Presenters:
Kim Patten   Ann McGuigan
Robin Richards   Michele Zacks
Research Development Services (RDS)

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

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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)
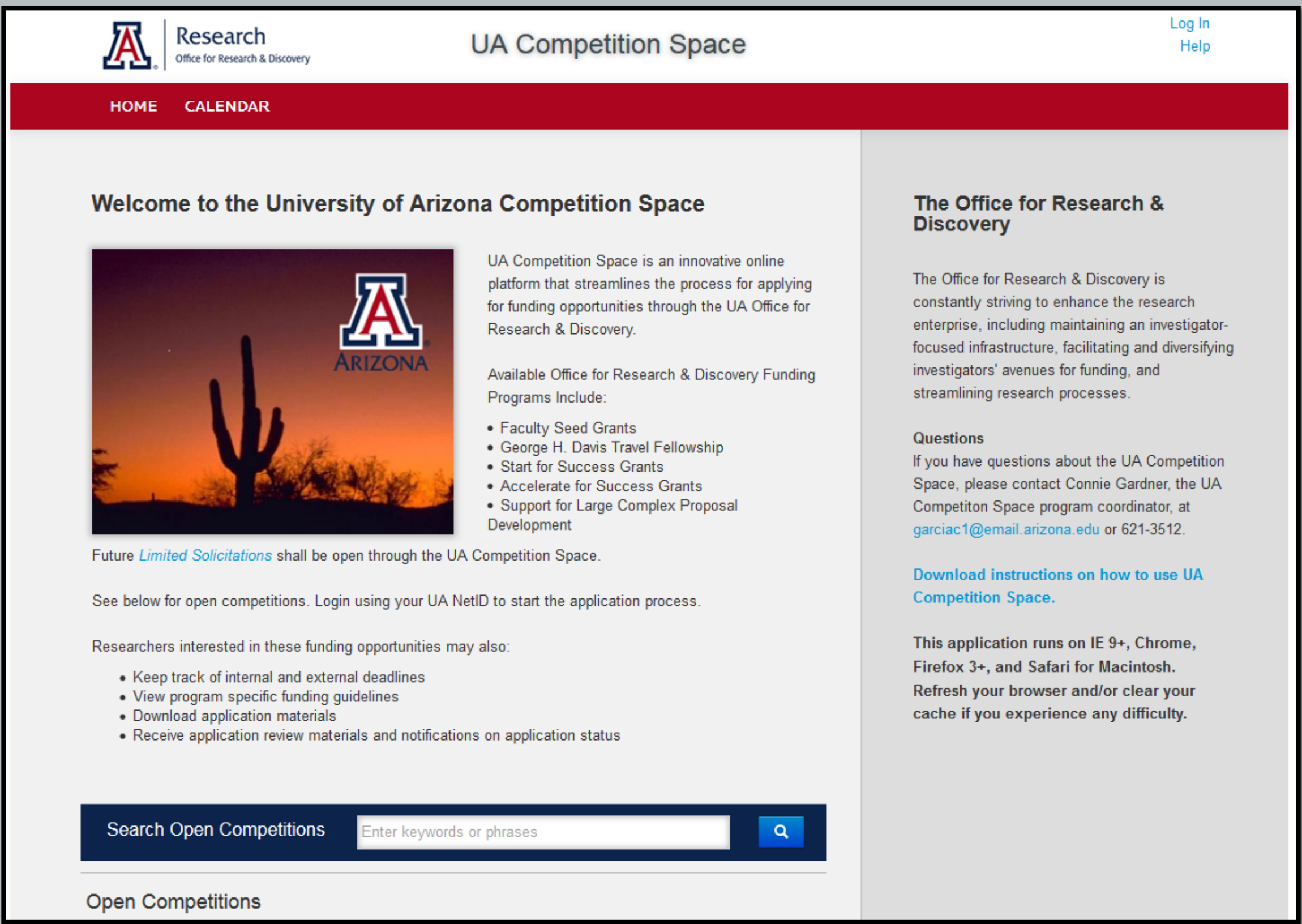- Limited or unlimited applicants (e.g. University-wide or Department-specific)

Image 1: UA's InfoReady Review Homepage

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

box

Capabilities:

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

A ✓ smartsheet USER STORY

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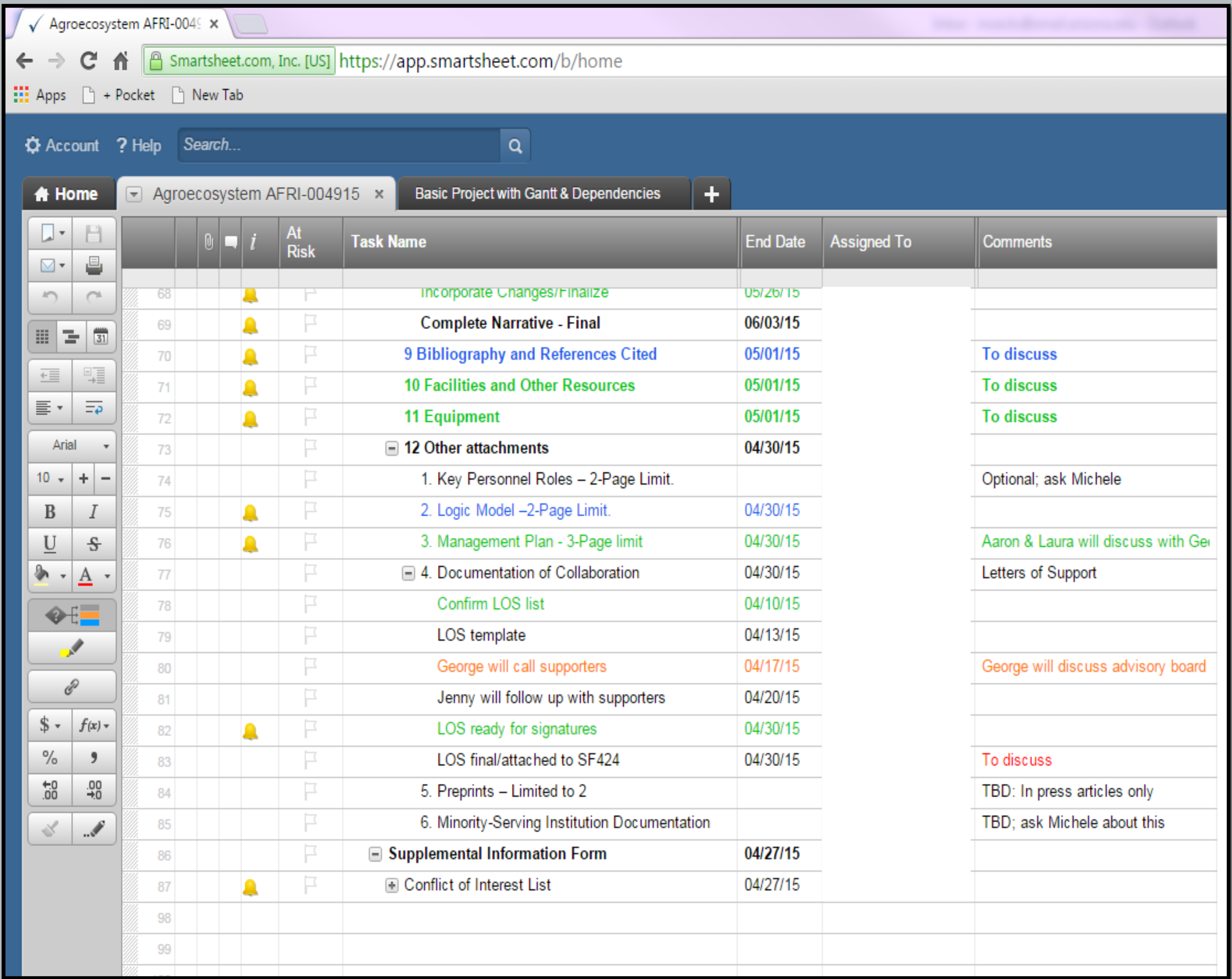- skeptical project coordinator

Image 3: smartsheet's online project planning tool

Capabilities:

- Schedule: Calendar & Gantt Charts (image 3)
- Version Control for Files
- Share Sheets, Rows, or Tasks
- Run Reports
- Set & Email Alerts
- Export to MS Excel or Project (image 4)

"I was able to set reminders for all upcoming deadlines in smartsheet – thanks so much for all your help with this!!"
- converted project coordinator

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

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Questions? Email:
kjpatten@email.Arizona.edu