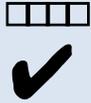




On-Boarding Checklist for Faculty Research For Use by Chairs and Division Directors



WELCOME! GW believes that the answers to today's most challenging health issues can be found at the intersection of innovative research, exceptional instruction and high-quality patient care. To help establish your research program, your Chair/ Division Director suggests that you explore these resources soon after your arrival (*not every resource will apply to every faculty*).

FIND GW RESEARCHERS AND ADVISORS with the searchable [GW faculty research database](#).

- Identify collaborators, technical experts, and others who may contribute to your program.
- Use the database to form an advisory committee of 2-3 members
- Consider the use of informational interviews to learn about those in your networks
- Meet with your committee quarterly to discuss research plans, productivity, funding opportunities

SIGN UP FOR RESEARCH MATTERS [funding announcements](#) to arrive in your email.

- Examine the large "primary file" of grants in each area.
- Plan to apply to at least three different funding sources.

CONNECT WITH SPONSORED PROJECTS

- GW uses the Cayuse system to prepare, route and submit grant applications <https://research.gwu.edu/sponsored-projects>.
- Identify administrators in your Division/Department who will assist you with these applications.
- Contact Maureen [McMahon](#) for GW Cayuse grant submissions at the MFA

CREATE AN NIH USER NAME AND BIOSKETCH. Gain an NIH eRA user name associated with GW by contacting Kai-Kong Chan kkchan@email.gwu.edu. Update your NIH biosketch—see the required forms and examples at <https://grants.nih.gov/grants/forms/biosketch.htm>

LEARN MORE ABOUT IRB, IACUC, and DATABASE RESEARCH, as appropriate for your research. See the GW [Office of Human Research](#) for IRB information and CITI tra

- Join the CN-CTSI and explore the "investigator toolkit" <http://ctsicn.org/node/97>
- Talk with Nicole Swanson about Western IRB at MFA

CONSULT A BIostatistician. Consider Richard Amdur, MFA or Sam Simmens, Biostatistics & Epidemiology Consulting (simmens@gwu.edu).

EXPLORE GW CORES and research facilities can stimulate your science. See [SMHS Research](#)

USE FACULTY TUITION BENEFITS to augment your career development.

- Many courses/certificates/masters are available online, including the [Certificate in Clinical Research Practice](#), (Amy King aking1@gwu.edu)
- Consider the online Grantwriting for the Individual Investigator course for your research grant
- Look for SPSS workshops in the Library and Health Sciences

REGISTER WITH THE [CN-CTSI](#) and review numerous training events, individual development plans, certificate and MS programs, the KL2 and other opportunities in the section, "for researchers."

CHECK OUT HIMMELFARB LIBRARY. Learn how to access electronic journals, use Refworks/endnote, complete systematic literature reviews, make posters and consider evidence in clinical and translational science <https://himmelfarb.gwu.edu>

GET A STUDENT! Grow your research team and learn more about mentoring. PhD students participate in the Institute of Biomedical Sciences (<https://smhs.gwu.edu/ibs/>) and many medical students do research through the Research Track/Scholarly Concentration (<https://smhs.gwu.edu/oso/>)

DISCUSS YOUR IDEAS. Attend grand rounds (schedule at <https://smhs.gwu.edu/events/grandrounds>), faculty meetings, Journal Clubs, [work in progress](#) sessions.

CONTACT Dr. Alison Hall, PhD Associate Dean for Research Workforce Development (akhall@gwu.edu) for further discussion of your specific research development plans.

ADDITIONAL NOTES: