What's on the Menu? ORPA Select – a Modular Education Initiative

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CONCEPT:

Recently, the MSK Office of Research and Project Administration (ORPA) has developed and deployed a new outreach initiative called ORPA Select. ORPA Select provides a menu of pre- and post-award education sessions where faculty can choose module(s) they and/or their staff want to attend, as well as *how* they want to receive it: in customized department-specific sessions or at regularly-scheduled Center-wide presentations.

This information on stakeholders and drivers of the ORPA Select initiative, its development, content, roll-out, and preliminary assessments may provide a framework for similar educational initiatives at other institutions.

DEVELOPMENT STAKEHOLDERS:

- The research community (MSK faculty and administrators)
- ORPA leadership
- The front-line staff: ORPA's Proposal Development, Grants, and Fund Managers.

DEVELOPMENT PROCESS

- Staff were surveyed re: frequent PI/admin questions and common grant "mistakes"
- Chairs were interviewed on their faculty's grants/award informational needs
- These suggestions, and feedback from key Center stakeholders, informed the final menu of ORPA Select modules
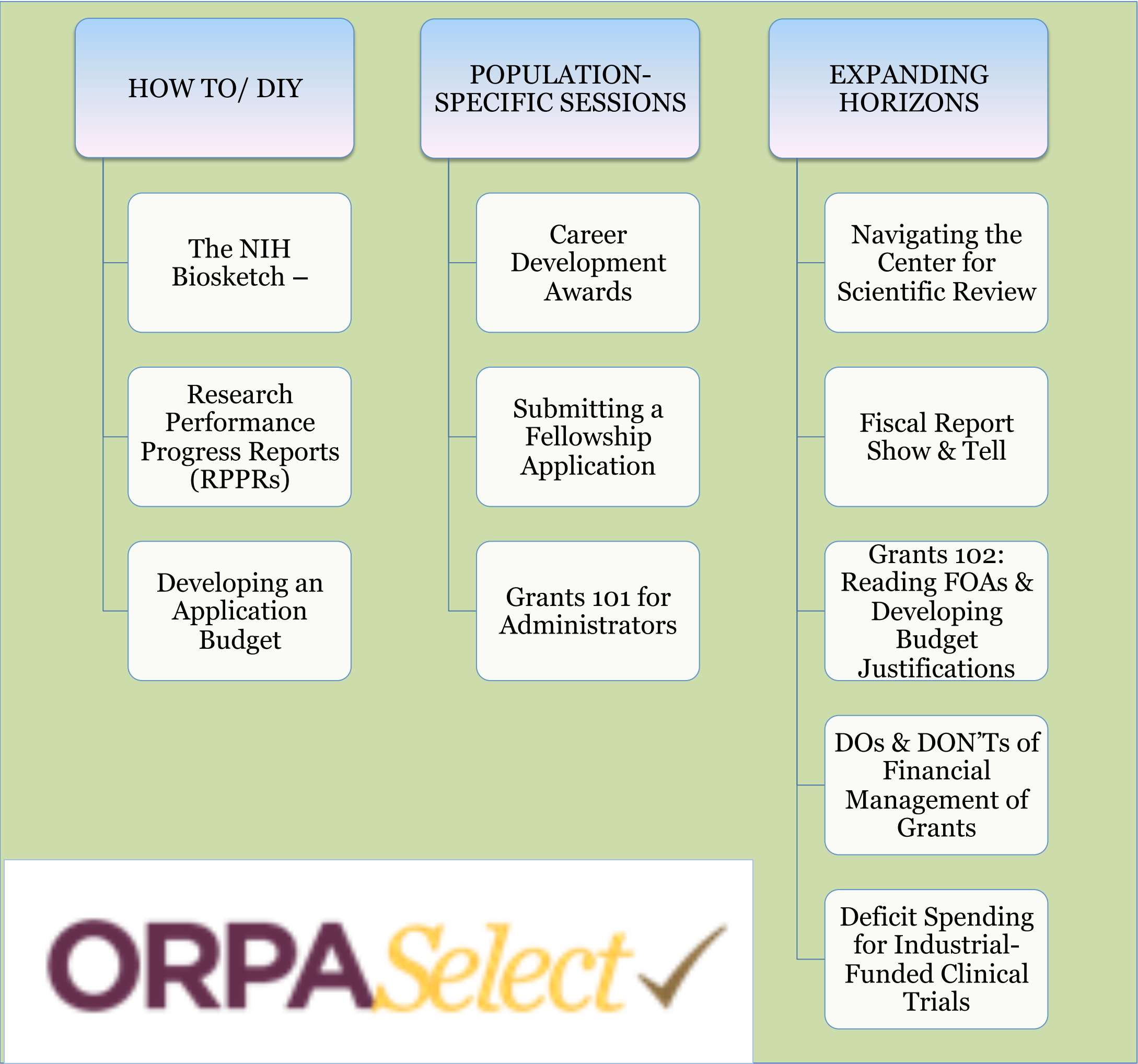
CONTENT:

The content fell naturally into three broad categories: "how-to / DIY" sessions, population-specific sessions, and general information.

To brand ORPA Select , a uniform template, slide theme, color palette, and customized ORPA Select icon were created.

SELECTION:

Chairs and administration can request modules to target education of a particular audience (e.g. post-docs, junior faculty, administrative assistants), or that respond to a particular need (e.g. understanding fund balance reports)

HOW TO/ DIY
- The NIH Biosketch –
- Research Performance Progress Reports (RPPRs)
- Developing an Application Budget

POPULATION-SPECIFIC SESSIONS
- Career Development Awards
- Submitting a Fellowship Application
- Grants 101 for Administrators

EXPANDING HORIZONS
- Navigating the Center for Scientific Review
- Fiscal Report Show & Tell
- Grants 102: Reading FOAs & Developing Budget Justifications
- DOs & DON'Ts of Financial Management of Grants
- Deficit Spending for Industrial-Funded Clinical Trials

ORPA Select ✓

ORPA Select Module	# of Sessions Presented per Module (# of Sessions Pending in 2017)	Total Attendees (as of May 1st)	Average Attendees per Module
The NIH Biosketch	3 (2)	62	20.7
Research Performance Progress Reports	4 (2)	39	9.8
Developing an Application Budget	3 (2)	79	26.3
Career Development Awards	4 (4)	41	10.3
Submitting an NIH Fellowship	2 (2)	11	5.5
Grants 101 for Administrators	9 (8)	108	12.0
Navigating the Center for Scientific Review	1 (1)	6	6.0
Fiscal Report Show & Tell	1 (1)	29	29.0
Grants 102: Reading FOAs & Developing Budget Justifications	1 (1)	30	30
2016 Sessions	16	247	15.4
2017 Sessions YTD	12	129	10.8
Total	28 (24)	376	13.4