



The University of Puerto Rico Mayagüez Proposal Development Unit & its **Mentoring Relationship** with the University of Kentucky

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October 20, 2009

Importance of Finding a Mentor Institution



Mentor can demonstrate a fully functional service model:

Incorporating desired elements of service support

Unique niche: UK PDO plays a unique role in institutional research administration, i.e., actually working as consultants on developing proposal narrative

NOT a common feature of many institutions

Providing global insights on service configuration

Assisting in defining what set of services could/should be offered and how might that be done

How to adapt the (UK) service set/service delivery model to our institutions needs

The UPRM PDU: Our Story...

- ▶ **March 10-12, 2008:** Y. Rojas & E. Albino attended the “*University of Kentucky / NIGMS Research Administrator’s Workshop*”, held in Lexington, Kentucky and funded by NIH/NIGMS.
 - **Underwent intensive training on supporting PIs in developing competitive NIH R01 proposals**
 - **Learned about their Proposal Development Office (PDO)**
 - **Learned about the NIH-Extramural Associate Research Development Award (EARDA)**
- ▶ **April 25, 2008: Submitted an NIH-EARDA proposal** entitled: “Establishment and Institutionalization of a **Proposal Development Unit (PDU)** at the UPRM”
 - **Included: 1) UK PDO as Mentor to the PDU ; 2) PDO’s Associate Director as member of UPRM’s EARDA’s EAC .**

UPR Mayaguez versus U Kentucky



uprm.edu
universidad de puerto rico
Recinto Universitario de Mayagüez

- ▶ **Is the only Land-Grant, Sea-Grant, & Space-Grant Institution in UPR System.**
- ▶ **Has 4 Colleges:**
 - Engineering, Agricultural Sciences, Arts & Sciences, Business Administration
- ▶ **Students:**
 - @ 13,000 UG; 1,100 G
- ▶ **Carnegie classification:**
 - Master's/L ➡ Doctorate granting institution

UNIVERSITY OF
KENTUCKY®

see
blue.

- ◆ **Is a Land-Grant and Space-Grant single campus institution.**
- ◆ **Has 19 Colleges and Schools,** among them: Engineering, Agriculture, Arts & Sciences, Business & Economics.
- ◆ **Students:**
 - ◆ @19,000 UG; 5,500 G
- ◆ **Well established research infrastructure with unique proposal development services**
- ◆ **UK's mission to become a Top 20 public research university by 2020** (Kentucky General Assembly mandate)

Our story...



- ▶ **November 4-21, 2008:**
 - M. Vera attended the 3-weeks **NIH-Extramural Associates Residence Training** in Bethesda, MD
- ▶ **January 15, 2009:** NIH-EARDA Award received. **Project for the Establishment of the PDU starts... & Collaboration with UK's PDO starts formally, too.**



- ▶ **February 20, 2009:** First External Advisory Meeting held with the presence at UPRM of **EAC Member Kathleen Grzech, M.A., Associate Director of U Kentucky Proposal Development Office (Mentor office/institution)**



March 16 – 18, 2009: M. Vera (EA) & A. Heredia (PS) attended the UK/NIGMS 2009 Research Administrator's Workshop -underwent intensive training on supporting PIs in developing **competitive** NIH R01 proposals

March 19 – 20, 2009: Two-days stay to visit UK's PDO facilities, meet its staff and learn about its day-to-day operation.

- Initiated training of the UPRM's PDU Staff using UPRM examples of proposals & summary statements of non-funded proposals being considered for resubmission.

April 13, 2009: Visit to UPRM of UK Federal Relations' William Schweri & Dr. Brent Seales (Computer Sc.) from U Kentucky
- to promote collaborations between UPRM and UK

Challenges in Securing the Relationship

- **Essential to identify a mentor with a history of outreach in research administration**
 - UK outreach – role on NIGMS grant to support faculty and research administrators at multiple universities in developing NIH proposals (Frazier, PI; Selwitz, McCullers, Grzech)
 - Prior NCRR award to enhance human subjects protections with five minority-serving institutions (Collins, PI; Selwitz)
- **Geographical/travel issues**
 - Budget and willingness to travel on both sides, technology support for web meetings and interim communications
- **Essential to select a mentor whose service model can be adapted.**

Mentor can:

- ▶ Offer guidance on daily operations and service challenges.
- ▶ Provide examples of office resources and input on adapting their use
 - *Workshop presentations/PowerPoints*
 - *Flyers, publicity*
 - *Web service suite (online service requests, PI proposal development resources and tools)*
 - *Database (function and user manual)*
- ▶ Discuss experiences and solutions to challenges
- ▶ Provide training in service delivery (proposal review, funding searches) and follow up
- ▶ Provide set of model operating procedures
- ▶ Recommend national resources
 - *(e.g. NCURA, AASCU Grant Resource Center, etc.)*

Positive outcomes of this mentoring relationship

► *Involvement of the UK's PDO in :*



- **Advising on Job Description for the Proposal Specialist**

Critical step prior to recruitment

- **Guidance on how to implement UPRM - PDU Services**

 - **Offer & implementation of services**

► **UPRM Compliance with Training Requirements:**

- UPRM (as UKy) is now enrolled in the **Collaborative Institutional Training Initiative - CITI -program** as an affiliated university since **July 1, 2009**.



► **New Workshops – *R&DC Research Administration Academy***

- **CID 002: Grantsmanship (Aug. 2009)**
- **CID 003: Compliance Issues and the use of CITI (Sept 2009)**

UPRM PDU Services & Successes

***Pre-submission proposal review &
Resubmission Consultation/support –on-going services***

- **First UPRM RO1 approved after resubmission (ARRA)**
- UK –PDO collaborated – Provided input on resubmission

Continued PDU Staff Training on Research Administration Issues:
PDU Staff attended ***NCURA Fundamentals in Sponsored
Research Administration (SPA1) Workshop*** – July 29-31, 2009

PI/EA Directed New R&D Center Web Page Project – includes PDU
More information on services and procedure (Used UK's OSP
and PDU pages as examples)
**New PDU webpage: Includes on-line request forms (eg. fund
searches), as UK's PDO pages.**

Current UPRM's Proposal Development Unit Services

- ▶ **Pre-submission proposal review**
- ▶ **Resubmission consultation/support**
- ▶ **Grant related trainings/workshops**
- ▶ **Dissemination of funding opportunities**
- ▶ **Custom funding information and searches**
- ▶ **Serve as an agency (NIH) liaison**
- ▶ **Sample of funded proposals**
- ▶ **Written institutional descriptions**



Add on:

- ▶ **Support to UPRM Institutional Research Committees**
- ▶ **Support to R&D Center Webpage**

Final Comments: How to secure this mentorship relationship?

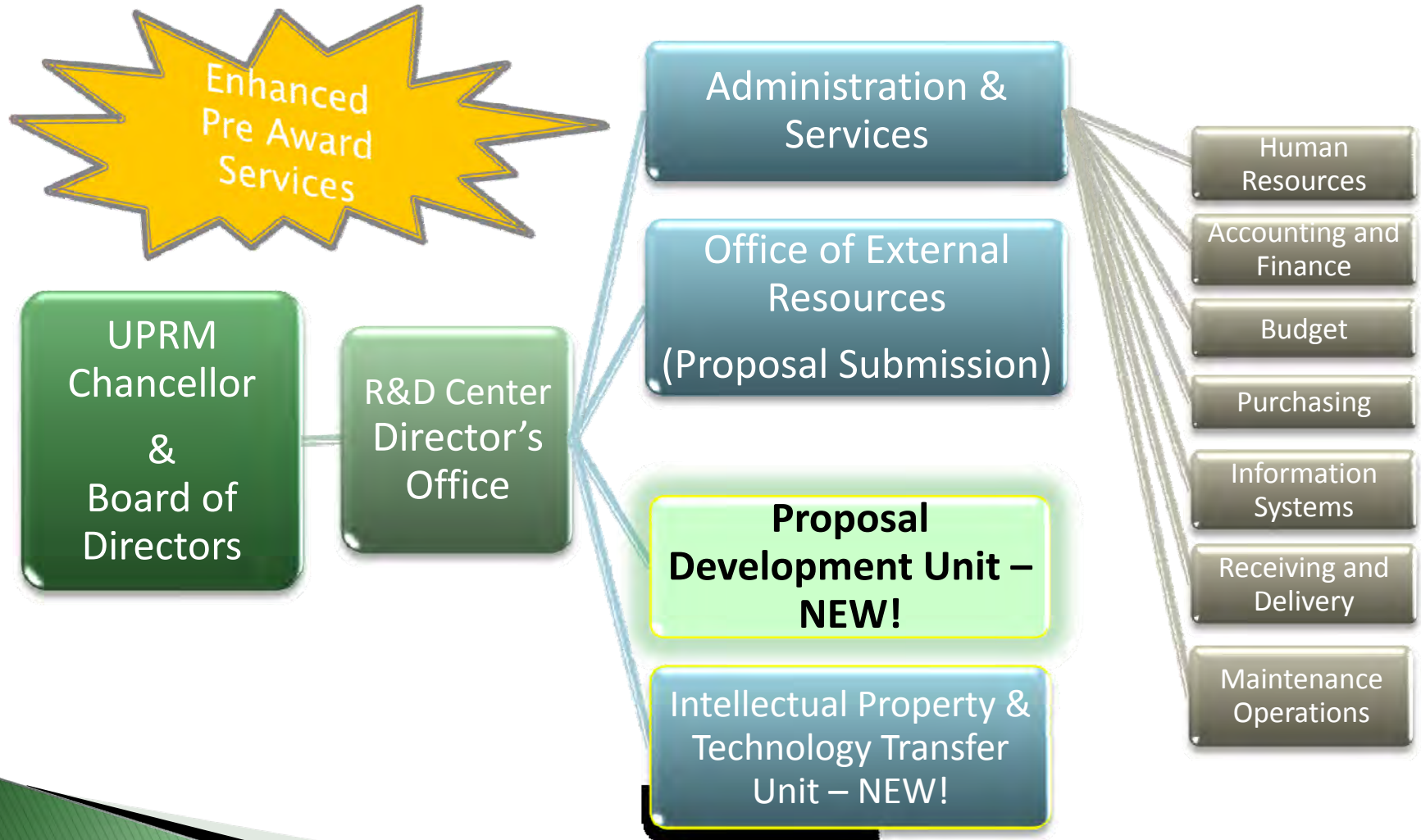
Key: Seek mutual benefit & establish collaborations

How?

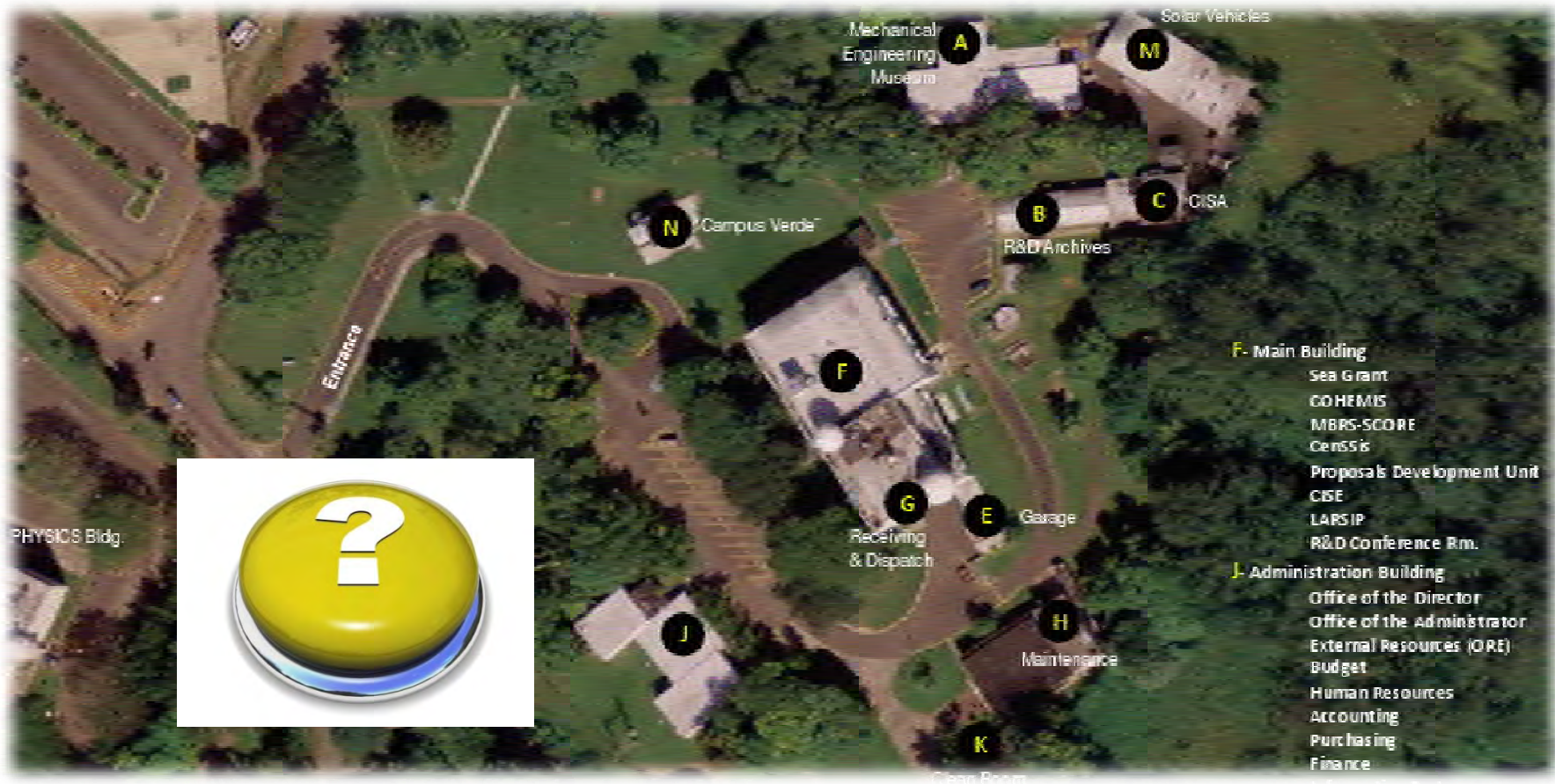
- ▶ **Annual visits by UK PDO's Associate Director to UPRM (5 year commitment with EARDA)**
- ▶ **Continued Communications –Support for Training on PDU Services & Advising on Research-Related Administration Issues**
- ▶ **Promote collaborations between UK and UPRM Professors**
 - ▶ **Serve as liaison-** sponsor visits of UPRM Researchers and Students to UK
 - ▶ **Planned Visit of UK Researchers to UPRM (*@ Nov 2009*) to promote Summer Research Opportunities for UPRM students at UK (e.g. Computer Sc./Eng. & Biosciences)**

UPRM Research Administration R&D Center

Organizational Chart **NOW!!!**



Thank you!



► UPRM Research and Development Center