Onboarding and Beyond for Research Faculty

– *Taking the "They Don't Know What They Don't Know" Out of the Equation*

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Brief history of our onboarding model

Providing
Administrative
Research
Training for
-**E**veryone

PART-E

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Our onboarding model journey

Pediatrics – 17 Divisions

- In 2011
  - 26 Admin positions: pre-award functions
  - Department initiates pre-award centralization

- By 2014 Centralization complete
  - Peds Research Office (PRO) now does all pre-award activities.

  - Today PRO has a total of 7.20 FTEs, 4.0 solely pre-award.
  - PRO also supports:
    - Grant Review
    - Annual Research Symposium
    - Intramural funding program
    - Division grant portfolios
    - JITs, MTAs, DUAs, NDAs
    - Other Support, Biosketches
    - Funding searches

→ HOW TO FORMALLY ANNOUNCE PRO & ITS SERVICES?

→ HOW TO INTRODUCE NEW FACULTY TO PRO'S PROCESSES?

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Step 1: Assess the need

Questions to consider:

- Do you have faculty spending research dollars?
- Does your department provide grant administration support for faculty?
- Any new research community members, from another institution or department?
- Does your department/institution provide resources to your research community?
  (Eg: Core Services, Internal Funding Mechanisms, Proposal Review Services)
- **Do you enforce deadlines?**

If the answer to any of these ?'s is YES, there MAY be a need for
Research Administration Onboarding in your research area

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Step 2: What's the mission?

Our mission is to *alleviate* the administrative

burden   associated with grant

administration so Investigators can concentrate

on their science.

Step 3: Plan the Initial Model Sessions

- Obtain department approval

- Convene grant administrators (Pre & Post-Award) to develop the presentation

- Choose presentation format i.e. PowerPoint, Prezi, Google Slides, Slidebean, etc. (we always return to PowerPoint)

- Discuss necessary content. Use clear language, helpful examples

- Write out acronyms

Step 4a: Determine presentation content

PRE-AWARD

- Research proposal & other electronic systems
- Modes of communication
- Who does what (budgets, applications, submit …)
- Deadlines
- Checklists
- Schedules
- Review & approval process
- MTAs, DUAs, NDAs
- Clinical Trials
- Document development

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Step 4b: Determine presentation content

POST- AWARD

- NOA
- Reconciliation
- Analysis & Communication
- Financial Reports
- Closeouts
- Forecasting/Burn Rates
- Portfolio analysis
- Effort allocations

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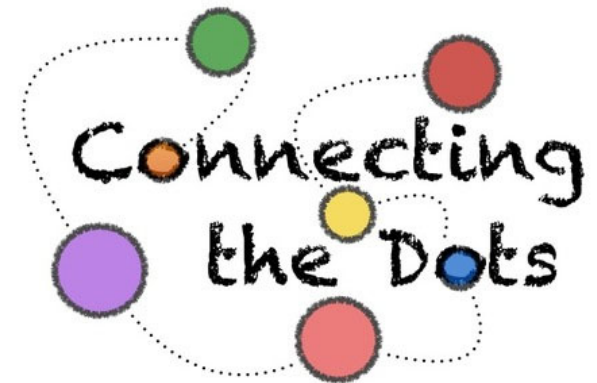# Step 4c: Determine presentation content

RESOURCES

Other Faculty Resources
- Core services/facilities; research infrastructure
- Research development services & resources
- Grant review & editing
- Finding funding; working with sponsors

Compliance
- Publications
- FCOI
- Research compliance & training
- Progress Reports

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Step 5: Assignments

- Assign sections based on strengths & comfort zone
- Assign the Powerpoint (GoogleSlides, Prezi, Slidebean) development
- Regroup & rehearse presentation; edit if needed
- One week prior, do a final run-through
- Prepare hardcopy packets for attendees

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Step 6: Advertise

- PART-E Spring & Fall

- 1 hour presentation

- Email blast 2 months prior to faculty, fellows & administrators; request RSVP for meals & room size. Biweekly emails until 2 weeks before the event, then weekly

- Short summary stimulates interest

- Eventbrite & calendar invites

- Departmental newsletter/communications to advertise program

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Step 7: Going Live

PART-E favor

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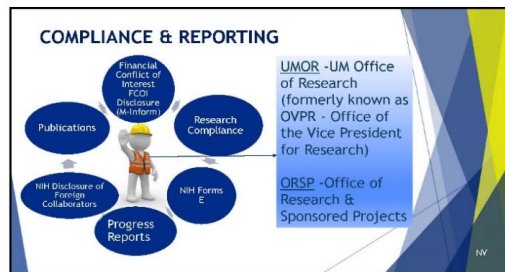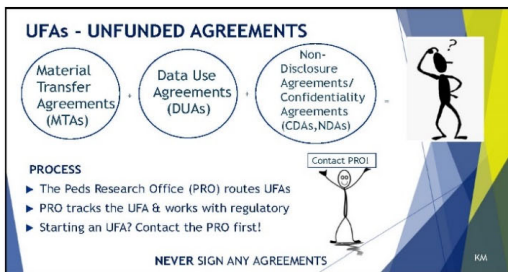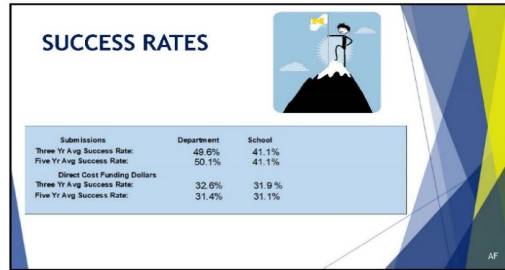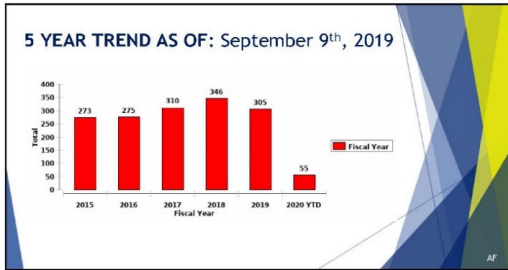
TAKE-HOMES

Never
Never
Never

…sign anything and send it directly to the sponsor
without first checking with our office.

Lessons learned

- Front of room presentation changed to table format - conversation & connections
- Reduce detail on a subject matter
- Participants leave knowing there is a process & who to contact for that process
- Emphasize protection rather than bureaucracy
- Real-life, relatable examples enhance appreciation for process
- "Onboarding" became "PART-E" (Providing Administration Research Training for Everyone) which increased attendance
- DNTIA (Do not talk in acronyms)

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Evolution of Part-E (a)

Beyond Onboarding- taking the "they don't know what they don't know" out of the equation

Considering: PART-E PART-2, more extensive for experienced/senior faculty

Brown Bag Educational Sessions:

➢Abstract writing & poster presentation
➢Post-award/financial management
➢Publication management & compliance

……more topics next slide

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Evolution of Part-E (b)

More 'brown bag' topics:

➢Writing your grant through the eyes of a reviewer

➢Presentation from Research Development

➢Introduction to Electronic Research Notebook (ERN)

➢Including Rigor & Transparency within the Research Strategy

➢K Series

➢F Series

FINISH LINE

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QUESTIONS?

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END OF OUR PART-E

Thank you for attending!