

CUR DIALOGUES 2017

Optimizing the Working Relationship Between Faculty Researchers and Sponsored Programs Staff

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OFFICE OF SPONSORED PROGRAMS

(this is a generic term for the office or function providing support for the grant-seeking process and other research administration and grant-related issues – other typical names include Grants Office, Corporate & Foundation Relations, or Faculty Support and in the absence of a distinct office personnel with these responsibilities may be located in academic affairs, graduate school, advancement or development, finance or budget offices, provost's office, or some other unit)

SERVICE TO FACULTY - Research Support, Career Advancement, Resource for Faculty Development

INSTITUTIONAL ROLE - Compliance/Risk Management, Institutional Reputation, Campus expert on funding climate and research administration issues, Agent of Faculty Development

OSP ESSENTIAL SERVICES/FUNCTIONS

- ❖ Research Planning and Strategic Thinking
- ❖ Funding Source Information
- ❖ Compliance Information
- ❖ Budgeting
- ❖ Proposal Preparation
- ❖ Submission
- ❖ Celebrating and Tracking Success
- ❖ Post Award

RESOURCES:

CLASP: Email discussion group and network of folks working in liberal arts colleges and other small institutions to support faculty and academic grants and sponsored programs. Contact Franci Farnsworth for more information. Not an organization – no website. Link to subscribe:
http://lists.middlebury.edu/read/all_forums/subscribe?name=clasp

NCURA and SRA: National organizations of research administrators each with national and regional conferences, workshops, certificate programs, publications, national office and services, networking opportunities.

NORDP (National Organization of Research Development Professionals)

CUR: National meetings, workshops, national office and services. At Large Division is most appropriate for OSP staff.

FACULTY & OSP STRATEGIES for EACH SERVICE/FUNCTION

Research planning and strategic thinking

FACULTY STRATEGIES

- Start early
- Plan a timeline around career progression
- Use SPO expertise on funding climate as a sounding board
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Formalize PD Plan

OSP STRATEGIES

- Be visible on your campus
- Listen and reflect
- Link faculty to resources
- Identify collaborators
- Join professional networks – in small offices, these folks extend your ability to help your faculty
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Joint function w/ Dean

Funding source information

FACULTY STRATEGIES

- Become familiar with SPO web site
- Learn to use funding search resources available on your campus
- Create the “elevator speech” for your project
- Note who is funding what (journals, conference papers, etc.)
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OSP STRATEGIES

- Find resources for identifying funding opportunities
- Sign up for automated notices from funding agencies
- Forward opportunity information to appropriate faculty
- Use the expertise of colleagues
- Know compliance mandates →
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Workshops; New fac. lunches

Compliance Information

FACULTY STRATEGIES

- Understand the compliance issues related to your research
- Allow time for the compliance review process
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IRB Workshops

OSP STRATEGIES

- Develop expertise in areas of compliance important to your campus
- Know who is responsible for what
- Don't be afraid to ask agencies or colleagues for advice
- Needs own staff person
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Budgeting

FACULTY STRATEGIES

- Notify SPO as soon as you decide to apply
- Send draft budget and questions to SPO as early as possible
- Create timeline, then
- add budgeting info.
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OSP STRATEGIES

- Develop generic spreadsheets for "typical" grant scenarios
- Make information about fringe benefits, indirect costs, other budget elements readily available
- Budget is way to tell story
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Co-PI/PI Collaborations
w/ Jr. faculty

Proposal Preparation

FACULTY STRATEGIES

- Start early!! Notify SPO of your intent and develop a timeline to stay on track
- Use SPO expertise to understand guidelines and forms
- Use SPO expertise to review for grantsmanship
- Identify colleagues who can review your content
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OSP STRATEGIES

- Understand funding sources and their unique regulations and policies
- Provide samples of funded proposals
- Offer regular grant-writing workshops
- Network with colleagues
- Build teams for interdisciplinary and major institutional proposals
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Submission

FACULTY STRATEGIES

- Keep SPO informed about your intentions and deadlines
- Learn how to use any requisite online submission system
- Understand campus system/requirements for internal approvals and submissions
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OSP STRATEGIES

- Set internal deadlines to ensure timely submission
- Keep running list of deadlines and PIs; if multiple offices are involved, find a software solution
- Keep a tally of procedures for all ERA systems and who owns which "roles" at your institution
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Act of applying = scholarship

Dean recognizes attempt (s) to apply

Celebrating and tracking success

FACULTY STRATEGIES

- Notify SPO of any grants paid directly to you
- Use grant data in your proposals to show competence and your institution's ability to manage grant
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OSP STRATEGIES

- Collect ideas from colleagues about new ways to celebrate success and incentivize grant writing
- Prepare annual reports with charts of key indicator data to chart trends
- Recognize every success in some way – immediately with a note, and/or a larger recognition celebration
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Post-Award

FACULTY STRATEGIES

- Meet in person with grants post-award staff
- Make sure you understand your responsibilities
- Meet your reporting deadlines
- Start thinking NOW about your next submission!
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OSP STRATEGIES

- Hold startup meetings with PIs when an award is received
- Develop good working relationships with grants accounting
- Post grants management info on the web
- Meet periodically with all those involved in grant management
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