



**ASSOCIATE DEAN FOR  
RESEARCH + CREATIVE  
PRACTICE**

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**SENIOR RESEARCH  
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**DIRECTOR OF  
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CREATIVE PRACTICE  
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## ASSOCIATE DEAN FOR RESEARCH + CREATIVE PRACTICE >

- Catalyze New Research and Creative Practice Initiatives
- Plan and Oversee Research Development Programming
- Internal Funding Programs Review & Approvals (Seed, Dissemination, etc)
- Coordination with OVPR, College Leadership Team, Executive Committee
- Oversee Research Administration for Funded Projects
- Research Policy (and Practice) Oversight & Compliance
- Approve all PAFs, Waiver Requests
- Cultivate Industry and Inter-Institutional Partnerships
- Process and Oversee MOUs Regarding R+CP
- Oversee and Manage Research Space (LRA, FABLab)
- Mentorship for Faculty on Tenure Progress & Career Goals



**ASSOCIATE DEAN FOR  
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## RESEARCH ADMINISTRATION >

Proposal Submissions Process

Pre & Post Award (Grant Funding) Processes

Grant Program Guidelines Interpretation

Application Components

Proposal Strategy

Budgeting

Research Project Development & Conceptual Design

Contracts

Compliance

Proposal Teaming & Coordination

Research Policy Navigation

Financial Management of Funded Projects

Coordination with Taubman College Finance Office, ORSP, and Sponsored Programs

Project Set-Up and Close-Out



**SENIOR RESEARCH  
ADMINISTRATOR**



## RESEARCH + CREATIVE PRACTICE DEVELOPMENT >

Research Program Development (long-term strategy)  
Research Project Development & Conceptual Design  
Grants & Development (Funder) Strategy  
Proposal Narrative Development  
Team Formation & Collaborative Strategy  
Faculty Professional Development  
External Partnerships & Engagement  
Strategic Communications + Research Impacts Strategy  
Internal Competitive Awards Panel Review Processes  
Promotion of Internal Funding Opportunities  
Taubman, U-M, and External Research Policy Navigation and Troubleshooting  
Taubman College Research + Creative Practice Strategy  
Coordination with Other Centers, Institutes, OVPR, Schools and Colleges



**DIRECTOR OF  
RESEARCH +  
CREATIVE PRACTICE  
DEVELOPMENT**

# WHAT IS R+CP? RESEARCH + CREATIVE PRACTICE

 PRODUCING NEW KNOWLEDGE	SYSTEMATIC QUESTIONING AND INQUIRY 
 CREATIVE ACTIVITY AND SCHOLARSHIP	EXPLORATION AND DISCOVERY 
 INVESTIGATION OF A SUBJECT AREA, EXPERIMENTATION, AND MAKING	INTEGRATION AND TECHNIQUE 
 INSTITUTIONAL COMPLEXITY	A PROCESS THAT MEANS DIFFERENT THINGS TO DIFFERENT PEOPLE 

Harp, G. (2018). *What is Research?*. Alliance for the Arts in Research Universities. <https://doi.org/10.3998/mpub.11560291>

# WHO CAN ENGAGE IN RESEARCH + CREATIVE PRACTICE?

- **Everyone! \***
- **Principal Investigators (PIs)** are responsible for the fiscal management of projects, and for EXTERNALLY sponsored project must be tenured, tenure-track, or practice-track faculty.
- **Administratively, there can only be 1 PI per project;** this is separate from the intellectual leads of a project, where multiple co-PIs could be equally responsible for intellectual content.
- **Co-PIs and Collaborators** can include lecturers and non-UM personnel.

# SUPPORT FOR RESEARCH & CREATIVE PRACTICE DEVELOPMENT ACTIVITIES IS PROVIDED:

- by the Taubman College R+CP Team,
- by and in coordination with other U-M staff, centers, and institutes,
- and by the U-M Office of the Vice President for Research (OVPR).

**Research Development within OVPR was created to facilitate faculty**  
*“in attracting extramural research funding, creating relationships, and developing and implementing strategies that increase institutional competitiveness.”*

## **U-M Office of the Vice President for Research (OVPR)**

This is the main central office catalyzing, supporting, and safeguarding research at the University. Among other administrative roles, probably the most relevant to you will be that OVPR offers internal grants and awards in various cycles, for which our Taubman team can keep you up to date.



## Office of Research and Sponsored Projects (ORSP)

This office handles the administrative tasks of a project before it is awarded, and typically our Taubman research administrator will liaise with them. However, their website does provide a lot of useful information and resources.

## Sponsored Programs

This office under U-M Finance handles post-award activities, including reporting, closeouts, and financial compliance for each sponsored project. SP's Office of Contract Administration (OCA) also handles contract negotiations with award sponsors and administers subawards. Typically our Taubman research administrator will be able to liaise with them.

# Innovation Partnerships Corporate Research Alliances Licensing & Commercialization Ventures & Start-ups

This office manages and supports most industry relationships across the University. If you think you may want to engage a corporate partner in some way, reach out to the R+CP team for insight and possible process tips. Innovation Partnerships can also advise on issues of intellectual property, open source, start-up support, and more. Dick Greeley is our representative and is available to support bringing any ideas/projects to market.

## Foundation Relations

This office manages and supports most foundation relationships across the University. Foundation relationships are very nuanced and unique, and typically require established connections to be able to work with them. Our Foundations Relations representative is able to advise on how best to reach out to or respond to foundation RFPs, as well as their priorities for funding.



## Government Relations

This office manages and supports relationships with government offices at the city, state, and national levels. They typically keep us in the loop if they perceive any upcoming opportunities for faculty research and teaching, but do reach out if you think you would like to work with a government office in some way -or- if there is a particular impact of your work that would benefit from better coordination.

## Rackham Graduate School (for Taubman PhD students)

The University of Michigan provides many sources of financial assistance to help students meet educational and living expenses. If you are an advisor, we want to make sure you know about the funding available for your students.

# PROJECT LIFE CYCLE



# 2. FIND FUNDING

## Internal Taubman College Funding

- **Taubman College Seed Funding:**  
up to \$5k per faculty member; prioritizes tenure line faculty;  
lecturers can be considered as part of teams or for less than the \$5k;  
individual faculty allotments can be pooled toward a single project.
- **Taubman College Dissemination Funding:** includes all faculty/  
lecturers; Presentation at Peer-Reviewed Venues; Publication Subvention
- **Get it Going** microgrants: for faculty-led working groups (incl. faculty,  
lecturers, students, staff, and/or external partners) to instigate, explore, and  
develop ideas and projects [\$500-1,500]

1. REFINE  
IDEAS

2. FIND  
FUNDING

3. DEVELOP  
PROPOSAL

4. ROUTE + SUBMIT  
PROPOSAL

5. SET-UP  
PROJECT

6. MANAGE  
PROJECT

7. CLOSE-OUT  
PROJECT



# 2. FIND FUNDING

## External Funding Sources

- Federal Agencies (NSF, DOE, DOT, NEH, NEA, USDA, etc)
- Professional, Private, and Family Foundations
- Prizes & Society Competitions
- Industrial, Corporate, and Business Engagement
- Municipal, State, Non-Profit, NGO, and Community-Regional Engagement
- Gifts

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# 2. FIND FUNDING

## U-M Internal Funding & Support Sources by Domain-Area

Taubman College

Other U-M Schools & Colleges (via collaborators or appointments)

U-M Office of the Provost

U-M Presidential Initiatives

- Arts Initiative
- Biosciences
- Sustainability
- Poverty Solutions
- Precision Health



# 2. FIND FUNDING

## U-M Internal Funding & Support Sources by Domain-Area

### Office of the Vice President for Research (OVPR)

- Institute for Firearm Injury Prevention
- Institute for Research on Women and Gender
- Bold Challenges
- Michigan Institute for Data Science (MIDAS)
- Michigan Institute for Computational Discovery and Engineering

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# 2. FIND FUNDING

## U-M Internal Funding Sources & Coordinating Support

[Graham Sustainability Institute](#)  
[Center for Academic Innovation](#)  
[Center for Research on Learning and Teaching \(CRLT\)](#)  
[U-M ADVANCE](#)  
[Ginsberg Center for Community Service and Learning](#)  
[Institute for the Humanities](#)  
[ArtsEngine](#)  
[Center for Global Health Equity](#)  
[Transportation Research Institute](#)  
[Institute for Healthcare Policy and Innovation](#)  
[Professional Development Fund for LEO](#)

[Lecturers \(Academic HR / Provost\)](#)  
[Lecturers' Professional Development Fund \(CRLT\)](#)  
[Michigan Institute for Clinical and Health Research \(MICHHR\)](#)  
[Institute for Social Research \(ISR\) / Survey Research Center](#)  
[Center for Sustainable Systems](#)  
[Cooperative Institute for Great Lakes Research \(CIGLR\)](#)  
[Urban Collaboratory](#)  
[University Library](#)  
[Undergraduate Research Opportunity Program \(UROP\)](#)





# FUNDING ROUTES

**GIFT\***

**\* GIFTS ARE  
COORDINATED WITH  
CYNTHIA RADECKI,  
ASSISTANT DEAN  
FOR ADVANCEMENT**

**U-M  
INTERNAL**

**EXTERNAL\***

**\* REQUIRES  
SUBMISSION OF  
PAF (PROPOSAL  
APPROVAL FORM)**

# R+CP FUNDING OPTIONS x PROJECT STAGE

## Early-Stage / Concept / Seed

- Your Faculty Discretionary Funding
- Other Internal U-M Awards
- External Foundation Awards
- College Seed Fund
- Get It Going Microgrants

## Mid-Stage / Developmental

- Other Internal U-M Awards
- External Foundation Awards
- External Federal and Non-Federal Awards
- Gifts

## Multi-Year / Larger-Scale

- External Foundation Awards
- External Federal and Non-Federal Awards
- Gifts

## 2. FIND FUNDING

- 1) Recognize differences Internal vs External funding sources and processes.
- 2) Prepare a brief project description to share and frame discussion with the Program Coordinator / Officer.
- 3) Reach out to relevant U-M support units for insights.
- 4) For external proposals, initiate a Proposal Approval Form (PAF).

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# PROJECT LIFE CYCLE





**RESEARCH AND SPONSORED PROJECTS**  
UNIVERSITY OF MICHIGAN

[HOME](#)
[ABOUT](#)
[FUNDING](#)
[HOW TO PROPOSE](#)
[SUPPORT](#)
[SUPPORT](#)
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## Principal Investigator (PI)

**What is a Principal Investigator (PI)?**

The PI is the person who is responsible for the overall direction and management of the project. The PI is the person who is responsible for the overall direction and management of the project. The PI is the person who is responsible for the overall direction and management of the project.

**Who can or cannot serve as U-M PI?**

- Individuals who are not currently employed by the University of Michigan cannot serve as U-M PIs.
- Individuals who are not currently employed by the University of Michigan cannot serve as U-M PIs.

**Sponsor Principal Investigator**

A Sponsor Principal Investigator (SPI) is a person who is responsible for the overall direction and management of the project. The SPI is the person who is responsible for the overall direction and management of the project. The SPI is the person who is responsible for the overall direction and management of the project.

**Other PI Titles: Project Director, Program Director**

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**Exceptions**

There are exceptions to the general rules regarding who can serve as a PI. These exceptions are outlined in the following sections.

**PI, SPI, and other roles**

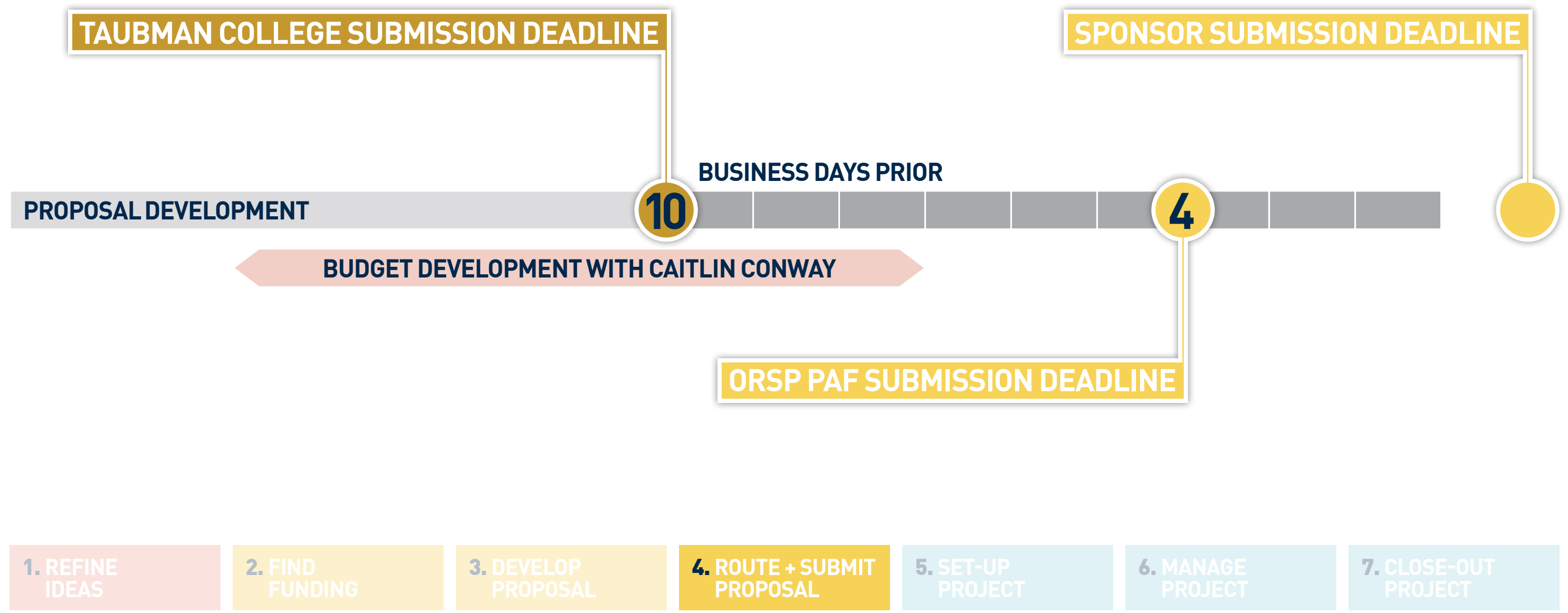
The diagram illustrates the roles of the PI, SPI, and other roles in the research and sponsored projects process. The PI is the person who is responsible for the overall direction and management of the project. The SPI is the person who is responsible for the overall direction and management of the project. The PI is the person who is responsible for the overall direction and management of the project.

Principal Investigators (PI) for externally sponsored projects (Lecturers can be PIs on internal funding):

<https://orsp.umich.edu/principal-investigator-pi>

# 4. ROUTE + SUBMIT PROPOSAL

## Submission Timeline:



# 4. ROUTE + SUBMIT PROPOSAL

1. Review information required for a Proposal Approval Form (PAF)
2. Review budget
3. Review compliance with sponsor guidelines
4. Document any cost-sharing required by Taubman College

***As you begin this process, reach out to Caitlin Conway.***

As Research Administrator, Caitlin can support you in creating your budget/budget justifications/other supporting documentation, while you simultaneously continue to develop your proposal narrative.

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# 5. SET-UP PROJECT

If your internal or external proposal is awarded, a dedicated account for spending and tracking funds will be assigned to the PI/Project Director.

Contact research administrator Caitlin Conway to obtain 2 account numbers needed to begin work:

- 1. Shortcode:** Use the Shortcode when charging expenses to your project (e.g., hiring a research assistant; submitting an expense report).
- 2. Project/Grant #:** Use the P/G number to monitor your account activity in reporting systems.

*Caitlin and the **Finance Team** ([taubmancollegefinance@umich.edu](mailto:taubmancollegefinance@umich.edu)) can provide resources and answer questions on travel, expense policies, working with vendors, and more as you kick off your project.*

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# 6. MANAGE PROJECT

Review the Provost’s policy on appropriate use of faculty accounts.

**Note: Overdrafts are the responsibility of the PI/Project Director.**

Along with your own tracking tools, use MReports to monitor spending:

1 of 1Find | NextExport

Project:U036176

Shortcode(s):106273

Title:106273 Research Dissemination Fund

Alternative Title:

Initial Fund:10000 General

Note:10/29/2021 - zstaley: ADR&CP P/G

Principal Investigator:VELIKOV,KATHY

Administrative Contact (SAPOC):CONWAY,CAITLIN

Project Begin/End Dates:7/1/2012 - 6/30/2050

Initial Department:372300 - Taubman College Administration

P/G # & Shortcode

Administrative Notes

End Date

View Inputs to Projected Balance

Add Note

Combined Activity

Last month closed: July 2022

No-Link Format

Show/Hide Projected Balance Details

Fund	Account Type	Dept	Program	Account Group	Beginning Balance for Fiscal Year 2023 (begins July 1)	Fiscal Year 2023 activity as of last month closed	Official Balance as of last month closed Jul 2022	Projected Balance
10000 General	Revenue	372300	FACAL - Faculty Allocations	Appropriations	\$1,023,533	\$160,000	\$1,183,533	\$1,183,533
	Revenue	372300	FACAL - Faculty Allocations	General Fund Transfers	(\$128,642)	\$0	(\$128,642)	(\$128,642)

1. REFINED IDEAS
2. FIND FUNDING
3. DEVELOP PROPOSAL
4. ROUTE + SUBMIT PROPOSAL
5. SET-UP PROJECT
6. MANAGE PROJECT
7. CLOSE-OUT PROJECT

<https://intranet.tcaup.umich.edu>

Home > Knowledge Base

 Search the Knowledge Base...

## Research & Creative Practice

Information on college research guidelines, University R+CP support units, proposals & submissions, funding & incentive programs, and project lifecycles.

 **College Research Guidelines** (10 items)

 **Funding & Incentive Programs** (18 items)

 **Project Lifecycle** (0 items)

 **Faculty Mentoring Resources** (6 items)

 **University R+CP Support Units** (10 items)

At the University of Michigan, support for research is provided both at the central University level, at the unit/College level, and through other U-M units, centers, and institutes. At the central University level, the offices/teams available to support you are:

 **Proposal Narrative Guides & Budget Templates**

(0 items)

### Taubman Tools for Faculty, Staff, and Current Students

The Taubman College Intranet is an evolving repository of information co-created by us all for faculty, staff, and current students. It is a single starting point to access internal resources and complements other college and university resources.

Use the site navigation or the search function to locate content. Click "thumbs up" or "thumbs down" to let content providers know if the information was helpful...or not! Let us know using this form if you cannot find the information you need, identify content that needs to



**Every R+CP project  
and every grant program  
has different requirements and processes.**

## **OUR GOALS:**

**share our roles and U-M capacities  
share and help you understand the process(es)  
urge you reach out to us ASAP  
so we can help along the way.**

# NEXT STEPS:

## Complete PEERs Training Requirements

<https://research-compliance.umich.edu/peer-s-portal>

- **Responsible Conduct of Research and Scholarship (RCRS)** [for ALL researchers, including students]
- **Research Administration, DOJ Bulk Data, & Research Security** [for investigators on external proposals]
- **Human Subjects Research Protections** [for human subjects research]
- **Disclose and manage any Conflicts of Interest (COI) or Conflicts of Commitment (COC)** <https://its.umich.edu/academics-research/research/eresearch/m-inform/instructions-resources>
- **Email [taubmancollegeresearch@umich.edu](mailto:taubmancollegeresearch@umich.edu)** to set up a more in-depth R+CP onboarding/career strategy meeting with the R+CP Team.