Research Administration and Engagement
UNIVERSITY of WEST FLORIDA

RAE operations

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Fall Faculty Forum: Getting Your Research Up and Running

Matthew Schwartz,
Professor and Associate VP of Research Administration
15 August 2023

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"Research" at UWF means…

- Scholarly activities
- Creative activities
- Research activities

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Getting Your Research Up and Running

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Getting Your Research Up and Running

- What are your goals over the next three years?
- What resources do you have?
  - Collaborators
  - Equipment/supplies
  - Assistance by assistants
- What do you need?

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Getting Your Research Up and Running

- Use UWF-internal funding to produce pilot results
  - Office of Undergraduate Research
  - High Impact Practices and Experiential Learning
- Partner with senior collaborators
- Identify external funding programs
  - Federal, State, Private/foundation
  - Build upon pilot projects
- Deliver on funded projects
- Seek new collaborators

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What does RAE do?

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RAE operations

- Proposal development
- Pre-award
- Post-award
- Research Compliance
- Research Security

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RAE operations

- What kind of support/services RAE provide?
  - Proposal development (i.e., grant prospecting)
    - GrantForward
  - Pre-award (proposal preparation and submission)
  - Post-award (grant administration)
    - Project closeout and distribution of indirect costs
  - Research integrity, security, & compliance
    - Institutional Review Board (IRB)
    - Institutional Animal Care and Use Committee (IACUC)
    - Research Integrity Office

Integration with UWF GC, Procurement, HR, and others

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RAE operations

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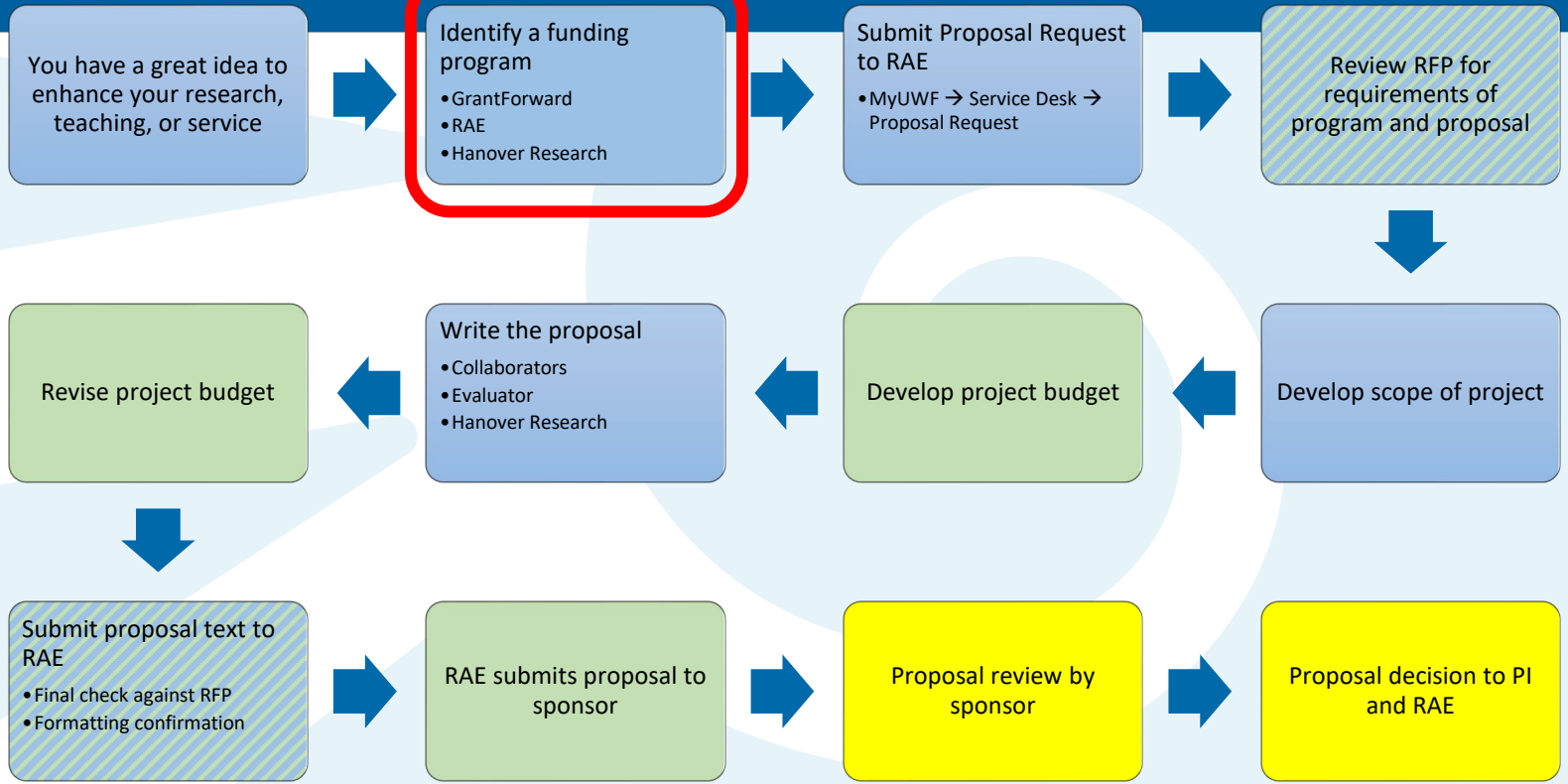
Preparing a Funding Proposal at UWF



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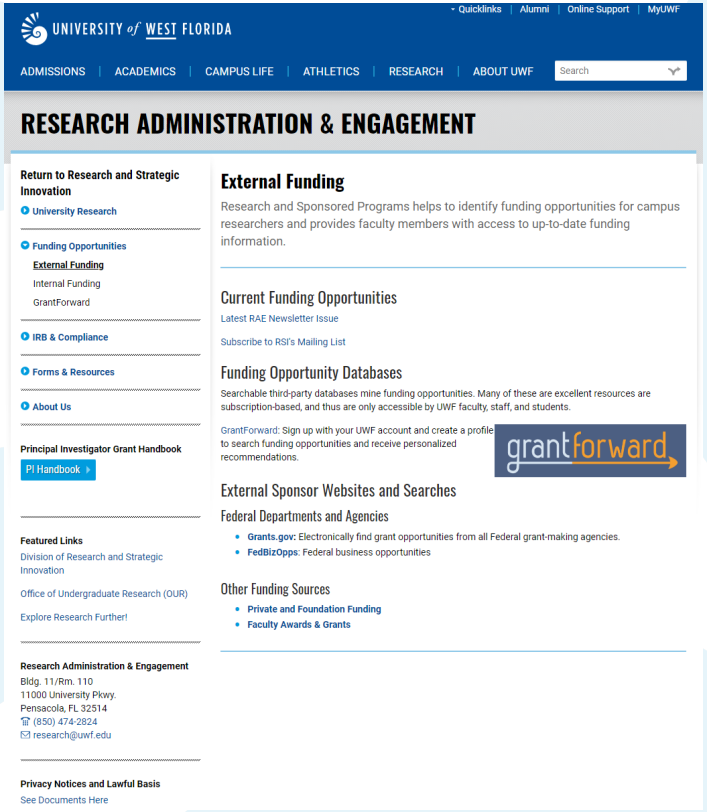
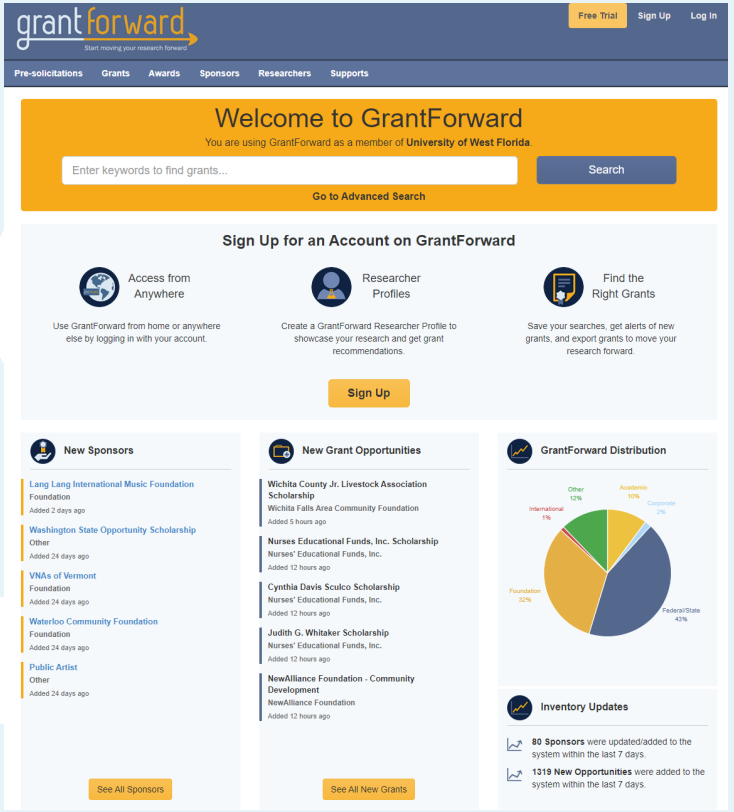
Writing Grants for External Funding: GrantForward





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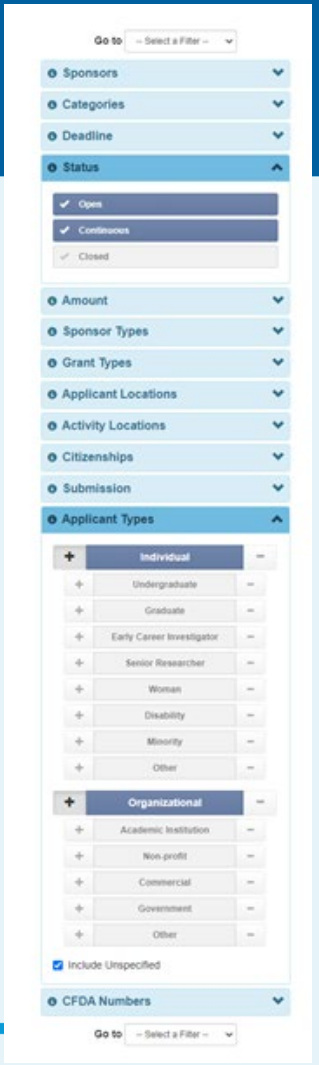
Writing Grants for External Funding: GrantForward

- Sponsors
- Categories
- Deadlines
- Status
- Amount
- Sponsor Types
- Grant Types
- Applicant Locations
- Activity Locations
- Citizenships
- Submission
- Applicant types
- CFDA numbers



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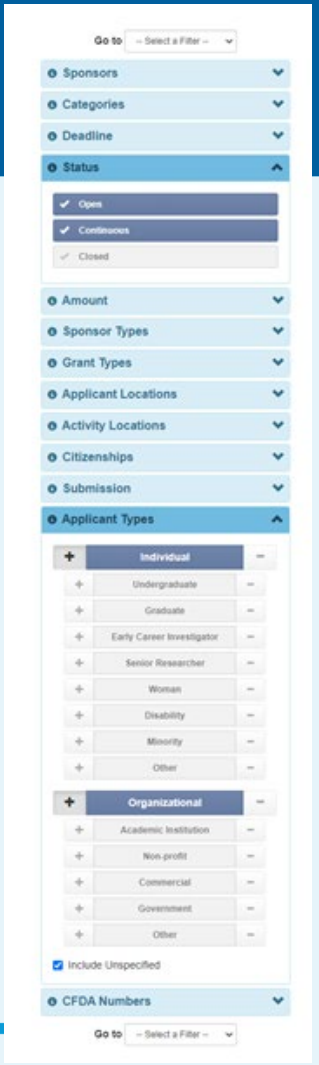

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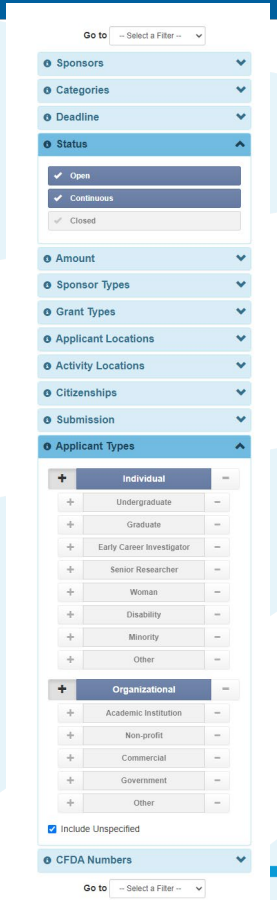
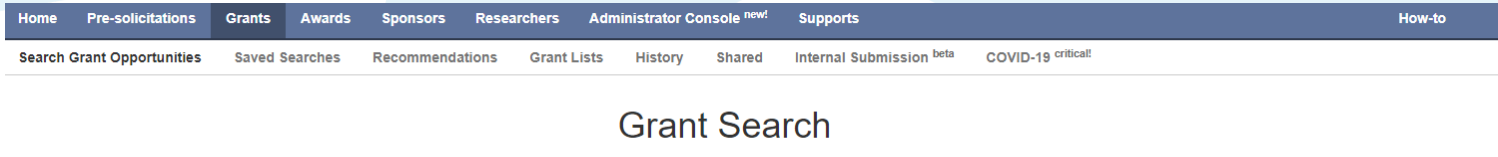
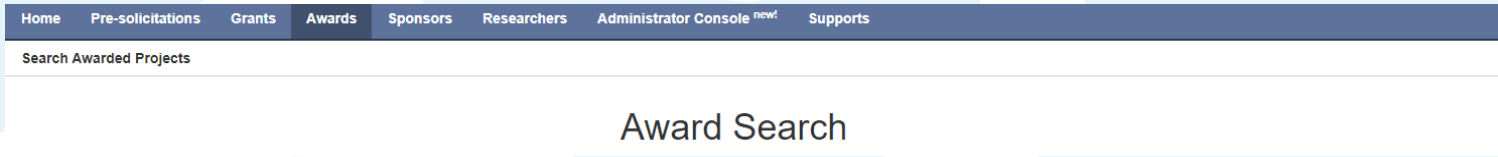




Grant Search



Award Search

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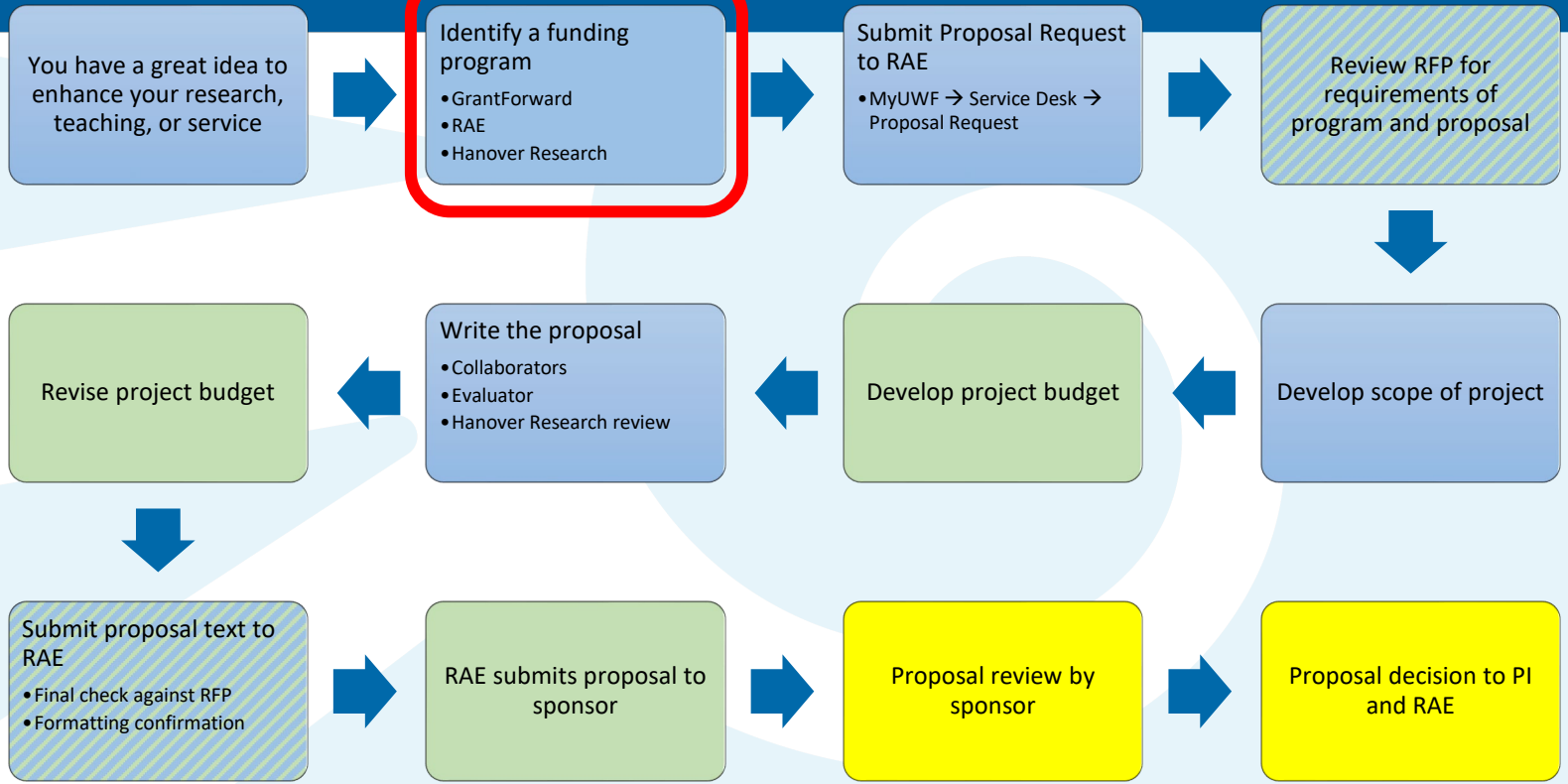
Preparing a Funding Proposal at UWF



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Hanover Research

- **Research Development**
  - Grant prospecting
- **Proposal Preparation**
  - Review
  - Proposal writing

HR HANOVER® RESEARCH

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Guiding Principles for Proposal Preparation

How to write a proposal that will (probably) not get funded

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Guiding Principles for Proposal Preparation

1. Shoehorn your research proposal into a funding program with which it is not **aligned**
2. Do not **read the RFP** to identify the key requirements of the funding program
3. Do not **engage collaborators (a) early or (b) in a meaningful way**. Reviewers LOVE when your collaboration is represented only in a letter attached as an appendix
4. Start at the **last minute**
5. Please do not **let RAE know** that you are submitting a proposal until the last minute. They cannot provide any assistance anyway and submitting a proposal is as simple as one-click email.

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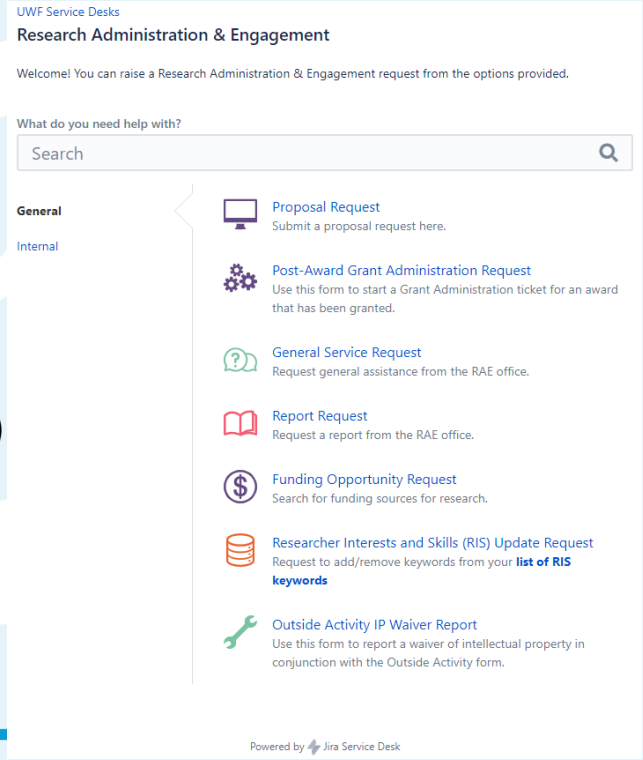
RAE operations

- **Whom should you contact for help?**
  - **Monitored Jira Service Desks**
    - **General Support**
    - **Proposal Request**
    - **International Travel**
    - **Research Security (soon to be added)**
    - **Grant Administration (RAE-internal)**
    - **Research Integrity Office (RAE-internal)**



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Research Integrity, Security, and Compliance

- **What else should chairs know about RAE?**
  - Research Compliance
    - Institutional Review Board (IRB)
      - Human participants research
    - Institutional Animal Care and Use Committee (IACUC)
  - Research Security (aka Research Integrity)
    - International Travel
    - Export Control
    - *Screening foreign researchers* (§1010.35, FS)

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RAE activities

- "Research Engagement" (ArgoLabs)
- 2023 Research Week (October 23-27, 2023)
  - #ResearchMatters campaign
  - Sponsored Research Reception
  - OUR
  - Grad School Three-Minute Thesis
  - RAE Mini-Workshop
- RAE workshops in December and May
- Monthly newsletter
  - Send your new manuscripts to Jeff Cassady

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Questions?

Matt Schwartz,
Professor and Associate VP of Research Administration