Services offered to CHEAR Faculty Investigators

Faculty Mentoring/Research Support/Professional Development

- Faculty mentorship
  - 1-1 mentoring from assigned senior mentor
  - Launch committees for new faculty
  - K to R transition teams
  - Active mentoring for grant writing, grantsmanship
  - Sections
- WIP Seminar / HSR Seminar / Work-in-Progress Seminar/ Journal Club
- Promotion planning & support
- Professional development planning
- Abstract review (PAS, AcademyHealth)
- Providing letters of support, nominations, common grant materials (eg environment, etc)
- Annual faculty reviews (all faculty including outside dept)
- Posters/PowerPoints
- Communications- coordinate with media relations, press releases, website, infographics, social media
- Research dissemination – website, social media, other
- Operations/logistics support for students, fellows, postdocs, including unpaid interns/summer internship programming
- Dedicated programmer/analyst time for preliminary data (up to 8 hours per year)
- Opportunity to secure additional time from experienced research staff – programmer/analysts, project coordinators, and research assistants – and to support new hires shared across research teams

Administrative support

- HR Support
  - Develop job descriptions
  - Job posting and management of applicants
  - New staff orientation
  - Mentorship program for all research staff
  - Management of research staff
    - Time approval
    - Annual evaluation
    - Promotions
- Assigned administrative assistant
  - Management of calendar
  - Assistance with management of CV
  - Travel arrangements
  - Facilitation of meetings
  - Assistance in submission of publications
  - Ordering of office supplies/software
- Facilities and Equipment
  - Office space for faculty and research staff
  - Availability of three conference rooms
  - Workstations, computers and printers

Grant Management

- Post- award support
  - Reconciling of federal, non-federal and internal grants
  - Effort allocation and reporting
  - Forecasting
  - Preparation of annual and final sponsor financial reports
  - Point of contact for sponsored programs
  - Monthly or quarterly meetings with grant staff to review and manage accounts