On-Boarding Checklist for Faculty Researchers

**FIND GW RESEARCHERS AND ADVISORS** with the searchable [GW faculty research database](https://smhs.gwu.edu/research)..
- Identify collaborators, technical experts, and others who may contribute to your program.
- Consider the use of informational interviews to learn about those in your networks.
- Form a research advisory group and meet to discuss research plans.

**SIGN UP FOR RESEARCH MATTERS** [funding announcements](https://smhs.gwu.edu/events/grandrounds) to arrive in your preferred 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](https://research.gwu.edu/sponsored-projects).
- Identify administrators in your Division/Department who will assist you with these applications.
- Contact Erica Umberger 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](mailto:kkchan@email.gwu.edu). Update your NIH biosketch—see the required forms and examples at [https://grants.nih.gov/grants/forms/biosketch.htm](https://grants.nih.gov/grants/forms/biosketch.htm).

**LEARN MORE ABOUT GW IRB, IACUC, and regulatory affairs.** as appropriate for your research. See the GW [Office of Human Research](https://smhs.gwu.edu/) for IRB information and CITI training.
- Join the CN-CTSI and explore the "investigator toolkit" [http://ctsicn.org/node/97](http://ctsicn.org/node/97)

**CONSULT A BIOSTATISTICIAN.** The CTSA provides biostatistics consultation, see [SPARC](https://research.gwu.edu/). Contact 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](https://research.gwu.edu/)

**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 workshops in the Gelman Library (SPSS, Python, etc)

**REGISTER WITH THE CTSI-CN** 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](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/](https://smhs.gwu.edu/ibs/)) and many medical students do research through the Research Track/Scholarly Concentration ([https://smhs.gwu.edu/os0/](https://smhs.gwu.edu/os0/)).

**DISCUSS YOUR IDEAS.** Attend grand rounds (schedule at [https://smhs.gwu.edu/events/grandrounds](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](mailto:akhall@gwu.edu)) for further discussion of your specific research development plans.

**ADDITIONAL NOTES:**

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Research Onboarding Checklist, GW 2019