NewProfs@UW Lab and Field Research Panel

Resources you Might Find Useful

Compiled for NewProfs@UW Orientation 2023 by the Panelists. Many of the questions raised in the panel refer to UW specific processes that are best explored through their direct online descriptions, instructions, and forms. We have also included professionalization support resources that may help you develop effective habits in managing research, teaching, service as well as family and personal balance. Many of the latter resources were written or assembled for other purposes by Prof. Kate Huntington, ESS <kate1@uw.edu> but shared for your use. Kate is nationally known for her smart and organized approach to time management, mentoring, and efforts to improve diversity in STEM. In addition to links included below, you can find an assemblage of documents (guides, templates, and links) in this Google Drive Folder (https://drive.google.com/drive/folders/1Zs6mHw9sXP4wfejX3cLaQasVf7Xzubn3?usp=sharing).

Grant proposal preparation, submission, administration

The **Office of Research (OR)** website provides guidelines, UW policies, and trainings for all portions of the research life cycle. This is the authoritative source for all grant and contract activities at UW. It is also important to consult your Department staff and colleagues, and Dean/Division office for unit and college/school protocols related to staff support, budget calculations (including indirect costs) and the process of routing proposals for approval.

** Expect proposal writing, budgeting and administrative processing to take longer than you expect (a few months, in many cases). Plan ahead, break the process into tasks with earlier deadlines, and work to submit ahead of the deadline by at least a few days.

** Plan on having proposals ready to submit for internal (UW) routing *at least* **2 weeks** before external due dates. Expect routing of the proposal (as a digital EGC1 form and attachment) to include the need to withdraw, fix and resubmit documents on SAGE (System to Administer Grants Electronically).

** The UW Office of Sponsored Programs (OSP) will *reject* any proposal not received in "Ready to Submit" shape by the end of the routing process three business days before the sponsor due date.

- **OR starting page**: https://www.washington.edu/research/

  o   Grant "LifeCycle" guide is very helpful.

- **"New to UW Research" Page:**
  https://www.washington.edu/research/new-to-uw-research/

- **SAGE (**https://www.washington.edu/research/tools/sage/): This is the online tool you will use to formally submit grant documents for routing to a hierarchy of administrative

approvals starting in your unit and proceeding to the College/School and ultimately to OR. The <u>narrative</u> of the proposal *can* still be modified while the proposal is routing. (In SAGE, you can indicate that you want OR to check with you before they submit or release the proposal to the sponsor). <u>Budget details</u> must be as final as you can make them, as the budget can **not** be changed during internal routing without having to start routing over. You may be asked to revise details in the budget during the routing process. To ensure that such changes are minimal and do not undermine your project bottom line, be sure you understand the [applicable rates](#) for RA and student employee [hourly wages](#), benefits, and on-campus and off-campus overhead ("Facilities & Administration") and how to calculate them.

Grant administration

- **If you are in a small department** that does not process and administer a high volume of grants, it may be better for you to submit through an affiliated research center or institute, e.g.:
  - **The Center for Studies in Demography and Ecology ([CSDE](#))** serves researchers across departments and schools whose work broadly relates to the study of human populations, dynamics, and health. CSDE provides pre- and post-award administrative support for affiliates. Affiliates also benefit from statistical consulting, networking opportunities, grant writing workshops, and student trainee opportunities. Contact Melanie Martin (martinm7@uw.edu) if you have questions about becoming an affiliate.

Running a Lab:

- Setting up a Lab - important guidance for all technical labs from UW Genome Sciences (with numerous links to safe operations protocols and policies at the UW level): https://www.gs.washington.edu/office/facilities/new_hire_lab_safety.pdf
- Advice on Running Your Lab (AAAS), https://faculty.washington.edu/kate1/ewExternalFiles/running-your-lab.pdf
- A great set of addition links compiled by UW's ESS Prof. Kate Huntington's Lab website: https://faculty.washington.edu/kate1/resources.html

Administrative resources for Field and Lab Researchers

- ProCard use for simplifying purchases. (See your financial administrator to request a dedicated card. You may or may not be able to use it for purchases internationally). https://finance.uw.edu/ps/how-to-buy/procurement-card#Requirements
- One of the most common ways to carry sponsored funds into the field - especially for international expenses is to secure a "Field Advance." Give UW a couple of weeks to process the paperwork for this. Field Advances are normally given in the form of Debit Cards. It is possible to get field advances via wire transfer to a bank account where

researchers are not able to use debit transactions (in many international settings). https://finance.uw.edu/ps/how-to-pay/field-advances

International Research (and Study Abroad Programs)

- **Office of Global Affairs** facilitates formal relationships between UW researchers and partners in foreign countries. Detailed description of the process for setting up MOUs and International Agreements can be found on the OGA site: https://www.washington.edu/globalaffairs/agreements/
- Useful **roadmap to the various offices at UW that support International Research and Education**, provided by the UW Finance office: https://finance.uw.edu/toolkit/international-research
- "Is there a formal training program for international researchers at UW?"
  - So far, we are unaware of any specific trainings, though OGA does provide basic guidelines on their website: https://www.washington.edu/globalaffairs/engagement-guidelines/
  - The Research Excellence and Integrity in Fieldwork Task Force advocated several years ago for more formal training in field safety. So far that has not been implemented (see below, under the "Safety and Compliance Resources" header)
- Register international travel via the **UW Travel Registry**: https://www.washington.edu/globalaffairs/global-travelers/travelregistry/
  - **Employees** (faculty, other academic personnel, staff) on official travel abroad are strongly *encouraged* to register their travel and should follow their units' specific policies or requirements.
  - **Students** traveling abroad for learning, fieldwork or research are *required* by UW policy to register their travel. Students on programs offered through UW Study Abroad are registered as part of their enrollment and no further actions are required. This includes students who are employed in some capacity by UW (ie. staff appointments, researchers, HFS, etc.).
- **UW Study Abroad Code of Conduct:** https://studyabroad.washington.edu/_customtags/ct_FileRetrieve.cfm?File_ID=28597
- **IRB Guidance for International Researchers**: https://www.washington.edu/research/hsd/guidance/international-research/
- **Foreign Travel Preparations**: https://finance.uw.edu/travel/foreigntravel

Planning Research and Other Travel (domestic or international)

- Some departments (e.g,. Biology) require administrative approval (e.g., by Chair or PhD advisor for students) for travel within or outside of the US before travel and to authorize reimbursements. Check with your unit for any such requirements before planning research or other UW related travel.

- UW Finance maintains a site explaining policies and providing guidance on travel, including lists of approved travel agencies and policies for travel: https://finance.uw.edu/travel/homepage

Effective Mentoring & Teaching Will Support your Research

Research is the energy that sparks the University of Washington in all dimensions of scholarship, teaching and innovation. To do well, we need to be efficient researchers and organized in teaching, mentoring, and interactions with students and colleagues/collaborators. To this end, the following resources will likely be helpful as you chart an intentional path to becoming a more effective mentor and teacher. Success as a scholar will also come most easily if you are also an organized and receptive mentee! Seek out mentors from your unit and across campus. Get in the habit of asking for help when you don't know how to do something. The following resources should help you improve as a mentor and mentee, and to approach your teaching in ways that support your research mission while benefiting students, postdocs, employees and volunteers.

- The Science of Effective Mentoring in STEMM (National Academies): Actions and Tools. https://nap.nationalacademies.org/resource/25568/interactive/tools-and-resources.html
- Montgomery, B. L. (2017). Mapping a Mentoring Roadmap and Developing a Supportive Network for Strategic Career Advancement. SAGE Open, 7(2). https://doi.org/10.1177/2158244017710288

- Mentoring Up for PostDocs curriculum (80+ pp Preview. The materials can be accessed for free once a profile is created on the CIMER website). https://www.cimerprojectportal.org/Content/PDFs/completeCurricula/Overview_Mentoring%20Up_Final%20Beta%20Test%20Version_2019_updated.pdf

- Mentoring Up for Early Career Investigators (preview – . The materials can be accessed for free once a profile is created on the CIMER website): https://www.cimerprojectportal.org/Content/PDFs/completeCurricula/Overview_Mentoring%20Up%20Curriculum%20for%20Early%20Career%20Investigators_Updated%200621.pdf

Kate Huntington's approach to advising research students (and postdocs and staff members) include (adapt to your own situation):
- # Expectations & info for new grad students (doc)
- # Semi-annual activity report

Kate says "I go over the expectations doc at the beginning of the year with new grad students and revisit as needed. Adjust it to fit you! The semi-annual activity report is an amazingly useful tool. About once every 6 months, I have each student/postdoc fill it out and send it to me. I read through it, then we meet for about an hour to discuss. I take notes. I

summarize the main points on how I think they are doing, and action items, IN WRITING via email and ask them to reply to me to confirm they got it."

Biology has some mentoring resources, information and materials for mentorship compacts that might be more broadly useful:
https://www.biology.washington.edu/programs/graduate/mentoring-resources

Effective Teaching to Support Your Research
See Kate's Teaching page (https://faculty.washington.edu/kate1/teaching.html) for tips on running seminar classes that work and support your research.

Safety and Compliance Resources

- **Sexual Harassment and Assault prevention and mitigation**
  - UW Office of the Title IX Coordinator
    - https://www.washington.edu/titleix/
  - Faculty and Staff Resources: https://washington.edu/titleix/faculty-staff-resources/
  - Survivor Resources: https://www.washington.edu/titleix/survivor-resources/
    - Confidential advocates: Available to all students and employees during regular University business hours at no cost. Confidential advocates have legally protected confidentiality and share information with others only when given express permission by the person who has experienced the harm or when required by law.
    - SafeCampus: Provides consultation and support when you have safety and well-being concerns for yourself or others. You can request anonymity when you contact SafeCampus at 206.685.7233 orsafecampus@uw.edu
    - Resolution options: You have the right to make a formal complaint to the University and request an investigation. The Investigation Office, the Office of the Title IX Coordinator, and/or confidential advocates can provide information regarding the formal complaint process.
    - Supportive measures: Intends to restore or preserve access to UW's education and work environments and are available regardless of whether a formal complaint has been submitted. Examples include modifications of course-related deadlines, changes in class schedules, changes in work or housing locations, leaves of absence and/or mutual restrictions on communication between two parties.
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  - UW Respect and Equity in Fieldwork 2018 Task Force Report: including recommendations for including safety plans that acknowledge and seek to prevent harassment and assault in field settings.

- ▪ http://psc.apl.washington.edu/HLD/REIF/RespectandEqualityinFieldwork_RecommendationsandReportUW_Jan2018.pdf
- ▪ Information and links related to sexual harassment and assault in fieldwork: http://psc.apl.washington.edu/HLD/REIF/RespectandEqualityintheField_DraftRW.html

- **Required Training**:

  o These required trainings (online) help those conducting research at the UW to comply with external sponsor and internal requirements and/or reduce risk to the researcher. Which trainings are required for you largely depend on what your research involves. (Animal subjects, Biohazards, Clinical research/HIPAA, Funded research, Human subjects,Laboratory Hazardous Materials) https://www.washington.edu/research/required-training/

- **Human and Animal Subjects**
  o Start Here for information about Compliance on Human Subjects Research; Animal Use; Export Controls; Financial Conflict of Interest (FCOI); Environmental Health & Safety; Information Privacy and Security; Faculty Effort Certification; and Audits: https://www.washington.edu/research/myresearch-lifecycle/manage/compliance-requirements-non-financial/

  o **Human Subjects Division**: https://www.washington.edu/research/hsd/
  o Animal Use: https://www.washington.edu/research/myresearch-lifecycle/manage/compliance-requirements-non-financial/animal-use/
    - ▪ Office of Animal Welfare: https://www.washington.edu/oaw/iacuc/

- **Environmental Health and Safety** is the coordination hub managing operational safety on campus. From a Lab research perspective, they provide online trainings, certifications, checklists, and templates for maintaining safe laboratories.
  o https://www.ehs.washington.edu/

  o **MyChem**: UW employees who use chemicals or chemical-containing products at any UW owned or leased facility are required to maintain chemical inventories in MyChem, the UW's chemical tracking system. https://www.ehs.washington.edu/chemical/mychem

- **Child Safety:** relatively new to UW, anyone working with and supervising youth (<18) in UW capacities must register and undergo online training and background checks. The background checks can take up to two months to complete, so plan ahead.

  o UW Office of the Youth Protection Coordinator: https://www.washington.edu/youth/about/

- UW Youth Program Registration System: https://www.washington.edu/youth/policy/protecting-youth-at-uw-aps-10-13/yprs/

Other Research Resources

- The Center for Studies in Demography Ecology (CSDE) provides grants administration and resources and assistance with computing, data management, statistics, geospatial analysis, and biodemographic laboratory research, as well as student training and T32 trainee support opportunities. Affiliates are also eligible to apply for a summer NIH grant writing workshop and matching funds for internal funding mechanisms (e.g. PHI)
- Population Health Initiative Pilot Research Awards
- Institute of Translational Health Services (ITHS)
- REDcap