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Getting the Job Done: A Guide to CRDS and Research Faculty Responsibilities

To allay any confusion and thereby speed the accomplishment of work, this document describes responsibilities related to work processing. It supercedes the document of 2011.

No document can cover every possible task. **The expectation is that everyone will conduct themselves in concert with the VU Credo when working with one another.** The CRDS Manager is always available to determine how work might best be accomplished for cases in question.

Tasks of a Personal Nature

Faculty are responsible for their own personal errands, office cleaning and file reviews. File reviews are periodic efforts to designate materials for retention on site, archiving or discarding. Administrative assistants will assist the faculty member by working with the CRDS Manager to arrange for/execute any archiving or shredding.

Faculty are responsible for sending and managing their own e-mail.   The storage system within the SON is such that e-mails that need to be retained for long periods should be, if at all possible, stored electronically.   Administrative assistants may assist by printing out lengthy attachments that are needed for immediate use.

Travel

All travel arrangements and reimbursements in CONCUR are the responsibility of the faculty. In case of questions, Carolyn Arakelian should be contacted.

Personal Appointment Scheduling and Calendar Management

Given the wide variation in appointment scheduling/calendar management styles among faculty and the need to commit AA resources to activities such as manuscript and grant development, this activity is to be negotiated between the faculty member and the AA.

Scheduling of grant subjects is not a responsibility of the AA unless previously agreed to by Dr. Minnick in the "grant preparation" described below.

Course Work/Student Applicant Interviews/Academic Committee Work

All work related to courses needing AA-type help should be discussed with the support person assigned to the program or committee. For example, in the case of the PhD program, this is Ms. Mckirgan.

Literature Reviews and Development of End-Note Databases

Ms. Donaghey will assist with literature review needs after briefing from the faculty member regarding search parameters. Administrative assistants will assist by retrieving/printing out literature of interest to the faculty member. They may not assume responsibility for the literature search itself nor for determining the pertinence of articles for retrieval.

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The faculty member and the AA must work together to determine the parameters for an End-Note database. The AA will build the database and update as directed. Management (entries and deletions) by a single person (the AA or the faculty member as determined by the faculty member) is suggested. Numerous problems arise with multiple users unless using Endnotes Web which should facilitate sharing among multiple users. Faculty using Endnotes Web can invite their AA's to share their online library. The number of invitations per library is limited, but the number of different libraries you can join is not.

<u>REDCAP</u>

Ms. Donaghey is available to assist with REDCap issues. Faculty are responsible for creating the variables, items to be used and for overall project design and distribution strategies. The AA is responsible for creating the database or surveys based on these variables and items. They can also assist in formatting surveys created in REDCap for paper distribution.

All faculty are responsible for completion of the REDCap training modules that pertain to their projects (https://redcap.vanderbilt.edu/index.php?action=training). AA's will keep up to date on REDCap but should be allowed time to review or familiarize themselves with aspects that may be specific to the project in question.

<u>Dissemination Efforts</u>

Posters. The faculty member is responsible for providing or informing the AA where to get information about poster guidelines and due dates, poster content, content order/arrangement. The AA is responsible for making suggestions regarding visual improvements, execution within VU guidelines, proofing and oversight of production and delivery (either to the faculty member or the presentation site.) The faculty member is responsible for final review before production.

Power Point Presentations. The faculty member is responsible providing or informing the AA where to get information about any requirements re transmission of the presentation to the presentation organizers and due dates, content and order. The AA will execute the PowerPoints within VU guidelines re logos, make suggestions regarding visual improvements, proof and deliver (to the faculty member and/or the presentation site).   The faculty member is responsible for final review.

Manuscripts. The faculty member is responsible for determining publication venue and sharing this with the AA ASAP so that the AA may begin formatting correctly. The faculty member is responsible for all content and final review before submission. The AA is responsible for all format, references, journal specific addenda and submission (computer up-load or other methods) duties.

Ms. Donaghey and Ms. Compton are available for consultation regarding tips for successful PowerPoint and poster presentations.

<u>Grant Preparation</u>

The faculty member is responsible for adhering to the grant preparation procedures listed on the CRDS site. Per the CRDS procedure, at the first meeting with Dr. Minnick, Ms. Eberhard and Ms.

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Donaghey, the faculty member should be prepared to discuss administrative support issues should the grant be funded. (See attached "Suggestions for Administrative Support Requests" and "Post Award Support" below. The faculty member cannot assume that grant related administrative support can be taken on by CRDS without such a discussion and commitment.

The faculty member should notify the AA as soon as possible regarding formatting requirements, due dates and, as important, the dates by which sections of the proposal will be complete.   Faculty and AA vacations should not be scheduled immediately before these dates; if there is a conflict, Ms. Stinson must be notified by the AA ASAP to arrange back-up.

The faculty member is responsible for the development of all content and final review. The AA is responsible for creating and formatting all documents (forms and narratives and appendices) based upon the content supplied and coordinating efforts with Ms. Compton who assists with COEUS uploads/transmissions. The AA is responsible for helping to secure biosketches, word processing them as necessary, assisting with preliminary explorations of costs for equipment and services as directed by the faculty member. Ms. Stinson and Ms. Eberhard's offices can help the AA with this costing effort. The AA can assist faculty in building and maintaining their federally required "list of your published work found on a publicly available digital database such as SciENcv or My Bibliography" as specified in the new biosketch requirements. AA's will need to be granted access to assist in this manner.

Based upon the content supplied by the faculty member, the AA will complete the IRB submission form(s). The faculty member will review the AA proofed material before final submission.

Post-Grant Award

Unless previously agreed to by Dr. Minnick in the grant preparation discussion, the following tasks are to be accomplished by grant personnel:

- Subject recruitment
- Staffing grant dedicated patient call in lines
- Preparation of mass mailings, patient packets, subject study materials
- Project staff scheduling
- Subject scheduling
- Thank you notes or other subject correspondence
- Subject Reimbursement
- Inventory management
- Minute taking at grant team meetings
- Focus group monitoring
- Transcription of interviews/focus groups or meetings
- Data collection
- Data entry
- Data quality control
- Data base quality/security management

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- Data Analysis
- Planning and staffing of grant supported conferences or workshops

The AA will assist with making lodging, teleconference and ground transportation arrangements for consultants and site visitors. They will assist grant staff with advisory panel meetings if available.

The AA will assist with post-award reports processing to include formatting, proofing and forms completion. The faculty member is responsible for final review.

Office Supplies. The AA will work with Ms. Stenson to secure non-grant office supplies.

General Office Tasks.   The AA will photocopy any requested material that is not course or grant related as described in those sections.   The AA will perform other typical office tasks such as mailing letters, processing correspondence, greeting and directing faculty guests and students.

Equipment and Service Procurement. Ms. Compton with work with the AA and faculty member for grant and non-grant purchases. All faculty and staff are reminded that CRDS keeps an inventory of currently held equipment.