Following is a stand-alone tutorial on how to do research at USAFA

These are the services we are asked about most often

DFRO can come brief your research group or department any/all of these programs

When in doubt, ask DFRO...

Visit your Research Office at https://www.usafa.edu/research/office-of-research/

WE are here to serve YOU
Mission:
Execute today’s research in order to develop leaders for tomorrow’s battlespace

Vision:
Be the catalyst for innovation supporting all institutional research, brokering key associations, and developing officers of character for the Air and Space Forces

Victory smiles upon those who anticipate the changes in the character of war, not upon those who wait to adapt themselves after the changes occur.

Air Marshall Giulio Douget, 1921
DFRO How To Series: Public Release

Process: Sharepoint link

Timeline

- 10+ days prior: Submit request on Sharepoint
- 10-0 days prior: DFRO reviews and assigns PA case number
- 0+ days: Author places case number and distro statement on publically released materials:

DISTRIBUTION STATEMENT A. Approved for public release: distribution unlimited.
DISTRIBUTION STATEMENT B. Distribution authorized to U.S. Government agencies (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office).
DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office).
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DISTRIBUTION STATEMENT F. Further dissemination only as directed by (controlling office) (date of determination) or higher DoD authority.

**In rare cases the material needs to be cleared by USAFA/PA. This may add significant delays to the process.**

Contact

- Rachael Britton, Research Admin
- Rachael.Britton@usafa.edu
- (719) 333-4195

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An agreement is required any time transfer of technology occurs. All Air Force technology transfer activities shall be accomplished using one or more model agreements approved by SAF/GCQ. AFI 61-201, 3.1.

From its creation to its full execution, the support agreement process is comprised of three main components:

1. **Creation**: Researcher contacts the DFRO to initiate Agreement.
   - Agreements Specialist provides applicable template.
   - Department and Collaborator populate Agreement with specialist consult.

2. **Legal Review**: Agreement is submitted back to the DFRO for review, Legal review, and routing for signature.

3. **Signatures**: Agreement is fully executed once all parties have signed Agreement.

13 different Support Agreements are processed through the Research Program Specialist office; most common of which are:

- CRADAs
- MOUs/OAs
- EPA’s, MTAs, CTAs

**Timeline**

- The time it takes to process an agreement is determined by:
  - The type of agreement
  - Agreement talks between the involved parties
  - The time needed for legal review and negotiation
  - The volume of agreements needing to be processed and signed (CSRP season is busy and it may take longer to process agreements).

- **Average time for entire process**: 2 Months. Please contact DFRO early if you need assistance!

**Contact**

- Teresa Whinnery, Research Program Specialist
  - Teresa.Whinnery.ctr@usafa.edu
  - (719) 333-3978

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DFRO How To Series: Annual Research Awards

Process

- Each Fall DFRO will issue a call for nominations
- Each Dept may submit one nominee per award category (FOI 61-101 on the Awards Team Page)
- A 1206 Form and Cover Letter can be submitted to the USAFA Annual Research Awards Team Page (Code: bsjs01r)
- DFRO will chair a Selection Board for each award.
  - The Board will include: Associate Dean for Research, Chief Scientist, Director of INSS, and a minimum of one Research Director/Research Center Director from each academic divisions.
  - Recommended award winners will be submitted to the Vice Dean and Dean of the Faculty for final approval.
- The winners will receive award plaques during the Annual Dean’s Research Awards Ceremony the following spring.

Timeline

- 1 Sept 2020 - Call for nominations
- 29 Sept 2020 - Nomination Packages due
- 6 Oct 2020 - Call for Selection Board nominees
- 10 Nov 2020 - Selection Board meeting
- Spring 2021 - 25th Annual Dean’s Research Awards Ceremony

Contact

- Amy Berg, Research Event Coordinator
- Amy.Berg.ctr@usafa.edu
- (719) 333-3327

Visit your Research Office at https://www.usafa.edu/research/office-of-research/
DFRO How To Series: Small Grants

Process

- Formal call sent at beginning of AY for next FY grant funding:
  - AFOSR Small Grants
  - AFOSR Humanities Grants
  - Science of Teaching & Learning (SoTL)
  - Institute for Information Technology Applications (IITA)
  - Institute for National Security Studies (INSS)
  - DFRO Small Grants
  - STEM Outreach Funds
  - Donor Research Funds

- Most proposals due 1 Nov
- Various POCs
- FY20: $300k+ total funding

Timeline

- For most topics:
  - 1 Sept - DFRO Call goes out
  - 1 Nov - Proposals Due
  - Nov - Panel from USAFA, AFRL, AFOSR review all proposals
  - Dec - Decisions made, PIs notified
  - Jan-Mar - Funding arrives
  - Funding must be executed before Sept

Contact

- Col Chris McClernon
- chris.mcclernon@usafa.edu
- 333-4195

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**DFRO How To Series:**

**Cadet Summer Research Program (CSRP)**

### Process
- **“CSRP”** an umbrella for several summer research/internship programs
- Managed by rotating CSRP Director & Deputy under the supervision of DFRO
- Every academic dept has CSRP Rep
- Outside organizations (sponsors) contact depts., DFRO, etc. for interest in sponsoring cadets
- Department Reps match cadets interests, aptitudes, and schedules to sponsored opportunities
- CW allocates summer billets
- DFRO administers including: agreements, receive funding, DTS LOAs
- **NEW:** CW rep will facilitate all cadet travel, DTS, orders, voucher

### Timeline
- **Fall (Aug-Nov)**
  - CSRP director negotiates # slots with CW
  - Dept Reps communicate with sponsors
  - Supt approval for early (May) departure for participating cadets
  - Cadets matched to slots requiring TS clearances
- **Winter (Dec-Feb)**
  - Cadet eligibility determined
  - Most cadet matched to sponsor
  - CW matches requested times with summer schedules
- **Spring (Mar-May)**
  - DFRO Administration
  - Gift funds requested
  - Dept Reps generate cost estimates
  - Travel orders
- **Summer (May-Aug)**
  - Program execution!

### Contact
- **Maj Brian McReynolds (DFP) or Department Rep**
- [brian.mcreynolds@usafa.edu](mailto:brian.mcreynolds@usafa.edu)
- 333-4245

*Visit your Research Office at [https://www.usafa.edu/research/office-of-research/](https://www.usafa.edu/research/office-of-research/)*
## DFRO How To Series: STEM Outreach Involvement

### Process
- To volunteer as a faculty member presenter for 4th-12th grade cadet area tours contact Sandy Lamb
- To volunteer as a presenter at Community STEM Events contact Sandy Lamb
- To volunteer as a virtual presenter for K-12 classrooms contact Sandy Lamb
- To volunteer to judge local science fairs and robotics competitions contact Sandy Lamb
- To volunteer as a presenter for Legacy Camps (6th-10th grades) contact DeLene Hoffner
- To volunteer as a mentor for Legacy Junior Apprentice Summer Interns contact DeLene Hoffner.
- To work on collaborative efforts as a member of the Basic Sciences Team (Biology, Physics & Math Departments) contact Stacey Lazzelle
- To volunteer to work the Cadet STEM Club contact Capt Wale Lawal.

### Timeline
- A wide variety of requests for STEM Outreach support come weekly.
- Volunteers need to supply contact information, Department, SME area and desired level of involvement
- Volunteers need to send # students & # teachers impacted to Sandy Lamb

### Contact
- **General STEM Outreach**
  - Sandy Lamb ([sandra.lamb.ctr@usafa.edu](mailto:sandra.lamb.ctr@usafa.edu))
- **Legacy Summer Camps**
  - DeLene Hoffner ([delene.hoffner.ctr@usafa.edu](mailto:delene.hoffner.ctr@usafa.edu))
- **Chemistry Magic Shows or Basic Sciences Team Collaborations**
  - Stacey Lazzelle ([stacey.lazzelle.ctr@usafa.edu](mailto:stacey.lazzelle.ctr@usafa.edu))

Visit your Research Office at [https://www.usafa.edu/research/office-of-research/](https://www.usafa.edu/research/office-of-research/)
Contact DFRO to learn more about the following programs

- Research budget and funds management
- Quad Innovation Partnership: [www.quadcos.org/](http://www.quadcos.org/)
- Research grant submissions and processing
- Research events and visits
- Colorado Springs Undergraduate Research Forum (CSURF)
- Air Force Research Laboratory programs
- Technology Transfer & Transition (T3)
- Patents and licensing
- Visiting Researcher Programs
- Library for cataloging author publications... coming soon

Visit your Research Office at [https://www.usafa.edu/research/office-of-research/](https://www.usafa.edu/research/office-of-research/)