NORDP Conference Roundtable Summary

With multiple roundtables happening concurrently, NORDP attendees have to choose, and may miss out on a topic that is of interest to them, as well.

Please answer the questions below and return this completed form to the Registration Desk at your convenience. NORDP bloggers will post your summary at nordpnews.org for all conference attendees to view.

Please don't worry about eloquence. The blog team will edit for grammar and brevity as needed. You may also keep it brief – a typical blog post is about 300 words. You may use the back of the page for your responses, as well.

Roundtable Title:	Working with Pre- and Post-Award Administrators
Facilitator:	Jennifer Lyon Gardner
Scribe	Jennifer Lyon Gardner
Participants:	1. Rachel Andel (Univ. Northern Illinois) 2. Kristin Dolan (UCSF) 3. Lauren Goldstein (UC Berkeley) 4. Theo Bosnak (Digital Science) 5. Althea Lewis (UNC – Wilmington) 6. Kristyn Jewell (Purdue) 7. Debbie Williams (St. Louis Univ.) 8. Jennifer Lyon Gardner (Univ of Texas – Austin)
Do you want author credit on the NORDP blog for this summary? Choose one:	NO, I'd prefer to remain anonymous.
Please provide a bullet list of 5 key take away points:	• RD professionals are often able to be more flexible in the roles they fill at an institution, in contrast with traditional research administrators, who have very defined core responsibilities (e.g., they must enforce compliance with federal regulations; they are the authorized submitters for the institution). • RD professionals can leverage their flexibility to fill the unique gaps that arise for a given project, so that both researchers/PIs *and* research administrators feel supported • One effective way to work with research administrators is to host an onboarding meeting to kick off a proposal development project, inviting the research leaders and research support staff to identify who's doing what. Onboarding meetings serve to make everyone feel valued from the outset of the project. • Working effectively with research administrators (either pre- or post-award) can be heavily dependent on the research administrators' workloads – how many faculty they are responsible for supporting. • Research administrators can do their job best when they receive the information (i.e., documents) that they need in a timely manner. RD

	professionals can reinforce this message by encouraging research leaders/PIs to get these documents together, by helping with drafting of the documents, or by providing a forward-thinking perspective that emphasizes excellence in proposal or funded project development – including meeting internal/external deadlines.
Are follow up steps planned?	Facilitator (Lyon Gardner) emailed all participants to share their contact info, to allow for follow-up discussions. The five bullet points above were emailed to all participants for review/approval.