UMSN Research Newsletter

January 2019

Know Your Resources

Need to arrange a mock review? Need peer review of your SA page?



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From the ADR

Hello UMSN Community -

Welcome to the first monthly research newsletter! The purpose of this newsletter is to be a vehicle to communicate WHAT YOU NEED TO KNOW if you participate in research in any way in our UMSN community. Our intent is to provide one cohesive voice for research communications rather than emails



throughout the month at random times that can be difficult to keep up with. There still may be occasions to email the faculty with urgent information, and you will still get funding announcements from myself and Phil as they become available, but, in this newsletter, there will be active links to all pertinent information. We will "batch" important announcements and process reminders for monthly distribution. These links will be available soon on the UMSN Research web page. At this time, we do not envision that this newsletter will contain "feature" articles; it may evolve to that, but currently, we want this to communicate important research NEWS.

This first newsletter will focus on reviewing some core resources as well as highlighting processes in interacting with pre-award colleagues in the Grants and Research Office (GRO).

I am very open to input about the usefulness of this communication tool and suggestions for how to improve it. The newsletter will soon be archived on the Research page of the UMSN website so that it can be an accessible resource for information.

Deb

Research Day – Tuesday April 9, 2019

This year, Research Day is Tuesday, April 9, and the theme is "Innovation at the interface of knowledge development and equitable care". The goal of Research Day is to provide a platform that promotes interdisciplinary interactions, sharing research and educational activities, and exposure to the latest research topics and methodologies. The day is for our entire research community. Therefore, I encourage you to put it on your calendar now and make every effort to attend; and if teaching that day, please try to make it possible for students to participate.

Research Day

ABSTRACT DEADLINE January 25, 2019 at 11:59pm

WORKING WITH YOUR PRE-AWARD PARTNER IN GRO



STAGE 1: SUBMIT NOTICE OF INTENT (NOI)

Once you submit your NOI, you will get a letter from Philip Furspan (more about him elsewhere in the newsletter). READ THIS LETTER!

STAGE 2: YOU ARE ACTIVELY WORKING ON GRANT

- Keep your pre-award partner at GRO in the loop.
- E-mail your grant progress weekly or at least biweekly.
- Respond to GRO emails within 48 hours.
- Let GRO pre-award partner know if you are going to be away.



STAGE 4: YOU RECEIVE AWARD NOTICE

GRO NEEDS TO KNOW! Let your pre-award partner know the final status of your grant. Data regarding number of grants submitted is kept in GRO and the outcome, whether scored/unscored/fundable/not fundable is essential to maintaining the accuracy of this data. (more about post-award in next newsletter!)



STAGE 3: OFFICE OF RESEARCH AND SPONSORED PROJECTS (ORSP)

- 4 full days BEFORE sponsor deadline: full review by ORSP
- 2 full days before sponsor deadline: compliance review ONLY
- LESS THAN 2 days before sponsor deadline: NO REVIEW



As I hope you know, our Grants and Research Office (GRO) has staff assigned to do pre- and post-award work. Pre-award works with faculty who are submitting grant applications. They develop the budget and help with the actual submission of the grant. Postaward is assigned once you get a notice of grant award and is anticipated from submission of the just-in-time information.

In this newsletter, I want to focus on working with pre-award specialists. Faculty behavior – positive and negative – heavily influences the pre-award specialist's workload and can contribute to efficiency or to making it much more stressful and chaotic than it likely needs to be. Please allow me to address this issue.

Each staff member in GRO handles many grants and many faculty at any given moment. Did you know that **at any given grant submission deadline, pre-award specialists can be responsible for more than a dozen grant applications?**

It is **IMPERATIVE** that faculty submitting grants work with their GRO pre-award specialists as true partners and collaborators. Here are some ways that faculty can make a positive contribution to this collaborative relationship:

- Communicate with your pre-award partner as to the status of your progress weekly or biweekly. Submit an NOI as soon as you have decided to put in a grant. As you actively work on an application, communicate with your pre-award partner frequently and consistently. This allows your pre-award partner to manage their workload and submit to ORSP by the published deadlines. This won't happen if faculty do not communicate grant progress on a regular basis.
- If your pre-award partner sends you an email, you need to respond within 48 hours. If you are away, let your pre-award partner know so they can plan their workload.
- Avoid last minute communication. I consider behavior disrespectful if, after you submit an NOI, your pre-award partner does not hear from you until 24 to 72 hours before the application deadline.
- Did you know that your pre-award partner provides a timeline for you to meet the application deadline? Stick to the timeline, and your pre-award partner can efficiently manage their workload. The sooner you get the components of the grant to your pre-award partner, the smoother your grant submission will go. Once you submit your grant application pieces, you still need to be available and responsive in case issues with ORSP approval or submission arise.

What are the ORSP application deadlines?

- 4 full days prior to sponsor deadline in order to receive full review by ORSP. This means in final form all ready to submit;
- 2 days prior to the deadline compliance reviews only;
- Less than 2 days: your proposal will be at risk of not being submitted and no review will occur.

It is my opinion that those deadlines are pretty liberal. I fully understand that everyone is busy juggling a lot of responsibilities. Please plan your grant submissions such that you are able to complete and submit items in a reasonable manner, and not at the 11th hour.

As always, my door is open to anyone who wishes to discuss processes, strategies, and their insights/experiences. \mathcal{DLB}

Grants Research Office (GRO) Resources



When you sent your Notice of Intent to GRO, you received a letter from <u>Philip Furspan, PhD</u>. Phil earned his PhD from Indiana University in Zoology/Physiology and completed post-docs in physiology at the Université de Nice, France, Laboratoire de Physiologie, Texas Tech University and UM Department of Physiology. His portfolio of funding includes NIH, AHA, Michigan Diabetes Research and Training Center, and pharmaceutical companies. He has authored 35 research papers (17 as first author) in journals such as Hypertension, Journal of Clinical Investigation, PNAS and has authored numerous book chapters. Closer to home, at the UMSN Phil has helped write, edit and prepare both D43 (Fogarty International Training Program for Strengthening Non-Communicable Research and Training Capacity in Thailand) and P20 grants (Center for Complexity and Self-Management of Chronic Disease) and most recently helped write the renewal application for the D43.

Phil has been in your shoes. He has faced the blank grant submission form and has been successful – and not just in federal funding but non-profit, foundation, and pharma as well!

Here's where he excels – and where you may need help (and maybe not even know it!)

- Ensuring optimal organization and flow
- Refining formatting and headings to enhance readability
- Commenting on unclear text and ensuring clarity of ideas
- Identifying inconsistencies and red flags
- Improving sentence structure and polishing language
- Correcting errors in grammar, spelling, punctuation, and word choice
- Reducing text to meet page limits and making writing concise

Contact Phil and benefit from years of successful grant-writing expertise!

GRO Grant Resources:

- Current Funding Opportunities
- NIH and NSF Grant specifics
- Presentation and Writing Aids
- GRO Administrative Guidelines for Grants
- Grant/Letter Templates
- Facilities and Resource Descriptions
- Budget Checklist and Justification Templates
- AND MORE

Do you know about Tableau?

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<u>Tableau</u>[®] contains dashboards that allow faculty, staff, and students the ability to interactively and dynamically view our school's metrics. The Faculty Interest and Expertise Dashboard provides an interactive insight into the UMSN faculty's research interests and expertise and hopes to help identify potential future collaboration.

Faculty members are listed by photo – hovering over the photo allows the user to display the faculty member's name. Click the photo and you get information on that faculty member. Use the search bar for keyword searching.

Are you in Tableau[®]? 52 UMSN Faculty are currently listed – so more than 30 of you are not! ADD or UPDATE your information by contacting the <u>Project Management Office</u>. More about Tableau[®] next month's newsletter.



Research Retreat Summary

A summary of the Research Retreat held on November 27, 2018 was emailed to faculty on January 2, 2019. If you missed (or accidentally deleted) it - look for a link on the UMSN Research Webpage (coming soon!).