Key Topics in Research Development

Effectively Communicating throughout the Grant Life Cycle

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"The single biggest problem in communication is the illusion that it has taken place."- George Bernard Shaw

Overview

❑ Facilitating Effective Communication
  ▪ A Model of Communication
❑ Grant Life Cycle Phases
  ▪ Funding Opportunity Search
  ▪ Proposal Preparation
  ▪ Proposal Submission
  ▪ Award Management
  ▪ Award Close Out

Facilitating Effective Communication

❑ Model of Communication
  ▪ Sender
  ▪ Message
  ▪ The medium
  ▪ The receiver
  ▪ Impediments to effective communication

Facilitating Effective Communication

❑ Sender
- The originator of a communication event
- May be a person, institution, organization or other
- Each contributor is a sender at some point

Facilitating Effective Communication

❏ Message
  ▪ Content of communication
  ▪ Ideas, attitudes or feelings
  ▪ Can be implied or inferred
  ▪ Sender knows what they intend to communicate

Facilitating Effective Communication

❏ The medium
- ▪ The vehicle used to relay the message from sender to receiver
- ▪ Most common medium is language both written and spoken

Facilitating Effective Communication

❑ The receiver
- ▪ The person that perceives the message being sent
- ▪ Receivers eventually become senders

Facilitating Effective Communication

❑ Impediments to Communications
- Prevent messages from being received or understood
  - Differences in attitudes
  - Inefficiency of medium used
  - Receiver stops listening

Facilitating Effective Communication

- ❑ Communication is **Key**
- ❑ Time is of the essence
- ❑ Organization is the goal
- ❑ Be clear and concise
- ❑ Be open to feedback

Key Roles

- ❑ Principal Investigator
- ❑ Program Officer/Director
- ❑ Research Development Administrator
- ❑ Foundation Relationship Manager
- ❑ Research Liaison Officer (Pre-Award)
- ❑ Department Business Administrator
- ❑ Division of Research

Funding Opportunity Search
Key Points of Contact

- Principal Investigator
- Research Development Administrator
- Foundation Relationship Manager
- Program Officer

Funding Opportunity Search
Key Points of Contact (cont'd)

- Contact Research Development Administrator to schedule consultation
- Don't be afraid to reach out to the Program Officer
- When contacting a Program Officer:
  - Have a clear purpose for contacting them
  - Be professional
  - Start off with a brief email (no cold calling)
  - Be mindful of deadlines

Proposal Preparation Key Points of Contact

- Principal Investigator
- Research Development Administrator
- Research Liaison Officer
- Foundation Relationship Manager
- Department Business Administrator
- Division of Research

Proposal Preparation Key Points of Contact (cont'd)

- Be proactive
    - Communicate early and often
    - Contact Research Development Administrator for proposal reviews
    - Contact Research Liaison Officer to begin preparing documents

Proposal Submission Key Points of Contact

- Principal Investigator
- Research Liaison Officer
- Department Business Administrator
- Division of Research

Award Management Key Points of Contact

- Principal Investigator
- Department Business Administrator
- Division of Research

Award Close Out Key Points of Contact

- Principal Investigator
- Department Business Administrator
- Division of Research

Resource Links

DOR Responsibilities Matrix
http://www.uh.edu/research/sponsored-projects/responsibilities-matrix/

"Can We Talk?" Contacting Grant Program Officers
http://www.nordp.org/assets/resources-docs/porter-canwetalk.pdf