



SOCIETY OF  
RESEARCH  
ADMINISTRATORS  
INTERNATIONAL

# A Collaborative Pre-Award Support Model to Promote New Faculty Success

Empowering Early Career Growth Through Strategic Partnerships



# Introduction

# Research & Innovation



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# Learning Objectives

## #1

Identify **common needs** expressed by new investigators, and describe ways those needs are met by preaward research administration and research development teams

Communicate

Stay on Schedule

Know The Roles

Describe an **effective collaborative model** between preaward research administration and research development teams and how to implement such a model

# Definitions

Early Career Faculty  
(tenure track)

Often newly appointed, typically with limited experience in independent research.

Incoming Faculty  
(tenure track)

Established researchers, often with significant experience and a track record of funded research.

Pre-Award Research  
Administration

Administrative, non-technical support for proposals.

Research  
Development

Technical support for proposals and researchers.

# Roles & Responsibilities



# Roles & Responsibilities in a Collaborative Model

COMMUNICATION

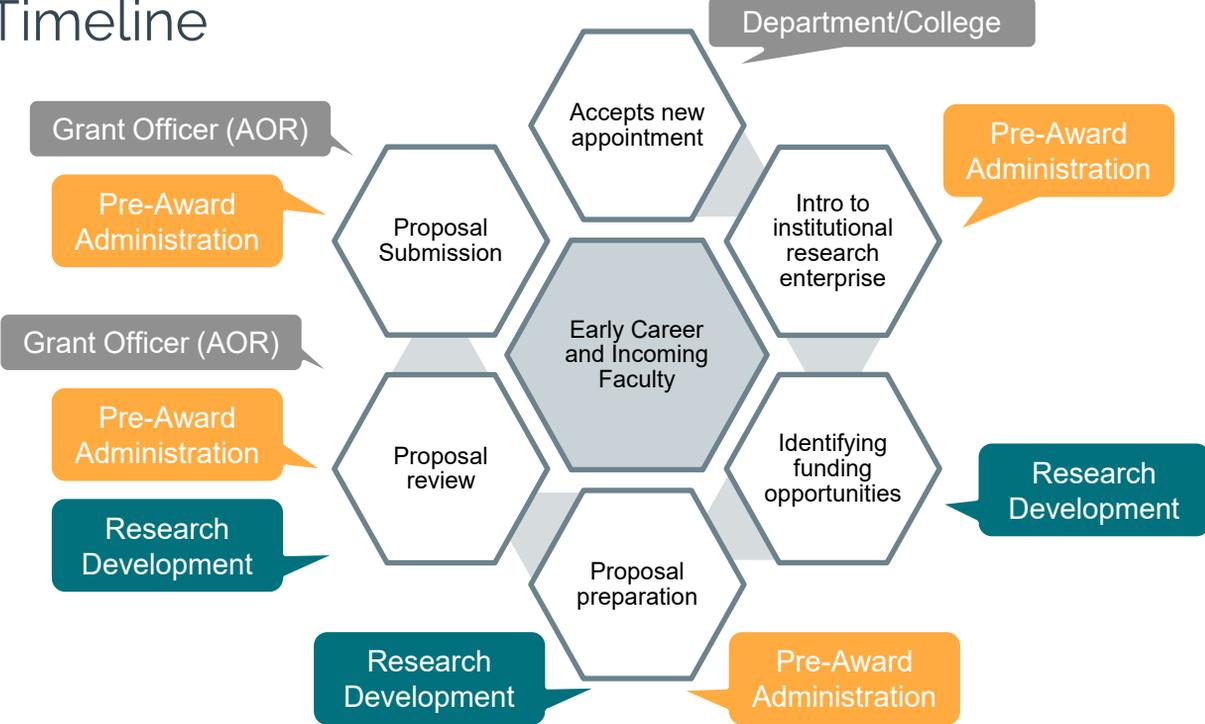
RESOURCE MANAGEMENT

PROPOSAL PREPARATION

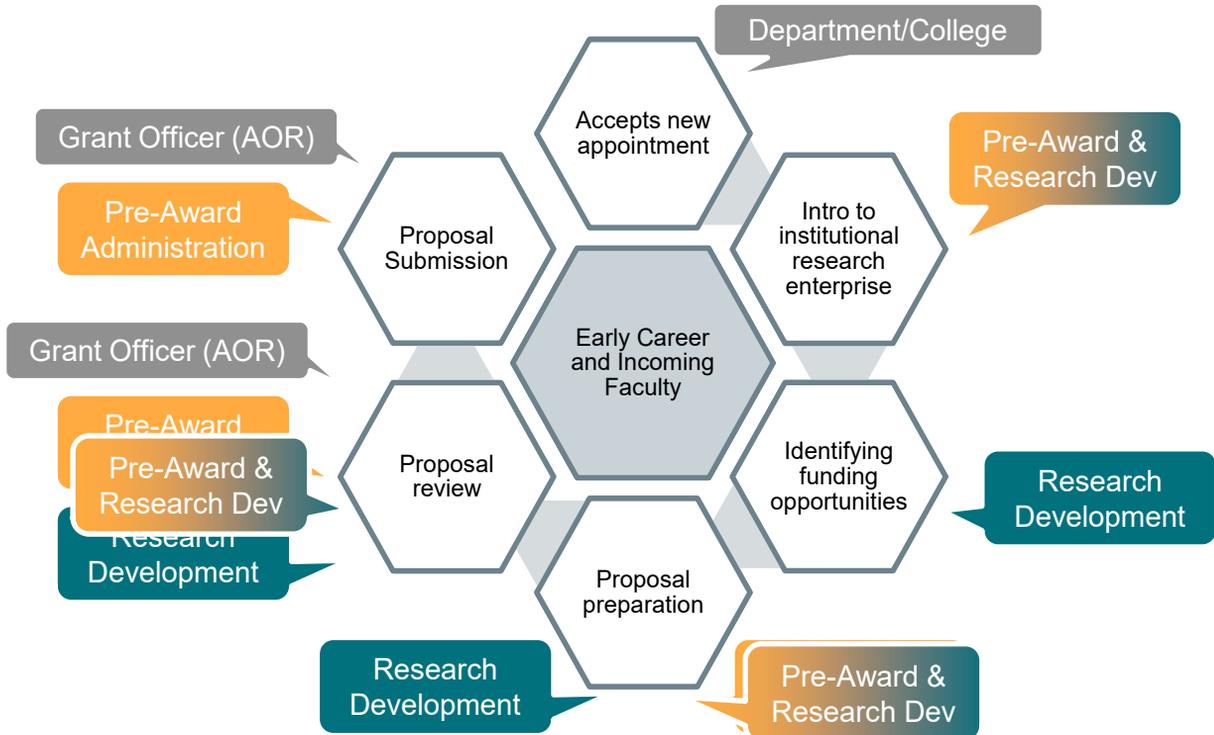




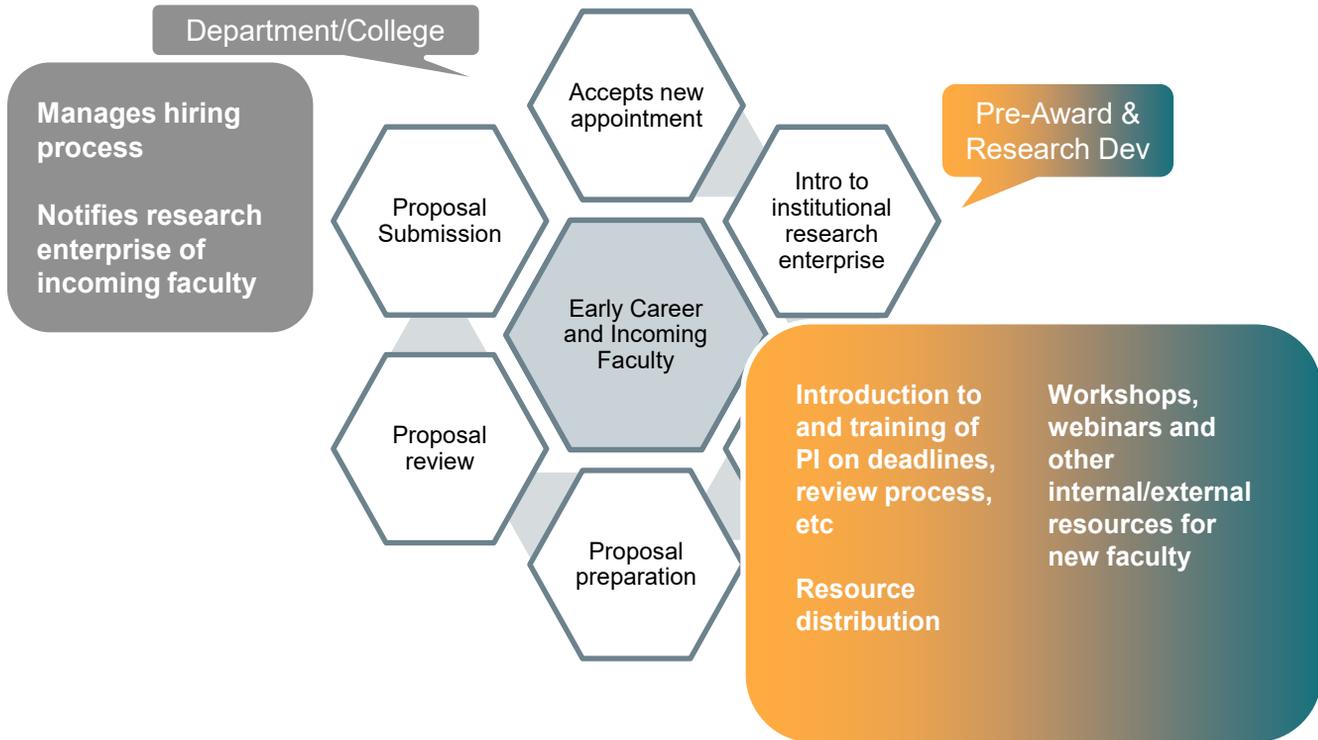
# Early Career and Incoming Faculty Proposal Timeline



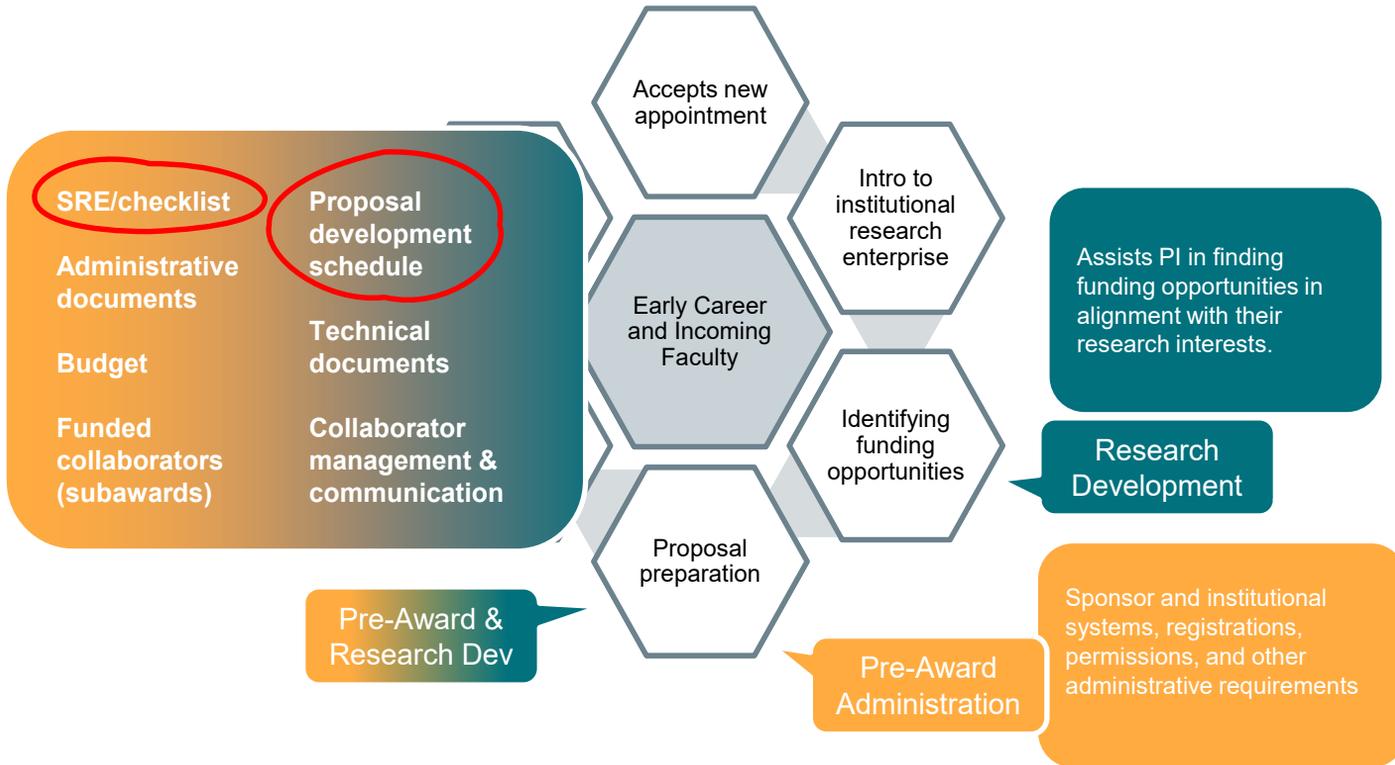
# A Collaborative Proposal Timeline



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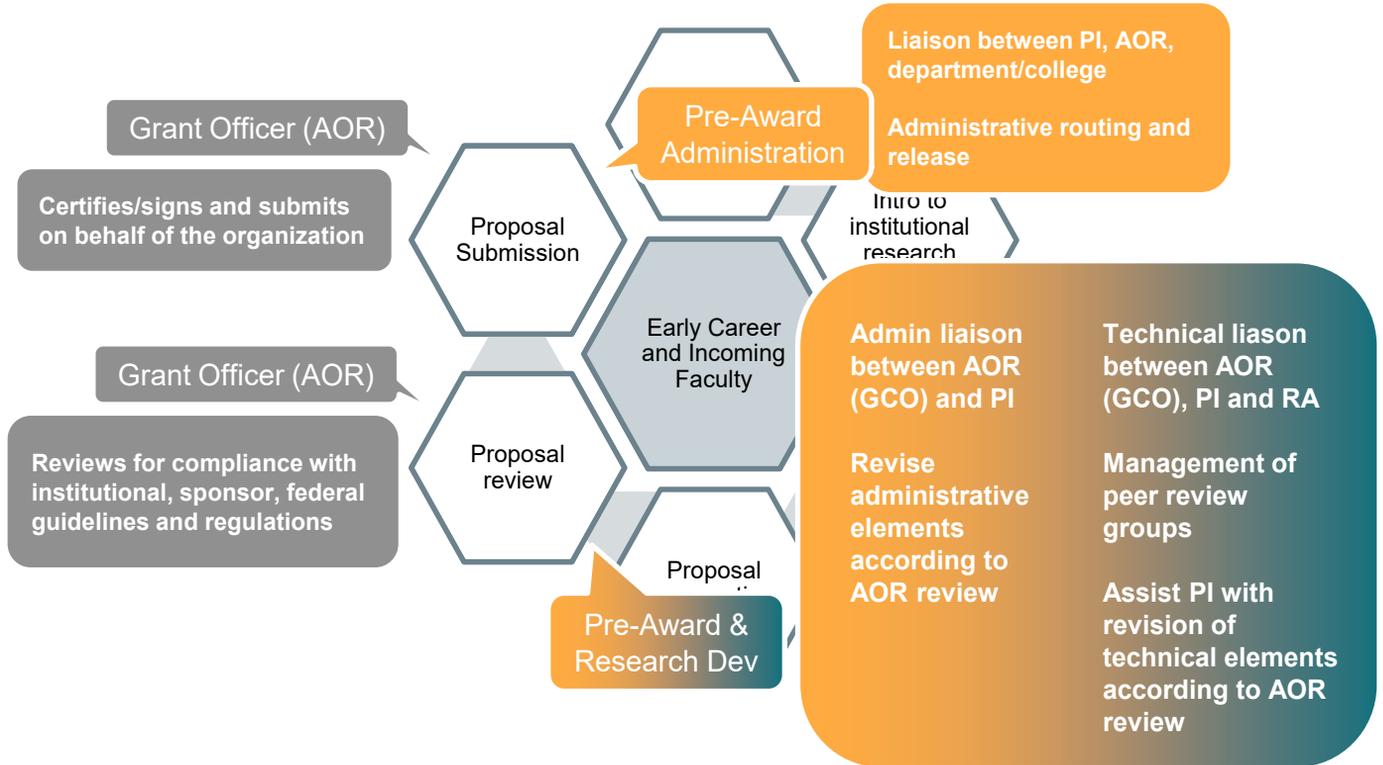


# A Good Starting Point: Collaborative Checklists

Title: CAREER:					
PI:					
NSF 22-586 solicitation/RFP webpage					
NSF Proposal Preparation Guide (PAPPG) (NSF 24-1)					
OSP Due Date: The proposal package should be to your Grant & Contract Officer (GCO) on or before July 17, 2024.					
NSF Due Date: July 24, 2024 at 5pm					

Required Sections	Page Limit	Responsible Party	Date Due to Research Development for Feedback	Status	Notes & Resources
<b>Project Summary</b>		1 PI, with support from Research Development (RD)	On or before June 26		<b>Three required separate headers: Overview, Intellectual Merit, and Broader Impacts.</b> PS consists of an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity. It should be informative to other persons working in the same or related fields, and, insofar as possible, understandable to a broad audience within the scientific domain. It should not be an abstract of the proposal.
<b>Project Description</b>		15 PI, with support from RD	On or before June 26		<b>PD must be self-contained and MUST NOT contain hyperlinks/URLs. PD must include separate headers for: Broader Impacts and Results of Prior NSF Support.</b>
Overview and Objectives					
Preliminary Data (if appropriate)					
Plan of Work					
Methods					
Educational and Outreach Goals & Activities					
Broader Impacts (required)					<b>BI must be a separate section within the narrative, labeled "Broader Impacts".</b>
Results from Prior NSF Support (required)	5 (within the 15)				If you have received NSF funding (including any current funding) in the past 5 years, information on the award(s) is required, irrespective of whether the support was directly related to the proposal or not. Support means salary support, as well as any other funding awarded by NSF, including research, Graduate Research Fellowship, Major Research Instrumentation, conference, equipment.
<b>References Cited</b>		PI	n/a		While there is no established page limitation for the references, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Description.
<b>PI Biographical Sketch</b>		3 PI & Unit Grant Coordinator	n/a		<b>Coordinate timeline with your unit research administrator/grant coordinator. Must be generated in SciEncv: <a href="https://www.ncbi.nlm.nih.gov/sciencv/">https://www.ncbi.nlm.nih.gov/sciencv/</a></b> <b>For "Products":</b> Provide a list of (i) up to 5 products most closely related to the proposed project; and (ii) up to 5 other significant products, whether or not related to the proposed project that demonstrate the senior/key person's qualifications to carry out the project. Each product must include full citation information.
<b>Synergistic Activities</b>		1 PI	n/a		Provide a list of <b>up to 5 distinct examples</b> that demonstrates the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation. Provide one example only for an activity (i.e., do not list "Journal Reviewer" and then list every journal you have reviewed for).
<b>Budget &amp; Budget Justification</b>	5 (for justification)	PI & Unit Grant Coordinator	n/a		<b>Start working on the budget as early as possible with your unit grants/research administrator.</b>
<b>Facilities, Equipment &amp; Other Resources</b>		PI, with support from RD	On or before July 5		This section of the proposal is used to assess the adequacy of the resources available to perform the effort proposed to satisfy both the Intellectual Merit and Broader Impacts review criteria. Proposers should describe only those resources that are directly applicable. Include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project. Such information must be provided in this section, in lieu of other parts of the proposal (e.g., Budget Justification, Project Description). The description should be narrative in nature and must not include any quantifiable financial information. <i>Also, any substantial collaboration with individuals not included in the budget should be described in this section as well (and documented in a Letter of Collaboration).</i>

# A Collaborative Proposal Timeline



# Common Challenges

PI Knowledge

No standard process for training/educating incoming faculty on research enterprise

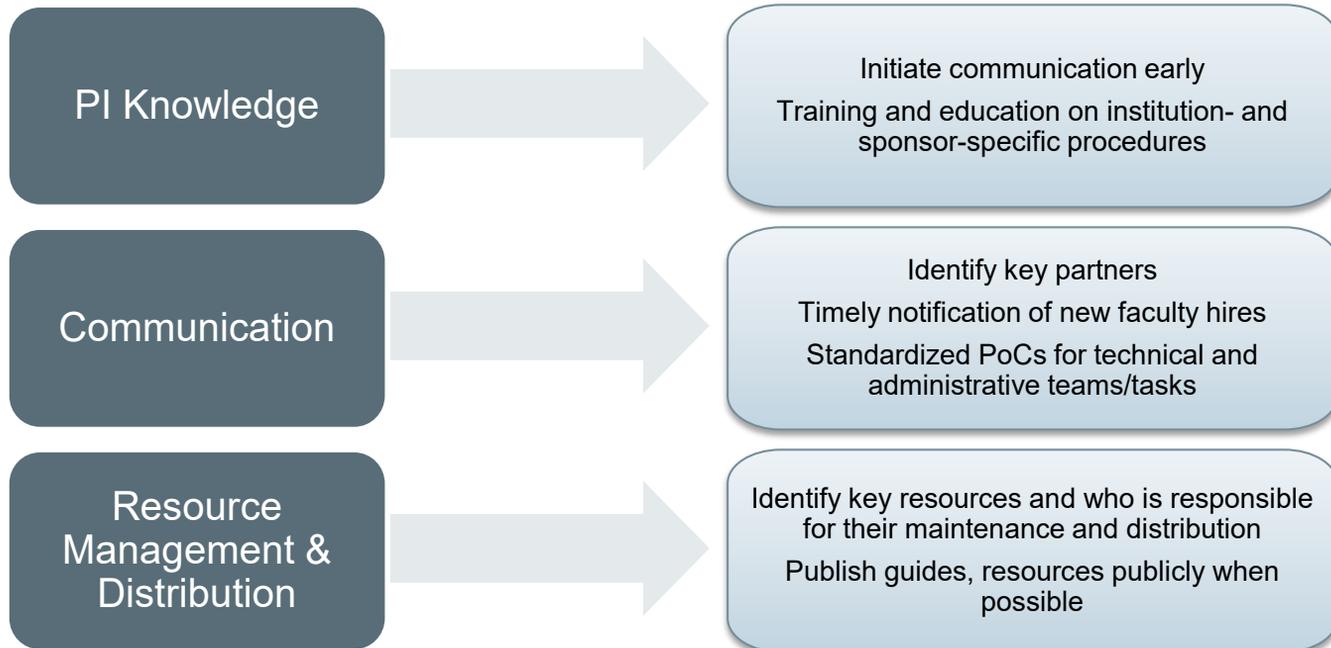
Communication

Can be overcomplicated or underdeveloped

Resource Management & Distribution

May not be updated, published/distributed, or maintained frequently

# Collaborative Opportunities



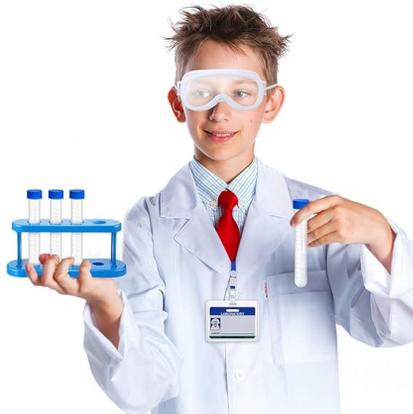
# Collaborative Communication Is...



**COMPLEX**

**EVOLVING**

**ESSENTIAL**



Some differences...

### Early Career

vs

### Mid-to-Late Career

	Early Career	Mid-to-Late Career
<b>Research Focus</b>	Establishing a research agenda, securing initial funding, and building a publication record.	Maintaining and expanding their research programs, often with a broader scope and more collaborative projects.
<b>Administrative Support</b>	Requires extensive support in understanding and complying with institutional and sponsor requirements, proposal preparation, and submission processes.	Familiar with administrative processes but may need support for complex, multi-institutional proposals and navigating new institutional policies.
<b>Networking</b>	Building initial professional networks within and outside the institution.	Expanding and leveraging existing networks for collaborative research and leadership opportunities.

# Roles & Responsibilities in a Collaborative Model Recap

COMMUNICATION

RESOURCE MANAGEMENT

PROPOSAL PREPARATION

Know The Roles

Pre-Award Administration

Resource Distribution

Institutional Systems

Sponsor Systems

Proposal Requirements

Admin PoC

Research Development

Funding Opportunity Search

Training, Workshops and Resources

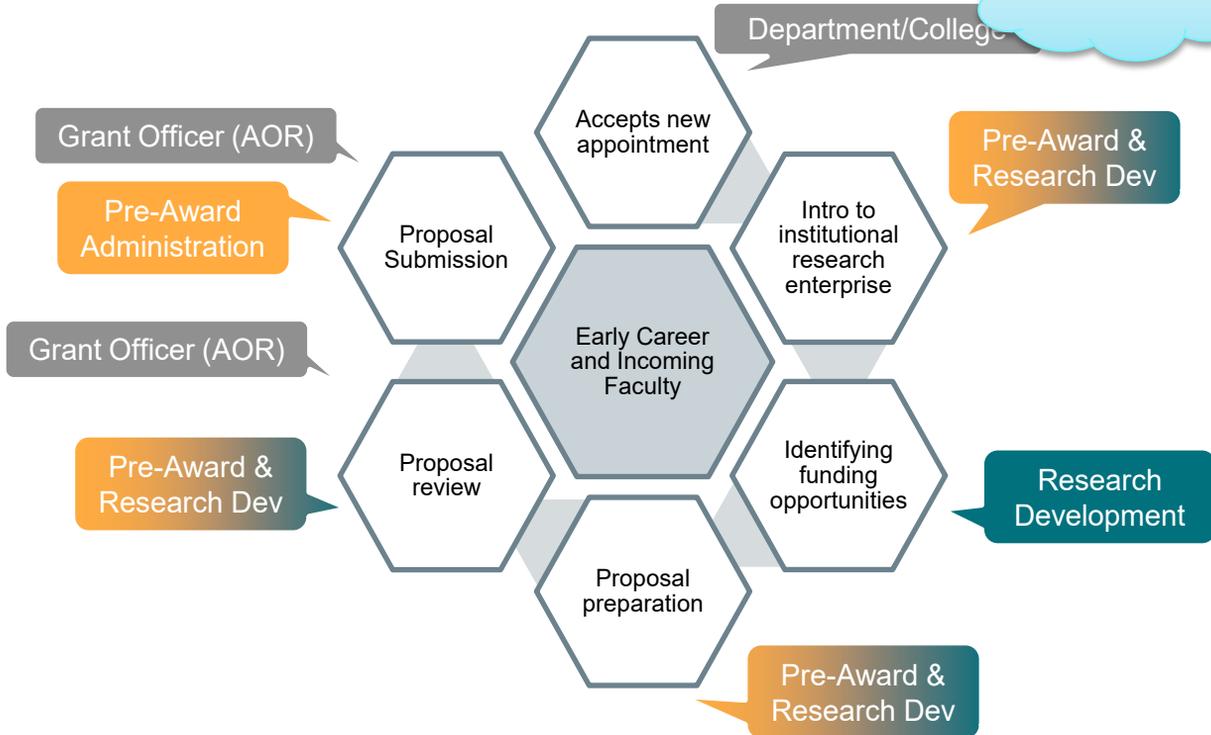
Proposal Management

Collaborators

Technical writing, editing, and review

# A Collaborative Proposal Timeline Recap

Stay on Schedule



Key Partners

Faculty  
(Deans,  
Chairs)

(RCR)

Communicate

# PRINCIPAL INVESTIGATOR

# In Summary...

Regular interactions between these teams fosters better communication and understanding of each other's roles.

This can lead to quicker resolution of issues and the removal of process bottlenecks.

By combining the strategic insights of research development with the procedural expertise of pre-award administration, institutions can increase their chances of securing funding.

A proposal prepared using the integrated pre-award support model is more likely to be both compliant and compelling to funders.

There is no single collaborative model for all organizations.

The development and implementation of a collaborative pre-award model for incoming faculty will identify strengths, weaknesses, and opportunities for growth on both teams.

# Interesting Situations for a Collaborative Model

**The new hire has  
ZERO proposal  
experience**

**The new hire actually  
DOES have proposal  
experience...**

**Proposals submitted  
post-appointment, but  
pre-start date**

**Award transfers**