

CULTIVATING FACULTY FROM PRE-AWARD TO POST-AWARD

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Cultivating Faculty

- ▣ Meet with all tenure line faculty candidates as part of search process

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- ▣ Participate in new faculty orientation

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- ▣ Individual meetings with new faculty

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- ▣ Visit division meetings

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- ▣ Offer grants orientation session, responsible conduct of research sessions, and developing a grant writing workshop

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- ▣ Sending faculty to grant writing workshops and to meet with program officers

Cultivating Faculty

- ▣ Internal grants programs

Indirectly Cultivating Faculty

- ▣ Grants Advisory Group

Indirectly Cultivating Faculty

- ▣ Meetings with department chairs

Indirectly Cultivating Faculty

- ▣ Advocate for updated F&A cost recovery distribution policy that provides some funds/support back to the PI and PI's department

Indirectly Cultivating Faculty

- ▣ When working with administrators on institutional proposals/programs look for ways to engage faculty and to build faculty research opportunities into proposals, as appropriate

Indirectly Cultivating Faculty

- ▣ Services of the office

Questions/Concerns/Issues

- ▣ Departmental culture

Questions/Concerns/Issues

- ▣ Rank and tenure guidelines

Questions/Concerns/Issues

- ▣ Time constraints

Questions/Concerns/Issues

- ▣ Job descriptions

Questions/Concerns/Issues

- ▣ Faculty Research vs. Student/Faculty Research

Pre-Award

- ▣ conduct funding searches
- ▣ strategize a submission gameplan and timeline once faculty member has decided to submit a proposal
- ▣ review and summarize guidelines
- ▣ draft budget and budget narrative

Pre-Award

- ▣ review proposals and provide comments and editorial assistance as warranted and desired by PI
- ▣ work with administrators to negotiate any special needs or circumstances (cost share, building course release in budget, etc.)
- ▣ communicate with everyone involved of any institutional implications (course releases, extra office space needed, budget creating position, etc.)

Pre-Award

- ▣ route proposal for institutional signature, assist with electronic submission process as desired (anywhere from uploading proposal into fastlane or grants.gov to just hitting the submit button)
- ▣ routing final proposal to everyone who signed off on the routing form.

Post-Award

- ▣ alert appropriate administrators of award decision (in concert with PI); work with external relations office on announcement of award
- ▣ negotiate award with sponsor
- ▣ meet with faculty member to go over grant details (discuss spending, reporting requirements, timelines, etc. plus answer any questions they may have)

Post-Award

- ▣ end monthly spending reports to PIs
- ▣ meet with PI on as needed basis to make sure grant and spending is on track
- ▣ assist with communicating with administrators and program officers as needed

Post-Award

- ▣ review quarterly and final reports
- ▣ coordinate with University's Sponsored Financial Reporting office regarding financial aspects of the grant

Cultivating Faculty

- ▣ Other

Contact Us

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