

- 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...

**WE are here to serve YOU**

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

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## 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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**\*\*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](mailto:Rachael.Britton@usafa.edu)
- (719) 333-4195

The screenshot shows a 'Document Submission' form with the following fields and options:

- Submitter:** Text input field.
- Date Submitted:** Date input field (pre-filled with 7/31/2020).
- Name of Document:** Text input field.
- Author (s):** Text input field.
- Attachment(s):** Two buttons labeled 'Click here to attach a file'.
- Department:** Dropdown menu with 'Smart care' selected.
- Purpose:** Text input field with a red warning: '(Must) Abstract, paper, journal article, book, etc. and where will your document be released?'
- Does your research involve any of the following? If so, check all that apply:** Dropdown menu with 'Select...'.
- Checkboxes for research types:**
  - Research on decision-management techniques, pedagogy or other SDT's research
  - Research involving surveys, interviews, or observations of public behavior
  - Research using individual-level data, such as data from CAMS, GD, AFPC, Amazon MyLink, or other data about
  - Research using social media (e.g. Facebook, Twitter, LinkedIn, Instagram, Snapchat)
  - Human factors research
  - Research involving interaction with or data collection from living individuals, either in-person or online
- IF you checked any of the above, please enter your IR Determination Number:** Text input field.
- Department Head Approval:**  (Must be approved before checking "Submitter Complete")
- Submitter Complete:**  (DFRO is not notified of this submission until you check this box)

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# DFRO How To Series: Agreements

## Process

- 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/MOAs
  - EPA's, MTAs, CTAs
  - [Link to WPAFB brief on agreements](#)

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## 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](mailto:Teresa.Whinnery.ctr@usafa.edu)
- (719) 333-3978

# 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 - 25<sup>th</sup> Annual Dean's Research Awards Ceremony

## Contact

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

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# 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](mailto: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

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# DFRO How To Series: STEM Outreach Involvement

## Process

- To volunteer as a faculty member presenter for 4<sup>th</sup>-12<sup>th</sup> 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 (6<sup>th</sup>-10<sup>th</sup> 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))

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# DFRO How To Series: Other...

## 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*

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