

NEW FACULTY

INSTITUTIONAL SUPPORT PERSPECTIVE

Presenters

Sue Grimes

Selena McNeal

Christy Haddock

Beth Siple

AGENDA

- Introduction
- EVPRP/Provost
- Pre-award
- Post Award
- College and Departmental Resources

INTRODUCTION

WHAT RESOURCES DO FACULTY NEED WHEN THEY GET TO PURDUE?

We interviewed three faculty who have been at Purdue less than a year to get input from them. We asked the following questions:

1. In regards to the information or training you received related to sponsored funding, what did you find helpful when you started working at Purdue?
2. As you began to navigate the process of applying for and managing sponsored funding at Purdue, what things gave you challenges?
3. What did you think you needed vs. what did you get?

[Faculty Interviews](#)

RESEARCH DEVELOPMENT

JULY 28, 2016

Sue Grimes

Assistant Director

RESEARCH DEVELOPMENT SERVICES

WWW.PURDUE.EDU/RESEARCH/FUNDING-AND-GRANT-WRITING/OVERVIEW.PHP

Provides assistance with:

- Funding opportunities – internal and external
- Limited submission competitions
- Cost share
- Proposal writing
- Grantsmanship training events
- Site visits



INTERNAL FUNDING

WWW.PURDUE.EDU/RESEARCH/FUNDING-AND-GRANT-WRITING/FUNDING/OVERVIEW.PHP

Award programs

- Provide monetary awards for recognition of achievement

Research programs

- NIH-targeted initiatives
- Research equipment funding
- Purdue Research Foundation grants
- Research bridge funding

Trusts

- Clifford Kinley Trust (social sciences)
- Showalter Trust

EXTERNAL FUNDING

WWW.PURDUE.EDU/RESEARCH/FUNDING-AND-GRANT-WRITING/FUNDING/OVERVIEW.PHP

Pivot (subscription-based database of funding opportunities)

- Group and one-on-one assistance with Pivot

Links to Federal and other search tools and e-mail alert systems

Newsletters of recently opened funding opportunities

EVPRP contacts are Sue Grimes and Kristyn Jewell

LIMITED SUBMISSIONS

WWW.PURDUE.EDU/RESEARCH/FUNDING-AND-GRANT-WRITING/LIMITED-SUBMISSIONS.PHP

Sponsor places a limit on the number of applications we can submit

- Call for response from interested parties (contact by or preproposal)
- Committee review and recommendation of which project(s) should move forward to sponsor
- SPS Pre-award notified

EVPRP contact is Sue Grimes

COST SHARE

WWW.PURDUE.EDU/RESEARCH/FUNDING-AND-GRANT-WRITING/COST-SHARING.PHP

Mandatory cost share – required commitment of funds/support (auditable)

Voluntary committed cost share – voluntary commitment of funds/support (auditable)

Institutional support/leverage – description (to sponsor) of resources, facilities, etc. that could be leveraged without providing a formal commitment

Voluntary uncommitted cost share – resources internally provided without any notice to sponsor (not binding or auditable)

EVPRP contact is Kristyn Jewell

PROPOSAL WRITING

WWW.PURDUE.EDU/RESEARCH/FUNDING-AND-GRANT-WRITING/GRANT-WRITING.PHP

Assistance with large and small proposals

- Develop timeline
- Develop “storyline”
- Document control and editing
- Graphics support
- Grant writing resources and self-help tools

EVPRP contact is Sally Bond

GRANTSMANSHIP TRAINING EVENTS

WWW.PURDUE.EDU/RESEARCH/FUNDING-AND-GRANT-WRITING/EVENTS.PHP

Range of topics including funding, grant writing, compliance, budgeting, etc. (see handout)

- Target audience mostly early faculty but open to anyone

External speaker for full-day workshop with follow-on intensive sessions for selected participants

NIH-intensive training sessions

Slides are available online after each event from the URL listed above

EVPRP contacts are Sue Grimes and Perry Kirkham (NIH)

SITE VISITS

WWW.PURDUE.EDU/RESEARCH/FUNDING-AND-GRANT-WRITING/SITE-VISITS.PHP

If faculty notified of a site visit, assist with logistics and planning

- Conference space
- Travel & lodging information
- Catering
- Presentation templates and associated materials
- A/V and Internet
- Institutional attendees
- Mock reviews

EVPRP contact is Sue Grimes

PRE-AWARD

FACULTY ORIENTATIONS

Selena McNeal

Senior Pre-Award Specialist

PRE-AWARD FACULTY ORIENTATIONS

ONE-ON-ONE SESSIONS

- Available upon request
- Designed to introduce new Purdue researchers to the services offered by Pre-Award
- Familiarizes researchers with proposal development and submission process
- Can be focused on specific sponsors and topics relevant to the researcher
 - Structure of RFP
 - Noteworthy Sponsor Requirements
 - System Access

New Faculty Questionnaire

Sponsored Program Services
Purdue University

1. Are you new to Purdue University; are you new to submitting to sponsored program research or both?

2. Do you have any existing Research to be transferred with you to Purdue University?

3. Are there any specific Federal sponsors, foundations or industrial sponsors that are of particular interest to you, or that you have an existing relationship with?

4. Do you have your NSF FASTLANE ID set up?

5. Do you have your commons Username set up?

6. Are there any regular collaborators/universities you like to work with?

7. Does your research regularly involve vertebrate animals? _____
8. Does your research regularly involve human subjects? _____

PRE-AWARD FACULTY ORIENTATIONS

ONE-ON-ONE SESSIONS

- Provides information related to the following topics:
 - Overview of the roles of Pre-Award, Post Award, and Contracting
 - Brief discussion of business office and EVPRP roles related to proposal submissions and future awards
 - Letters of intent and preliminary proposals
 - Timelines for proposal preparation
 - Proposal Worksheet, introduction
 - Budget development process
 - Subcontracts
 - Current and pending support
 - Cost share
 - Regulatory
 - FCOI
 - Coeus approvals
 - Who can sign a proposal
 - What to expect post-submission

PRE-AWARD FACULTY ORIENTATIONS

ONE-ON-ONE SESSIONS

Resources Provided:

- Services Handouts, including contacts, for Pre and Post Award
- [Contracting Models Handout](#)
- [PI Expectations](#)
- Proposal Prep 101 EVPRP Handout
- University Resource List

Many of these items are also available on the [SPS Website](#)

University Proposal Resources for Proposal Preparation	
Area of Interest	URLs
Contracting Agreement Templates and Informational Sheets	Agreement Templates and Information
Cost Sharing	Policy and Procedures
Financial Conflict of Interest (FCOI)	Policy and Procedures
Funding Resources <i>(includes links to search tools, internal opportunities, & external resources)</i>	Funding Resources
Grant management	Grant Management (GM) AIMS
Grant Writing Assistance <i>(includes links to grant writing resources for data management plans, boilerplate text, etc.)</i>	OVPR Grant Writing Assistance
Grantsmanship Events Calendar	Calendar
Institutional Biosafety Committee	IBC
Limited Proposal Submissions	Internal Deadlines and University Process
Pre-award Proposal Worksheet	Proposal Worksheet
Proposal approval	CoeusLite
Proposals to Foundations and Non-profit Entities	Information and Indirect Cost Guidance
Research with Human Subjects	IRB
Responsible Conduct of Research Training <i>(includes quick reference for online RCR training)</i>	University Education Plan
Significant Financial Interest Disclosures	Proposal Driven Disclosure Database (PDD)
University Centers and Institutes	Approved University Centers & Institutes List

PRE-AWARD FACULTY ORIENTATIONS

ONE-ON-ONE SESSIONS

Contact Pre-Award to Schedule a Session:

- Pre-Award Email: proposal@purdue.edu
- OR
- Pre-Award Center Email:
 - College of Agriculture: agpreaward@purdue.edu
 - College of Engineering: coepreaward@purdue.edu
 - College of Health and Human Sciences: chhspreaward@purdue.edu
 - College of Pharmacy: coppreaward@purdue.edu
 - College of Science: cospreaward@purdue.edu
 - College of Veterinary Medicine: vetpreaward@purdue.edu
 - College of Education, College of Liberal Arts, Krannert School of Management, and College of Technology: centralpreaward@purdue.edu
 - Purdue Polytechnic Institute: coppreaward@purdue.edu

POST AWARD

RESOURCES

Christy Haddock
Director, Post Award

POST AWARD

NEW RESOURCES FOR FACULTY TRANSFERRING TO PURDUE:

- [1st Award – Congratulations Letter](#)
- Business Office Resource –
 - [Faculty Transferring to Purdue](#)
 - [Faculty Transferring from Purdue](#)

COLLEGE AND DEPARTMENTAL RESOURCES

Beth Siple

Assistant Director, Agricultural Sponsored Program Services

COLLEGE AND DEPARTMENTAL RESOURCES

COLLEGE OF AGRICULTURE

1. New Faculty Tour
 - 2 day bus tour specific region of State (Purdue Agriculture Centers)
 - Facilitated by College Dean's Office
2. College of Agriculture Resource Guide for New Faculty
 - https://ag.purdue.edu/arp/Documents/College_of_Agriculture_Faculty_Guide_2015-16.pdf
 - Coordinated by Ag Research Office
3. Launching your Career at Purdue-New Faculty Lunch Series
 - Facilitated by Associate Dean for Research
 - Discussion based format around pre-determined themes
 - Pre-Award Center Special Session

Launching your Career at Purdue

NEW FACULTY SERIES

This monthly series is designed to be an informative and relaxed lunch with your colleagues across the College to help you get started on a successful career track at Purdue.

It will be moderated by Karen Plaut, Sr. Associate Dean for Research and Faculty Affairs. We have identified a general topic but the exact direction of the conversation will be dictated by the participants. You will see the general topic and the information that I am hoping you will walk away with.

Time: 11:30 a.m. - 1:00 p.m.

Location: AGAD 128

RSVP to wmadore@purdue.edu to be included in the lunch count.

- | | |
|--|--|
| Wednesday, September 2
Topic 1: What can we do to help? | • Finding your way in the department, campus, and community |
| Thursday, October 8
Topic 2: Thinking about your portfolio | • Getting started on your career
Managing your start-up funds |
| Thursday, November 5
Topic 3: Building collaborations | • Networking in the College and University |
| Tuesday, December 8
Topic 4: Starting your portfolio | • Getting your research, teaching or extension program started on the right track |
| Wednesday, February 3
Topic 5: Work-life Balance | • How to stop and smell the roses |
| Wednesday, March 2
Topic 6: Navigating the department | • How to interact with difficult colleagues, handle publication and grant rejections |
| Tuesday, April 5
Topic 7: In the thick of things | • Things to look forward to - Managing your first grant
Making the most of summer |
| Wednesday, May 4
Topic 8: Building your portfolio, DC Trip | • Celebrate – You made it through Year 1, 2 or 3 — preparing for next year |

COLLEGE AND DEPARTMENTAL RESOURCES

PURDUE POLYTECHNIC INSTITUTE

1. College wide orientation
 - One day session at beginning fall semester
 - Business Office overview session included in agenda
 - Director of Financial Affairs, Business Managers, New Faculty
2. Lunch Series for New Faculty
 - Ongoing during fall semester
 - One session for Business Office
 - Deeper dive on specific topics
 - SPS, Account Management, Travel, etc.
 - DFA and Business Managers
3. [Business Office Website](#)
 - <https://polytechnic.purdue.edu/business-office>



COLLEGE AND DEPARTMENTAL RESOURCES

COLLEGE OF HEALTH AND HUMAN SCIENCES

1. Schedule one on one meetings
 - Business Manager and Faculty Member
 - First academic semester
2. Faculty Resource Guide
 - College wide document
 - Department specific sections if applicable
3. [Example](#)



COLLEGE AND DEPARTMENTAL RESOURCES

BIOMEDICAL ENGINEERING

1. Schedule one on one meetings
 - Faculty member, Business Manager, Account Manager
2. Address specific situations
 - i.e. Purchasing Animals
3. [Example](#)



SUMMARY

- People
 - Who/Where?
- Process
 - How?
- Policies
 - Why?
- Purdue
 - Specifics



QUESTIONS?