

Research Resources (R²)

To improve the grants preparation and submission
process at MSPH

Dr. Robyn Gershon, MHS, DrPH



Columbia University
MAILMAN SCHOOL
OF PUBLIC HEALTH

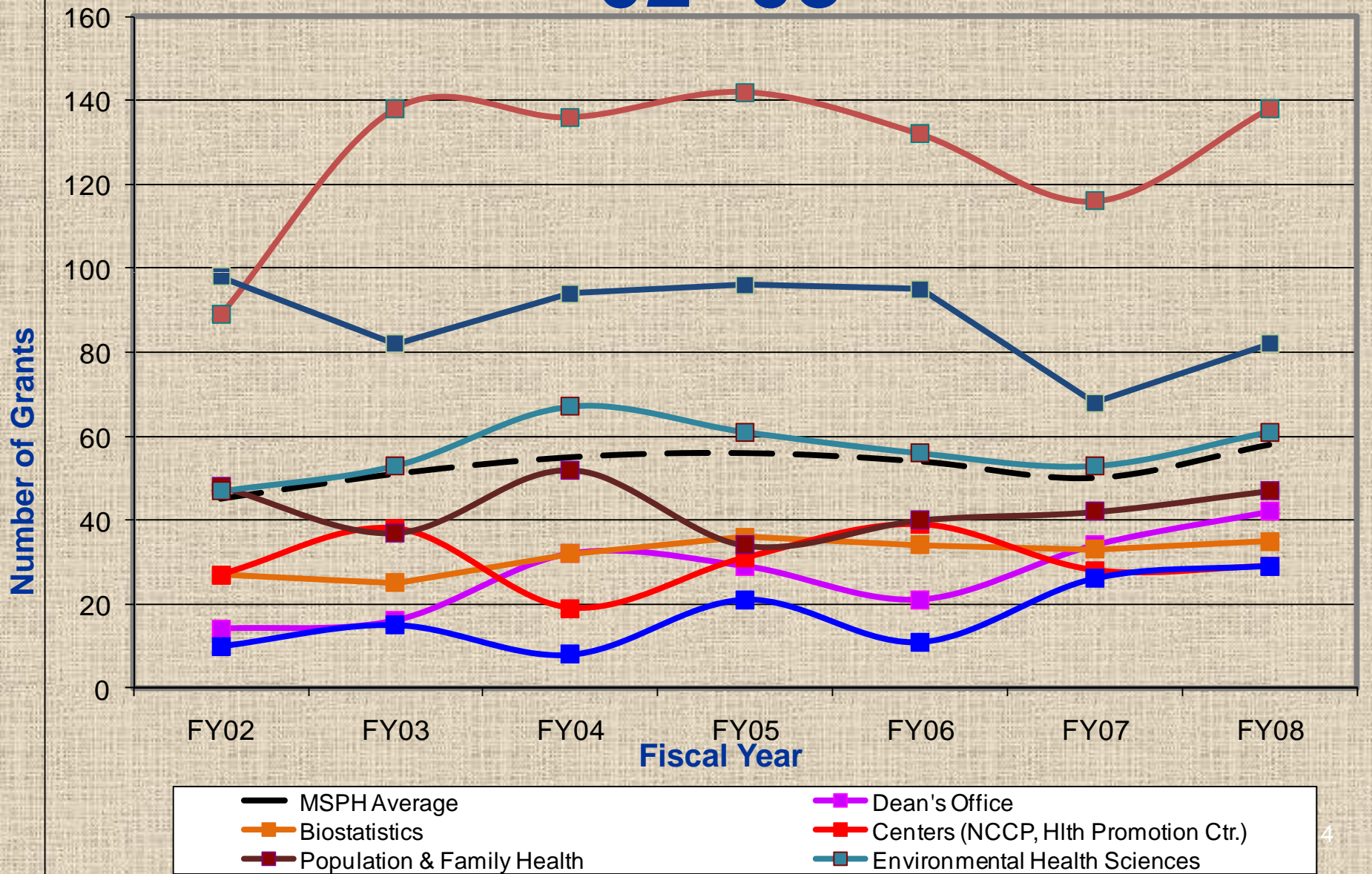
Background

- Anecdotal Data
- Research Administration Data
- Focus Groups
- Faculty Survey

Research Admin Data, FY 07-08

- Total # of Grants Submitted = 463
- Approximately 310 full-time plus 150 part-time/adjunct faculty members
 - Roughly 75 are Assistant Professors
- Average of 1-2 submissions per faculty/year

Grants Submitted by Department, '02-'08



Focus Group Data

- Develop “Culture” of Research & Infrastructure to Support
- Identify Funding Opportunities
- Improve Collaboration Within and Across Schools
- Pool Faculty Resources & Talents
- Improve Grant-Writing Skills
- Grants Preparation & Submission
- Post-Award Management & Reporting (Research Management)

Administrative Support Survey Data*

Most Common Problems

1. Preparing Sub-Contracts
2. Creating RASCAL
3. Uploading Final Documents
4. Post – Award Project Budget
5. Post - Award Contracts

Administrative Support Survey Data*

Needs

1. Finding Funding Sources
2. Help with Budget Preparation & Sign-off
3. Completing & Uploading forms
4. Collaborations
5. Contracts
6. IRB
7. Easy Accounting System for PIs & Project Coordinators

Administrative Support Survey Data*, FY08

56% report submitting 1-3 grants

13% report submitting 0 grants

55% have 1-2 grants funded

35% have 0 grants funded

58% plan to submit 2-3 grants in FY09

27% report being unable to submit a grant due
to lack of necessary administrative support

R² Initiatives

**Improve Access to and Quality of
Research-Related Resources &
Infrastructure**

R² Website

The screenshot shows a Mozilla Firefox browser window displaying the website for the Office of Sponsored Projects Administration at the Mailman School of Public Health, Columbia University. The browser's address bar shows the URL: <http://www.mailman.hs.columbia.edu/administration/GrantContracts.htm>. The website header features the Columbia University logo and the text "MAILMAN SCHOOL OF PUBLIC HEALTH". A search bar is located in the top right corner, with radio buttons for "People", "MSPH", "CUMC", and "CU". The main content area is titled "Office of Sponsored Projects Administration" and contains the following text:

The Office of Sponsored Projects Administration (SPA) assists investigators in identifying possible sources of funding for research, training and service activities. It maintains a library of current materials on external funding opportunities and agencies and extensive electronic resources that may be accessed through its home page. To help in the preparation of grant proposals, SPA has published a Sponsored Projects Handbook, which is available in printed form or electronically.

SPA is responsible for the submission of all the proposals from the Health Sciences Division for sponsored research and for the acceptance of any awards resulting from those proposals, with the following exception: Clinical trials and many proposals to commercial entities. The Office has several additional responsibilities with respect to proposals that are accepted, including negotiating the terms of the awards, setting up financial accounts, managing those aspects of post-award administration that do not involve financial accounting, and ensuring that the terms of the award are fulfilled.

Primary responsibility for assisting administrators and investigators in the Mailman School of Public Health has been assigned to specific members of the SPA staff.

For useful application and policy links, please [click here](#).

To Access Research Resources(R²) please [login with your uni and password](#).

The left sidebar of the website contains a navigation menu with the following items: Home, Finance & Administration, Financial Management, Grants & Contracts (highlighted), Faculty Affairs & Human Resources, Operations Management, Profiles, What's New, Links, and Search.

R² Website

- ❑ About R² Services and Contact Info
- ❑ Research Resources At a Glance (Links & Clear Instructions)
- ❑ Inventory of Grant Samples
- ❑ Boilerplate Documents
- ❑ Training Programs & Workshop
- ❑ SWAT Team Services

Training Programs & Workshops

- Grant writing Programs
- Scheduled Trainings
 - Research/Research Development
 - “Meet the Methodologist”

SWAT Team Services

- Individualized Funding Searches (Federal & Foundation)
- Links to Training, Search Engines & Funding Resources
- Literature Searches & Endnote Assistance
- Assistance with Preparing & Formatting (e.g., Text, Tables, Charts, Biosketches)
- Setting up RASCAL Proposal Tracking
- Editing

Schedule an Appointment

- Contact the office at 212-305-1186 to schedule an appointment
- R² Website:
<http://www.mailman.hs.columbia.edu/administration/GrantContracts.htm>