

THE NEW SCHOOL RESEARCH SUPPORT

Researcher "How Do I..." Guidance

Research operations are designed to align in order to advance the research by providing comprehensive research support to the social research community.	
The bold ideas, important perspectives, and thoughtful responses that emerge from The New School help create meaningful change in our city and our world.	In keeping with the mission of The New School, it makes sense to think of research broadly and inclusively, while keeping distinctions between different kinds of efforts clear.
Research will vary across schools, from traditional scholarly products to performances to exhibitions and design efforts.	This spirit is rooted in our history, is vital to our future, and is very much alive at The New School today.

Purpose: This document is meant to assist researchers with:

- a) knowing where/who to go to for help*
- b) solving real time problems through initiating and completing transactions*
- c) transparency of the entire end to end of research support afforded to researchers*
- d) prospectively planning support of future proposals/awards*

<u>RESEARCHER SCENARIOS</u> <i>(seeking help and information)</i>	<u>OFFICE OF RESEARCH SUPPORT</u> <i>(services to help advance the research)</i>	<u>ACTIVATION METHOD AND ROUTING INSTRUCTIONS</u>	<u>NOTES</u>
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PRE-AWARD RESEARCH INCUBATOR

*I want to conduct research, where do I go for help with getting started? *Where can I go to meet others to propose research collaborations? *I have a research proposal idea, where can I discuss further?	1. Informal community building events to foster collaboration (meet/greet, brainstorm, idea vetting, sift/winnow)	Email ORS (researchsupport@newschool.edu) to learn more and/or RSVP for events. If you'd like to create an event, email ORS (include pertinent details)	If you are already working with Vice Provost and/or Associate Provost, this will be a service that we'll automatically offer.
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*I have a research idea and have a SOW and abstract written, where can I go to for grant writing help? *Where can I get access to historical TNS proposals/awards? *Where can I get help from TNS researchers/awardees to review my abstract, to help make my proposal/idea stronger? *I have a research proposal idea, where can I discuss further?	2. Formal working events (grant writing institute: proposal editing, peer review, internal study section, proposal best practices/tutorials/samples, research cultivation office hours)	Email ORS (researchsupport@newschool.edu) to learn more and/or RSVP for events. If you'd like to create an event, email ORS (include pertinent details)	If you are already working with Vice Provost and/or Associate Provost, this will be a service that we'll automatically offer.
*Where can I go to learn more about faculty research? *I am interested in formal researcher training programs, where can I sign up to attend? *I have a research proposal idea, where can I discuss further?	3. Faculty Development workshops	Email ORS (researchsupport@newschool.edu) to learn more and/or RSVP for events. If you'd like to create an event, email ORS (include pertinent details)	If you are already working with Vice Provost and/or Associate Provost, this will be a service that we'll automatically offer.
*I want to learn more about the occurring at TNS, where can I go? *I want to donate funds to support TNS faculty and students with their research, where can I go to discuss further? *I have a research proposal idea, where can I discuss further?	4. TNS Symposia - summit/forum for FRF and SRA award recipients to showcase their exciting and successful projects (scholarship, research and creative practice)	Email ORS (researchsupport@newschool.edu) to learn more and/or RSVP for events. If you'd like to create an event, email ORS (include pertinent details)	If you are already working with Vice Provost and/or Associate Provost, this will be a service that we'll automatically offer.

PRE-AWARD FINDING FUNDING OPPORTUNITIES

*I'd like for someone to find funding opportunities for me and perform searches of online databases, where do I go to for help? *I'd like to diversify my research portfolio, where do I go to for help? *My grant funding ends soon, where can I get help with looking for future opportunities to apply for?	5. Prospectus (1:1 info gathering meeting + ORS staff perform holistic searches in Pivot, Foundation Center, FedBizOpps, Crowdfunding)	Email ORS (researchsupport@newschool.edu) to learn more and/or schedule a meeting (include pertinent details)	If you are already working with Vice Provost and/or Associate Provost, this will be a service that we'll automatically offer.
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*I'd like to be alerted of featured funding opportunities, where should I look? *I want to access a solicitation repository that lists opportunities by research topic or area of interest, where should I look? *I want to see recognition of TNS researcher awards, where should I look?	6. Solicitation Repository (Faculty Affairs newsletter with featured opps/recognizing researcher awards + website of comprehensive opp's by research topic/area of interest + announcements at existing faculty meetings)	Email ORS (researchsupport@newschool.edu) to learn more and/or schedule a meeting (include pertinent details)	If you are already working with Vice Provost and/or Associate Provost, this will be a service that we'll automatically offer.
*I know of several faculty members who could be encouraged to apply for proposals, where do I go to for help?	7. Targeted Leadership Outreach to faculty regarding features opp's	Email ORS (researchsupport@newschool.edu) to learn more and/or RSVP for events. If you'd like to create an event, email ORS (include pertinent details)	If you are already working with Vice Provost and/or Associate Provost, this will be a service that we'll automatically offer.
*I would like to attend PI/Sponsor meetings in NYC, where do I go to for help?	8. PI/Sponsor meetings in NYC	Email ORS (researchsupport@newschool.edu) to learn more and/or RSVP for events. If you'd like to create an event, email ORS (include pertinent details)	If you are already working with Vice Provost and/or Associate Provost, this will be a service that we'll automatically offer.
*I would like to learn more about research administration, where do I go to for help?	9. Research Administration Demonstration (RAD) - trainings on research support, as well as sponsor visits	Email ORS (researchsupport@newschool.edu) to learn more and/or RSVP for events. If you'd like to create an event, email ORS (include pertinent details)	If you are already working with Vice Provost and/or Associate Provost, this will be a service that we'll automatically offer.

PRE-AWARD: PROPOSAL CREATION

*I have a proposal idea and opportunity targeted, where can I go to for further consultation and sponsor/solicitation assessment?	10. PI Consultation /sponsor solicitation assessment	Email ORS (researchsupport@newschool.edu) to learn more and/or schedule a meeting (include pertinent details). Provide the following items to researchsupport@newschool.edu: *initial proposal draft *target sponsor opportunity	If you are already working with a Research Services Coordinator (Pre-Award Faculty Liaison), this will be a service that we'll automatically offer.
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*I would like to create a proposal, where can I go to for help with formulating a support plan?	11. PI Customized Support Plan	Email ORS to learn more and/or schedule a meeting (include pertinent details). Provide the following items to researchsupport@newschool.edu: *initial proposal draft *target sponsor opportunity	If you are already working with a Research Services Coordinator (Pre-Award Faculty Liaison), this will be a service that we'll automatically offer.
*My proposal requires information from several other TNS offices, where can I go to for help with coordinating?	12. ORS Concierge Support (ORS coordination with other TNS offices)	Email ORS (researchsupport@newschool.edu) to learn more and/or schedule a meeting (include pertinent details) Send the following items to researchsupport@newschool.edu: *initial proposal draft *list of required information from TNS offices	If you are already working with a Research Services Coordinator (Pre-Award Faculty Liaison), this will be a service that we'll automatically offer.
*I want to create a proposal, where do I go to for help?	13. ORS preparation of proposal documents	Email ORS (researchsupport@newschool.edu) to learn more and/or schedule a meeting (include pertinent details) Send the following items to researchsupport@newschool.edu: *initial proposal draft *target sponsor opportunity	If you are already working with a Research Services Coordinator (Pre-Award Faculty Liaison), this will be a service that we'll automatically offer.
*I have a proposal created, where do I go to for help with get my proposal reviewed, signed and submitted?	14. Proposal review, signature, submission	Email ORS (researchsupport@newschool.edu) to learn more and/or schedule a meeting (include pertinent details) Send the following items to researchsupport@newschool.edu: *proposal	If you are already working with a Research Services Coordinator (Pre-Award Faculty Liaison), this will be a service that we'll automatically offer.
*I submitted a proposal and received a note from the sponsor indicating that they would like more information and/or clarifications, where should I go to for help?	15. JIT/agency followups	Email ORS (researchsupport@newschool.edu) to learn more and/or schedule a meeting (include pertinent details) Send the following items to researchsupport@newschool.edu: *proposal *submission documentation	If you are already working with a Research Services Coordinator (Pre-Award Faculty Liaison), this will be a service that we'll automatically offer.

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POST AWARD

16. Award Acceptance (review, negotiation, setup)	Email to ORS (researchsupport@newschool.edu)	Include existing proposal ID (any other helpful info)
17. Award Kickoff meeting	Initiated by ORS; can also be requested by PI by emailing ORS (researchsupport@newschool.edu)	ORS will partner with Finance/Grant Accounting
18. Subaward Issuance and Subrecipient Monitoring	Initiated by ORS; can also be requested by PI by emailing ORS (researchsupport@newschool.edu)	
19. Award Management (monthly monitoring, quarterly reconciliation). Reviews Include: -PI All Funds (award amount – expenses = funds available for spending) -Details of expenses (journal ID, entry desc, dates, etc.) -Budget v. Actuals Variance Analysis -Burn Rate Analysis -Research Revenue Cycle (Invoice Statuses, AR/AP) -Subrecipient monitoring -CAS Review (allowable, allocable, reasonable, consistent, benefits project) -Service dates are within project period -Direct Cost Justification -Normally allowable expense codes route automatically from initiator/approver to GL -Normally unallowable expense codes are flagged for additional review by Post Award before hitting GL -Some expenses may require a direct cost justification form to be filed -Strategic scrub of high risk items (high probability/high impact) Ex: Salary Cap, Cost Transfers beyond 90 days from discovery, Mandatory cost share	Initiated by ORS; can also be requested by PI by emailing ORS (researchsupport@newschool.edu)	ORS will partner with Finance/Grant Accounting to ensure any audit risks are mitigated
20. WorkDay account setup corrections/adjustments	Email to ORS (researchsupport@newschool.edu)	ORS will partner with Finance/Grant Accounting
21. Change in Award Personnel	Email to ORS (researchsupport@newschool.edu)	
22. Budget revisions (sponsor approved changes to the bottom line total award amount)	Email to ORS (researchsupport@newschool.edu)	
23. Budget adjustments (internal re-budget, reallocating within the bottom line total award amount)	Only if sponsor requires, ORS will initiate	

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24. F&A waiver request	Email to ORS (researchsupport@newschool.edu)	
25. F&A IDCR	Email to ORS (researchsupport@newschool.edu)	ORS will liaise with Finance/Grant Accounting
26. Award modifications (expected and part of original proposal/award; can change time/money/terms & conditions)	Email to ORS (researchsupport@newschool.edu)	
27. Award modifications (unexpected and not part of original proposal/award; can change time/money/terms & conditions)	Email to ORS (researchsupport@newschool.edu)	
28. Award agreements/documents requiring review and signature	Email to ORS (researchsupport@newschool.edu)	
29. Official award letters/forms sent by The New School to sponsor	Email to ORS (researchsupport@newschool.edu)	
30. Subrecipient invoices to TNS	Email to Finance (grantaccounting@newschool.edu)	
31. Subrecipient invoice reviews (programmatic + financial)	Email PI, ORS (researchsupport@newschool.edu), Finance (grantaccounting@newschool.edu)	
32. Award payments (incoming checks, wires, LOC draws, AR/AP, PO)	Email PI, ORS (researchsupport@newschool.edu), Finance (grantaccounting@newschool.edu)	ORS will liaise with Finance/Grant Accounting
33. Termination, relinquishment, transfer	Email to ORS (researchsupport@newschool.edu)	
34. Programmatic (Progress, Technical) Report	Email to ORS (researchsupport@newschool.edu)	
35. Financial Report	Email to Finance (grantaccounting@newschool.edu)	ORS will liaise with Finance/Grant Accounting
36. No Cost Extension	Email to ORS (researchsupport@newschool.edu)	
37. Carryover Request	Email to ORS (researchsupport@newschool.edu)	
38. Continuation requests (incremental funding secured before current segment expires)	Email to ORS (researchsupport@newschool.edu)	
39. Award Closeout	Email to ORS (researchsupport@newschool.edu) and Finance (grantaccounting@newschool.edu)	ORS will liaise with Finance/Grant Accounting
40. Research Integrity Issues (HRPP/IRB, RCR, FCOI)	Email to HRPP/IRB (HRPP@newschool.edu)	

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41. Any research surveys/data requests/info needs	Email to ORS (researchsupport@newschool.edu)	ORS will liaise with Finance/Grant Accounting
42. Any sponsor inquiries	Email to ORS (researchsupport@newschool.edu)	
43. Any audit inquiries	Email to ORS (researchsupport@newschool.edu) and Finance (grantaccounting@newschool.edu)	David Ngo will take point working with Finance on UG items