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

- 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.

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=DtOc8I2GQwo
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

Reproduced with permission by SRA Int’l 2015 presenters: Jennie Amison (SDSU Research Foundation), Dara Little (Northern Illinois U), Mark Hochman (U Tasmania), Kimberly Page (UC Berkeley)
A Funded Proposal is the Target

**Research Development**
- People & Idea-focused
- Strategic, big picture proposal development
- Proposal review & editing

**Research Administrator**
- Policy-focused
- Application components
- Budget & budget justification
- Streamline processes with GCO

**Peers & Mentors**
- Successful proposals
- Critical reviewers of your proposal
- Chair’s letter

**Grant & Contract Officer**
- Policy-focused
- Compliance review
- Submission process
- Award negotiation

**Researcher**
- Research strategy
- Contact Program Officer
- Write proposal
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 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=hOzItEU0HXw

• SciEN_cv 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
Proposition Workflow Summary

PI identifies funding opportunity.

PI notifies Research Administrator.

RA creates proposal record, notifies GCO, and assigns a Team Member.

RA provides PI with summary of proposal elements.

RA and PI collaborate to prepare budget and justification.

RA drafts administrative documents. PI drafts technical proposal. RA and PI compile proposal.

Proposal is sent to GCO for review.

RA and PI receive GCO feedback and respond/revise as necessary.

GCO submits to sponsor.

RD creates proposal dev. schedule. Coordinates team meetings.

Engage with RD

RD creates Box folders/codifies proposal roles & responsibilities.

RD edits proposal content and finalizes with PI and RA.
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.

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<th>CENTRAL RD</th>
<th>CALS RD</th>
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<tbody>
<tr>
<td>Tiffany, Liz, and Gayle</td>
<td>Josephine</td>
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<tr>
<td>Email: <a href="mailto:proposal-adv-osp@cornell.edu">proposal-adv-osp@cornell.edu</a></td>
<td>Email: <a href="mailto:jem522@cornell.edu">jem522@cornell.edu</a></td>
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# College RA Offices

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<th>CIS Sponsored Research Administration Center</th>
<th>CVM Research Office</th>
<th>ILR Sponsored Research Office</th>
<th>COE &amp; Cornell Tech: Pre-Award Research Operations (PRO)</th>
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<td>Website: <a href="https://cals.cornell.edu/faculty-staff/cals-support-sponsored-research/sponsored-research">https://cals.cornell.edu/faculty-staff/cals-support-sponsored-research/sponsored-research</a></td>
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