Faculty: Jose Barral, 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., Sept. 16-Nov. 18.
Location: Levin Hall, Room 3.324

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 built new businesses and protect intellectual property
• Apply export controls and use select agents.

Prerequisites: None

Required Texts: None

Topics
Sept. 16: Hiring and personnel issues: how to select the best candidate, how to keep him/her, training, dealing w/conflict, other
Instructors: Dr. James C. Lee plus HR consultants Drew Walker and Bernadette Simmons
Sept. 23: Budgeting and resource allocation
Instructor: Dr. Andrew McNees
Sept. 30: APT process: how the process works, what’s required, portfolio preparation, other
Instructors: Dr. Ashok Chopra
Oct. 7: Regulated studies (GLP): What they are and how they’re different from grants & contracts
Instructors: Dr. Dennis Trent & Melissa Eitzen
Oct. 14: 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
Oct. 21: Multiple investigators: when to use co-PIs, what’s the advantage of cross-discipline research, how does that work, who’s in charge
Instructors: Drs. Bill Ameredes and Robert Rose
Oct. 28: 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
Nov. 4: Export controls and select agents
Instructors: Frances Streeter and Dee Zimmerman
Nov. 11: Holiday
Nov. 18: Effective partnering (synergy): how to select collaborators, how to establish collegiality, building teams
   Instructor: Dr. Ken Ottenbacher

**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 nine 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](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*. 