Navigating the Research Administration Process at Stanford

Jennifer J. Cory
Director of Research
Department of Pediatrics

Pediatric Mentoring Program

August 9, 2012
Where do I start?!
We’re here to help

Start with:
• Division Manager
• Mentor
• Jennifer – Director of Research

Next steps:
• Research Management Group
• Spectrum
• Office of Sponsored Research
Proposals
Getting Started

• Read the instructions
• Create a timeline
• Create a checklist
• Ask for help!
Read the Instructions

• Are you eligible?

• Do you need a PI waiver?

• Are there special terms and conditions for accepting an award?

Carefully read the sponsor’s guidelines and ask policy experts for interpretation if you have questions.
Create a timeline

What documents or letters do you need to gather from others?
Check vacation schedules!

What is the deadline for proposal submission?
The University requires all proposals to be submitted to the institutional representative at least 5 business days before the sponsor’s due date. To find internal deadlines for common due dates, go to the ORA website.
Create a Checklist

- Mentor / expert review of research plan
- Budget development
- PI waiver
- Letters of support
- Facilities and resources description
- Biosketch(es)
- Sponsor’s forms
- Mentor / expert review
- Revise and rewrite
Ask for help

- Your mentor
- Division Manager
- Research Process Manager
- Director of Research
Roles: Who does what?

- **Research Management Group (RMG)**
  - Represents Stanford University as the institutional official
  - Prepares internal budget and provides guidance on university and sponsor policy
  - Prepares signature pages, representations & certifications, as necessary

- **Office of Sponsored Research (OSR)**
  - **Contracts team**: Negotiates contracts, clinical trials and subawards on behalf of the University
  - **Accounting team**: Establishes accounts in the financial system, invoices sponsors for expenditures, and fulfills sponsor's financial reporting requirements

- **Principal Investigator / Department Staff**
  - Writes proposal
  - Prepares (most) forms
  - Develops budget
  - Develops protocol (possibly with pharma)
  - Maintains PI biosketches, other support document
Who helps with my proposal?

- External funding opportunity
- Internal funding opportunity

[Diagram showing flow from external and internal funding opportunities to RMG and Department Staff]
Web resources

Core Research Facilities http://med.stanford.edu/research/core_facilities/#spir

Industrial Contracts Office “Who handles my proposal?”
http://www.stanford.edu/group/ICO/researcher/index.html

Office of Sponsored Research http://ora.stanford.edu/ora/osr/


Research Management Group http://rmg.stanford.edu/
  Resources http://med.stanford.edu/rmg/resources.html
  Roles & Responsibilities http://med.stanford.edu/rmg/roles/


Spectrum http://spectrum/
# Contact Information

**Research Process Managers, Research Management Group**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Fisher</td>
<td><a href="mailto:karen_fisher@stanford.edu">karen_fisher@stanford.edu</a></td>
<td>(650) 498-4103</td>
<td>General Peds</td>
</tr>
<tr>
<td>Holly Osborne</td>
<td><a href="mailto:hosborne@stanford.edu">hosborne@stanford.edu</a></td>
<td>(650) 736-0143</td>
<td>Critical Care</td>
</tr>
<tr>
<td>Erin Romor</td>
<td><a href="mailto:eromer@stanford.edu">eromer@stanford.edu</a></td>
<td>(650) 725-8693</td>
<td>Immunology/Allergy</td>
</tr>
<tr>
<td>Anne Anastasi</td>
<td><a href="mailto:anne.anastasi@stanford.edu">anne.anastasi@stanford.edu</a></td>
<td>(650) 736-0248</td>
<td>all industry-sponsored clinical trials</td>
</tr>
</tbody>
</table>

**Administration**

- Adolescent Med
- Cancer Biology
- Cardiology (Rabinovitch)
- Critical Care
- Gastroenterology
- General Peds (Robinson)
- Genetics
- Hematology/Oncology
- Pulmonary
- Stem Cell Transplantation
- Systems Medicine

**Office of Sponsored Research, Contracts Office**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caroline Jones</td>
<td><a href="mailto:cejones@stanford.edu">cejones@stanford.edu</a></td>
<td>(650) 721-6395</td>
<td>federal contracts, subcontracts</td>
</tr>
<tr>
<td>Chad Francis</td>
<td><a href="mailto:chad.francis@stanford.edu">chad.francis@stanford.edu</a></td>
<td>(650) 736-8221</td>
<td>industry-sponsored clinical trials</td>
</tr>
<tr>
<td>Cathi Blackwood</td>
<td><a href="mailto:cathi.blackwood@stanford.edu">cathi.blackwood@stanford.edu</a></td>
<td>(650) 724-3038</td>
<td>amendments, extensions, non-disclosure agreements</td>
</tr>
</tbody>
</table>
Contact information

**Industrial Contracts Office**
Stefani Shek
stefani.shek@stanford.edu
(650) 725-9388

**Director of Research, Department of Pediatrics**
Jennifer Cory
j Cory@stanford.edu
(650) 725-8138