



National Organization of  
Research Development Professionals

## **NORDP Consultant Pilot Program NORDP Consultant Application**

**Proposals must be received by November 10, 2021, 5:00 PM EST**

### **I. Background**

#### **Intent and Scope**

The National Organization of Research Development Professionals (NORDP) seeks applications from NORDP members to serve as NORDP Consultants in a two-year pilot project that will create sustainable research support infrastructures at four (4) participating HBCUs.

#### **Organizational Background**

Formed in 2010 in response to increased research development investment by institutes of higher education, [NORDP](#) coordinates and promotes the professional development of research development personnel. As of Fall 2021, NORDP has over 1,000 members serving in research development roles in academic research institutions, medical schools, private foundations, private companies, and federal agencies. As a national organization, NORDP is committed to diversity, inclusion, and access, particularly in the context of research competitiveness and capacity.

#### **Project Background and History**

In 2019, the Executive Director of the White House Initiative on Historically Black Colleges and Universities (HBCUs) and the Director of the White House's Office of Science and Technology Policy (OSTP) engaged NORDP to discuss strategies for growing research capacity and competitiveness within HBCUs. Subsequent discussions focused on the importance of assisting HBCU faculty in their ability to develop long-term plans for individual research programs and career trajectories; building sustainable expertise in ideation; identifying appropriate funding sources; engaging with funding organizations; developing competitive grant proposals; building and working in teams; collaborating with other institutions; and mentoring post-docs, and graduate and undergraduate students.

As an outcome of those discussions with the generous support of Eric and Wendy Schmidt via recommendation of the Schmidt Futures program, NORDP is piloting a program to grow research capacity and competitiveness within HBCUs by increasing institutional capacity for research development. To develop and grow sustainable research support infrastructure, the awarded two-year pilot project will provide NORDP consultants—via either virtual engagement or in-person engagement—to participating HBCUs at no cost to the institutions. The project will be organized and supported through a committee of NORDP leaders, present and past NORDP Board members, and NORDP members dedicated to broadening participation. The project organizers will select HBCU institutions for the pilot project, recruit NORDP consultants, review evaluation reports and discuss the evolution of the project, and serve as the knowledgeable contacts and organizers within NORDP regarding this pilot project.



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## Project Details

### Consultant Application and Selection

A pool of six (6) to eight (8) NORDP consultants will be recruited and selected for this pilot through selection criteria established by NORDP leadership.

### HBCU Application and Selection

Four (4) HBCU institutions of different research-level classification, types (i.e., public, private, four-year; two-year), and academic focus will be selected for the pilot project. NORDP leadership will review applications and, following an established scoring rubric, will select the HBCU institutions for the pilot project. Based on institutional preference for in-person consultant engagement vs virtual consultant engagement, applications will be organized into two selection groups.

### Institution and Consultant Pairing

From an approved pool of 6-8 NORDP consultants, the participating HBCUs will interview and select their preferred consultants. The consultant and HBCU will develop a two-year engagement plan in consultation with NORDP project leadership.

### Project Activities

To explore the effectiveness of delivering services and support to participating HBCU institutions, this pilot project will provide two delivery approaches: in-person and virtual. Regardless of the delivery approach, each consultant will provide 300 hours of consulting time to their HBCU institution per year for two years, for a total of 2,400 hours across the four participating HBCU institutions over the project period.

The full range of consultant activities will be determined in discussion with each participating HBCU institution, emphasizing the delivery of services to meet the needs and potential of each institution. Possible activities include coaching sessions with faculty working on research ideas, collaborations, and proposals to be submitted; phone/video/email exchanges to discuss research ideas, collaborations, and proposals to be submitted; provision of workshops, seminars, and other group activities as appropriate to the context and culture of the participating HBCUs; strategic research infrastructure development, such as establishing/refining limited submission processes, institutional partnership programs, funding opportunity announcements; and other research development activities.

## II. Prerequisites of NORDP Consultants

A NORDP consultant must be a current NORDP member.

## III. Submission Process

NORDP Consultant applications (format described below) are due to Dr. Kimberly Eck at [keck@emory.edu](mailto:keck@emory.edu) by **November 10, 2021 at 5:00 p.m.** (eastern). In the subject line, write "NORDP Consultant Application." Applications must strictly adhere to all word limits.

## IV. Questions

Write to Dr. Kimberly Eck at [keck@emory.edu](mailto:keck@emory.edu) with questions. In the subject line, write "Question - NORDP Consultant Application."



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## V. Application Format

### A. *Contact Information and Biography*

1. Name:
2. Number of Years in RD:
3. NORDP [Region](#):
4. Current Title and Institution:
5. Education:
6. Of the following two options for providing 300 hours per year of consulting, which mode is most desirable for you? (Choose One):
  - a. One 3-day visit per month
  - b. Three 4-day visits per year with the remaining hours delivered virtually
  - c. Both options equally desirable
7. Biography (200 word limit) briefly describe relevant background, training and experience:

### B. *Application Questions*

1. Describe your experience in building research development infrastructure, program evaluation, and data analysis systems (350-word limit; 20% weighted):
2. Describe your experience in working with HBCUs and/or other Minority Serving institutions (MSIs). Include institution names where relevant (350-word limit; 20% weighted):
3. Describe your commitment to broadening participation (250-word limit; 20% weighted):
4. Describe a planned approach for 1) strengthening the capacity of HBCUs and/or MSIs to equitably participate in competitive grant programs and 2) exploring new ways of improving the relationship among the federal grant making agencies and HBCUs and/or MSIs (300-word limit; 20% weighted):
5. Describe a planned approach for fostering private-sector initiatives and public-private partnerships while promoting specific areas and centers of academic research and program-based excellence at HBCUs and/or MSIs (300-word limit; 20% weighted):

### C. *References*

Provide up to three references who can comment on your commitment to broadening participation. For each referee, include the individual's name, title, affiliation, and contact information and indicate the nature of your relationship with them.

### D. *Attachments*

Attach a copy of your curriculum vitae or resume.