CAMTech

Center for Arthropod Management Technologies

National Science Foundation
Industry / University Cooperative Research Center

RESEARCHER HANDBOOK
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1. CONTACT INFORMATION:

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CAMTech website:
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2. INTRODUCTION:

Welcome to CAMTech! We hope that you enjoy interacting with representatives from center member organizations during the course of your funded project. This Researcher Handbook has been developed to facilitate center operations and to provide guidance on key center activities. If you have any questions, please don’t hesitate to contact us.

3. NSF-MANDATED RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING:

NSF requires all researchers performing NSF-associated research to take RCR training. This includes faculty members, undergraduate students, graduate students and postdocs. Each person working on CAMTech-funded research must verify that they have taken this training before beginning work on that project in the laboratory.

Courses that meet NSF requirements are available at the university sites. Alternatively, you can take online training through the Collaborative Institutional Training Initiative (CITI). The CITI training is presented in modules and does not need to be completed in one sitting; allow a total of 3 hours to complete it. To access the CITI training, login or create an account at http://www.citiprogram.org/ and go to “My Courses” under your university heading.

Please send verification of RCR training to camtech@ifas.ufl.edu

4. CRITERIA FOR USE OF CAMTech RESEARCH FUNDS:

CAMTech funding should be used only as described in the budget for each project, and should be expended by the end date of the project.

- In the final year of the project, the center directors will notify the PI if the Industry Advisory Board (IAB) is interested in seeing a renewal proposal to build on an existing project.

- Funds that have not been used are to be returned to CAMTech. However, if warranted (e.g. to allow a graduate student to finish up), a no-cost extension (NCE) may be granted. All CAMTech reporting requirements continue through the NCE period.

- The final report should describe research conducted during the final period of funding, and not a comprehensive report covering the entire funding period.

Separation of CAMTech projects from other research: There must be clear separation between research conducted with CAMTech funding and other projects within a lab. If a CAMTech member provides funding directly to a lab, it is imperative that information from that project does not feed back to the CAMTech project. Research personnel must be aware of this requirement. There should be no other projects on the same subject as a CAMTech project funded in a given lab at the same time.

5. ADDITIONAL FUNDS AVAILABLE THROUGH CAMTech:

The NSF Phase II awards to UF and UK include additional funding available to project PIs to cover

1. Student supplements to facilitate recruitment of US minority and women graduate students.
2. **Publication charges**, for publication within 6 months of the end of the CAMTech project funding period.

3. **Trainee professional development opportunities.** These include activities such as presentation at national and international meetings, attendance of training workshops (e.g. IGTRCN workshops on insect transformation).

To apply for these supplementary funds, applicants (project PI for student supplements, publications; trainee for professional development opportunities) should submit a letter of request to the appropriate site director, with a brief justification for proposed use of funds.

6. **REVIEW PERIOD FOR PUBLICATIONS AND PRESENTATIONS:**

All publications and presentations (public disclosures) of CAMTech-funded research are subject to a 30 day IAB review, as stated in the CAMTech Membership Agreement:

> UNIVERSITY reserves the right to publish in scientific journals the results of any research performed by CENTER. COMPANY, however, shall have the opportunity to review any paper or presentation containing results of the research program of CENTER prior to publication of the paper, and shall have the right to request a delay in publication for a period not to exceed 30 days from the date of submission to COMPANY, for proprietary reasons, provided that COMPANY makes a written request and justification for such delay within 30 days from the date the proposed publication is submitted to COMPANY.

Please plan ahead and send manuscripts and presentations > 30 days in advance to camtech@ifas.ufl.edu.

7. **PUBLICATIONS AND PRESENTATIONS AFTER PROJECT COMPLETION:**

The IAB has a 30 day review period for the final project report. After that final review period, researchers are free to release their results without IAB approval. However, we need to keep track of outputs resulting from CAMTech-funded research projects. Please inform us as results are published or presented.

8. **PRESENTATIONS AND PUBLICATIONS:**

Presenters are encouraged to use the header from the CAMTech PowerPoint template for any presentations of CAMTech-supported research.

**Acknowledgement statements:**

Please use the following acknowledgement statements

In publications:

“This material is based upon work supported by the National Science Foundation I/UCRC, the Center for Arthropod Management Technologies under Grant No. IIP-XX and by industry partners.”

Phase II award numbers are IIP-1821914 (University of Florida) and IIP-1821936 (University of Kentucky).
In acknowledgement slides:

NSF IIP-XX (CAMTech), and industry partners (along with one of the logos below).

9. INDUSTRY MENTORS:

Each funded project has a minimum of two mentors from CAMTech member organizations. CAMTech project mentors are technical sponsors who provide advice for center research projects. A mentor may be a member of the Industry Advisory Board (IAB) or another employee from the member organization. Please refer to Mentor Guidelines on the CAMTech website for additional information on the mentor-researcher relationship.

Grace or Jessica will contact you in order to schedule a kick-off mentor meeting to be held within the first month of project funding. Bryony or Reddy will lead that first meeting, typically a Zoom teleconference with the following agenda:

1) Introductions  
2) Confidentiality / Goals of the meeting  
3) Research proposed / update (usually with a PowerPoint presentation)  
4) Discussion of industrial relevance of the project  
5) Discussion of potential synergies with other CAMTech projects  
6) Reporting mechanisms (beyond quarterly written reports)

Researchers and mentors will decide on the format and frequency of future interactions. Possible formats include:

- Regularly scheduled teleconferences with PowerPoint research updates (the most popular option). If PowerPoints are used, the mentors should receive the slides 48 hours in advance so they can give well-thought-out input during the meeting. Please use the CAMTech PowerPoint template, modified to indicate Mentor Meeting and the month and year.
- Regularly scheduled written reports.
- Group emails

Center coordinators at each university site are available to help schedule teleconferences for researchers at their respective institutions.
Please note that

- All communications between researchers on a given project and any one mentor must be copied to all other mentors on that project so that all mentors can provide input on suggestions made.
- All presentations and reports shared with mentors must be marked confidential. CAMTech template should be used for research update presentations.
- When sending the presentations prior to mentor meetings:
  1. convert your ppt into a pdf (can print to pdf, 6/page, horizontal)
  2. mark the document as confidential either on the pages or in the title of the document
  3. add a footnote to the slides - CAMTech Mentor meeting - date, to help with record keeping
  4. cc Grace and the PIs on the project when you send it to the mentors.
- Researchers and mentors should consider the potential for synergy between CAMTech projects on an ongoing basis.

10. QUARTERLY REPORTS:

Quarterly Reports are submitted to camtech@ifas.ufl.edu, typically for deadlines of April 1, July 1, October 1, and January 1. You will receive a reminder and a template 3-4 weeks before the reports are due. Please read the instructions that are included in the template. The reports will be edited before being forwarded to the IAB and project mentors. A sample template and an example of a quarterly report are included in the Appendix.

Please remember that the IAB wants to see both positive and negative data. Negative or unexpected results can be informative!

The IAB expects completion of 80% of specified milestones in the research proposal.

11. IAB MEETINGS:

IAB meetings are held twice/year, in the spring and fall, and provide an excellent opportunity to establish relationships with industry representatives. There is no registration fee. Each research group is expected to send at least one representative to present research results obtained since the last meeting. These presentations should preferably be given by the graduate student or postdoc who has performed the research. Spring research updates are presented as PowerPoint presentations with feedback provided via the online LIFE forms (see below). Fall research updates are presented as poster presentations with feedback from member representatives provided verbally.

Schedule for Phase II CAMTech IAB meetings (* Spring meeting locations in italics are tentative)

<table>
<thead>
<tr>
<th>Year</th>
<th>Spring</th>
<th>Fall</th>
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<tbody>
<tr>
<td>2019</td>
<td>May 15-17, Gainesville, FL</td>
<td>Nov 15-17, St Louis, MO</td>
</tr>
<tr>
<td>2020</td>
<td>May 13-15, Lexington, KY*</td>
<td>Nov 15-17, Orlando, FL</td>
</tr>
<tr>
<td>2021</td>
<td>May 12-14, Atlanta, GA</td>
<td>Nov 12-14, Denver, CO</td>
</tr>
<tr>
<td>2022</td>
<td>May 18-20, Gainesville, FL</td>
<td>Nov 11-13, Vancouver, Canada</td>
</tr>
<tr>
<td>2023</td>
<td>May 17-19, Lexington, KY</td>
<td>Nov 3-5, National Harbor, MD</td>
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Meeting documents: For each IAB meeting, PowerPoint presentations, posters, and quarterly reports are compiled in a packet sent to member representatives in advance of the meeting and printed for those who request hard copies. These documents are edited before sending out and printing; thus, they are due to camtech@ifas.ufl.edu well in advance of the meeting. We will inform researchers of the deadline and send templates for the required documents. Examples are included in the Appendix. Note that when posters are required, we will print the posters.

Practice talks: All presenters are expected to participate in practice talk sessions. Presentations to industry representatives differ from those that would be given at a scientific conference, with greater emphasis on application, outcomes and deliverables, and less emphasis on technical detail; Reddy and Bryony will provide guidance during the practice sessions to help you meet the expectations of industry members. Grace will set up a Doodle poll to schedule practice talks.

LIFE forms: During the course of the IAB meetings, industry representatives will provide feedback and indicate their level of interest using Level of Interest and Feedback Evaluation (LIFE) forms. Researchers can access the comments immediately following their presentation. Login information will be provided in an email and at the IAB meeting.

1) Researchers are encouraged to respond to key industry comments via the LIFE form site prior to the IAB discussion on Day 2 of the meeting. Be concise and selective with your responses.
2) Do not place too much emphasis on LIFE form scores: It is not uncommon for projects that score well on the LIFE form to not be funded, and vice versa.

Proposals:
1) Do not include any work in a CAMTech proposal that is under consideration by another funding agency. There cannot be any overlap between CAMTech and other funded projects.
2) Include preliminary data in the proposal if applicable.

12. TRACKING CAMTech TRAINEES:
As part of our annual report to NSF, we report job placements for CAMTech trainees (students and post docs) after they graduate or complete their post doc appointments. Please inform us when students graduate and when post docs move on to new positions, telling us:

1. Their new place of employment
2. Their position title

13. RESOURCES AVAILABLE ON CAMTech WEBSITE:
Information on CAMTech operations and mentor guidelines can be found here:

- Operating Procedures (including membership agreement)
- Mentor Guidelines