



# UAHS Research Administration Organizational Structure and Training Program

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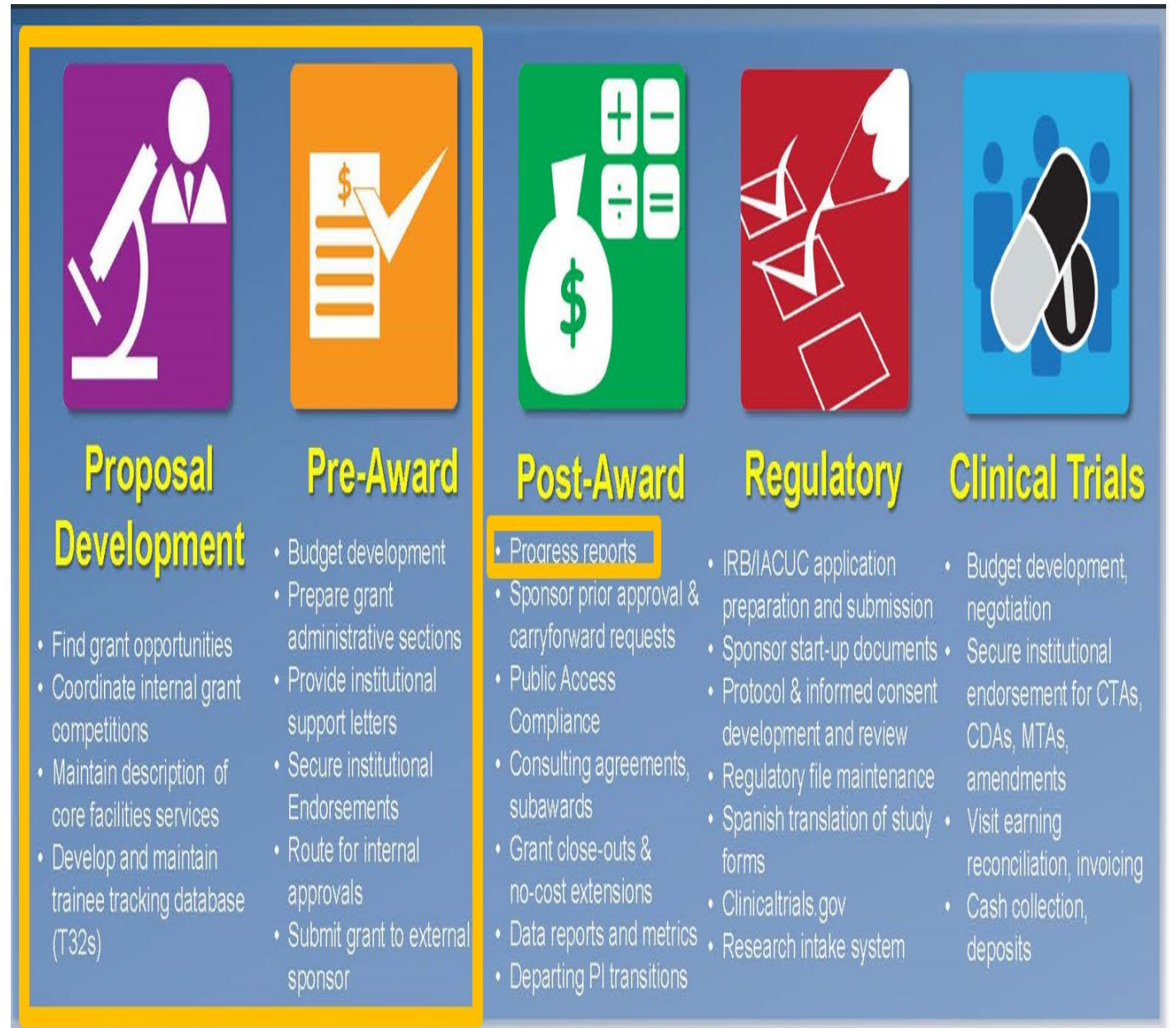
Where to start?



Marijke

# UAHS Research Administration: What do we do?

- **Grants – Focus of this presentation**
- **Contracts**
- **Clinical Trials**
- **Regulatory**



# UAHS RA – Grants: Who do we support?

- College of Medicine – Tucson
- College of Medicine – Phoenix
- College of Public Health
- College of Pharmacy
- College of Nursing
- Centers and Institutes →



## UArizona College of Medicine - Tucson

- Andrew Weil Center for Integrative Medicine
- Arizona Center on Aging
- Arizona Emergency Medicine Research Center
- Arizona Telemedicine and Telehealth Center
- Sonoran Center for Excellence in Disabilities
- UA Arthritis Center
- UA Sarver Heart Center
- UA Steele Children's Research Center
- UA Thomas D. Boyer Liver Institute
- UA Valley Fever Center for Excellence



## UArizona College of Medicine - Phoenix

- Center for Simulation and Innovation
- Center for Toxicology and Pharmacology Education and Research
- The Center for Applied NanoBioscience & Medicine



## UArizona College of Pharmacy

- Arizona Center for Drug Discovery
- Arizona Poison and Drug Information Center
- Center for Health Outcomes and PharmacoEconomic Research
- Medication Management Center
- Southwest Environmental Health Sciences Center



## UArizona Mel and Enid Zuckerman College of Public Health

- Arizona Prevention Research Center
- Arizona Smokers' Helpline (ASHLine)
- Canyon Ranch Center for Prevention and Health Promotion
- Center for American Indian Resilience
- Center for Rural Health
- Environment, Exposure Science and Risk Assessment Center
- Global Health Institute
- Mountain West Preparedness and Emergency Response Learning Center

# UAHS RA – Grants: Who are we?

- One Director
- Two Assistant Managers
- Two Senior Research Administrators
- Seven Research Administrators
- Seven Coordinators

**19 People!!**



# UAHS RA – Grants: How do we provide support?

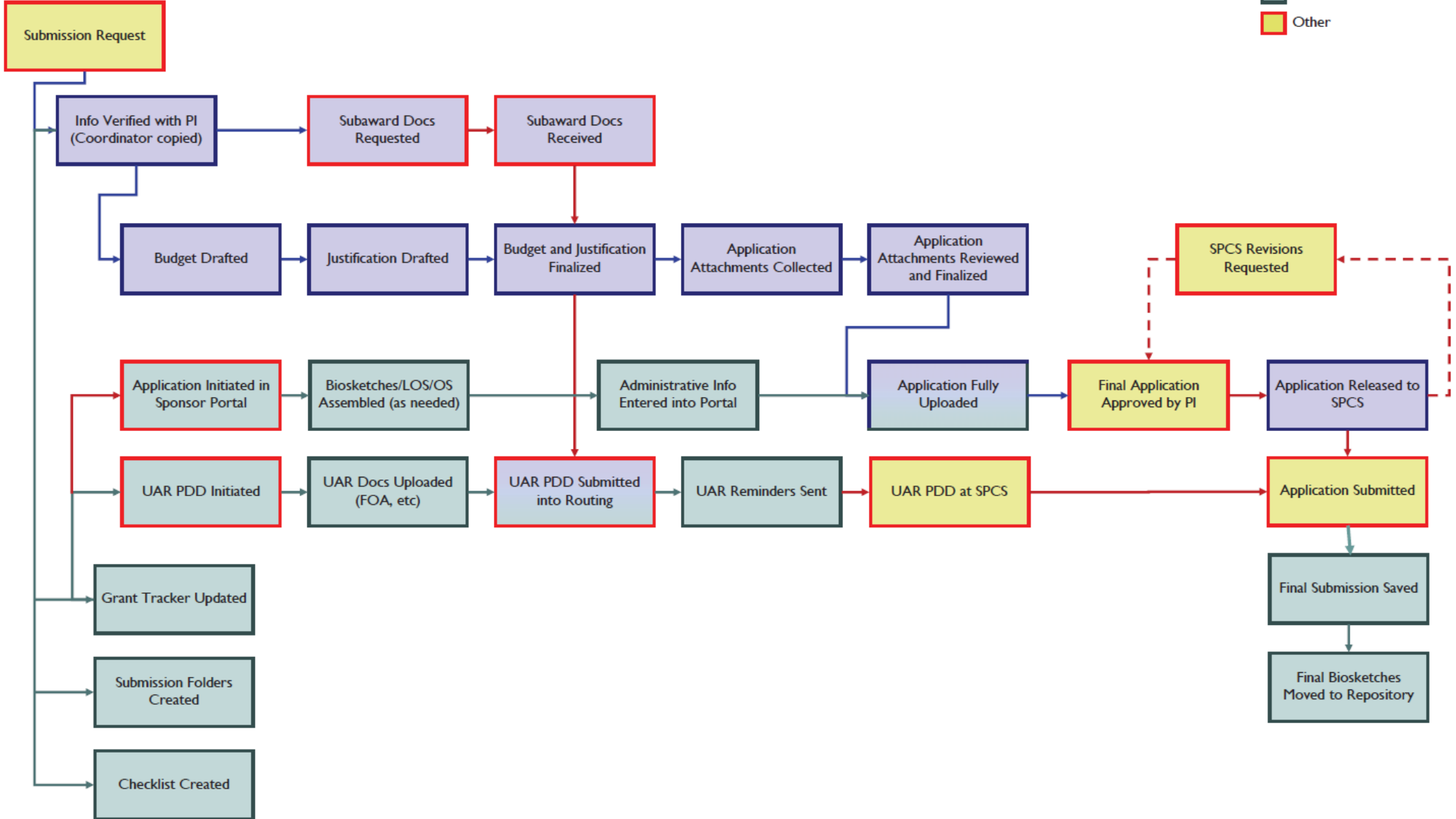


RESEARCH ADMINISTRATOR	
<b>Intent to Submit</b>	
	Verify essential information w/ PI: <ol style="list-style-type: none"> <li>1. RFA</li> <li>2. Eligibility</li> <li>3. Key Personnel</li> <li>4. Timeline for submission</li> <li>5. Compliance (IRB/IACUC/etc)</li> <li>6. Subawards</li> </ol>
<b>UAR</b>	
	<ol style="list-style-type: none"> <li>1. Initiate UAR &amp; add Coordinator as Aggregator</li> <li>2. Enter Key Personnel w/ Effort, Credit, and F&amp;A Splits</li> </ol>
<b>Budget</b>	
	Draft Budget: <ol style="list-style-type: none"> <li>1. Personnel salary</li> <li>2. Consortium budgets</li> <li>3. M&amp;O and other costs</li> <li>4. F&amp;A Calculation</li> <li>5. Draft Justification and finalize w/PI</li> </ol>
<b>Subawards</b>	
	<ol style="list-style-type: none"> <li>1. Review subaward budgets &amp; justification</li> <li>2. Make initial contact to subawardee(s)</li> </ol>
<b>Application</b>	
	<ol style="list-style-type: none"> <li>1. Initiate Online application</li> <li>2. Delegate Access to Coordinator</li> <li>3. Review &amp; Finalize Proposal attachments</li> <li>4. Send final to PI for review/approval</li> <li>5. Transmit proposal to AOR/Sponsor</li> </ol>
<b>Submission</b>	
	<ol style="list-style-type: none"> <li>1. Verify successful submission</li> <li>2. Notify PI</li> </ol>
<b>Funding Search</b>	
	<ol style="list-style-type: none"> <li>1. Receive request from PI</li> </ol>

# UAHS RA – Grants: How do we distribute the labor?



COORDINATOR	
<b>Upon receipt of information from RA:</b>	
	<ol style="list-style-type: none"> <li>1. Update Grant Tracker</li> <li>2. Create PI file, folders and add applicable docs (FOA guidelines, IDC stipulation, etc.)</li> <li>3. Create Checklist</li> <li>4. Assemble biosketches</li> <li>5. Assemble Other Support (as needed)</li> </ol>
<b>UAR</b>	
	<ol style="list-style-type: none"> <li>1. Initiate UAR</li> <li>2. Add RFA, IDC Stipulations, other required documents</li> <li>3. UAR approvals, send reminders/instructions as needed</li> </ol>
<b>Upon Receipt of Final Budget &amp; Justification:</b>	
	<ol style="list-style-type: none"> <li>1. Upload documents to UAR</li> <li>2. Enter Budget information in UAR and online application</li> <li>3. Draft IDC waiver request if needed and obtain signatures</li> <li>4. Transfer budgets to R&amp;R/PHS budget forms</li> </ol>
<b>Follow up with subawardee(s) for the following:</b>	
	<ol style="list-style-type: none"> <li>1. Statement of Work</li> <li>2. UA Consortium Agreement (signed)</li> <li>3. Complete other documents as noted by RA</li> <li>4. Upload to UAR</li> </ol>
<b>Application</b>	
	<ol style="list-style-type: none"> <li>1. Complete Institutional information</li> <li>2. Upload all attachments</li> <li>3. Verify application for review Any errors/warnings should be communicated to RA to troubleshoot</li> </ol>
<b>Submission</b>	
	<ol style="list-style-type: none"> <li>1. Keep tracker updated</li> <li>2. Save submitted proposal to Grant folder</li> <li>3. Update repositories (Bios/Other Support)</li> </ol>
<b>Funding Search</b>	
	<ol style="list-style-type: none"> <li>1. Conduct search</li> <li>2. Provide RA with list of potential opportunities</li> </ol>





(Preferably) 30 Days Out: Prepare to contact PI.

- Enter information in UAHS Grant Tracker.
- Set up folders in Individual Grant Files:
  - Budget
  - Correspondence
  - Drafts
  - Docs Submitted
  - Miscellaneous
  - Draft UAR/ASSIST questionnaire email if resubmission
- Save FOA web address and PDF file in folder.
- Revise/create checklist based on FOA.

30 Days Out: Contact PI.

- Acknowledge PI's request for assistance.
- Send submission timeline.
- Confirm FOA, type of submission, and submission cycle.
- Request the following information:
  - UAR questions/items
    - Budget info - offer to draft.
  - Subaward contact(s)
  - ASSIST questions/Other portal login info
- Remember to send a personalized checklist once you receive responses.
- Enter UAR/ASSIST responses

25 Days Out: Process PI's initial information.

- Personalize checklist with PI's responses.
- Initialize the following:
  - UAR PDD
  - Portal application (IE: ASSIST)
  - Budget Draft
  - Budget Justification Draft
- Compile the following most recent:
  - Senior/Key Personnel Biosketches
  - Facilities, Resources, Equipment templates
  - Enter initial information into UAR/ASSIST
- Respond to PI with all templates and initial documents for review/revision.

25 Days Out: Contact Subaward Site(s)

- Provide:
  - Submission timeline
  - FOA, PI, budget limit info
  - Project Title and Dates
- Request:
  - R&R budget
  - Budget Justification
  - Scope of Work
  - Letter of Intent (addressed to PI)
  - Biosketches for all Senior/Key Personnel
  - Facilities, Resources, and Equipment
  - Subrecipient Commitment Form (determine whether site is an FDP Clearinghouse partner and send appropriate version)

20 Days Out: Finalize and Begin Routing UAR PDD

- Confirm the following:
  - Credit/F&A splits; Senior/Key Personnel annual effort; Human Subjects/Animal Subjects Involvement; F&A Rate; Subaward Involvement
- Attach the following:
  - FOA PDF; Budget; Justification; Project Summary
  - Subaward Packet(s)
  - Subrecipient Commitment Form; Budget; Justification; Scope of Work; Rate Agreement; LOI
  - F&A Stipulation (if applicable)
  - Enter Budget information into UAR/ASSIST
- Note the following:
  - Electronic vs Non-Electronic submission: Include portal name and application ID #.
  - AOR signature required on any documents
  - DRAFT status of any attachments
  - Unusual features of the FOA.

15 Days Out: Follow up on needed documents and information

- Follow up on:
  - Senior/Key Personnel Biosketches
  - Finalized budget and justification
  - Subaward documents
  - UAR PDD approvals
  - All other application requirements not yet provided by the PI
- Update portal application and UAR PDD with all received final materials.
- Finalize Subaward Information
  - Update UAR PDD with final subaward documents.
  - Update portal application with final subaward information.

Five Days Out: Begin Finalizing Documents

- Finalize:
  - Senior/Key Personnel Biosketches
  - Budget and Justification
  - Human Subjects and Clinical Trials Information
  - Project Narrative
  - Project Abstract/Summary
  - Facilities, Resources
  - Equipment
  - As applicable:
    - Vertebrate Animals
    - MPI Leadership Plan
    - Consortium Letters
    - Letters of Support
    - Resource Sharing Plan
    - Authentication of Key Resources
- Update portal application with final documents/information.

Four Days Out: PI final review of full application.

- Confirm all final attachments are uploaded.
- Send PI preview PDF for review and approval.

Three Days Out: Release full application and fully approved UAR PDD to SPCS.

- Notify SPCS through email that the application is ready for their review and submission.
  - Include the PI Name, FOA, Due Date/Time, application ID, UAR PDD #.
  - Copy the PI on the email.
- If in ASSIST, update the application status to "Ready to Submit" and add the UAR PDD # to the comment box.
- Be alert for any clarification emails from SPCS prior to their submission.

Responsibility:  
• Administrator: Yellow  
• Coordinator: Blue

How did we  
build it?



# UAHS RA – Grants: How did we build our team?



Hire entry-level coordinators for the established team atmosphere and/or needs.

## TRAINING



Train them up with established timelines and milestones.

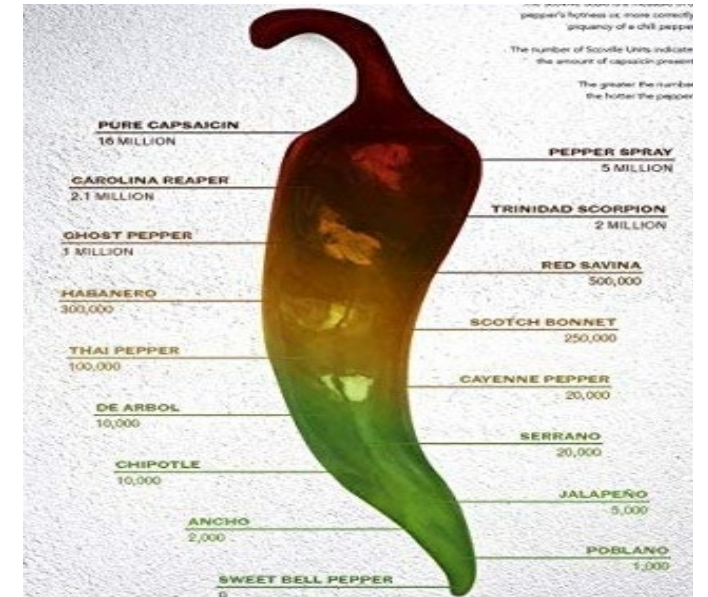


Provide individual, paired, and team-level professional development and relationship coaching.



# UAHS RA – Grants: Hiring Strategy

1. Four person application review
2. Phone Interviews
3. Interview with Senior RAs
4. Interview with Asst. Managers and Director
5. Interview with Coordinators





# UAHS RA – Grants: Training Rubrics

Biographical Sketches			
Novice	Apprentice	Performer	Mentor
Approx. months 0-2	Approx. months 2-3	Approx. months 3-6	Approx. months 6-12
<p>With guidance:</p> <ul style="list-style-type: none"> <li>Knows where to locate SOP, templates, examples, and repository</li> <li>Recognizes NIH format</li> <li>Understands the Public Access Policy</li> <li>Is aware of Microsoft Word's formatting tools</li> </ul>	<p>At RA's direction and with review:</p> <ul style="list-style-type: none"> <li>Correctly reformats to current sponsor requirements                             <ul style="list-style-type: none"> <li>Able to research and adjust to any sponsor's required format and content requirements</li> </ul> </li> <li>Identifies and comments on non-compliant content for RA review</li> <li>Performs revisions as required following personnel responses</li> <li>Follows established naming convention and repository processes</li> </ul>	<p>Independently:</p> <ul style="list-style-type: none"> <li>Manages biosketch process in parallel to the RA's submission duties                             <ul style="list-style-type: none"> <li>Communicates with PI to request biosketches from relevant personnel</li> <li>Communicates directly with personnel to finalize biosketch(es)</li> <li>Uploads final PDF version to sponsor portal</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Trains novice coordinator and provides review and feedback to support his/her progression to apprentice</li> </ul>
<p>Preferred minimal experience:</p> <ul style="list-style-type: none"> <li>Microsoft Office Proficient</li> </ul>	<p>Minimal experience:</p> <ul style="list-style-type: none"> <li>All previous level</li> </ul>	<p>Minimal experience:</p> <ul style="list-style-type: none"> <li>All previous level</li> </ul>	<p>Minimal experience:</p> <ul style="list-style-type: none"> <li>All previous level</li> </ul>

Other Support			
Novice	Apprentice	Performer	Mentor
Approx. months 0-3	Approx. months 3-4	Approx. months 4-7	Approx. months 7-12
<p>At RA's direction and with assistance:</p> <ul style="list-style-type: none"> <li>Knows where to locate SOP, templates, examples, and repository</li> <li>Possesses list of resources used to identify and validate Other Support entries</li> <li>Is aware of various types of Other Support</li> <li>Compiles previous Other Support from Repository (if available)</li> <li>For pre-existing version, correctly reformats to current sponsor requirements</li> </ul>	<p>At RA's direction and with review:</p> <ul style="list-style-type: none"> <li>Compiles initial draft conforming to current sponsor requirements                             <ul style="list-style-type: none"> <li>Able to research and adjust to any sponsor's required format and content requirements</li> </ul> </li> <li>Navigates through resources to identify and validate Other Support entries                             <ul style="list-style-type: none"> <li>Identifies and comments on discrepancies among resources for RA review</li> </ul> </li> <li>Performs revisions as required following personnel responses</li> <li>Follows established naming convention and repository processes</li> <li>Understands the various types of Other Support and when each is needed</li> </ul>	<p>Independently:</p> <ul style="list-style-type: none"> <li>Manages Other Support process in parallel to the RA's submission duties                             <ul style="list-style-type: none"> <li>Communicates with PI to request/verify Other Support from relevant personnel</li> <li>Communicates directly with personnel to finalize Other Support</li> <li>Uploads final PDF version to sponsor portal</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Trains novice coordinator and provides review and feedback to support his/her progression to apprentice</li> </ul>
<p>Preferred minimal experience:</p> <ul style="list-style-type: none"> <li>Microsoft Office Proficient</li> </ul>	<p>Minimal experience:</p> <ul style="list-style-type: none"> <li>All previous level</li> </ul>	<p>Minimal experience:</p> <ul style="list-style-type: none"> <li>All previous level</li> </ul>	<p>Minimal experience:</p> <ul style="list-style-type: none"> <li>All previous level</li> </ul>

General Administration			
Novice	Apprentice	Performer	Mentor
Approx. months 0-1	Approx. months 1-2	Approx. months 3-4	Approx. months 4-12
<p>At RA's direction and with assistance:</p> <ul style="list-style-type: none"> <li>Folder Set-up                             <ul style="list-style-type: none"> <li>Able to locate investigator files</li> <li>Creates standard folders for proposals</li> <li>Saves FOA website shortcut and PDF conversion to Misc folder</li> <li>Aware of possible additional files needed in Misc folder</li> </ul> </li> <li>Grant Tracker Updates                             <ul style="list-style-type: none"> <li>Able to define each column header in grant tracker</li> </ul> </li> <li>Checklists                             <ul style="list-style-type: none"> <li>Knows where to locate templates, resources, and key information</li> <li>Able to identify relevant sections of FOA</li> <li>Revises pre-existing versions of checklists with updated information</li> </ul> </li> </ul>	<p>At RA's direction and with review:</p> <ul style="list-style-type: none"> <li>Folder Set-up                             <ul style="list-style-type: none"> <li>In Emails folder:                                     <ul style="list-style-type: none"> <li>Saves important emails with descriptive file names</li> </ul> </li> <li>In Misc folder:                                     <ul style="list-style-type: none"> <li>Saves revised, proposal-specific checklist</li> <li>Saves additional files as needed</li> </ul> </li> <li>After submission:                                     <ul style="list-style-type: none"> <li>Saves PDF of submitted application in the proposal folder</li> </ul> </li> </ul> </li> <li>Grant Tracker Updates                             <ul style="list-style-type: none"> <li>When initial notice received, accurately enters proposal under RA's name</li> <li>Correctly sorts to list proposals by RA and Due Date</li> </ul> </li> <li>Checklists                             <ul style="list-style-type: none"> <li>Revises pre-existing versions of checklists with updated and proposal-specific information</li> <li>Creates new checklists from FOA as needed</li> <li>Follows established naming convention and repository processes</li> </ul> </li> </ul>	<p>Independently:</p> <ul style="list-style-type: none"> <li>Folder Set-up                             <ul style="list-style-type: none"> <li>Saves all emails and files as needed</li> <li>Work load permitting, organizes old files to comply with current foldering system</li> </ul> </li> <li>Grant Tracker Updates                             <ul style="list-style-type: none"> <li>Enters new proposals under RA's name</li> <li>Updates status as appropriate throughout proposal development process</li> <li>Adds notes as appropriate</li> </ul> </li> <li>Checklists                             <ul style="list-style-type: none"> <li>Revises/creates checklists as needed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Folder Set-up                             <ul style="list-style-type: none"> <li>Trains novice coordinator and provides review and feedback to support his/her progression to apprentice</li> </ul> </li> <li>Grant Tracker Updates                             <ul style="list-style-type: none"> <li>Trains novice coordinator and provides review and feedback to support his/her progression to apprentice</li> </ul> </li> <li>Checklists                             <ul style="list-style-type: none"> <li>Trains novice coordinator and provides review and feedback to support his/her progression to apprentice</li> </ul> </li> </ul>
<p>Preferred minimal experience:</p> <ul style="list-style-type: none"> <li>N/A</li> </ul>	<p>Minimal experience:</p> <ul style="list-style-type: none"> <li>All previous level</li> </ul>	<p>Minimal experience:</p> <ul style="list-style-type: none"> <li>All previous level</li> </ul>	<p>Minimal experience:</p> <ul style="list-style-type: none"> <li>All previous level</li> </ul>

Sponsor Application Portals			
Novice	Apprentice	Performer	Mentor
Approx. months 0-2	Approx. months 2-4	Approx. months 4-6	Approx. months 6-12
<ul style="list-style-type: none"> <li>Knows what a sponsor application portal is, how to find SOP, and how to locate application information in PI folder</li> <li>Can list major sponsor portals and which are used by what sponsors</li> <li>Been exposed to ASSIST, Workspace, <a href="#">proposalCENTRAL</a>, and <a href="#">Grants@Heart</a></li> <li>Knows where the sponsor ID number needs to be recorded</li> </ul>	<p>With RA direction and with review:</p> <ul style="list-style-type: none"> <li>Initiates application and records the sponsor ID number in appropriate places</li> <li>For ASSIST and Workspace, enters general institutional information and some/all application specific information into appropriate fields on appropriate tabs, such as:                             <ul style="list-style-type: none"> <li>R&amp;R Cover</li> <li>Sites</li> <li>Sr/Key Person Profile</li> </ul> </li> <li>Uploads RA reviewed and finalized PDF attachments as requested</li> </ul>	<p>Independently and for any sponsor:</p> <ul style="list-style-type: none"> <li>Enters all RA reviewed and finalized information and attachments for all tabs and notifies RA of missing or incorrect information, including:                             <ul style="list-style-type: none"> <li>Other Project Information</li> <li>Budget Tabs</li> <li>Research Plan</li> <li>Human Subjects Information</li> <li>Additional Attachments</li> <li>Additional Review Information</li> </ul> </li> <li>Previews entire application, saves PDF in application folder, and notifies RA it is ready for review</li> <li>Preps email to release application to SPCS</li> </ul>	<ul style="list-style-type: none"> <li>Trains novice coordinator and provides review and feedback to support his/her progression to apprentice</li> </ul>
<p>Preferred minimal experience:</p> <ul style="list-style-type: none"> <li>N/A</li> </ul>	<p>Minimal experience:</p> <ul style="list-style-type: none"> <li>All previous level</li> </ul>	<p>Minimal experience:</p> <ul style="list-style-type: none"> <li>All previous level</li> </ul>	<p>Minimal experience:</p> <ul style="list-style-type: none"> <li>All previous level</li> </ul>

# UAHS RA – Grants: Coaching

- Weekly
  - Director/RA One-on-Ones
  - Asst Mngr/CO One-on-Ones
  - Director/Asst Mngr One-on-Ones
  - Full Team Meetings
  - CO Team Meetings/Training
- Focus on
  - Process and Communication Refinement
  - Professional SMART Goals
  - Milestone Accomplishments



# UAHS RA – Grants: Transition to RA

Director, Asst Mngr, and CO buy-in

- RA Readiness Self-Assessment
- Targeted Development for any low ratings

		Level *	Notes
<b>GRANT SUBMISSIONS</b>			
Verify essential submission information w/ PI	<ul style="list-style-type: none"> <li>▪ Determines correct RFA</li> <li>▪ Verifies eligibility</li> <li>▪ Identifies Key Personnel</li> <li>▪ Creates timeline for submission</li> <li>▪ Checks for institutional compliance (IRB/IACUC/etc.)</li> <li>▪ Determines subawardees</li> </ul>		
UAR Proposal Document	<ul style="list-style-type: none"> <li>▪ Assists w/ creation of UAR document</li> <li>▪ Completes information and/or provides to Coordinator</li> <li>▪ Reviews UAR document for accuracy and makes corrections as needed</li> <li>▪ Complies w/ requests from UAHS PreAward, business units, and SPCS for edits and corrections</li> <li>▪ Reviews F&amp;A Waivers and assist as needed</li> </ul>		
Budgets	<ul style="list-style-type: none"> <li>▪ Drafts full project budgets:</li> <li>▪ Personnel salary (following RFA guidance and sponsor limits)</li> <li>▪ Consortium budgets</li> <li>▪ M&amp;O and other costs following RFA guidance limits</li> <li>▪ F&amp;A Calculations as needed</li> <li>▪ Cost Share capture per RFA guidance and institutional policy</li> <li>▪ Draft Justification and finalize w/PI and/or research team</li> </ul>		
Subawards	<ul style="list-style-type: none"> <li>▪ Initiates contact to subawardees</li> <li>▪ Provides guidance on required documentation and timelines</li> <li>▪ Reviews subaward budgets &amp; justifications for accuracy and compliance</li> <li>▪ Integrates subaward budgets into main budget following sponsor guidance and institutional policy</li> </ul>		
Application	<ul style="list-style-type: none"> <li>▪ Reviews application for required and optional documents</li> <li>▪ Completes institutional information/review institutional information entered by Coordinator</li> <li>▪ Reviews &amp; finalizes ALL attachments for upload</li> <li>▪ Reviews final application for accuracy and sponsor validation</li> <li>▪ Secures PI approval</li> <li>▪ Transmits proposal to AOR/Sponsor</li> </ul>		
<b>POST AWARD ACTIVITY</b>			
Administrative Changes	<ul style="list-style-type: none"> <li>▪ Reviews request and collaborates w/ Coordinator as needed</li> <li>▪ Provides guidance to business unit on additional requirements</li> <li>▪ Communicates with SPCS and/or Sponsor to secure approval for changes, or clarification of policy as needed</li> </ul>		
Just-in-Time	<ul style="list-style-type: none"> <li>▪ Works with PI to determine an appropriate timeline for response</li> <li>▪ Reviews Other Support documentation from Coordinator</li> <li>▪ Assists PI with guidance on IRB/IACUC approvals and Training in the Protection of Human Subjects certification</li> <li>▪ Uploads documentation to eRA Commons</li> <li>▪ Drafts budgets and assist with other documentation as requested by Sponsor</li> <li>▪ Transmits JIT to AOR/Sponsor</li> </ul>		



## UAHS RA – Grants: Staged Transition from CO to RA

1. In addition to CO duties: One Modular Submission with RA Review
2. In addition to CO duties: Few Varied Submissions with RA Review
3. In addition to CO duties: Various Independent Submissions
4. In addition to CO duties: One Unit Support
5. Promotion and Additional Unit Assignment



# UAHS RA – Grants: RA Progression

- Transitioning CO's target is Novice.
- Transitioning RA to Senior RA's target is Mentor.

Novice	Apprentice	Performer	Mentor
Approx. 3-4 months	Approx. 6-9 months	Approx. 1 year	Approx. 2 years
<p>Under the guidance and mandatory review of a Mentor, the Novice:</p> <ul style="list-style-type: none"> <li>• Supports at least one department as primary contact.</li> <li>• Manages <u>pre-award</u> submissions, with assistance from mentor and coordinator.</li> <li>• Manages requested edits from SPCS, should any arise.</li> <li>• Introduced to life-cycle of a sponsored project, including UA and sponsor procedures.               <ul style="list-style-type: none"> <li>○ <u>Pre-award</u></li> <li>○ JIT</li> <li>○ Post-Submission Materials</li> <li>○ Prior Approval</li> <li>○ RPPRs</li> <li>○ Closeout</li> </ul> </li> </ul>	<p>All requirements of previous level, as well as:</p> <ul style="list-style-type: none"> <li>• Supports at least two departments as primary contact.               <ul style="list-style-type: none"> <li>○ With mentor, attends new faculty introductions.</li> </ul> </li> <li>• Independently manages all aspects of <u>pre-award</u> submissions.</li> <li>• Understands all stages of a sponsored project's life-cycle.</li> <li>• Introduced to discussion on internal process improvements.</li> </ul>	<p>All requirements of previous levels, as well as:</p> <ul style="list-style-type: none"> <li>• Provides in-person, one-on-one faculty support.</li> <li>• Understands differences between all funding types, including the following:               <ul style="list-style-type: none"> <li>○ Fellowship</li> <li>○ Career</li> <li>○ Research</li> <li>○ SBIR/STTR</li> <li>○ Program Project</li> <li>○ Cooperative Agreements</li> </ul> </li> <li>• Fully and independently interprets sponsor policy and guidance, including researching and/or requesting from sponsor clarification.</li> <li>• Manages/Facilitates all stages of a sponsored project's life-cycle.</li> <li>• Contributes to discussion on internal process improvements.</li> </ul> <p>*Mentor shifts to colleague.</p>	<p>All requirements of previous levels, as well as:</p> <ul style="list-style-type: none"> <li>• Presents information to large groups (departments, colleges, colleagues).</li> <li>• Troubleshoots all submission issues.</li> <li>• Develops coordinator to attain next level in his/her role.</li> <li>• Assists with template and SOP development and revision.</li> <li>• Provides instruction for others managing all stages of a sponsored project's life-cycle.</li> <li>• Coordinates implementation of internal process improvements.</li> </ul>
<p>Preferred minimal experience:</p> <ul style="list-style-type: none"> <li>• RPPRs</li> <li>• Research awards</li> </ul>	<p>Preferred minimal experience (includes all previous level):</p> <ul style="list-style-type: none"> <li>• Career, Fellowship awards</li> </ul>	<p>Preferred minimal experience (includes all previous level):</p> <ul style="list-style-type: none"> <li>• Program Project, Cooperative Agreements</li> </ul>	

Tri-University  
Research  
Administration  
Conference



Questions!

