



From Proposal Development to Project Implementation: Supporting Researchers in Start-up Project Management



OVERVIEW & PROBLEM STATEMENT

Proposal development services often end once the proposal has been submitted to the sponsor. If awarded, large complex proposals require rapid staffing which can be hampered by recruitment delays while finding and assessing qualified candidates. To mitigate the issue and provide highly-competitive proposals, UA is piloting a Project Management Start-up Program.

Utilizing Project Management practices during the proposal development process helps enable a smooth transition to funded projects, capturing institutional memory from proposal to full-time management. To complete the cycle, an RDS Associate may offer support of up to 3 months at 0.3 FTE to assist the PI in initiating the project.

TOOLS TO ENABLE PROPOSAL DEVELOPMENT

Utilizing new applications for proposal development and project management can assist with communications and document sharing across a distributed project team. In addition, these tools maintain the files and record of activities for the project’s assigned manager.

Multiple new applications are available that are cloud based, secure (FERPA), synchronized with Microsoft Office & Google Docs, permit the embedding of video files and large files, and provide compatibility with multiple devices, and user restrictions.

InfoReady Review

Capabilities:

- “One stop shop” for internal competitions (including Limited Solicitations)
- Multiple routing (review) steps
- Competition Categories
- Flexible application form (template)
- Limited or unlimited applicants (e.g. University-wide or Department-specific)

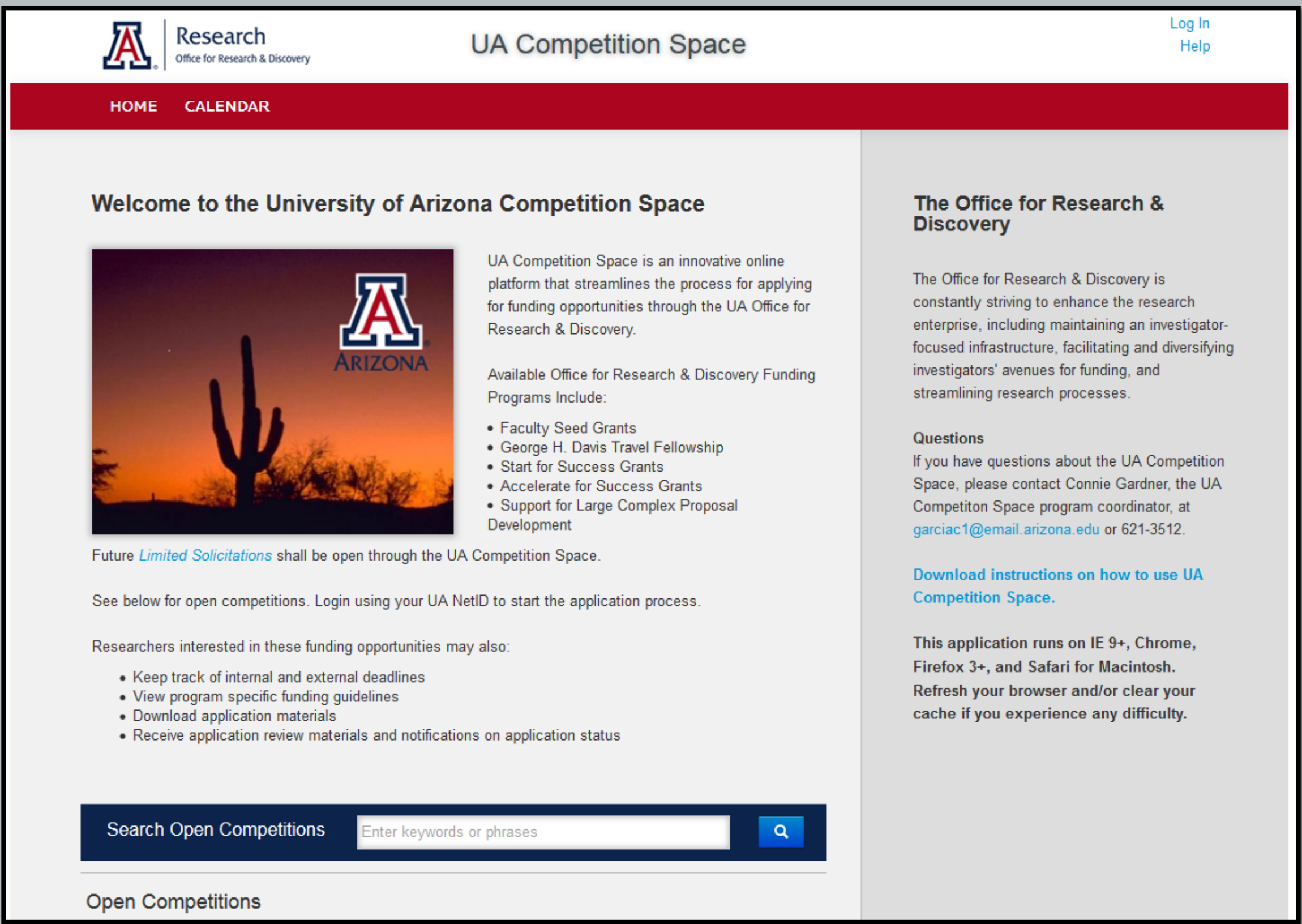


Image 1: UA’s InfoReady Review Homepage



Image 2: UA’s Box, demonstrating the UA CAREER workshop video on budgeting



Capabilities:

- Secure file sharing (encryption)
- Videos (Image 2)
- Version control & history
- Editing
- Task assignments
- Mobile apps



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“This is just a fancy version of email.”
- skeptical project coordinator

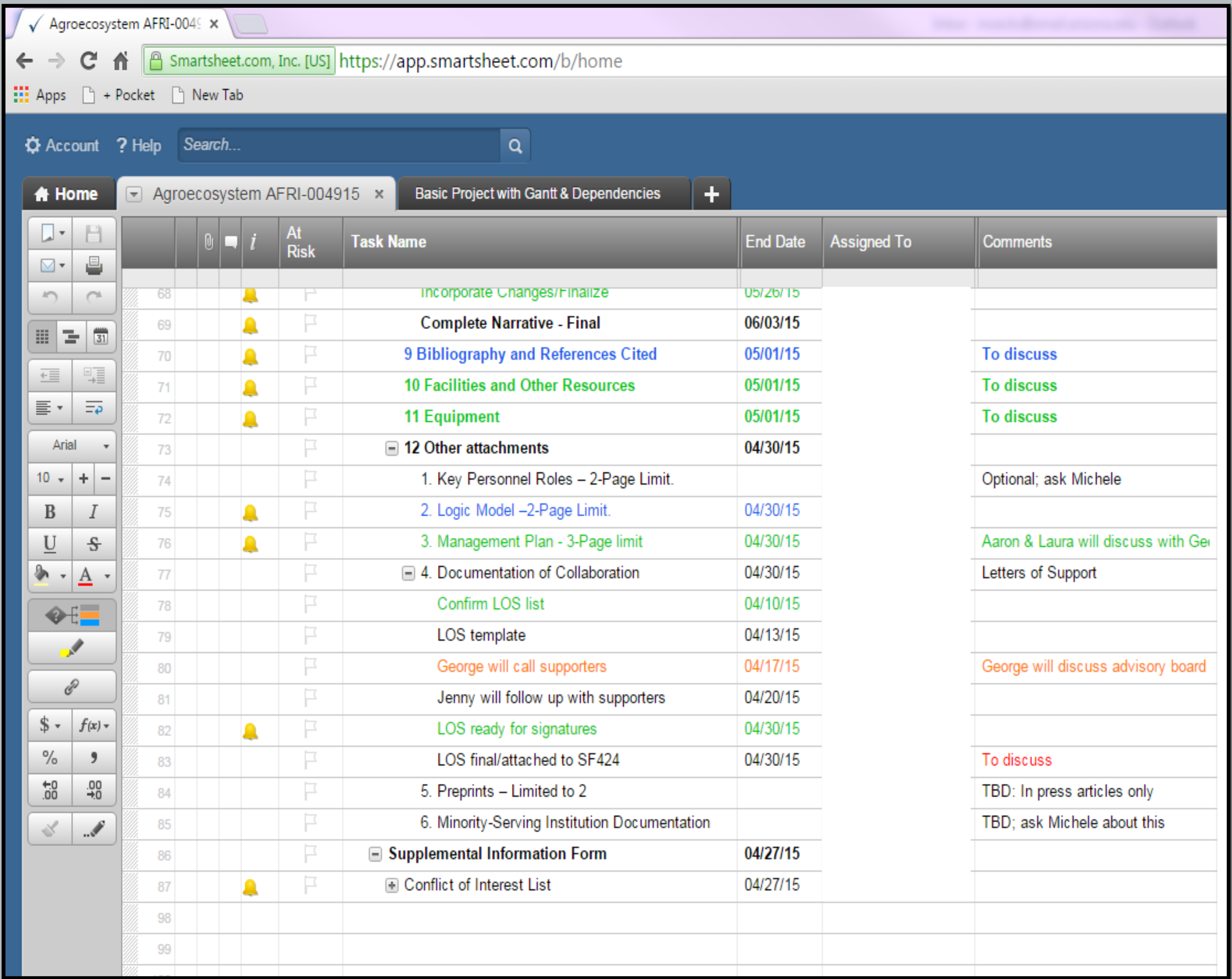


Image 3: smartsheet’s online project planning tool

“I was able to set reminders for all upcoming deadlines in smartsheet – thanks so much for all your help with this!!”

- converted project coordinator

At Risk	Task Name	End Date	Assigned To	Comments
	Team Meetings	06/02/15		
	All Team	05/13/15		
	All Team #1 (Kick-off, Proj Design)	03/16/15		
	All Team #2 (Lead Presentations)	04/07/15		8:30-10:30 PM
	All Team #3 (Discuss Ext. Review Comments)	05/13/15		
	Standing Mtgs	06/02/15		Tuesdays 9-10 AM
	SmartSheet Set Up	04/07/15	M	
	Graphics - Meeting 1	04/06/15	R	R 2:30 PM
	All Graphics	05/01/15		
	Submission Deadlines	06/04/15		
	SF424 - Completed	06/03/15	J	
	SF424 - PI Final Review	06/03/15	L	
	SPS: UA Routing	06/04/15	D	
	Grant Package (SF424)	06/03/15		
	R&R Budget	04/30/15		
	Budget - Internal draft	04/10/15	L	
	Budget Justification - Draft	04/24/15	D	
	Budget Justification - Send to Co-PIs	04/24/15	L	
	Budget Justification - Comments back to JN	04/28/15	J	
	Budget Justification - PD Final Approval	04/30/15	L	
	R&R Budget - Completed Form	04/28/15	D	
	R&R Key Personnel (KP)	05/01/15	J	
	R&R Other Project Info	06/03/15		
	7 Project Summary/Abstract	04/27/15	L	Req'd Form; 250 words
	8 Project Narrative	06/03/15		
	Section Drafts	04/29/15		
	Range Ecosystem Services	04/20/15	G	
	NEPA Process	04/20/15	M	
	Ranch Budgets	04/20/15	T	
	Regional Economic Analysis	04/20/15	A2	

Image 4: Export of the smartsheet online tool to MS Excel

“...our collaborator was really impressed with how organized we were.”

“Love it! Thanks for setting this up!” and “The grant is on track!” (after a week traveling)

- Happy Principal Investigator

Questions? Email:
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