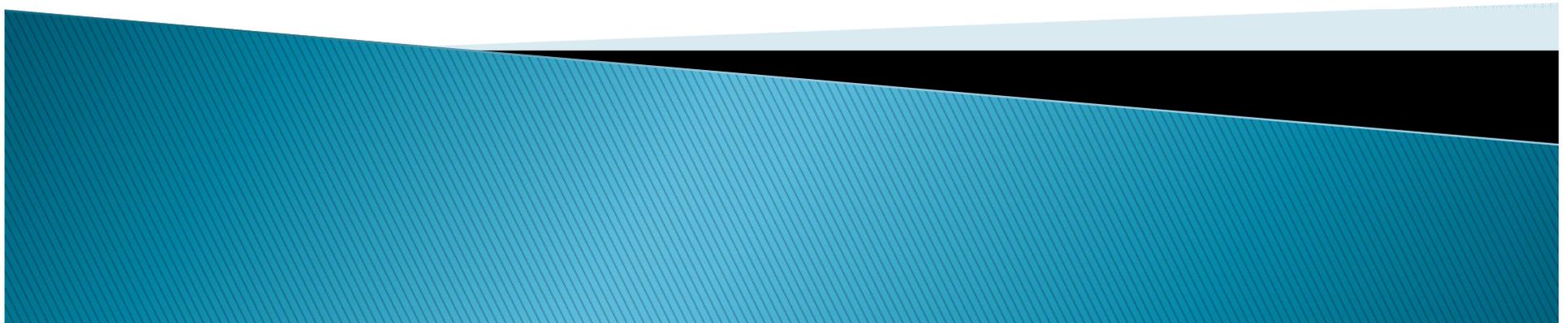


Introduction to Research Administration and Grants Writing Training Workshop

Presentation to Bisitema University

By Nelson Kakande



Outline of the Presentation

- ▶ What is research?
- ▶ What is research administration?
- ▶ What are the Main Functions of Research Administration



What is research

- ▶ Research is a general term which covers all kinds of studies designed to find responses to worthwhile questions by means of a systematic and scientific approach

OR

- ▶ Research is the means by which
 - discoveries are made
 - ideas and theories are developed, confirmed, refined or refuted
 - events may be described, controlled, interpreted, explained or predicted



What is the aim of Research Development

- ▶ To improve and promote good quality research output at institution



What is Research Administration?

- ▶ Management of the research enterprise
- ▶ The **Goal** is to enhance the success of investigators/departments/faculties and staff in obtaining external funding for research, training and service activities, negotiating awards and to assist in the management of awards.



What is Office of research Administration?

- Office of Research and development (ORA)
- The ORA Constitute a one-stop grants information and resource central to provide technical and administrative support to investigators in terms of grants proposal writing, proposal submission and award management tasks



Who is a research administrator

- ▶ A person whose main task is to facilitate and ensure smooth running of research activities that take place at the institution



What does research administration include?

- ▶ Dissemination of funding opportunities
- ▶ Communication of policy and processes
- ▶ Proposal preparation, review and submission
- ▶ Award negotiation
- ▶ Award management
- ▶ Regulatory compliance
- ▶ Intellectual property protection and technology transfer
- ▶ Post-Award accounting
- ▶ Effort commitment and certification
- ▶ F&A rate calculation and negotiation

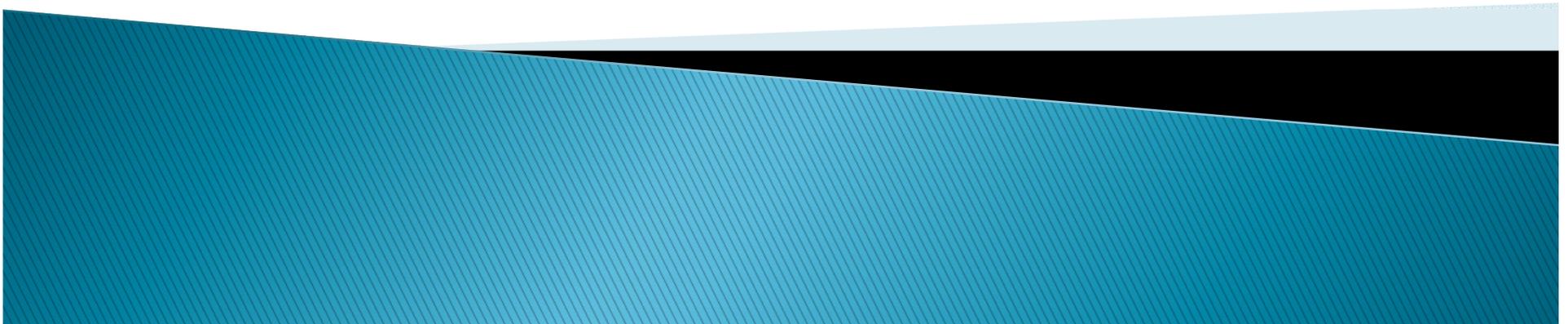


Principal Functions of Research Administration



Principle functions of research administration

Capacity Building and Marketing



Capacity Building and Marketing

- Identify Faculty Expertise & Institutional
- Research Facilities
 - Faculty Research Interests
 - Have descriptions of labs & core research facilities available
- Identify and Disseminate Funding Opportunities
 - Determine the best method for your institution
 - Focus on enabling faculty to key in on relevant opportunities

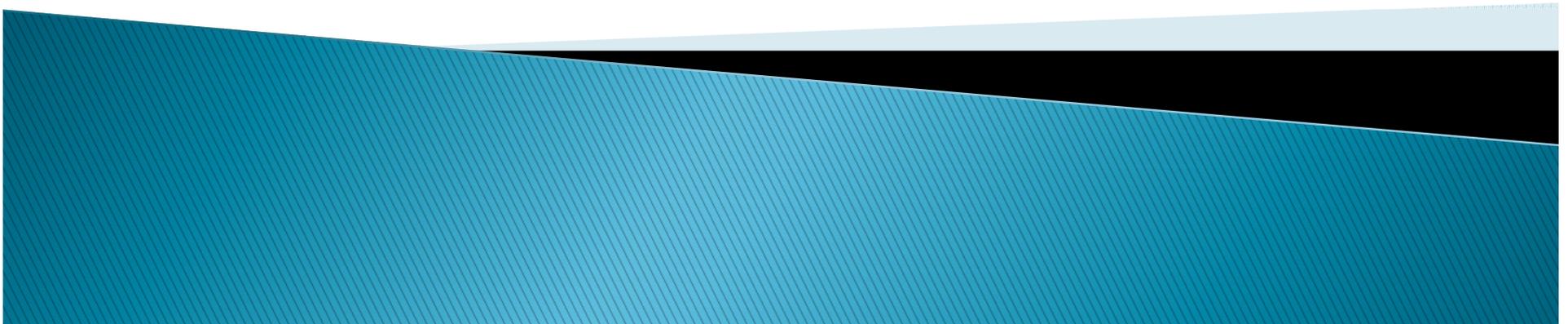


Capacity Building and Marketing cont'd

- Identify Research Administration Infrastructure Elements
 - Keep faculty aware of the services and resources that the institution has available to assist them
- Market Research Capability
 - Externally
 - Internally...Part of creating a culture of research is to market research capability internally



Proposal Development and Submission



Principle functions of research administration

- **Budget development**
 - Must be fluent in the language of budgets—must work closely with the faculty member
 - Budget templates or proposal development software are essential
- **Proposal Writing, Editing and Assembly**
 - RAs may be able to enhance a well conceived proposal but cannot write the proposal. RAs can:
 - Offer basic proposal writing classes
 - Have pre-written boiler plates describing institutional capacity and facilities
 - Provide editorial service to faculty who request it
 - Provide proposal templates & remind faculty of guidelines
 - Coordinate the final packaging of the proposal
 - Help prepare statements of current and pending support (data base)



Principle functions of research administration cont'd

- **Proposal Compliance Reviews and Representations,**
 - Must ensure that proposals comply with funder requirements
 - RAs must maintain contact with all offices that that oversee compliance related issues.
-
- **Coordination of Multi-Institutional Proposals**
 - RAs at institutions work as a team in such efforts
 - Only RA at one institution assemble the final product



Principle functions of research administration cont'd

- **Award Review and Approval**
 - Reviewing the Notice of Award
 - Participate in formal acceptance “contractually” takes place by setting up an account and spending money on the project
- **Contract Negotiations**
 - RAs must balance needs of faculty member, best interests of the institution, compliance with university policies, & concerns & needs of sponsor
 - RAs need to develop a “library” of contract clauses that work with the various groups of sponsors



Principle functions of research administration cont'd

● Compliance

1. Protection of Human Research Participants*
2. Humane Care and Use of Animals*
3. Conflict of Interest*
4. Security and Export Controls
5. Research Integrity*
6. Ombudsman–Whistleblower Hotline
7. Health and Safety



Principle functions of research administration cont'd

Project Management

- Assists PI with details of the **fiscal management** of the research project
- Advise on Allowable /non Allowable expenditures
- Coordinate with the PI in regard to **hiring project personnel**
- **Purchasing Requisitions**—Front line purchasing agent and property manager
- **Payroll**—ensure that all project personnel are correctly entered into the pay system
- Project Close out



Thank you

Q & A

