

OSP Roundtable

NSF CAREER for Research Administrators

Thursday, January 20, 2022

Office of Sponsored Programs & Research Development (OSP), CALS Office of Research
Development and Engineering PRO team

Facilitator: Tiffany Fleming, OSP Research Development (RD)



2022 NSF CAREER Workshop Series

NSF CAREER Workshop Series

- December 10, 2021 - May 19, 2022

Ten Workshops

- Faculty Panel
- Proposal Development & Submission Process
- Broader Impacts Identity
- Project Summary
- Partnerships for BI, BP & Edu Plans

NSF CAREER 101

Tools & Resources to help you get ahead of the pack.

SCHEDULE A CONSULTATION WITH THE RESEARCH DEVELOPMENT TEAM TO TALK ABOUT YOUR NSF CAREER PROPOSAL

<https://researchservices.cornell.edu/resources/nsf-career-101>

Workshop Agenda

NSF CAREER Grant



Proposal development
process and planning



2022 proposal
development timeline



Proposal development &
submission resources



NSF Faculty Early Career Development Program Solicitation 20-525

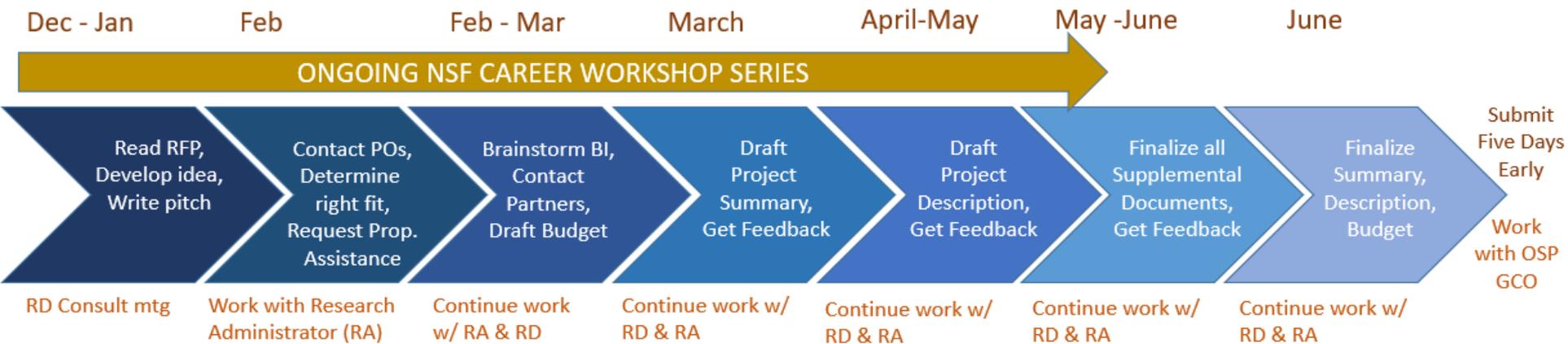
**Deadline for all directorates:
Monday, July 25, 2022**

- **Primary Objective:**

The Faculty Early Career Development (CAREER) Program is a Foundation-wide activity that offers the National Science Foundation's most prestigious awards in support of early-career faculty who have the potential to serve *as academic role models in research and education and to lead advances in the mission of their department or organization.* Activities pursued by early-career faculty *should build a firm foundation for a lifetime of leadership in integrating education and research.*

CAREER Grant Process Timeline

Ideally, 6-8 months



Session 1: NSF CAREER Kick-Off Workshop Recording
<https://www.youtube.com/watch?v=DtOc8l2GQwo>

January 2022



- Read RFP
- Identify your NSF directorate and Program Officer
- Review CAREER award abstracts
- Write your draft "project pitch"
- Engage with campus resources and support
- Schedule weekly CAREER writing time

February 2022



- Take on the Big Challenge
- Schedule RD CAREER consult to discuss one-pager
- Contact NSF Program Officer(s)
- Share one-pager "proposal pitch"
- Use Broader Impacts Identity Framework to develop sound approach
- Outline Broader Impacts and Education opportunities. What challenge can you address?

March - June 2022



Project Summary

Narrative

Research, Education, Broader Impacts, Broadening Participation

Budget, Budget Narrative

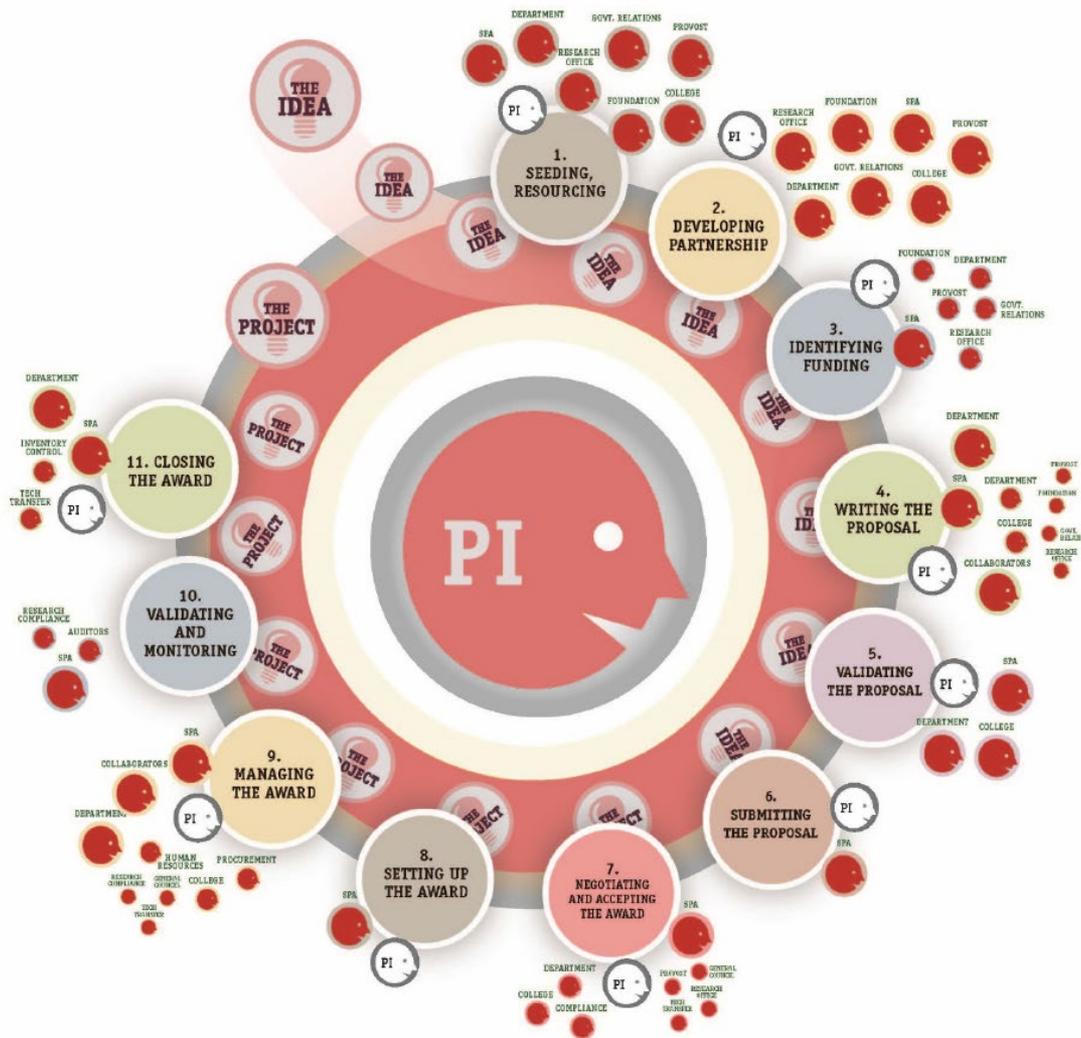
Partnerships

Ancillary Documents

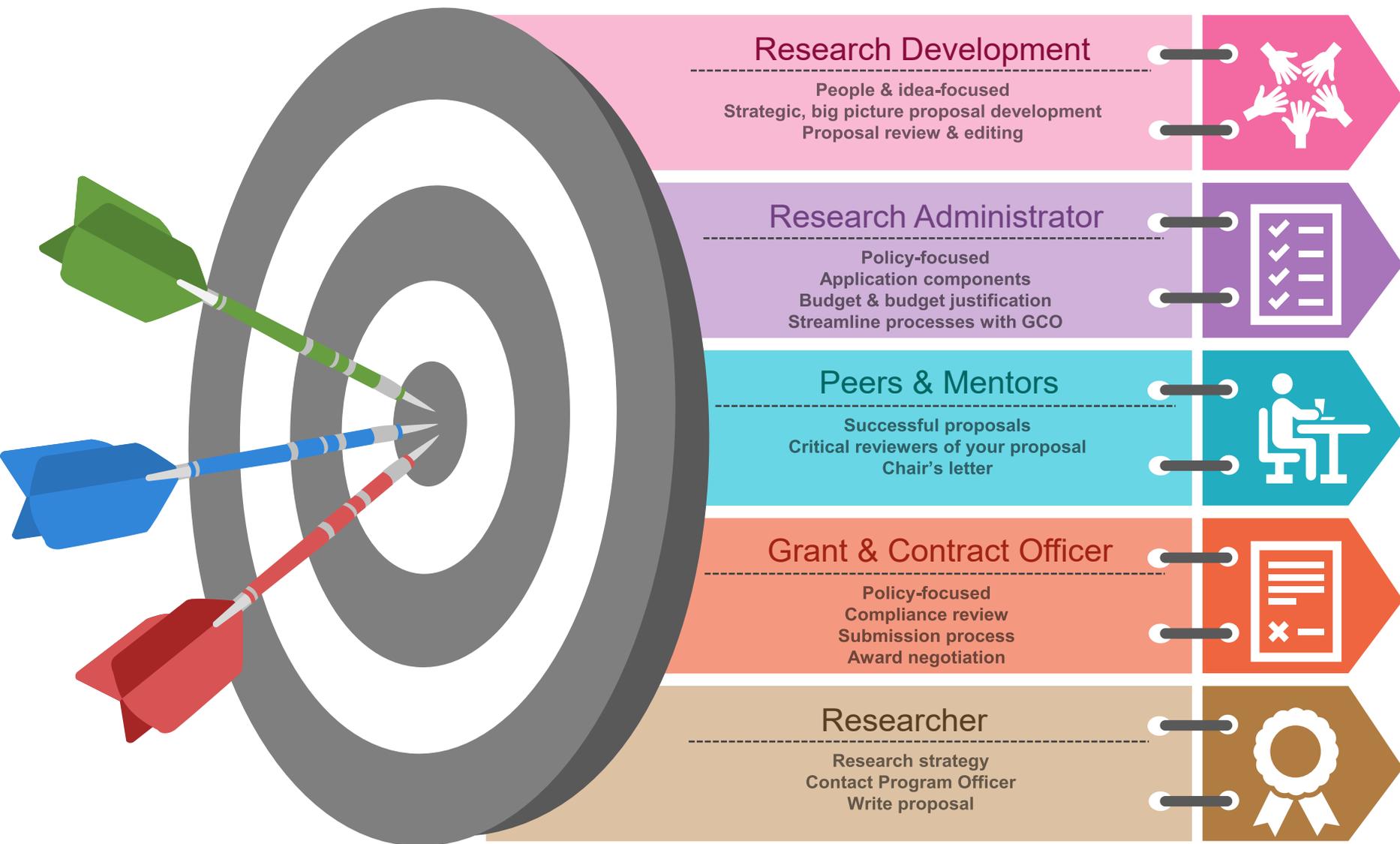
Developing & Submitting CAREER Proposals: Key Resources



Proposal Lifecycle Reality



A Funded Proposal is the Target



Roles & Responsibilities Research Development (RD)

- ✓ Supporting overall and sponsor-specific proposal strategy
- ✓ Identifying additional campus expertise, collaborators, and resources
- ✓ Identifying potential community partners
- ✓ Assisting with proposal development timelines and schedules
- ✓ Reviewing and editing non-technical sections of proposal
- ✓ Reviewing and editing proposal
- ✓ Resubmission strategy and revision
- ✓ Bridging the gap between technical research content and administrative components of proposal
- ✓ Liaising between faculty, Research Administrator (RA), and Grant & Contract Officer (GCO)
- ✓ Assisting with Program Officer relationship building

<https://researchservices.cornell.edu/resources/research-development>



Research | Development

Research Development Consultation

Is CAREER right for me now?

- Right scope
- Integration strategy

Project Pitch

- Review and refine - 10K view, clear, concise, compelling

How to reach out to program officers

- Introductions, one-pagers, meetings

Identify key supports and individual needs

- Tools, templates, checklist, brainstorming
- Monthly check-ins - project management

Roles & Responsibilities Research Administrator (RA)

The individual or team in the academic department, research unit, or college who assists the PI and other project personnel in the submission and management of the proposal.

- ✓ Responsible for assisting with the development of the administrative portions of the proposal, including RASS
- ✓ Liaises with RD and GCO to review and submit proposal
- ✓ Works with the Subaward Team to issue and modify subawards
- ✓ Administrates financial aspects of the award, working with **Sponsored Financial Services (SFS)**

What is SciENcv?

- Science Experts Network Curriculum Vitae
- Free web-based application that allows researchers to store professional data
- Information is used to complete biographical sketches and current and pending/other support documents required by federal agencies



YouTube Tutorials – NSF Specific Tutorials

- SciENCv for NSF Users, Biographical Sketches (5 mins.), NCBI
- <https://www.youtube.com/watch?v=hOzltEU0HXw>
- SciENCv for NSF Users, Current & Pending Support (4 mins.), NCBI
- <https://www.youtube.com/watch?v=bhWQYvEEtJs>

NSF CAREER Checklist: CALS Template

Administrative set-up

NSF 20-525 - Faculty Early Career Development Program (CAREER)

CDFA Number: 47.0xx

CAREER: Title

PI: LastName (due July 25, 2022 by 5:00pm EST)

Project Dates: Month DD, YYYY - Month DD, YYYY

Research.gov: TBD

RASS: 14xxxx

Verify PI meets all PI eligibility requirements per the RFP

Administrative Content - RA can help with these documents

- Facilities & Other Resources – no page limit
- Biosketch (max 3 pages; SciENcv)
- Current & Pending Support (SciENcv)
- COA
- Budget (min \$400K over 5 years)
 - Full IDC; no cost-share; target sweet spot \$700K-\$750K
- Budget Justification

Research Content – PI focus

- References Cited– no page limit
- Project Summary (max 1 pages)
 - Overview; Intellectual Merit; Broader Impacts
- Project Description (max 15 pages)
 - Intellectual Merit; Broader Impacts; Description of proposal research project; Description of the proposed educational activities and their intended impact; Description of how the research and educational activities are integrated or synergistic; and Results from Prior NSF Support

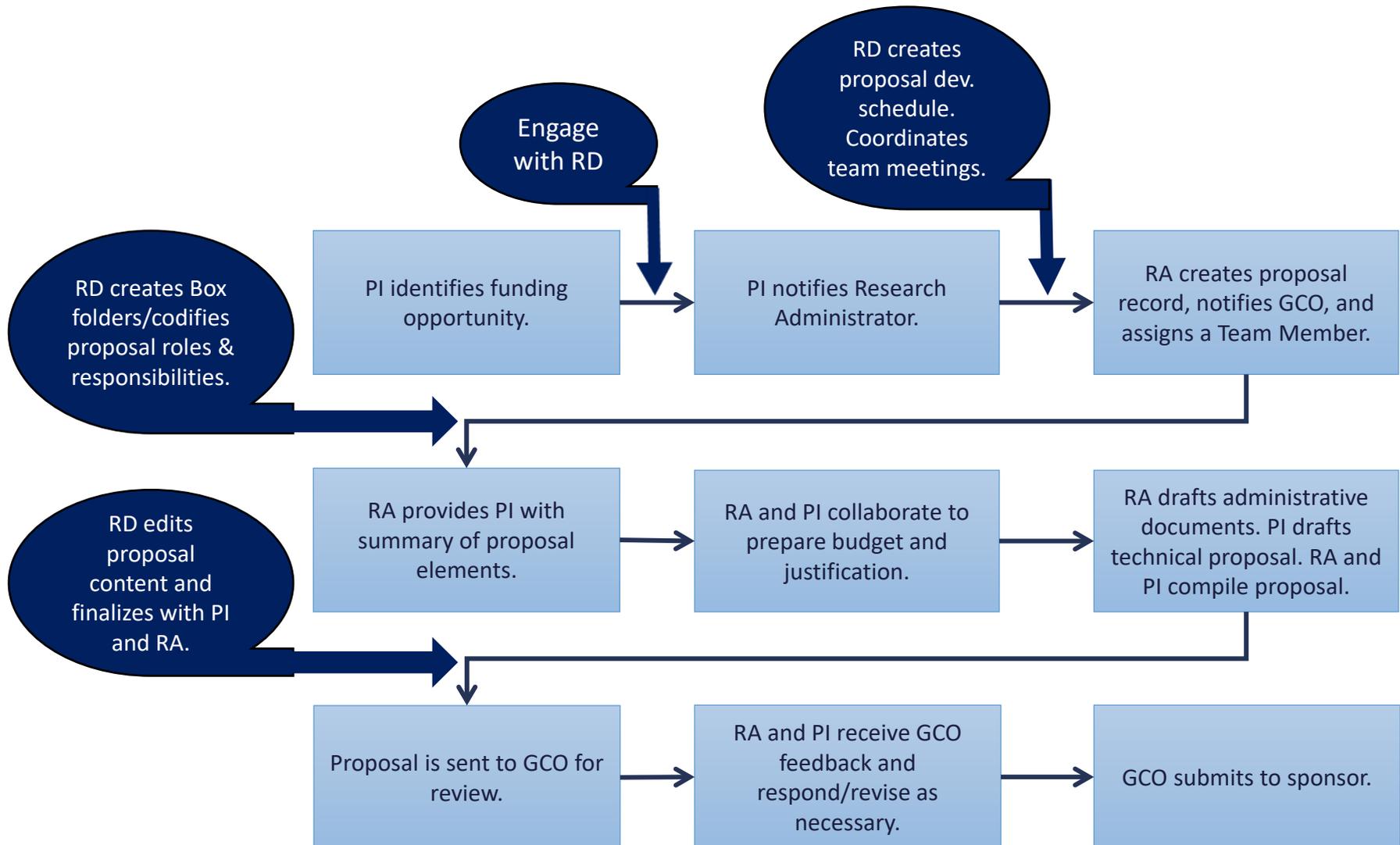
Supplementary Documents – PI focus

- Data Management Plan (max 2 pages)
- Postdoctoral Mentoring Plan (max 1 page) – if applicable
- Departmental Letter (max 2 pages) –PI should expect to draft for their Chair
 - Statement that PI is eligible for NSF CAREER; relationship between the CAREER project, the PI's career goals and job responsibilities, and the mission of the department; and ways the department head will ensure the appropriate mentoring of the PI throughout the award period and beyond

NOT PERMITTED – Showstoppers

- Letters of recommendation/support
- Co-PIs
- Appendices
- Cost-sharing

Proposal Workflow Summary



Roles & Responsibilities Grant & Contract Officer (GCO)

The individual responsible for the contractual aspects of the project.

- ✓ Responsible for the review and submission of proposals, and the negotiation and execution of awards
- ✓ Authority is delegated from Cornell's Board of Trustees to the Vice President for Research and Innovation (VPRI) to GCOs (University Policy 4.2)
- ✓ Works in the Office of Sponsored Programs (OSP), the College of Agriculture and Life Sciences (CALS) Office of Sponsored Research (OSR), or the College of Veterinary Medicine (CVM) Research Office.

<https://researchservices.cornell.edu/gco>

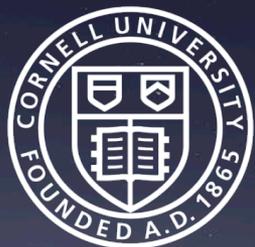
Proposal Services Contacts

- Notify your College/Departmental **Research Administrator** as soon as you've decided to begin the CAREER process. If you do not have an RA, please notify your GCO instead.
- Contact your **Research Development Team**.

CENTRAL RD Tiffany, Liz, and Gayle	CAL S RD Josephine
Email: proposal-adv-osp@cornell.edu Schedule a meeting: MS Bookings	Email: jem522@cornell.edu

College RA Offices

CALS Office of Sponsored Research & Research Development	CIS Sponsored Research Administration Center	CVM Research Office	ILR Sponsored Research Office	COE & Cornell Tech: Pre-Award Research Operations (PRO)
<p>Website: https://cals.cornell.edu/faculty-staff/cals-support-sponsored-research/sponsored-research</p>	<p>Website: https://cis.cornell.edu/sponsored-research-administration-center-srac</p> <p>Email: srac@cis.cornell.edu</p>	<p>Website: https://www.vet.cornell.edu/research/college-research-office</p>	<p>Website: https://www.ilr.cornell.edu/ilr-sponsored-research-office</p>	<p>Website: https://research.services.cornell.edu/resources/pro-research-operations</p> <p>Email: osp-pro@cornell.edu</p>



Q&A

