

UMB GRANT-Forum

Grant and Research Administrator Network Team

October 3rd 2018

I. Overview of the Agenda and Intent of creating the GRANT-Forum

Distribute sign-in sheet and list of administrators

Slide: I-GRANT-Forum Overview and Introduction, ORSP Staff in Attendance, ...

- Introduction and background on why ORSP wants to bring this group together.
- Brief description of an initiative ORSP will be embarking on in the next fiscal year (ERA-Kuali Research)
- Purpose of the forum:
 - Developing and communicating initiatives and priorities
 - Identifying and presenting training and education opportunities
 - Building the Research Administrator community and culture at UMB
 - Sharing concerns and solutions to issues, pitfalls needs and experiences
- Introduce ORSP staff in attendance

II. Audience Questions: “Show of Hands”

Slides: II-Audience Questions, Grant Lifecycle, ...

- How many individuals work with pre-award only? Post-award only?
- How many do *both* pre and post-award?
- How many estimate they work with grants more than 10% of their time?
- How many estimate they work with grants more than 50% of their time?

III. Roles and Responsibilities within Department Level Research Administration

Slides: III-Research Administrators Roles and Responsibilities, Definitions of Prop Development, Award Management, Program Coordination, ...

Distribute suggested topics

- What are the general roles and responsibilities of a grant administrator and briefly define each:
 - Proposal Development
 - Award management
 - Program coordination

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- Brief discussion on top issues or needs of research administrators in terms of resources, tools, training and education.

Research Administration Roles	Proposal Development	Award Management	Program Coordination
Top issue and concerns			
Top resources and tools the community would like to access			

- Brief brainstorming discussion on future GRANT-Forum topics, agendas, objectives and outcomes.