



## On-Boarding Checklist for Faculty Researchers

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

- 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](#) 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>.
- 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>

**LEARN MORE ABOUT GW IRB, IACUC, and regulatory affairs**, as appropriate for your research. See the GW [Office of Human Research](#) for IRB information and CITI training

- Join the CN-CTSI and explore the "investigator toolkit" <http://ctsicn.org/node/97>

**CONSULT A BIostatistician.** The CTSA provides biostatistics consultation, see [SPARC](#). Contact Richard Amdur, MFA or Sam Simmens, Biostatistics & Epidemiology Consulting ([simmens@gwu.edu](mailto: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](mailto: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>

**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](mailto:akhall@gwu.edu)) for further discussion of your specific research development plans.

**ADDITIONAL NOTES:**