Syllabus
CTPS 6121
Effective Laboratory & Resource Management

Faculty: Victor E. Reyes, PhD, course director, and assorted (below)
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Course Description
This course is designed to prepare postdocs and advanced graduate students with the basic tools to develop and lead a laboratory in academia or industry, manage resources and personnel effectively, and evaluate funding and technology transfer options.

Dates/Times: Mondays, 3-5 p.m., May 11 – July 20 (except May 25 Holiday)
Location: Levin Hall, Room 5.521

Objectives
After completing the course, postdocs and senior graduate students should be prepared to:
- Successfully negotiate the appointment, tenure and promotion process.
- Hire, manage and retain personnel.
- Prepare and manage a budget and research resources.
- Know when to seek a grant or contract and why.
- Know the difference between regulated studies and grants & contracts, and how to manage them.
- Identify when and why to obtain a grant with multiple investigators and how to manage it.
- Successfully obtain patents and build new businesses and protect intellectual property
- Apply export controls and use select agents.

Prerequisites: None

Required Texts: None

Topics | Content/instructor: TENTATIVE
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May 11: Hiring and personnel issues: how to select the best candidate, how to keep him/her, training, dealing w/conflict, others  Instructors: Dr. James C. Lee plus HR consultants Drew Walker and Bernadette Simmons
May 18: Budgeting and resource allocation  Instructor: Dr. Andrew McNees
May 25: Memorial Day Holiday
June 1: APT process: how the process works, what’s required, portfolio preparation, other  Instructors: Dr. Ashok Chopra
June 8: Multidisciplinary teams – translational science and technology integration  Instructors: Dr. Allan Brasier and Dr. Roberto Garofalo
June 15: Regulated studies (GLP): What they are and how they’re different from grants & contracts  Instructors: Dr. Trevor Brasel & Melissa Eitzen
June 22: Grants vs. contracts What’s the difference, why pursue a contract instead of a grant  Instructors: Toni D’Agostino or Connie Barton and Frances Streeter
June 29: Intellectual property who has the rights to publication, how to obtain patents/ copyrights, how are royalties paid/allocated, when to create a business  Instructors: Dana Buschmann and Dr. John Wiktorowicz
July 6: Effective partnering (synergy): how to select collaborators, how to establish collegiality, building teams  
Instructor: Dr. Mark Hellmich and Dr. Celia Chao

July 13: Export controls and select agents  
Instructors: Frances Streeter and Dee Zimmerman

July 20: Multiple investigators: when to use co-PIs, what’s the advantage of cross-discipline research;  
how does that work, who’s in charge  
Instructor: Dr. Bill Calhoun

Class Policies:
Assignments
Before co-facilitating a small group session, each postdoctoral scholar must attend the facilitating workshop provided by the Office of Educational Development. Postdocs must attend faculty facilitating meetings to learn the focus of the material to be covered in the small group sessions. They will prepare to facilitate the discussion as necessary.

Grading
The course consists of lectures, discussion and presentations. Satisfactory/Unsatisfactory grading will be based on:
• Attendance 80%
• Participation 20%

Absences
Over the ten weeks of this course, the participant must be present at for at least six of the sessions. Attendance will be taken at the beginning of the session by means of a sign-in sheet, which will be removed after 15 minutes. Anyone arriving more than 15 minutes late will be considered absent.

Course Evaluation
As part of the overall course grade, the participants will be required to complete an evaluation of the course and instructors.

Disability/Special Accommodations Statement
It is the policy of the University of Texas Medical Branch (UTMB) to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs, and activities of UTMB-Galveston solely on the basis of the disability.

UTMB is committed to equal opportunity for students with disabilities. If you have a documented disability or would like to obtain information regarding services for students with disabilities, a complete copy of the “Student with Disabilities: Guidelines for Compliance” may be obtained from the Office of Equal Opportunity and Diversity.

UTMB Honor Pledge
On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.

Student Conduct and Discipline
Student Conduct and Discipline policy in the Institutional Handbook of Policies and Procedures (IHOP), Section 7.1.3 (http://www.utmb.edu/policy/ihop/search/07-01-03.pdf), “General Responsibilities: It is the responsibility of every student, faculty member and administrative official to initiate a disciplinary complaint when scholastic dishonesty or other misconduct is involved” UTMB IHOP Section 7.1.3. Student Conduct and Discipline: General Responsibilities.