Keep the Wheel Turning

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Big Wheel Keep On Turning
Spokes on the Research Wheel

• Sponsored Projects Office
• Accounting Office
• Faculty
• Department Administrators
• Procurement
• FCOI
• IRB/IACUC
Sometimes it feels like…
But….why?

- Lack of Knowledge
- Communication Issues
- Time Constraints
- Insufficient Mentoring
- Not Enough Help/Too much burden
- Mindset
Faculty/PI Challenges

- Submitting proposals without going through Sponsored Projects Office
- Negotiating F&A and other budgetary items
- Negotiating contractual terms and conditions
- Notifying Sponsored Projects Office at the last minute
Faculty/PI Considerations

- Connections with Sponsors
- Institutional Faculty Requirements
- Institutional Research Requirements
Faculty/PI Solutions

• Develop a relationship with faculty and departments
• Provide training options where needed
• Remember we are here to help – try to make things as easy as possible for everyone (including yourself)
Challenges

- Missing a deadline, missing a guideline requirement, battling with a PI/Department

Considerations

- Juggling multiple deadlines
- Working with multiple faculty members
- Keeping up with internal and external policies that seem to change monthly
- Reviewing multiple RFPs and communicating with agencies on questions

Solutions

- Interaction with PI/Department, Communication with Subawardees, Knowledge of policies and RFPs, Team Work
Sponsored Project Office: Contracting Team

Challenges

• Delay at executing contract/subcontract, missing a term/condition, compliance

Considerations

• Sponsor delays, lack of knowledge regarding what terms institution can accept (PI and Sponsors), multiple contracts pending, negotiation in general

Solutions

• Know your agency, be professional, open communication with PI, know internal and external policies and rules
Challenges

- Delay in setting up accounts, untimely invoicing, late reporting

Considerations

- Multiple projects with different requirements, faculty response time, turnover

Solutions

- Communicate with agencies, PIs and departments, understand the entire process, team work
Additional Department Challenges

- Colleges/Departments
- Commercialization Office
- Compliance Offices (IRB, IACUC, Export Control)
- General Council
- Institutional Advancement (Gift Office)
- Procurement
- And so many others
Overall Solutions

• Increasing Knowledge
• Better Communication
• Better scheduling and awareness
• Mentoring
• Providing Assistance/Reducing Administrative Burden
• Changing Mindset (if only it were that easy)
Training and Messaging Out

- Get yourself out there—research council meetings, faculty meetings, admin meetings, make an appointment to introduce yourself
- Provide training where needed (get creative)
- Use mass email sparingly
Effective Communication

• Again, get yourself out there; figure out what the best communication is for the situation
• Reach out directly (IM or email)
• Pick up the phone!!!!
• In-person PI meetings
Reducing Burden

• Remember everyone is busy even though WE don’t always see it
• Customer service is our primary responsibility
• Streamline internal requirements
You can lead a horse to water...
But sometimes…
So what do you do?

- Maintain your rationality
- Place responsibility where it belongs
- Explain the Directive
- Set reasonable limits
- Be prepared to enforce those limits
Change is not easy

• You may not be able to change the person or the problem, but you CAN change how you react
And what do you not do.

Being a good tattle tale requires exceptional attention to details and then blowing them out of proportion.
And what else do you not do.

It’s Not My Fault.....

It’s Theirs.....
And finally…
Any questions?

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