OPTIMIZING THE WORKING RELATIONSHIP BETWEEN FACULTY RESEARCHERS AND SPONSORED PROGRAMS STAFF

ROLE OF THE SPONSORED PROGRAMS OFFICE

**FACULTY PERSPECTIVE**
- Career Advancement
- Research Support

**INSTITUTIONAL PERSPECTIVE**
- Compliance/Risk Management
- Institutional Reputation
- Campus expert on funding climate and research administration issues
- Your professional colleagues are probably at other institutions

RESEARCH PLANNING AND STRATEGIC THINKING

**FACULTY STRATEGIES**
- Start early
- Plan a timeline around career progression
- Use SPO expertise on funding climate as a sounding board
- Join Professional Networks (e.g., NCURA, SRA, CUR, CLASP, NORDP)
- Be visible on your campus
- Listen and reflect
- Link faculty to resources
- Identify collaborators

**SPO STRATEGIES**
- Develop expertise in areas of compliance important to your campus
- Know who is responsible for what
- Don’t be afraid to ask agencies or colleagues for advice

FUNDING SOURCE INFORMATION

**FACULTY STRATEGIES**
- Become familiar with SPO web site
- Learn to use funding search resources available on your campus
- Create the “elevator speech” for your project
- Note who is funding what (journals, conference papers, etc.)

**SPO STRATEGIES**
- Find resources for identifying funding opportunities
- Sign up for automated notices from funding agencies
- Forward opportunity information to appropriate faculty
- Use the expertise of colleagues

COMPLIANCE INFORMATION

**FACULTY STRATEGIES**
- Understand the compliance issues related to your research
- Allow time for the compliance review process

**SPO STRATEGIES**
- Develop expertise in areas of compliance important to your campus
- Know who is responsible for what
- Don’t be afraid to ask agencies or colleagues for advice

CUR DIALOGUES 2017

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**BUDGETING**

**FACULTY STRATEGIES**
- Notify SPO as soon as you decide to apply
- Send draft budget and questions to SPO as early as possible

**SPO STRATEGIES**
- Develop generic spreadsheets for "typical" grant scenarios
- Make information about fringe benefits, indirect costs, other budget elements readily available

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**PROPOSAL PREPARATION**

**FACULTY STRATEGIES**
- Start early! Notify SPO of your intent and develop a timeline to stay on track
- Use SPO expertise to understand guidelines and forms
- Use SPO expertise to review for grantsmanship
- Identify colleagues who can review your content

**SPO STRATEGIES**
- Understand funding sources and their unique regulations and policies
- Provide samples of funded proposals
- Offer regular grant-writing workshops
- Network with colleagues
- Build teams for interdisciplinary and major institutional proposals

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**SUBMISSION**

**FACULTY STRATEGIES**
- Keep SPO informed about your intentions and deadlines
- Learn how to use any requisite online submission system
- Understand campus system/requirements for internal approvals and submissions

**SPO STRATEGIES**
- Set internal deadlines to ensure timely submission
- Keep running list of deadlines and PIs; if multiple offices are involved, find a software solution
- Keep a tally of procedures for all ERA systems and who owns which "roles" at your institution

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**CELEBRATING AND TRACKING SUCCESS**

**FACULTY STRATEGIES**
- Notify SPO of any grants paid directly to you
- Use grant data in your proposals to show competence and your institution’s ability to manage grant

**SPO STRATEGIES**
- Collect ideas from colleagues about new ways to celebrate success and incentivize grant writing
- Prepare annual reports with charts of key indicator data to chart trends
- Recognize every success in some way – immediately with a note, and/or a larger recognition celebration

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**POST-AWARD**

**FACULTY STRATEGIES**
- Meet in person with grants post-award staff
- Make sure you understand your responsibilities
- Meet your reporting deadlines
- Start thinking NOW about your next submission!

**SPO STRATEGIES**
- Hold startup meetings with PIs when an award is received
- Develop good working relationships with grants accounting
- Post grants management info on the web
- Meet periodically with all those involved in grant management