

# Meeting of the Minds...

roundtable-style session on best practices and ways to reduce administrative burden



**Northeastern  
University**

# Meeting of the Minds...

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Discussion initiators.....

- David Budil – Faculty COS
  - Joan Cyr – Administration NU-RES
  - Adam Rodrigues – Administration Post Award COE
  - Nicole Magni – Administration Pre Award COS
  - Jen Akula – Administration Pre Award CSSH
  - John Harris – Administration Pre Award Khoury
  - YOU!
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- A roundtable-style session to discuss research administration best practices and ways to reduce administrative burden across the board.

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## Setting the stage for discussion...."Just the FACTS"

- President Aoun has set an ambitious goal of reaching \$500M in External Research Funding by 2025;
- Northeastern University is hiring 500 Faculty members over the next several years
- Northeastern University is growing at an exponential rate globally
- Resources/changes in processes/tools to support this growth are needed

## How do we achieve this goal?

[FACT](#): Faculty & Administrator Collaboration Team...committee in the Federal Demonstration Partnership ([FDP](#)) whose goal is to enhance organizational faculty-administrator collaboration for successful research operations has reviewed this challenge and has collected information.....

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- Topics that continually surfaced:
  - Cultivate a trust relationship with all contributors within the lifecycle of an award (from proposal submission to closeout)
  - Develop and implement a communication plan to be used throughout the lifecycle (know who can help, and how to get help, at all stages of the lifecycle)
  - Incorporate project management practices/tools throughout the lifecycle of the grant (initiate, plan, execute, monitor/control, close/review)
  - Be flexible ... be agile... be adaptable....all within the constraints of the funding agency rules/regs
  - Effective use of tools – from communication tools, to electronic systems – determine what is needed and advocate for them; AND determine the highest and best use for the tools that you have...

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Discussion topics all point to one of 3 themes that continually surface when talking about what affects the level of administrative burden:

- Communications/Relationships
  - Flexibility/Adaptability
  - Resources/Infrastructure
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- In thinking about the processes/tools/relationships/successes/failures we have at Northeastern, what can we do to reduce administrative burden, improve our processes & resources to position the university to count more successes in extramural research funding?

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- Systems available to us now and how to best utilize them to reduce admin burden
  - MS Teams
  - Priority
  - SharePoint/ OneDrive
  - Tableau
  - Cognos
  - Shared Research Facilities (a.k.a. *CORE* Facilities)
- College administrative structure
  - collaborations with other dept (Grad office, finance, academic dept, etc.)
- Communication between PI/ Admin
  - How do faculty prefer to be trained/ learn from Admin on processes and policies
  - Are regular meetings beneficial
  - How to build rapport with faculty in a hybrid environment
  - Keeping post award "in the know" on new incoming awards
- ***DISCUSS...***



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Questions?



**Thank You!**

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**LVX**

**VERITAS**

**VIRTUS**