Thomas Jefferson University

Offices of Research Support Services

April 2017

For Discussion Purposes Only

Agenda

Topic	Presenter	Email	Phone	Duration
Offices of Research Support Services: Introduction and Integration Timelines	Brian Squilla	Brian.Squilla@jefferson.edu	215-503-0418	5 minutes
Research Administration Center of Excellence: Pre Award Services, Pivot Demo	Sam DiIanni	Samuel.Diianni@jefferson.edu	215-503-6124	5 minutes
Office of Research Administration: Contract Services	Ron Polizzi	Ronald.Polizzi@jefferson.edu	215-503-2127	5 minutes
Office of Research Administration: Pre-Award Process Map	Tim Schailey	Timothy.Schailey@jefferson.edu	215-503-1295	5 minutes
Information Services & Technology: Faculty Profiles	Eric Richardson	Eric.Richardson@jefferson.edu	215-503-8773	5 minutes
Mentor Program	Raymond Penn, PhD	Raymond.Penn@jefferson.edu	215 955-9982	10 minutes
Scientific Grant Editing Services	Deborah Roussell, PhD	Deborah.Roussell@jefferson.edu	215 503-5284	10 minutes
Medical Writing/Editing Services	Jennifer Wilson	Jennifer.Wilson@jefferson.edu	215 503-0441	10 minutes
Research Website Overview	Sue Menko, PhD	Sue.Menko@jefferson.edu	215 503-2166	10 minutes
Question and Answers	All			10 minutes

Link to presentation: http://www.jefferson.edu/content/dam/university/research/ORSS_Presentation.pdf

Why did we create Research Administration Shared Services?

Jefferson — HEALTH IS ALL WE DO

TJU Blueprint for Strategic Action – Research

Focus on Advancing High-Impact Science

Provost's Research Strategic Vision for TJU

Domain/Program Centric	Diversified Portfolio
Science Impact Focused	'Value Creation' Driven
Enhanced Faculty Engagement	Clinical Trials and Health Services Research Engaged

The Opportunity

- Ensure that TJU research administrators were positioned and trained to assist research faculty with preparing more complex proposals from a variety of sponsors and able to manage these projects once awarded.
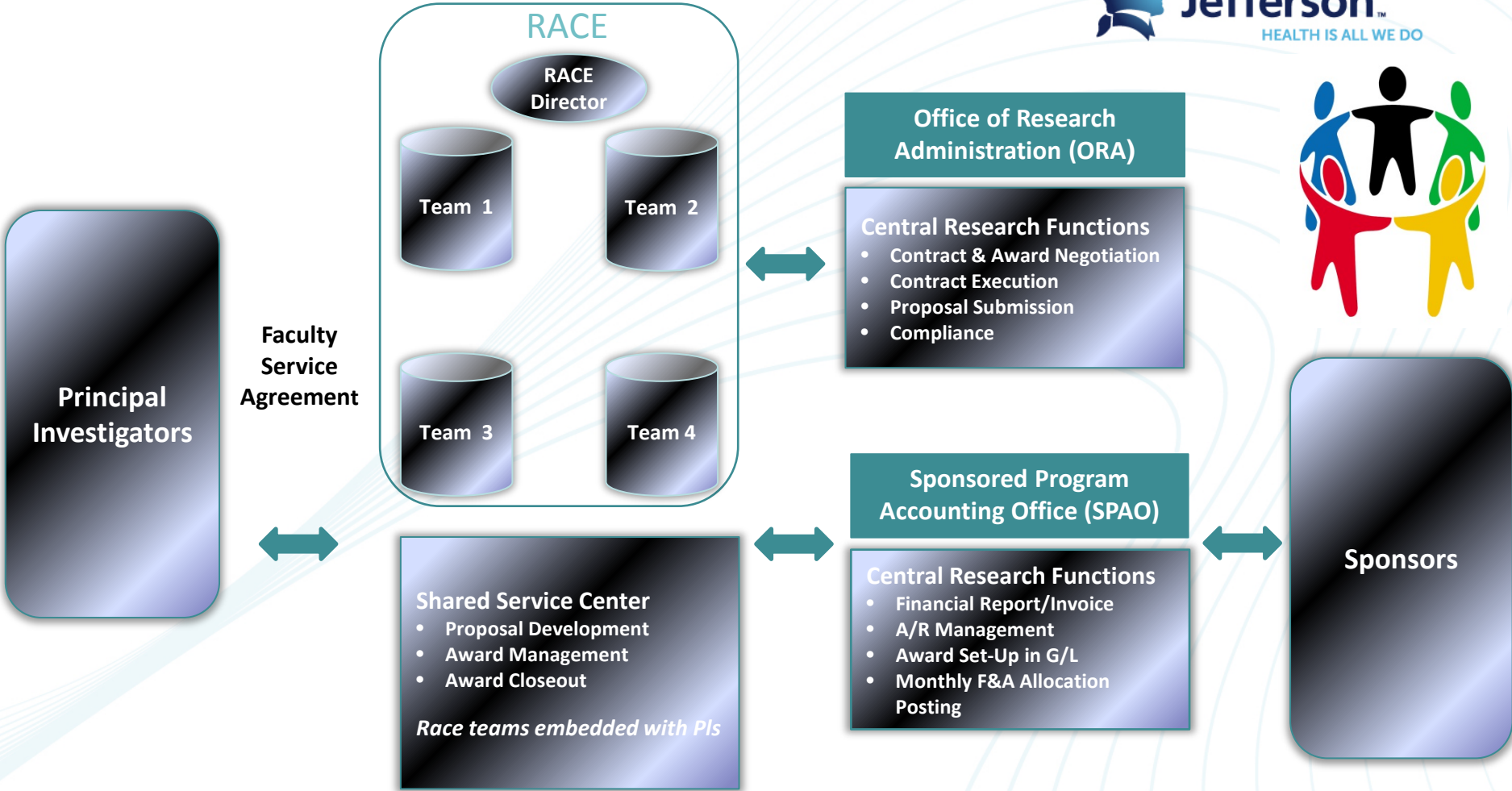
The Vision

- Provide faculty-centric research administration support across TJU by standardizing processes and restructuring positions.

Key Outputs

- Enhancing service for **all** researchers across campus.
- Ensuring consistent processes and procedures across colleges and departments.
- Provide grants management staff a clear career path and opportunities for professional development and networking.

Research Administration Organizational Structure

Jefferson — HEALTH IS ALL WE DO

RACE

RACE Director

Team 1
Team 2
Team 3
Team 4

Principal Investigators

Faculty Service Agreement

Office of Research Administration (ORA)

Central Research Functions
- Contract & Award Negotiation
- Contract Execution
- Proposal Submission
- Compliance

Shared Service Center
- Proposal Development
- Award Management
- Award Closeout

Race teams embedded with PIs

Sponsored Program Accounting Office (SPAO)

Central Research Functions
- Financial Report/Invoice
- A/R Management
- Award Set-Up in G/L
- Monthly F&A Allocation Posting

Sponsors

- Research Administration Center of Excellence (RACE) creates a tailored administrative structure separate from ORA and SPAO, focused on providing exceptional local research administration support for PIs.
- Success of RACE is dependent on strong partnerships with other constituencies (ORA, SPAO, Colleges, Departments, and Faculty).

Jefferson's Office of Institutional Advancement Corporate and Foundation Relations (CFR) Team

- Jefferson's Corporate and Foundation Relations (CFR) team offers services for Jefferson clinicians, researchers and administrators who seek external funding from ***non-federal*** sources including corporations with philanthropic intent, charitable foundations and associations.

- **Research Funding** (Basic, Translational and Clinical) and **Programmatic Funding** (Pipeline programs, Service-Based Programs, Community Partnerships)

- **What We Do:**
  – **Identify and Disseminate Research Opportunities**
  – **Making the Match**
  – **Preparing Proposal Submissions**

OIA Contacts:

Molly Gerber, Associate Vice President and Chief Strategy Officer; (Molly.Gerber@jefferson.edu, 215-955-1061)

Dana Marcus, Assistant Director, Corporate and Foundation Relations; Dana.Marcus@jefferson.edu, 215-955-8286)

Research Administration Center of Excellence:

Pre-Award Services, Pivot Demo

Pre-Award Business Processes
Roles and Responsibilities

Process	RACE Responsibilities	PI Responsibilities
Identifying Funding Opportunities	• Meets with PI in order to gauge interest in Funding Opportunity Announcements • Coordinates access to Pivot to find targeted funding opportunities from all sources for PIs • Schedules kickoff meeting to initiate proposal development once PI verifies interest	• PI, in partnership with their Department Chair or Dean, makes final decision on whether or not to pursue the opportunity
Proposal Development	• Manages internal preaward checklist • Assists in development of budget • Compiles all administrative components of proposal • Contacts proposed subcontractors to gather required proposal components • Drafts Letter of Intent, if applicable	• PI alerts RACE Grants Administrator their intent to propose at least 4 weeks in advance of sponsor deadline • PI completes scientific components of the proposal and assists in budget/budget justification development
Proposal Review and Submission	• Compiles final proposal package, reviews, and routes for approval	• PI reviews and approves final proposal package

Pre-Award Business Processes
Roles and Responsibilities Continued

| Process	RACE Responsibilities	PI Responsibilities
Just in Time Submissions	• Prepares all administrative components of Just in Time or other pre-award requests from the sponsor • Facilitates regulatory approvals required for Just in Time submissions • Submits all materials to Sponsor	• PI prepares all scientific components of JIT submissions • PI can delegate RACE GA to assist with a JIT in eRA Commons, if desired
Award Acceptance	• Reviews award document and determines if revised budget is required • Facilitates regulatory approvals required to accept award • Revises budget based on awarded amount (if varies from proposed budget)	• PI approves revised budget, if necessary • PI meets with RACE Grants Administrator to review award terms and conditions and grant purchasing guidelines
Award Modifications	• Identifies need for award modification that requires Sponsor prior approval • Completes internally required forms • In collaboration with PI, drafts letter of request to the Sponsor (if applicable)	• PI approves requests for advance accounts, pre-award costs, and cost sharing
Progress Report Submissions	• Beginning 30 days prior to the due date of a progress report (or 45 days for paper submissions), prepares all administrative components for Progress Report submissions • Facilitates regulatory approvals required for Progress Report submissions • Submits all materials to Sponsor	• PI prepares all scientific components of Progress Report submissions (including ensuring the proper publications are linked in accordance with the NIH Public Access Policy) • PI can delegate RACE GA to assist with a Progress Report in eRA Commons if desired

What is Pivot?
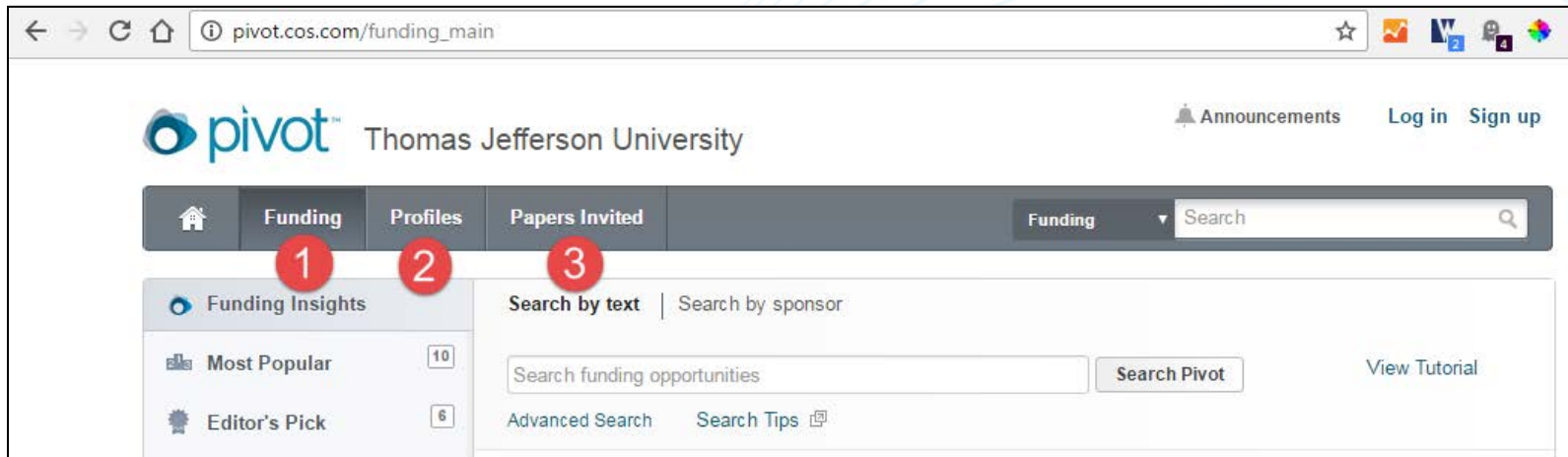
- Pivot brings funding opportunities and scholarly profiling systems together in one integrated package
    1. Access to over 26,000 funding opportunities
    2. Approximately 3 million profiles from around the world
    3. Added calls for conference papers in Jan. '17
- Suggests potential funding opportunities for you based on your Pivot profile / collaborators based on funding opportunity
- Gives you one place to track and share opportunities

What is Pivot?

- Curated by editors
- Variety of sponsors:
    - Governments
    - Professional associations
    - Nonprofits
    - Commercial
    - Private foundations
- International
- Multidisciplinary
- Opportunities for undergrads and up

Facets to narrow your search results

Jefferson — HEALTH IS ALL WE DO

Search Funding Results

Your Search: ((Keywords=(Fashion or Textiles Design or Military Textiles)) OR (Exploded Keywords= (Fashion or Textiles Design or Military Textiles)))

Advanced Search   Sign in to save your query   Refine Search

		Deadline	Amount
53 Results Sort▾			

Submission type

Limited Submission: 2

Top funding types

Training or Scholarshi...: 17
Research: 17
Prize or Award: 10
Program or Curriculum ...: 9
Artistic Pursuit: 8

Top sponsor types

Other Nonprofit: 13
Private Foundation: 12
Professional Society o...: 12
Commercial: 4
State, Province, or Lo...: 4

Top applicant types

New Faculty or New Inv...: 31
PhD or MD or Other Pro...: 27
Graduate Student: 23
Undergraduate Student: 17
Academic Institution: 12

Top keywords

Fashion or Textiles De...: 49
Textile or Weaving Arts: 22
Visual Arts: 15
Design Arts: 14
Dramatic or Theatre Arts: 14

Footwear Design Scholarships
Two Ten Footwear Foundation
01 Apr 2017 Application Confirmed — see record

Funding Advanced Training in the Retail Trade
Wilhelm Lorch Stiftung / Wilhelm Lorch Foundation
26 Oct 2017 Application Anticipated — see record

Stella Blum Research Grant
Costume Society of America
01 May 2017 Application Confirmed — $2,500 USD

Prizes for Work Presented in Final Examination
Wilhelm Lorch Stiftung / Wilhelm Lorch Foundation
26 Oct 2017 Submission/Entry Anticipated — see record

Research Activity Grants
Pasold Research Fund
Continuous Application Confirmed — £750 GBP

CSA Scholars' Roundtable Honor
Costume Society of America
15 Dec 2017 Self-Nominatio... Anticipated — see record

Publication Grants
Pasold Research Fund
01 Sep 2017 Application Confirmed — £1,000 GBP

Veronika Gervers Research Fellowship (Veronika Gervers: Research Fellowship in Textiles & Fashion History)
Royal Ontario Museum (ROM)
31 Mar 2018 Application Confirmed — $9,000 CAD

Janet Arnold Award
Society of Antiquaries of London
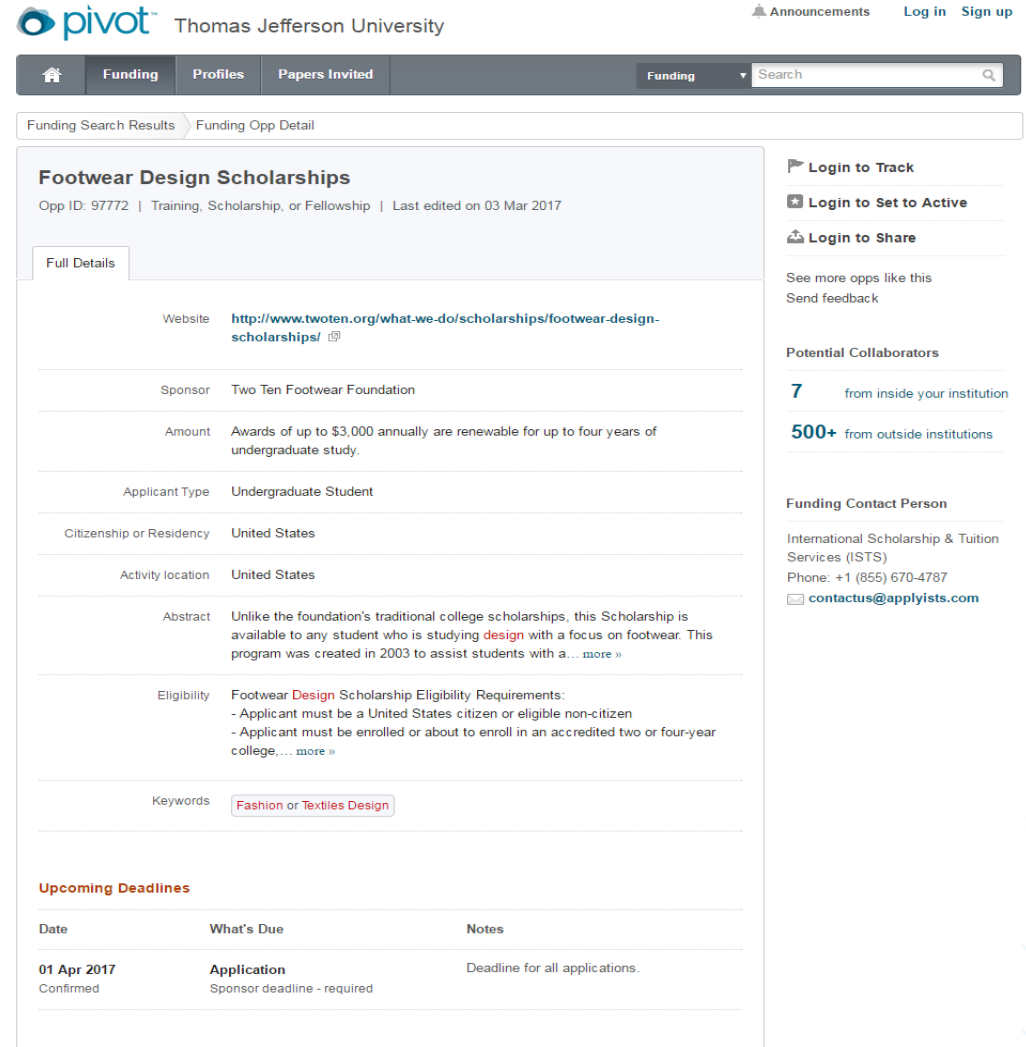15 Jan 2018 Application Anticipated — £5,000 GBP

Standardized records for efficient skimming

Pivot indexes > 13 fields

- Title
- Abstract
- Sponsor
- Amount
- Deadlines
- Limited Submission
- Activity Location
- Citizenship or Residency
- Funding Type
- Keyword
- Applicant Type
- Sponsor Type

Tools to:
- Track
- Share
- Identify potential collaborators
- Weekly email alert for any saved searches
- Daily alerts for your tracked opportunities

Office of Research Administration: Contract Services

Integrate Clinical Trial Services

Clinical Research

SC Training

Proposal Development

Coordinator Staff

Grant Administration

CDA

MCA

Budget

Contract

Invoicing

Account mgmt

Regulatory

IRB Prep

Clintrials.gov

Adverse event reporting

Amendments

Annual renewal

Monitoring

Operations

Marketing

IT/Website

JeffTrial

Networking

Strategic Planning

JCRI Business Operations

Service Provided	Contracting Services	Clinical Research Administrator Services
Pre-Award Activities	• Review, negotiate, execute Clinical CDA	• Receive study packet • Coordinate with PI/Study Team
Contract Development and Execution Clinical, Research, and Collaborative Agreements	• Review , negotiate, execute Contract • Receives sponsor contract or share template • Maintain contract status/tracking and metrics • Makes required revisions to contracts • Negotiate with Sponsor • Collaborate with legal, PI, IRB, Tech Transfer • Coordinate and Obtain regulatory approvals • Executes contracts • Establish Account with ORA	• Create record in Grants Management System • Coordinate with applicable regulatory functions
Coverage Analysis		• Determine appropriate payor for all items/services within study protocol • Approved by PI/Study Team
Budgets	• Review payment terms	• Negotiate budget and payment terms with sponsor • Coordinate with PI/Study Team
Invoicing/AR Management		• Generate invoice as required • Receive and manage payment • Manage clinical trial receivables and expenses
Grants management to Study Closeout	• Amendments as required • Confirm contract terms for closure • Subcontracts as required	• Reconcile account financials • Receive final payment • Close account

Jefferson
HEALTH IS ALL WE DO

Office of Research Administration:
Pre-Award Process Map

Jefferson
HEALTH IS ALL WE DO

Pre-Award Draft
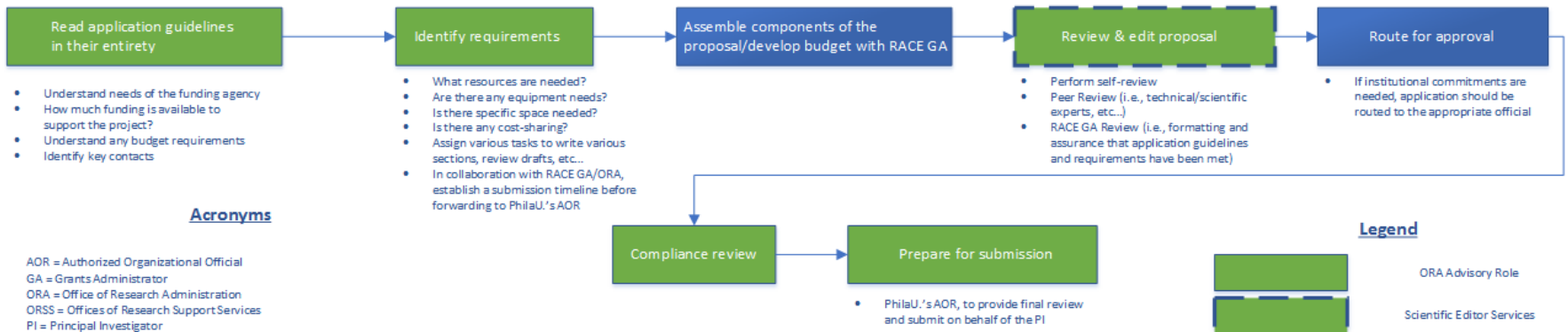
1. **Locate Funding**

The ORSS provides information on its website for various external and internal funding sources and opportunities that support research investigators who are engaged in research development. Additionally, TJU uses a program termed *Pivot* which also assists investigators in locating various sources of funding to support an individual's research interests.

PhilaU. PI will work to develop the project's idea → PhilaU. PI to locate funding sources → Ensure the PhilaU. PI qualifies → Yes → Work with the TJU RACE GA to develop the proposal application

No

- What is the problem or need?
- What are the goals/objectives?
- What approach will be used?
- What is/are the expected outcome(s)/impact?
- What resources are available or needed?
- What is the time frame?
- Are there any collaborators at the Center City campus? (http://profiles.jefferson.edu/search/)

- Work with TJU staff: RACE GA

- Review the funding announcement Do the guidelines specify any limitations or require certain expertise?

- Allow ample time to work on the various components of the application
- Ensure proposal conforms to the guidelines
- Work with RACE GA to draft a budget

2. **Assemble Proposal Application**

In collaboration with the TJU RACE GA, the PhilaU. PI will work to complete all scientific and non-scientific aspects of the proposal application. The RACE GA, in collaboration with TJU's ORA will be available to field any questions that may arise. During the time in which the proposal application is being assembled, the PhilaU. PI may wish to utilize the services of TJU's Scientific Editor who should be able to offer thorough editorial comments/suggestions to enhance the overall application. Once the PI has performed a final self-review, the RACE GA will evaluate, and then forward to his/her ORA counterpart for a subsequent review.

Read application guidelines in their entirety → Identify requirements → Assemble components of the proposal/develop budget with RACE GA → Review & edit proposal → Route for approval

- Understand needs of the funding agency
- How much funding is available to support the project?
- Understand any budget requirements
- Identify key contacts

- What resources are needed?
- Are there any equipment needs?
- Is there specific space needed?
- Is there any cost-sharing?
- Assign various tasks to write various sections, review drafts, etc...
- In collaboration with RACE GA/ORA, establish a submission timeline before forwarding to PhilaU.'s AOR

- Perform self-review
- Peer Review (i.e., technical/scientific experts, etc...)
- RACE GA Review (i.e., formatting and assurance that application guidelines and requirements have been met)

- If institutional commitments are needed, application should be routed to the appropriate official

Compliance review → Prepare for submission

- PhilaU.'s AOR, to provide final review and submit on behalf of the PI

Acronyms

AOR = Authorized Organizational Official
GA = Grants Administrator
ORA = Office of Research Administration
ORSS = Offices of Research Support Services
PI = Principal Investigator
RACE = Research Administration Center of Excellence

Created: March 2017

Legend

ORA Advisory Role

Scientific Editor Services

PhilaU. PI will work to develop the project's idea

- What is the problem or need?
- What are the goals/objectives?
- What approach will be used?
- What is/are the expected outcome(s)/impact?
- What resources are available or needed?
- What is the time frame?
- Are there any collaborators at the Center City campus? (http://profiles.jefferson.edu/search/)

PhilaU. PI to locate funding sources

Ensure the PhilaU. PI qualifies

No

- Work with TJU staff: RACE GA

- Review the funding announcement Do the guidelines specify any limitations or require certain expertise?

Yes → Work with the TJU RACE GA to develop the proposal application

- Allow ample time to work on the various components of the application
- Ensure proposal conforms to the guidelines
- Work with RACE GA to draft a budget

Read application guidelines in their entirety

- Understand needs of the funding agency
- How much funding is available to support the project?
- Understand any budget requirements
- Identify key contacts

Identify requirements

- What resources are needed?
- Are there any equipment needs?
- Is there specific space needed?
- Is there any cost-sharing?
- Assign various tasks to write various sections, review drafts, etc...
- In collaboration with RACE GA/ORA, establish a submission timeline before forwarding to PhilaU.'s AOR

Review & edit proposal

- Perform self-review
- Peer Review (i.e., technical/scientific experts, etc...)
- RACE GA Review (i.e., formatting and assurance that application guidelines and requirements have been met)

Route for approval

- If institutional commitments are needed, application should be routed to the appropriate official

Compliance review

Prepare for submission

- PhilaU.'s AOR, to provide final review and submit on behalf of the PI

Legend

ORA Advisory Role

Scientific Editor Services

Information Services & Technology: Faculty Profiles

Thomas Jefferson University

Harvard Profiles Research Networking Software

What is Profiles

Profiles Research Networking Software is an NIH-funded open source tool to speed the process of finding researchers with specific areas of expertise for collaboration and professional networking.

- Developed by Harvard University
- Built to support research, but other faculty can be supported

Benefits of Profiles

- Data can be auto loaded via built in and add-on API's
  - Standards Based API's
- Networks can be developed
  - Passive Networks are created automatically based on current or past relationships
  - Active Networks are manually created networks
- Faculty can edit their own profile information or delegate someone to do it for them

Integrating with Profiles

- Open Research Network Gadgets(ORNG)/OpenSocial
  - Allows the institution to add already-built features to your site in minutes, or develop new ones in hours/days

- ORCID
  - Extension allows for the creation of unique author ID's and synch profile content with ORCID.org

- eagle-i
  - Allows connection to research resources

DEMO

Mentor Program

Ray Penn, PhD
Sue Menko, PhD

Genesis: JCOR initiative

- Rationale: Improve "batting average" of submitted grants; foster more, better grant submissions

- Recommendations:

  - Hire a grant copyeditor for NIH grants
  - Provide educational Seminar Series: "Improving grant writing and submission skills"
  - Provide a mechanism of pre-submission grant review

Current TJU Model:

- **TJU grant copyeditor** (D. Roussell) providing copyediting including logic and style advice on near-final grant drafts of NIH grants
- Copyediting, submission, and strategy support for foundation/corporate grants through Jefferson's Office of Institutional Advancement's Corporate and Foundation Relations (CFR)

Expanded *Future* Model for both campuses:

- **Expanded copyediting services** (D. Roussell) for both NIH and NSF grants
- Continued foundation/corporate grant support provided by Office of Institutional Advancement's Corporate and Foundation Relations (CFR)

Current TJU Model:

- **Grant Seminar Series** with focus on NIH grant submission (mechanics, writing, submission strategies) held at TJU and administered through Faculty Development Program

Expanded *Future* Model for both campuses:

- **Comprehensive Grant Seminar Series** encompassing mechanics, writing and submission strategies of NIH, NSF, and Foundation/Corporate grants held jointly and administered through new Faculty Development Program

Current TJU Model:

- **Grant Review service** providing substantive science review, and strategic analysis, of preliminary drafts of NIH grants, administered by Grant Mentoring Committee

Expanded *Future* Model for both campuses:

- **Expansive Grant Review** service providing substantive science review, and strategic analysis, of preliminary drafts of NIH and NSF grants, administered by expanded Grant Mentoring Committee with representatives from both campuses.
- Consideration of providing same service for Foundation and Corporate grants by new, expanded Grant Mentoring Committee

Jefferson™
HEALTH IS ALL WE DO

www.jefferson.edu/university/research/resources.html

Most Visited Getting Started GPA for CGC Comics TJU Blackboard Welcome to JeffMail Golden/Silver/Bronze ... penn rb - PubMed - N...

Jefferson.
HOME OF SIDNEY KIMMEL MEDICAL COLLEGE

THOMAS JEFFERSON UNIVERSITY | JEFFERSON HEALTH | JEFFERSON PHYSICIANS | JEFFERSON INNOVATION | JEFFERSON PHILANTHROPY | GIVE NOW

Thomas Jefferson University

Current Students | Alumni | Faculty & Staff

Home | Academics | Admissions | Campus Life | Continuing Education | Research | About TJU | APPLY | VISIT | PROGRAMS | SIDNEY KIMMEL CANCER CENTER

HOME > RESEARCH > RESEARCH RESOURCES

Research Resources

RESEARCH

Research Resources

Research Support Services
Funding Opportunities
Collaborate
Other Research Resources

Jefferson Researchers

Jefferson Clinical Research Institute

The links below are provided to assist Jefferson investigators in finding new funding opportunities and in the preparation, submission, and management of grant proposals. To find new collaborators there are links to searchable databases and information on new Jefferson programs designed to enhance faculty interactions and the development of new research programs.

Descriptions of core facilities and service centers have been created that can be used as needed for facilities, resources, and environment grant pages, and there are links to the Jefferson Research Conduct and Compliance office, which also include offices such as Institutional Review Board (IRB), Institutional Animal Care & Use Committe (IACUC) and Institutional Biosafety Office. Learn the process for submitting an invention or develop an MTA at the Industry and Technology link. Find how to access the Jefferson grant mentoring program, get assistance from the science

Scientific Grant Editing Services

Scientific Writer - RACE

Jefferson™

Research Administration Center of Excellence

Grant Support Services for Faculty

RACE Teams: administrative support for lifecycle of grant

RACE Scientific Writer: editorial services for grant applications

Grant Editorial Services

➢ Available to faculty in all departments

➢ Grant applications to federal agencies

➢ First-come, first-served basis

➢ Simple process – no forms

Contact Info:

Deb Roussell, PhD

Scientific Writer – RACE

Alumni Hall, M41-A

215-503-5284

deborah.roussell@jefferson.edu

www.jefferson.edu/racescientificwriter

Scientific Writer - RACE

Editorial Services Include:

Review of the science components of grant applications
(introduction, abstract, narrative, specific aims, research strategy, biosketch)

Basic copy-editing and proofreading (language, grammar, syntax, typos)

Suggestions for edits and revisions of:
- ➢ **Style and Formatting**
  - consistent application of style convention
  - optimal presentation format
- ➢ **Organizational Flow**
  - sentence, paragraph, document
- ➢ **Content**
  - accuracy, clarity
  - impactful, compelling

Medical Writing/Editing Services

Research Website Overview