

an**SRS**4u

ANSWERS FOR YOU

HOWDY

Faculty Onboarding at TAMU

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TEXAS A&M UNIVERSITY
Division of Research

Presenters

- Ron Carter, Assistant Department Head, Chemistry, TAMU
- David Hollingsworth, Director of Professional Development and Outreach Initiatives, SRS

Communication

- Early Communication is Key to Successful Onboarding
- Provide Welcoming Environment for New Faculty
- Explain Resources and Provide Answers to Questions
- Notify SRS Staff of Incoming Faculty
- Facilitate Meeting, virtual or in person with SRS Staff

Preparation

- Space – office and Lab
- Equipment
 - New purchases or
 - Acquired from original institution
- Supplies
- Research Personnel
 - Transferring in with PI
 - New hires

Submitting Proposals Prior to Arrival

- Signed Offer letter
- Set up in Maestro
- Updates to Researcher profile in sponsor portals
- Submit through the correct entity

Additional Considerations

- Financial Compliance – Disclosure COI and Training
- Research Compliance Items
- Existing Intellectual Property
- Existing Material Transfer Agreements
- Existing Data Use Agreement
- Other non-financial agreements – collaboration agreement

Existing Sponsored Projects Options

- Project is retained by original institution – new PI named
- Project is retained by original institution – new PI named and a portion is subcontracted to new institution
- Project is ended, initiated by institution or sponsor
- Project is relinquished by original institution and sponsor transfers project to new institution
- Project is relinquished by original institution and sponsor transfers project to new institution and a portion is subcontracted back to original institution
- Existing Subrecipients

Takeaways

- Early Communication is Key to successful onboarding
- A meeting with SRS to go over the process for submitting proposals and managing awards will make the process go smoother.
- If existing sponsored projects will be transferred, remember the process of transferring a sponsored project to a new institution is complicated and will take time.

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THANK YOU

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