



SOCIETY OF
RESEARCH
ADMINISTRATORS
INTERNATIONAL

Smart Workflows: Using AI to Enhance Research Administration Tasks



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- May 4th, 2026



Agenda

You will learn how to:



01 The Basics



**02 Create a GPT
Generative Pretrained Transformer**



03 NotebookLM



04 AI in the Pre-Award Lifecycle



**How many years have you worked in
Research (Select One)**

0 – 5 years

6– 10 years

11 – 15 years

15+ years

How have you used the AI tools in your daily work or to brainstorm ?

- 1) Research a topic
- 2) Create GPT in contract evaluation
- 3) Format a document or spreadsheet
- 4) Format / Revise Email
- 5) AI in Pre-Award
- 6) AI in Post-Award

Outside the Scope



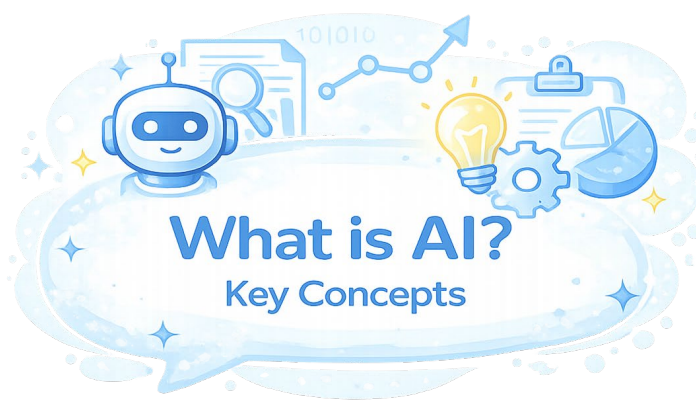
Governing
Regulations



Security Issues



Compliance with
Institutional Policies



Artificial Intelligence enables machines to **predict and make decisions based on patterns in data.**



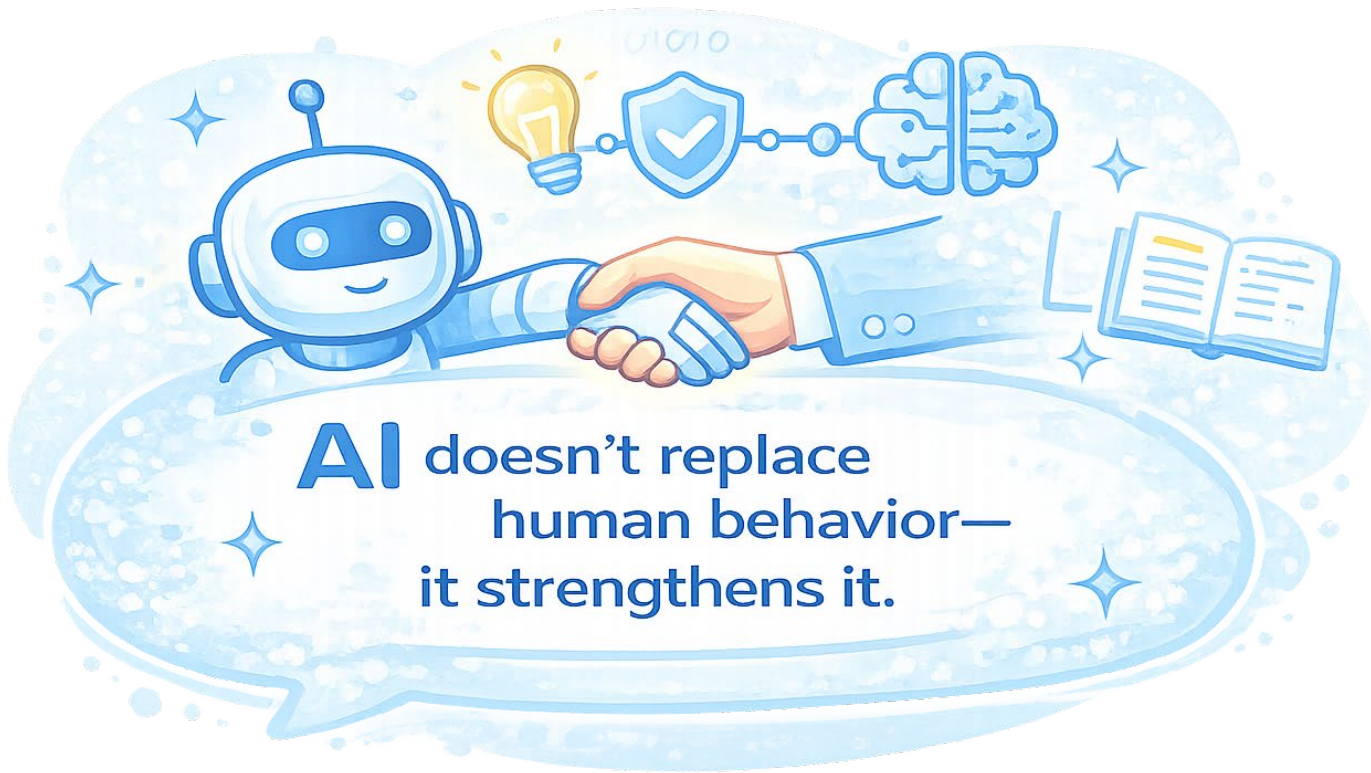
Analyze data
& detect patterns

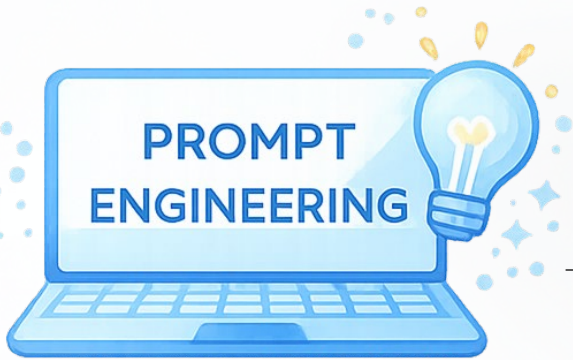


Predict outcomes
& make decisions



Learn from experience
& improve over time

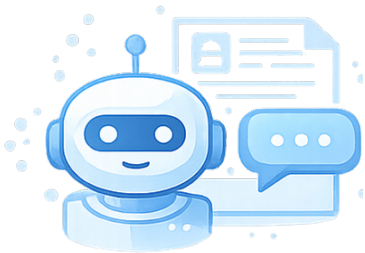
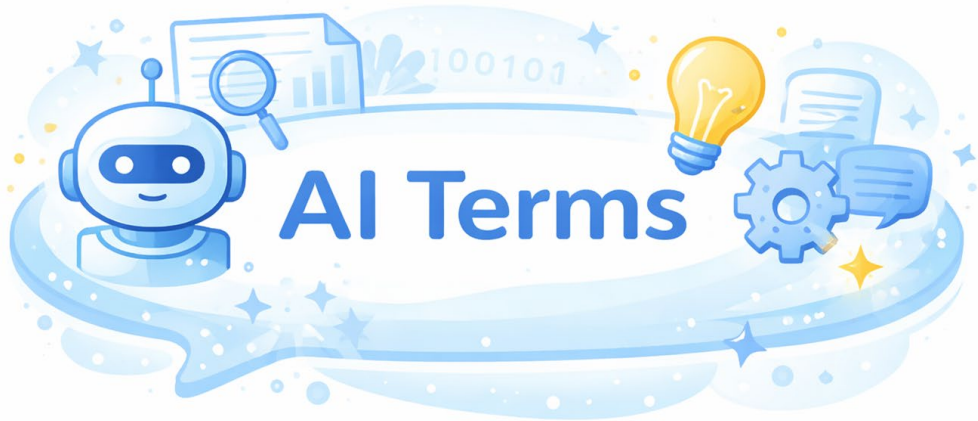




What and Why?

Prompt engineering is like **telling the AI exactly what you need**, the same way you'd give clear instructions to a coworker. You can also ask for **feedback and suggestions**.





Context



Token



Hallucination



AI to the Rescue for Emails

Prompt... 



Personalized Assistance

rewrite for clarity and rngagement Good Afternoon Dr. Carter, My name is Anita Mills and we used the Carter Mentoring scale for our dissertation work at Lipsomb. I would like to use your mentoring scale again for a bigger project. Could we meet for coffee to discuss it? I live in Winchester. Previously you were in contact with Nancy Posey who was my dissertation partner.

ChatGPT said:

Here's a polished version of your message that keeps it warm, clear, and engaging:

Subject: Coffee & Conversation about the Carter Mentoring Scale

Good Afternoon Dr. Carter,

My name is Anita Mills, and during my dissertation work at Lipscomb, we used the Carter Mentoring Scale. I would love the opportunity to use your scale again as part of a larger project I'm working on. Would you be open to meeting for coffee to talk about it? I'm based in Winchester and would be happy to meet at a time and place convenient for you.

You may remember my dissertation partner, Nancy Posey, who was in touch with you previously.

I look forward to the chance to reconnect.

Warm regards,
Anita Mills

Would you like me to make this **more formal and academic** (emphasizing research and methodology), or keep it in this **personal and conversational style** that leans on coffee and connection?

ChatGPT Projects

Organize. Focus. Get more done.

Projects in ChatGPT help you group chats, files, and custom instructions in one place—so you can work on what matters without losing track of important context.



WHY PROJECTS MATTER



STAY ORGANIZED

Keep related chats, files, and instructions together so nothing gets lost.



MAINTAIN CONTEXT

Projects preserve your information and preferences, so you don't have to repeat yourself.



BOOST PRODUCTIVITY

Switch between projects seamlessly and get more done in less time.



COLLABORATE EASILY

Share projects with your team and keep everyone aligned.



SAFE & SECURE

Your data stays in your projects and is only shared by you.



From big goals to daily tasks—Projects help you turn ideas into results with clarity and focus.

✦ One workspace. Infinite possibilities.



New chat

Search chats

Codex

More

GPTs

Projects

New project

YouTube Chanel's

NotebookLM for Research Ad...

YouTube Monetization Process

Consulting

Ignita Consulting

SRAI Fellowship

Glenns Stuff

Close sidebar

- Reduces risk of misinterpretation

2. Proposal Development Support

- Upload:
 - RFPs
 - Prior successful proposals

Create project

Project name

Copenhagen Trip

Projects keep chats, files, and custom instructions in one place. Use them for ongoing work, or just to keep things tidy.

Create project

"Create a checklist of all submission requirements from this RFP."

3. Training & Workforce Development

- Upload:

What AI tools do you use often? (Check all that apply)

Claude

Chat GPT

Gemini

Microsoft Copilot

Types of Large, Learning Modules (LLM)

01 Chat GPT

This is a chatbot that uses natural language processing (NLP) to generate human-like conversations and responses to a wide range of prompts

02 Gamma AI

An AI-powered content creation tool that allows users to generate visually appealing presentations, documents, and web pages from simple text prompts, outlines, or imported files

03 Consensus

AI-powered academic search engine that finds, analyzes, and summarizes findings from a database of over 220 million peer-reviewed research papers

04 Grant AI

AI-Powered tool that helps to support and streamline the grant writing process

Benefits of Creating a GPT

01

Repeatable

Once built it can be reused across, teams, departments & Multiple projects

02

Customizable

You can train it to follow specific guidelines i.e NSF requirements, Contract language standards

03

Downloadable

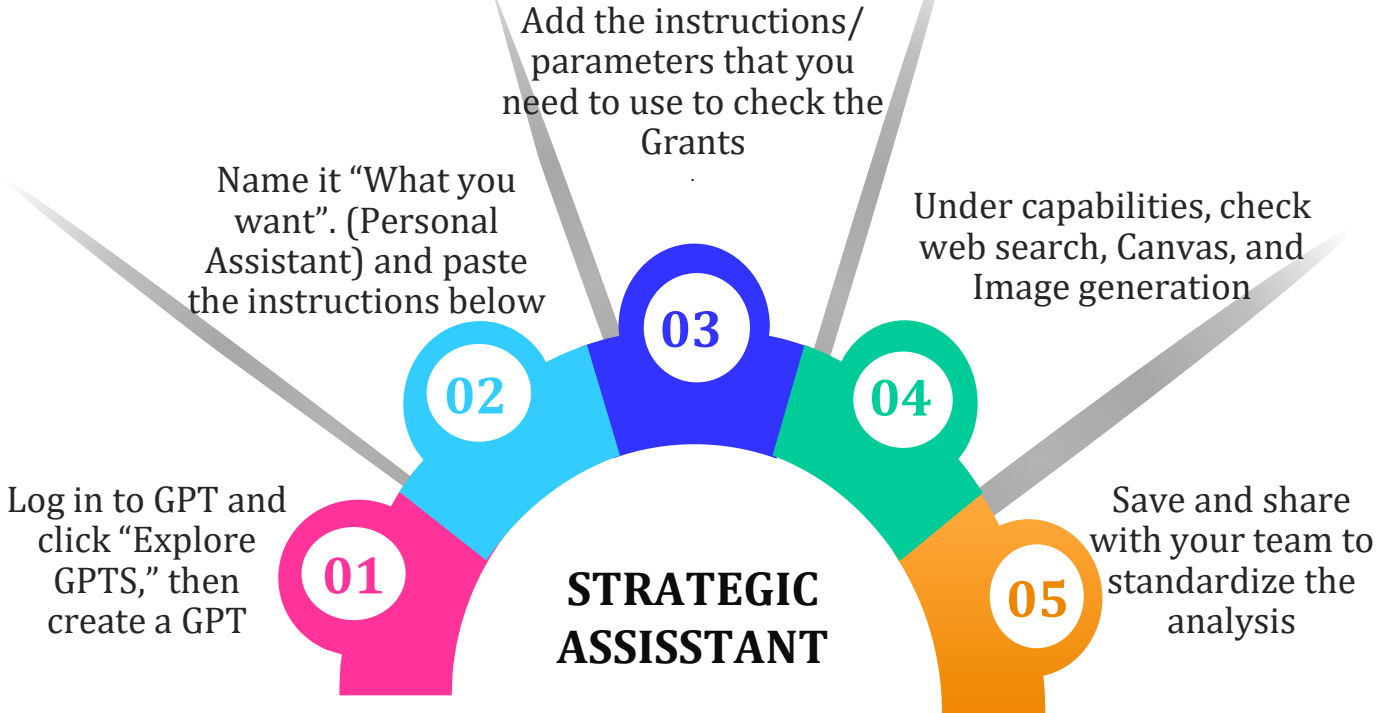
Structured Results

(Generative, Pretrained, Transformer)



Creating Your Own GPT

5 Steps to Create a GPT



Prompt:

“Develop a custom GPT for **contract analysis** using **Morgan State University’s contract guidelines and policies**. The GPT should function as a subject-matter expert with **20 years of experience in grants and contract analysis** within higher education.


The GPT must present its analysis in a **table format**, clearly distinguishing between **acceptable and unacceptable contract terms**. **Acceptable terms** should be marked with a **green checkmark (✓)**, while **unacceptable terms** should be marked with a **red X (✗)**.

The GPT should evaluate contract language for **compliance, risk, and alignment with institutional guidelines**, and provide clear recommendations.

Please **ask clarifying questions when necessary** to ensure accurate and policy-aligned analysis.”

Sample of GPT Analysis by GPT

Grant Award Agreement Review Summary

Clause	Acceptable	At Risk	Decision	Notes
University Name	Must state "Morgan State University, an agency and instrumentality of the State of Maryland..."	Incorrect naming or reference to another institution	✘ Not acceptable	Agreement is with ABC University, Texas , not MSU. Entire document is institution-specific.
Research Description	Clear, specific description of the work	Vague or missing scope	✔ Acceptable	Describes "How to create a Grant Management System" with referenced Exhibits A & B.
Contract Price	Accurate and consistent	Missing/inconsistent	✔ Acceptable	\$200,000 total stated clearly; matches payment clause.
Payment Schedule	Advance, quarterly, or milestone payments	Only on completion / "pay when paid"	⚠ Moderate Risk	Disbursement depends on compliance and milestones (Exhibit C). Could delay payment if Funder withholds.
Contract Term	Specific dates or defined duration	Indefinite term or auto-renewal	✔ Acceptable	10/08/2025 – 10/07/2029 clearly defined.
Renewals & Modifications	Mutual written agreement	Auto or unilateral renewals	✔ Acceptable	Amendments require written agreement by both parties (Section 9).
Use of University Name	Prohibited without permission 	Sponsor can use name freely	⚠ Not addressed	No clause limiting Funder's use of Grantee name. Add restriction.



Introduction to NotebookLM

All My notebooks Featured notebooks

Search icons: checkmark, grid, list, Most recent, + Create new

My notebooks

+
Create new notebook

 :
Proposal Development NSF
Apr 17, 2026 · 15 sources

 :
Ignita Consulting Funding
Apr 26, 2026 · 1 source

 :
MENTORSHIP App Competition
Apr 26, 2026 · 1 source

 :
Punk Graffiti Enterprises Marketing
Apr 22, 2026 · 11 sources 

 :
Mentorship
Feb 9, 2026 · 23 sources 

 :
Mentorship Matching
Apr 17, 2026 · 4 sources

 :
Mock Data -EHRI-NCS: Environmental Health...
Feb 16, 2026 · 15 sources

 :
The Global Consulting and Mentorship...
Oct 29, 2025 · 8 sources

New

My Drive > All Files

Grid view icon, Info icon

Folders

Name ↑

- Project Final v2
- New folder
- CLIENT WORK
- Documents
- Untitled folder
- Final Files (2)
- Old Stuff
- Backup
- Personal
- Stuff
- Project Final FINAL
- To Review
- Random
- Temp
- New folder (2)
- Archive
- Important Stuff
- Clients
- Working Files
- Do not delete
- Misc
- Photos
- Presentations
- Google Drive Backup
- More Stuff

Files

- Project Proposal FINAL.docx
- Budget_2023 (1).xlsx
- Pitch Deck v4.pptx
- Invoice_0923.pdf
- Meeting Notes -- latest.docx
- Copy of Budget _2023.xlsx
- Project Proposal FINAL v3.docx
- Project Proposal FINAL v2.docx
- Budget_2023.xlsx
- Notes.docx
- Pitch Deck v3.pptx
- Untitled document
- Sheet1.xlsx
- Ideas.docx
- Contract_final.pdf
- Outline.docx
- DATA (1).xlsx
- Pitch Deck v2.pptx
- Report_0915.pdf
- IMG_1234.jpg
- Doc for review
- Tracking Sheet
- Proposal.pdf
- Notes (old).docx
- Unused
- DATA.xlsx
- Presentation.pptx
- Brainstorm.docx
- List.xlsx
- Scanned Doc.pdf

8.72 GB of 15 GB used

Buy storage

I CAN'T KEEP UP!

I'VE GOT THIS!

NotebookLM

- ✓ ORGANIZE
- ✓ SUMMARIZE
- ✓ CONNECT
- ✓ ANSWER

NOTEBOOKLM TO THE RESCUE!

DEADLINE TODAY!

REPORT FINAL_v3.docx

MeetingNotes (2).pdf

Final_FINAL.docx

WHERE IS EVERYTHING?!

SO MUCH INFO!

HELP!

All your info. In one place.

Clear summaries instantly.

Answers you can trust.

Save time. Get back to what matters.

NotebookLM

No Hallucinations. Just Facts.

I only answer from your sources.
No made-up stuff here!



**HALUCINATIONS
DON'T STAND
A CHANCE!**



Answers from your sources



Citations you can trust



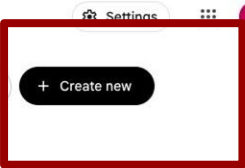
Stay factual. Stay focused.



Smarter insights, not wild guesses.

All My notebooks Featured notebooks

Most recent



My notebooks

Create Audio and Video Overviews from your documents

Search the web for new sources

Web Fast Research

or drop your files
pdf, images, docs, audio, [and more](#)

Upload files Websites Drive Copied text

Proposal Development NSF

+ Create notebook Share Settings

Sources Chat

+ Add sources

GRANTED

- Fast Research completed! [View](#)
 - Introduction | Common Fate
Detailed introduction to the 'Gra...
 - The Importance of Using Grant...
Explains the security and produc...
 - How to Stop Taking Things for ...
Exploration of 'hedonic adaptati...
- 7 more sources
- Delete
- + Import

Create Audio and Video Overviews of your sources

websites

GRANTED

Web Fast Research

Search is temporarily disabled while another source displays

or drop your files

pdf, images, docs, audio, and more

Upload files Websites Drive

- Audio... **BETA** Slide Deck
- Video... Mind Map
- Reports Flashcards
- Quiz **BETA** Infograp...
- Data Table

- Select all ✓
- Annual Evaluation and Evide... ✓
 - Awardees phase 1 | NSF SBIR ✓
 - GRANTED - FL-RDA ✓
 - Growing Research Access fo... ✓
 - How It Works - The Basics | ... ✓

Start typing... 15 sources →

Fixing the aca...

01:31 / 22:03

1.0x

NotebookLM: From Overwhelmed to Empowered

Your AI Research Assistant for Smarter, Faster, More Confident Work

1. WHAT IS NOTEBOOKLM?



An AI-powered tool from Google that works from the documents you upload.
It uses only your sources.

2. WHY IT MATTERS FOR RESEARCH ADMINISTRATORS



You manage complex, high-stakes information. NotebookLM helps you cut through the noise and **get to what matters—faster.**

3. WHAT IT CAN DO



Summarize long documents in seconds



Extract key insights, requirements, and action items



Generate outputs like briefs, reports, and presentations



Turn complex information into clear, usable content

4. WHAT MAKES IT DIFFERENT



Uses only the documents you provide.

Reduces hallucinations and ensures outputs are **accurate, reliable, and compliant.**

5. BONUS FEATURES



Create audio overviews (podcast-style) to learn on the go



Share notebooks with your team for alignment and consistency



Build a centralized knowledge base for your office

6. WHY YOU NEED TO LEARN IT



Save time on reading and research



Improve compliance confidence and accuracy



Communicate more effectively with PIs and leadership



Increase efficiency and make better decisions



THE BOTTOM LINE

NotebookLM helps research administrators move from **information overload** to **clear understanding** and **actionable insight.**



Less overwhelm. More clarity. Greater impact.

That's the power of NotebookLM.

Which challenges have you encountered in the pre-award process? (Select all that apply)

Complex sponsor guidelines

Tight proposal deadlines

Limited staffing/
resources

Budget development
and alignment

A vibrant blue illustration featuring a friendly robot on the left holding a golden trophy. To its right is a glowing lightbulb, a clipboard with a checklist, a magnifying glass over a document, and a stack of books with a gold medal on top. The entire scene is set within a blue speech bubble shape, surrounded by sparkling stars and dots.

AI and the Pre-Award

Smart Workflows: AI in the Pre-Award Lifecycle

Smarter Insights. Faster Decisions. Stronger Proposals.



AI-powered workflows that accelerate every step of the pre-award process



AI CAPABILITIES THAT DELIVER

- Natural Language Processing (NLP)
- Machine Learning (ML)
- Semantic Search & Knowledge Graphs
- Predictive Analytics & Win Probability
- Generative AI Content Assistance
- Continuous Learning & Improvement

THE IMPACT

- Save Time**
Automate research, writing & reviews
- Improve Win Rates**
Data-driven insights & better strategies
- Reduce Risk**
Ensure compliance & quality
- Increase Efficiency**
Streamline collaboration & approvals
- Optimize Budgets**
Accurate, compliant & competitive costing
- Build Smarter**
Capture knowledge & improve continuously

★ **Includes Budget & Budget Justification**

AI-powered estimating, budgeting, and justification that strengthens your proposal and stand up to scrutiny.

AI doesn't replace expertise. It empowers it.
Work smarter. Win more.

The Growing Complexity of Preaward Administration

More requirements. More stakeholders. Greater risk. Higher expectations.

SIMPLE

Focus on the science and submit.



- ✓ Few Requirements
- ✓ Familiar Processes
- ✓ Limited Systems
- ✓ Clear Guidance
- ✓ Lower Risk

EVOLVING

More to manage. More to coordinate.



- ✓ More Requirements
- ✓ More Stakeholders
- ✓ Additional Reviews
- ✓ Multiple Systems
- ✓ Increasing Risk

COMPLEX

Many moving parts. High stakes.




- ✓ Complex Requirements
- ✓ Many Stakeholders
- ✓ Extensive Coordination
- ✓ Disconnected Systems
- ✓ Higher Risk
- ✓ Greater Scrutiny


VERY COMPLEX

Navigate the maze. Deliver with confidence.



- ### TODAY'S REALITY
- ✓ Evolving Regulations
 - ✓ Competing Priorities
 - ✓ Resource Constraints
 - ✓ Heightened Risk
 - ✓ Higher Expectations
 - ✓ Accountability at Every Step

 Success requires:
Expertise, Collaboration,
Adaptability & Resilience

 **Our path forward: Stronger processes. Smarter systems. Empowered people.**
Navigating complexity today to advance discovery tomorrow.

Institutional Challenges in Pre-Award Process

Complex processes, limited resources, and system gaps can delay proposal submission, reduce competitiveness, and increase administrative burden.

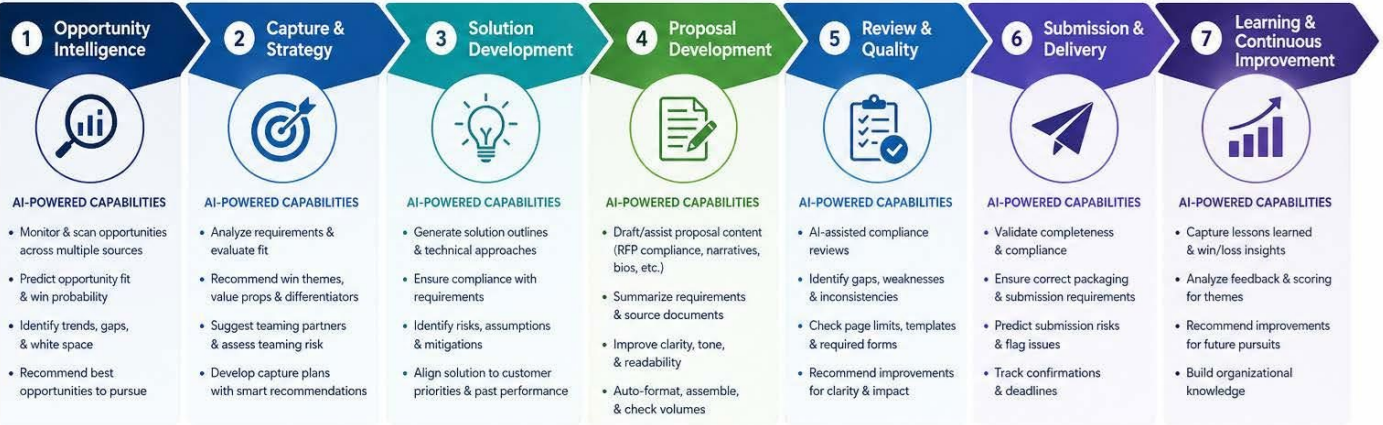




Embedding AI Across the Preaward Lifecycles

Intelligent. Integrated. Impactful.

AI-empowered capabilities at every step to win more, work smarter, and deliver greater impact.



BUSINESS IMPACT



FOUNDATION FOR AI SUCCESS





AI in Action:

Budget support at Morgan State University

Morgan State University is using AI-powered solutions to modernize budget processes, enhance accuracy, and support smarter decision-making.



HOW AI IS SUPPORTING BUDGETING



AUTOMATING DATA COLLECTION

AI tools extract and organize data from multiple sources, reducing manual work and saving valuable time.



IMPROVING ACCURACY

AI helps identify errors and inconsistencies, leading to more reliable budgets and forecasts.



ENHANCING FORECASTING

Predictive analytics support scenario modeling and long-term financial planning.

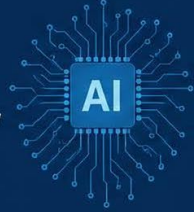


ENABLING BETTER DECISIONS

Real-time insights empower leaders to allocate resources and respond quickly to change.

THE IMPACT

- ✓ Greater efficiency across budget development cycles
- ✓ Stronger data quality and transparency
- ✓ More strategic use of resources
- ✓ Better outcomes for students, faculty, and the Morgan community



At Morgan State University, AI isn't just transforming processes—it's advancing our mission.



Smarter budgets. Stronger decisions. A brighter future for Morgan.

MORGAN STATE OF MIND

Operational Benefits of AI-Enabled Support

AI transforms support operations to deliver greater efficiency, consistency, and value across the organization.



1. Faster Response & Resolution

AI automates triage, knowledge search, and ticket routing—reducing response times and accelerating resolutions.



2. Higher Agent Productivity

AI handles repetitive tasks and surfaces relevant insights—empowering agents to do more in less time.



3. Consistent, High-Quality Support

AI guides agents with real-time suggestions and best actions—ensuring consistent and accurate responses.



4. Improved Customer Satisfaction

Faster, more accurate support and 24/7 availability lead to happier customers and stronger loyalty.



5. Lower Operational Costs

Automation reduces manual effort and ticket volume—lowering cost to serve and improving efficiency.



6. Data-Driven Insights

AI analyzes interactions to uncover trends, predict issues, and drive continuous improvement.

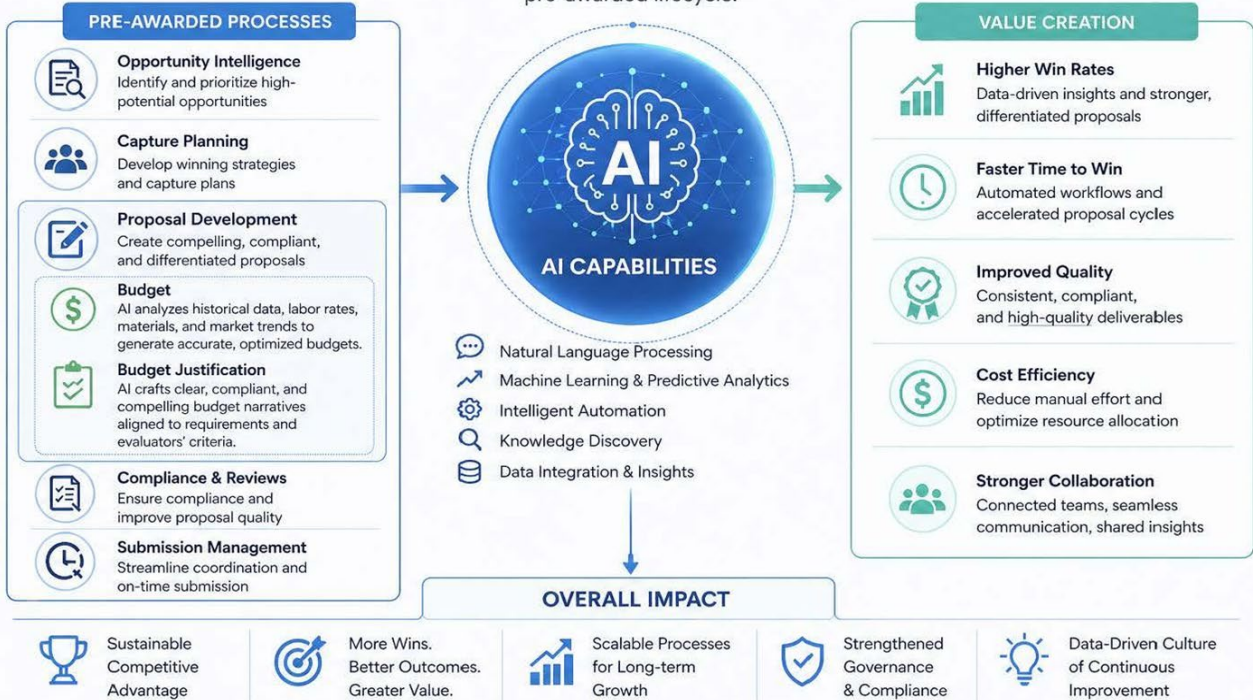


**Smarter Operations.
Stronger Outcomes.**

AI-enabled support optimizes resources, empowers teams, and delivers exceptional customer experiences at scale.

Value Creation through AI Supported Pre-awarded Processes

Leverage AI to accelerate execution, enhance decisions, and maximize value across the pre-awarded lifecycle.



AI as a Capacity-Building Strategy

Empowering people. Strengthening systems.
Building a future-ready organization.



WHY IT MATTERS

AI is more than automation—it's an enabler of human potential. When used strategically, AI strengthens knowledge, skills, processes, and decision-making across all levels.



Enhances Learning



Improves Performance

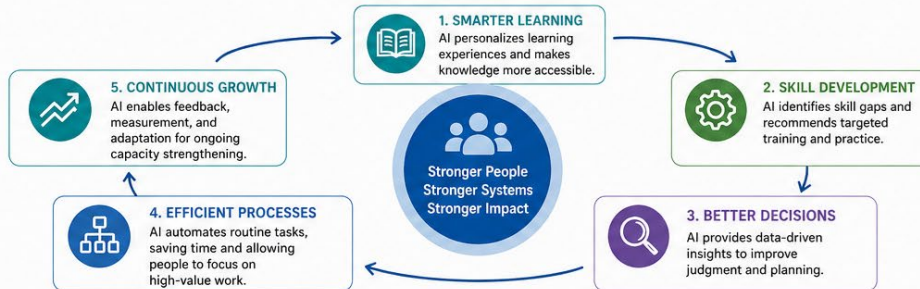


Drives Innovation



Builds Resilient Teams

HOW AI BUILDS CAPACITY



KEY ENABLERS FOR SUCCESS



PEOPLE FIRST
Build trust, promote AI literacy, and foster a culture of curiosity.



ETHICAL & RESPONSIBLE
Use AI transparently, protect data, and ensure fairness and inclusion.



QUALITY DATA
Strong, relevant data powers accurate insights and effective solutions.



TECHNOLOGY ACCESS
Ensure the right tools, infrastructure, and support are in place for all.



LEADERSHIP COMMITMENT
Leaders champion AI initiatives and invest in people and capabilities.

THE RESULT



More capable people



Stronger performance



Greater innovation



Sustainable impact

AI doesn't replace people. It empowers them.
Together, we build capacity for today and prepare for tomorrow.

SCALLING EXCELLENCE IN RESEARCH ADMINISTRATION

Building capacity.
Driving impact.
Advancing discovery.



 **INTEGRITY**
We do what's right.

 **TEAMWORK**
We achieve more together.

 **ACCOUNTABILITY**
We own our impact.

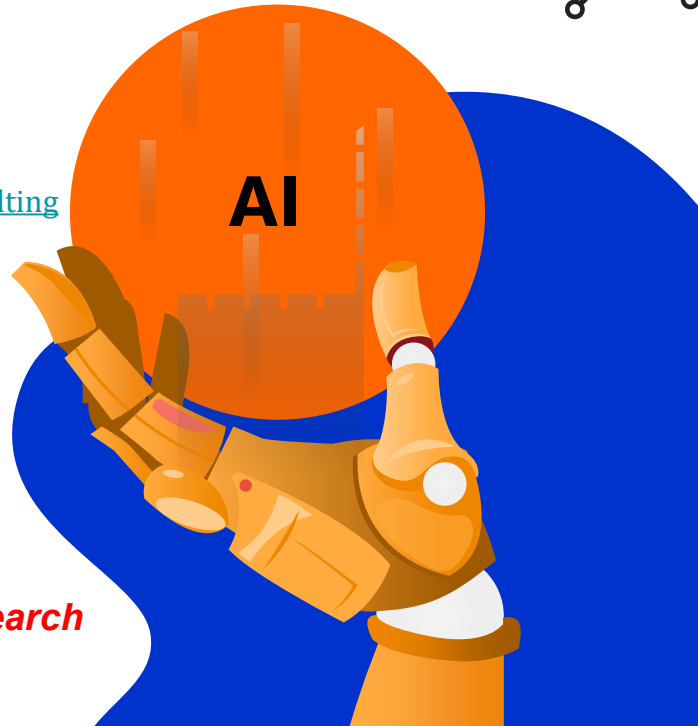
 **PASSION**
We care about what we do.

 **EXCELLENCE**
We strive to be our best.

STRONGER ADMINISTRATION. STRONGER RESEARCH. STRONGER FUTURE.

THANK YOU

- Email: anita.mills.tn@gmail.com
Phone: (859) 512 6765
<https://www.youtube.com/@IgnitaConsulting>
- Email: ailing.zhang@morgan.edu
Phone: (443) 885 4118
- Email: poline.mirithu@morgan.edu
Phone: (443) 885 2503



*Let's Continue Enhancing Research
Excellence Together*