – Extension: <a href="#">Tim Fawver</a> ; AgResearch: <a href="#">Cyndie Nichols</a> ; CVM: <a href="#">Tonya Kenley</a> ; CASNR: <a href="#">John Stier</a> ; UTIA Committee: <a href="#">Jane Burns</a> or (865) 974-7375 <b>External paid activities</b> – See supervisor			
<i>May involve review of UTIA Conflicts of Interest Committee</i>			
<b>Discussed</b>	<b>Description</b>	<b>Additional Information</b>	
	UT Conflict of Interests Policy FI0215	<ul style="list-style-type: none"> <li>• <a href="#">UT Conflict of Interests Policy</a></li> </ul>	
	<b>Complete an Outside Interest Disclosure Form</b>	<ul style="list-style-type: none"> <li>• <a href="#">Outside Interest Disclosure Form</a></li> </ul>	
<b>Applies</b>	<b>Indicate if you expect the following to apply to your work:</b>		
	<p>If you may be an <b>investigator who applies for or works on projects funded by Public Health Service agencies</b>, such as National Institutes of Health (see <a href="#">list</a>):</p> <ul style="list-style-type: none"> <li>• Complete <b>Part 2 PHS-funded research questions on disclosure form</b>, <u>before</u> applying for funding</li> <li>• Before working on a PHS project, take required <b>Conflict of Interest Training</b></li> <li>• If working on a PHS project and you have travel supported by outside organization, <b>disclose outside sponsored travel</b></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Outside Interest Disclosure Form – see questions for Part II, PHS-funded research</a></li> <li>• <a href="#">Conflict of Interest Training (CITI modules)</a></li> <li>• Disclosure Form for Reimbursed and Sponsored Travel</li> </ul> <p>See “Forms” in <a href="#">Fiscal Policy FI0215</a></p>	
	If you will receive <b>compensation for outside work</b> , complete request for authorization	<ul style="list-style-type: none"> <li>• <a href="#">Request for Authorization for Outside Work for Pay</a></li> </ul>	
<b>Transferring research materials requiring a Material Transfer Agreement (MTA) or Letter of Transfer</b> Rumira Xhaferaj at (865) 974-7348 or <a href="mailto:aggrant@utk.edu">aggrant@utk.edu</a>			
<b>Discussed</b>	<b>Applies?</b>	<b>Description</b>	<b>Additional Information</b>
		Submit questionnaires and requests through the Office of Sponsored Programs at <a href="mailto:aggrant@utk.edu">aggrant@utk.edu</a> <b>to send or receive research materials</b> that require a material transfer agreement or letter of transfer	MTA Questionnaires: <a href="#">Incoming</a> <a href="#">Outgoing</a>
<b>Sharing confidential information with external collaborators/parties</b> Rumira Xhaferaj at (865) 974-7348 or <a href="mailto:aggrant@utk.edu">aggrant@utk.edu</a>			
<b>Discussed</b>	<b>Applies?</b>	<b>Description</b>	<b>Additional Information</b>
		May need <b>confidentiality agreement</b> ; notify Office of Sponsored Programs at <a href="mailto:aggrant@utk.edu">aggrant@utk.edu</a>	Standard <a href="#">Confidentiality Agreements</a>
<b>Disclosing intellectual property</b> – <a href="#">U.T. Research Foundation Maha Krishnamurthy, Ph.D., M.B.A.</a> or <a href="#">Nghia Chiem, Ph.D.</a> , (865) 974-1882			
<b>Discussed</b>	<b>Applies?</b>	<b>Description</b>	<b>Additional Information</b>
		If <b>potential inventor</b> , become familiar with <b>UT Research Foundation</b> inventor resources	<a href="#">UTRF Inventor Resources</a>

## Resources for University of Tennessee Institute of Agriculture (UTIA) Investigators

		Discuss with UTRF <b>research anticipated to result in commercially viable intellectual property</b> including software, research tools, and other tangible inventions	<a href="#">Maha Krishnamurthy, Ph.D., M.B.A.</a> or <a href="#">Nghia Chiem, Ph.D.</a>
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<b>Using vertebrate animals for research, testing, or teaching</b>			
Contact <a href="mailto:UTIACUC@utk.edu">UTIACUC@utk.edu</a> , (865) 974-5548			

<i>Review and approval by <b>Institutional Animal Care and Use Committee (IACUC)</b></i>			
Discussed	Applies?	Description	Additional Information
		<b>UT animal use and care website</b> and requirements	<a href="#">Animal Use and Care</a>

<b>Using human subjects for research</b>			
Contact <a href="#">Kristine Hershberger</a> , (865) 974-7494, or <a href="#">Sara Mulville</a> , (865) 974-2314			

<i>Review and approval by <b>Institutional Review Board (IRB)</b></i>			
Discussed	Applies?	Description	Additional Information
		If your research involves any of the following, review the relevant policies, procedures and take or transfer training as required. Indicate any that your research/may involve:	<a href="#">Human Research Protection Program/IRB</a>
		<ul style="list-style-type: none"> <li>• Research with human cells, tissues or other materials (serum, fluids, etc.)</li> <li>• Any interactions or interventions with people or the use of the personally-identifiable information</li> <li>• Use of information originally collected from human subjects that could allow those participants to be "re-identified" by cross referencing data fields, publicly available data, or any other information</li> <li>• Creation, access to/receipt, use of, storage, or disclosure/transmittal of past, present or future patient information, in any manner</li> <li>• Plans to bring any data/information that were provided to you under a confidentiality agreement or data use agreement</li> <li>• Testing biomedical devices using human cells, tissue or other materials (serum, fluids, etc.)</li> <li>• Use of large-scale human or nonhuman genomic data generated/used from NIH funded research</li> </ul>	See <a href="#">NIH Genomic Data Sharing</a> for additional guidance.

<b>Biosafety</b>			
Contact <a href="#">Brian Ranger</a> , Biological Safety Officer, (865) 974-1938; <a href="mailto:utbiosafety@utk.edu">utbiosafety@utk.edu</a>			

<i>Review and approval by <b>Institutional Biosafety Committee (IBC)</b></i>			
Discussed	Applies?	Description	Additional Information
		If your work may involve <b>biological materials</b> , become familiar with policies, and take training, as needed. Select any of the following your work may involve:	<a href="#">Biosafety Policies</a> <a href="#">Training resources</a>
		<ul style="list-style-type: none"> <li>• Recombinant &amp; synthetic nucleic acids (including transgenic plants and animals)</li> <li>• Infectious agents capable of causing disease in healthy humans</li> <li>• Biological toxins</li> </ul>	

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		<ul style="list-style-type: none"> <li>Human-derived materials</li> </ul>	
		<ul style="list-style-type: none"> <li>Venomous animals</li> </ul>	
		<ul style="list-style-type: none"> <li>Toxic plants</li> </ul>	
		<ul style="list-style-type: none"> <li>Novel nanoparticles for delivery of biologically active agents</li> </ul>	
		<ul style="list-style-type: none"> <li>Other biological hazards (details: _____ _____) )</li> </ul>	
		<ul style="list-style-type: none"> <li>Shipping of hazardous or biological materials</li> </ul>	
<b>Safety</b> Contact <a href="#">Steve Crouch</a> , Safety Officer, (865) 974-4904			
<b>Discussed</b>	<b>Applies?</b>	<b>Description</b>	<b>Additional Information</b>
		<b>UTIA Safety Office</b> website and training	<a href="#">UTIA Safety Office</a>
		If applicable, indicate your lab room number _____	
		Indicate any that you expect to apply to your work:	
		<ul style="list-style-type: none"> <li>Hazardous substances (poisons, explosives, reagents, flammables, carcinogens, etc.), including shipping or receiving</li> </ul>	
		<ul style="list-style-type: none"> <li>Activities that involve significant physical hazards (e.g. Noise &gt; 85 dBA, high pressure, altitude, electrical, or sub-radio frequencies)</li> </ul>	
		<ul style="list-style-type: none"> <li>Field work</li> </ul>	
<b>Radiological Materials and Lasers</b> Contact <a href="#">Marsha Smith</a> , (865) 974-5580			
<b>Discussed</b>	<b>Applies?</b>	<b>Description</b>	<b>Additional Information</b>
		<b>Radiological Materials</b> website and training	<a href="#">Radiological Materials</a>
		Indicate any that you expect to apply to your work:	
		<ul style="list-style-type: none"> <li>Radioactive material or X-ray Producing Machines (including XRF/XRD)</li> </ul>	
		<ul style="list-style-type: none"> <li>Class III B or IV laser systems</li> </ul>	
<b>Foreign Visitors/International Travel/Export Control</b> Contact <a href="#">Jane Burns</a> , (865) 974-7375			
<b>Discussed</b>	<b>Applies?</b>	<b>Description</b>	<b>Additional Information</b>
		<b>UTIA Export Control</b> website	<a href="#">Export Control Website</a>
		Indicate any that you expect to apply to your work:	
		<ul style="list-style-type: none"> <li>Hosting foreign visitors (if non-employees, see <a href="#">Agreement for Visiting Scholars</a>)</li> </ul>	<a href="#">Agreement for Visiting Scholars/J-1 Scholars</a>
		<ul style="list-style-type: none"> <li>Working with foreign collaborators</li> </ul>	
		<ul style="list-style-type: none"> <li>International travel</li> </ul>	
		<ul style="list-style-type: none"> <li>Shipping or transporting items to foreign countries</li> </ul>	
		<ul style="list-style-type: none"> <li>Export-controlled items or technology (drones, high performance computers, military technology, encryption technology, GPS units, items that may have military use, toxins, etc.)</li> </ul>	If using drones, see <a href="#">UTIA Unmanned Aerial Systems Policy</a> and <a href="#">UTIA Unmanned Aerial Systems Approval Form</a>

# Resources for University of Tennessee Institute of Agriculture (UTIA) Investigators

UTIA is composed of the following four units, which provide instruction, research and public service:

- [AgResearch](#)
- [Herbert College of Agriculture](#)
- [College of Veterinary Medicine](#)
- [UT Extension](#)

## **Centers at UTIA**

- [Beef and Forage Center](#)
- [Center for Agriculture & Food Security and Preparedness \(CAFSP\)](#)
- [Center for Native Grasslands Management \(CNGM\)](#)
- [Center for Profitable Agriculture \(CPA\)](#)
- [Center for Renewable Carbon \(CRC\)](#)
- [Center for Wildlife Health](#)
- [Center of Excellence in Livestock Diseases and Human Health](#)
- [Food Safety Center of Excellence](#)
- [Genomics Center for Advancement of Agriculture](#)
- [Natural Resource Policy Center](#)
- [Plant Research Center \(PRC\)](#)
- [Soil, Plant and Pest Center](#)
- [Southeastern SunGrant Center](#)
- [Weed Diagnostics Center](#)

## **Tennessee Agricultural Experiment Station Research and Education Centers**

- [Dairy Research and Education Centers](#)
- [East Tennessee Research and Education Center](#)
- [Forest Resources Research and Education Center](#)
- [Highland Rim Research and Education Center](#)
- [Middle Tennessee Research and Education Center](#)
- [Plateau Research and Education Center](#)
- [Research and Education Center at Ames Plantation](#)
- [Research and Education Center at Greeneville](#)
- [Research and Education Center at Milan](#)
- [West Tennessee Research and Education Center](#)

## **4-H Centers**

- [W.P Ridley 4-H Center - Columbia, TN](#)
- [Clyde M. York 4-H Center - Crossville, TN](#)
- [Clyde Austin 4-H Center - Greeneville, TN](#)
- [Lone Oaks Farm - Middleton, TN](#)

**Extension Offices:**

**Regions –** [Western](#) - [Central](#) - [Eastern](#)  
**Counties**