

stronger together

Mentoring & Supporting Junior Faculty

Introductions

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Experience/Expertise

- Research Administration
- Research Development
- Project Management
- Science Writing

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School of Mind, Brain & Behavior
Department of Neuroscience
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Experience/Expertise

- Department Administration
- Finance
- Project Management
- Analytics



Setting the Stage



It ain't so easy being a PI.

What do you bring?



While faculty may have formal mentorships, a solid relationship with a research administration professional can be instrumental in their development as responsible researchers.

Session Topics

- The 1st meeting
- The 1st proposal
- Post-award

The First Meeting

Goals of the first meeting

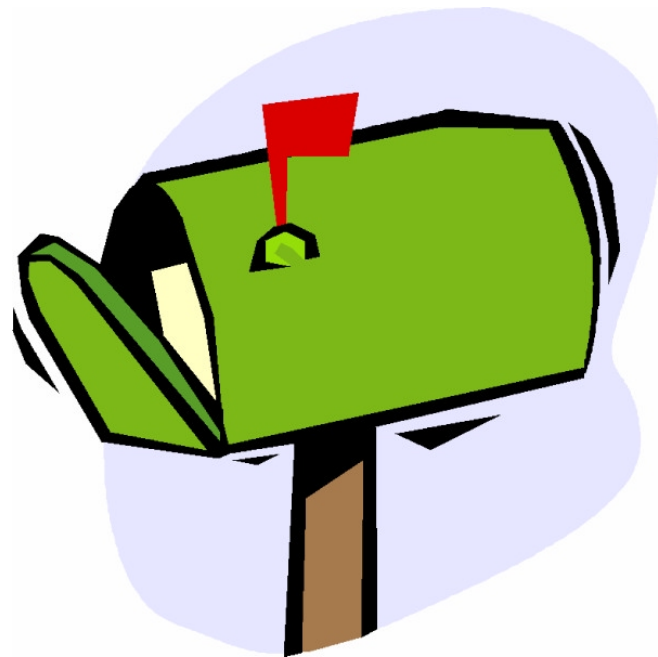
- Ask the PI to explain his/her research in layman's terms.
 - Show interest and ask questions
- Introduce the new PI to research administration, your office & services
 - Organization chart
 - Websites
- Establish working relationship expectations
 - Communications – how and when. Expectations for both of you.
 - Timelines, deadlines for proposal review, annual reports, etc.

What can you provide?

- List and contact information for research services across the university
 - Research Development
 - Safety/Compliance
 - Sponsored Programs
 - Graduate school
- Set yourself up as a “safe” go-to person for new faculty

Follow up after the meeting

Send a personalized email that directs the PI to the resources you discussed during the meeting.



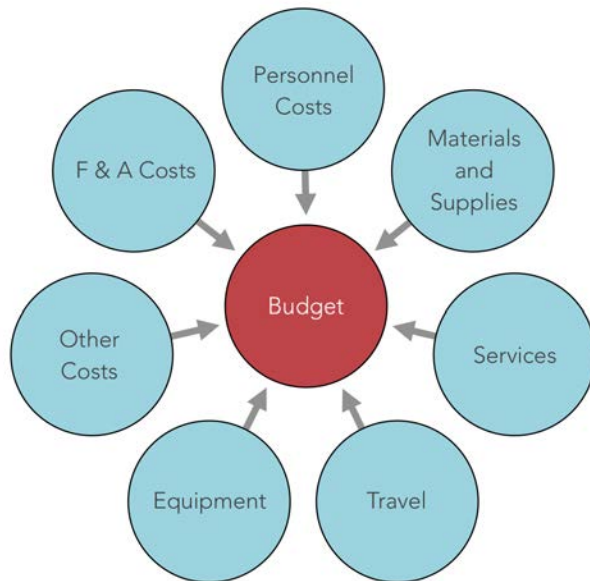
The First Proposal

Where are they starting from?

- Have they written a proposal alone before?
- Have they worked in or accessed any of the submission systems? Do they have the needed accounts (ex: NSF ID)?
- Do they know where to find proposal writing resources at your institution?

Another meeting!

- Review the RFP
 - What questions do you have for the PI?
 - What did you notice in the RFP?
- Review deadlines
- Review the submission mechanism
 - Budget (salaries, cost share, F&A)
 - Other proposal components
 - Reviewing & writing assistance
 - Who pushes the submit button?



The Program Officer –

- *Is the chosen mechanism a fit for the proposed research?*
- *What were prior application and award percentages?*
- *Is there a general rule of thumb regarding preliminary data for the funding mechanism?*
- *Does the proposed research align with current priorities?*
- *What could be modified to improve the chances of success?*
- *Is the study section appropriate?*

Faculty FAQ

- How to get a profile set up for NSF, NIH, etc?
- How do I put together a budget?
 - What is IDC?
 - What is a modular budget?
- What are supplementary documents (Facilities/Equipment, Data Management, etc.)?

Post-Award

Post-Award

*Seeking permission is better than asking forgiveness
(or making explanations to internal audit)*

Set the tone for the new PI to see you as the resource

- *Send a congratulations note when a new award is made*
- *Award setup (just-in-time, terms, etc.)*
- *Budget setup and monitoring*

Award Life Cycle & Management

- Projections/forecasting
 - Burn rate is a useful tool or show projected expenditures by month
- Reporting
 - When can the PI expect account reports; what is the review obligation?
- Compliance
- Changes to the project
 - PI effort, cost sharing, export-controlled activity, foreign components, scope, etc.



PI Portfolio

- Includes sponsored awards, setup funds, gifts
 - Pursue an integrated plan
 - See the big picture
 - Expect change



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