Michigan State University
College of Nursing
Center for Nursing Research, Scholarship, and Innovation

Description of Purpose, Resources, and Structure

Primary purpose: Support the College's research strategic priorities by increasing research productivity in focused areas of excellence to remain in the top 20 of NIH funded programs of nursing, expand team science, and advance the state of nursing science.

The Research Center offers pre-award support, post-award support, professional development opportunities as well as marketing to increase the visibility of our College nationally.

CNRSI Resources

Pre-award Support	
1	Identification of Funding Opportunities – The Center for Nursing Research, Scholarship, and Innovation forwards opportunities that may be of interest to individual faculty members via email as they become available.
2	Proposal Planning Meetings – Research Administrators meet with each investigator (faculty and PhD students) upon learning of their submission to review required components of the application, any restrictions and lay out a submission timeline to foster accomplishment and ensure ability to meet deadlines.
3	Proposal Budget Assistance – The Research Administrator works 1:1 with faculty and PhD students to a) draft and finalize a budget and budget justification, b) solicit required documentation from subcontractors, if needed;; and c) calculate the indirect cost allocation and overhead distribution.
4	Internal Review – Funds are available to compensate CON faculty to conduct an internal NIH-like critique of proposals during the proposal development process.
5	External Review – Funds are available to compensate an external reviewer (an expert in the research area with current NIH funding and recent publications) for an NIH-like critique prior to submission.
6	Editing – Editors are available to review proposals and manuscripts prior to submission.
7	Proposal Submission – The Research Administrator will complete electronic forms and upload documents (or assemble and photocopy) to the application prior to submission. This includes preparation and routing of the MSU transmittal.
8	Office of Sponsored Programs (OSP) Liaison - The CNRSI Research Administrator serves as a liaison with OSP for issues related to proposal submission and/or award acceptance.
9	Just-in-Time Response – The Research Administrator will compile and coordinate responses to funding agencies when NIH agencies request additional information prior to funding. This request normally includes 1) submission of IRB approval, 2) submission of Other Support data, 3) certification that key personnel have completed human subjects training, and 4) clarification of human subject or data safety procedures which were not acceptable.

Post-award Support	
1	Budget Management – CNRSI staff provide monthly reports to faculty detailing their expenditures to-date. Additionally, CNRSI Research Administrators meet at least quarterly with faculty members (and their Project Manager) to review the budget, staffing, and forecast future expenditures.
2	University Forms Processing – The Project Manager completes eDocs in the MSU EBS system in order to order supplies, request a purchase order or pay expenses. The Research Administrator reviews and approves eDocs as does the Associate Dean for Research. For projects without funding for a Project Manager, the Research Administrator is available to process eDocs.
4	Compliance Management –CNRSI staff monitor compliance of CON research staff (faculty, staff, on-call/temps, and students) as well as volunteers in order to ensure compliance with Sponsor, University and College requirements, e.g., IRB approval, human subjects training, HIPPA training, Good Clinical Practice.
5	Progress/Final Report Submission– CNRSI Research Administrators will assist with submission of reports to the sponsor.
6	Data Safety & Monitoring – The Research Center has established a Research Quality Assurance (RQA) process for all federally funded clinical trials in order review/consult and mentor related to data management practices, quality assurance practices, accrual and attrition and any other difficulties they may encounter. The RQA committee functions similar to a Data Safety & Monitoring Committee.
7	Contract & Grants (CGA) Liaison – The CNRSI Research Administrator serves as the liaison to CGA for issues related to subcontracts, payments for services/goods, award notices, submission of reports, changes in personnel, subcontractors or specific aims, and any other questions about funding.

Professional Development	
1	Monthly Junior Faculty Development Seminars – The Associate Dean for Research and Doctoral Program develops a monthly seminar program around topics appropriate for the development of junior faculty, e.g., boot camps, scholarship to go.
2	Research Seminars – The third Friday of each month between 12 noon and 1 p.m. the Research Committee sponsors a monthly Research Seminar. Topics and speakers for each seminar are determined by the Research Committee. The Research Secretary coordinates distribution of fliers, meeting room arrangements, equipment (computer, LCD projector), sign-in sheets, and collection of end of seminar evaluation.
3	Research Presentations - The second Tuesday of each month between 12 noon and 1 p.m. the Research Committee sponsors a monthly Research Presentation. Research Presentations are targeted toward PhD student needs and frequently feature the research program of a CON faculty member. This is a brown bag event open to all Nursing faculty, staff and students. The Research Secretary coordinates distribution of fliers, meeting room arrangements, equipment (computer, LCD projector), sign-in sheets.
4	Visiting Scholars – Bi-monthly the Research Committee sponsors a Visiting Scholar (someone who is nationally known whose research experience might be beneficial to our faculty). The Research Committee identifies Visiting Scholars and coordinates dates and itineraries. The Research Secretary coordinates distribution of fliers, itineraries, meeting room arrangements, equipment (computer, LDC project), sign-in sheets, collection of public presentation evaluations, travel arrangements and payment. CEUs are frequently offered for Visiting Scholar presentations.
5	External Mentor Program – The Research Secretary coordinates the External Mentor

	Program for junior faculty researchers. Junior faculty are provided with an opportunity to select a more senior researcher who is well known, well funded and respected within their area of research to work with through our mentor program. Funds are available to compensate the External Mentor for 1) review of grant applications, 2) review of papers for submission, consultation to develop a 5-year career trajectory with specific activities and a timeline that will lead to a plan to develop or strengthen a research program ultimately leading to NIH submission and funding. Additionally, funds are available for the CON faculty member to travel to the External Mentor to meet face-to-face for an extended work session.
6	FEA Internal Mentor- The CON FEA mentor is current Dr. Barbra Given, Interim Associate Dean for Research. The Faculty Excellence Advocates (FEAs) are faculty members who are key "drivers" of faculty quality and diversity in each college. They build close working relationships with their faculty colleagues, department chairs and deans, working to create a climate that promotes quality, inclusiveness, alignment, objectivity, consistency and transparency of all academic human resource policies and practices. FEA will: •Build a close alliance with the college dean, who is ultimately responsible to the Provost for the college's performance on measures of quality, diversity, and climate. •Develop a fundamental understanding of MSU academic human resource policies , practices and resources and know how to obtain additional, more specific information when needed (e.g., from Faculty and Organizational Development, the Office of Inclusion and Intercultural Initiatives, the Women's Resource Center, the Family Resource Center). •Collect data from colleges, as needed. The FEA must be aware of available data including academic human resource data and use these data to identify challenges/needs within the college. •Be available and approachable to faculty within the college. FEAs should introduce themselves to faculty and provide information about the FEA role, goals, and how best to be reached. Specifically, work with faculty, particularly those early in their career, to make sure they have a clear understanding of the annual review and reappointment/promotion/tenure processes. •Facilitate communication between faculty, department chairpersons and school directors, college leadership, and Academic Human Resources/ADAPP on issues of quality and diversity, ADAPP activities, relevant MSU policy or practice changes (or projected changes), and professional development opportunities. •Attend training and informational meetings on topics related to faculty search and selection, faculty performance reviewing, mentoring and leadership. As key "drivers" of faculty quality and diversity, FEAs must be aware of, for instance, the extent to which implicit bias may influence the evaluation of candidates for employment and advancement. (from https://www.adapp-advance.msu.edu/meet-faculty-excellence-advocates)
7	Pilot Project Support – The Research Center coordinates support of faculty researchers who need to conduct pilot work to support a future grant application. Research support for pilot projects may be available up to $5,000. Awards are based on the extent to which the proposed activities facilitate future grant submissions and/or advance the faculty researcher's research goals.
8	Research Goals Review meetings – The Associate Dean for Research and Doctoral Program meets monthly with tenure stream faculty to review their research trajectory and progress towards goals.

Marketing	
1	CANS/NINR Gala –Faculty are encouraged to submit abstracts for presentation at the Council for the Advancement of Nursing Science (CANS) conference (held bi-annually). The Research Center coordinates travel arrangements and processes travel authorization and reimbursement forms and provides assistance for the following:. • Faculty Posters – The Research Secretary is available to assist faculty with final preparation and printing of their posters. The College has developed several poster templates for faculty to choose from. • Faculty Presentations – The Research Secretary is available to assist faculty with final formatting of their Power Point presentations. The College has a standard template that should be used.
2	MNRS – Faculty are encouraged to submit abstracts and attend the annual Midwest Nursing Research Society (MNRS). The Research Center coordinates travel arrangements and processing of travel authorization and reimbursement forms as well as provides assistance with the following: • Student Posters (graduate and undergraduate) - The Research Committee distributes a call for student abstracts and works with students until abstracts are ready for submission. Abstract submission is completed by the Research Secretary. The Research Center coordinates conference attendance for the first author of each poster. Additionally, the Research Center works with the first author of each poster to prepare and print the poster. • Faculty Posters and/or Presentations – The Research Secretary is available to assist with abstract submission if needed. The Research Center coordinates travel arrangements and processes travel authorization and reimbursement forms for the first author of each poster/oral presentation. Additionally, the Research Center works with the first author of each poster to prepare posters. • University Booth – The Research Secretary coordinates staffing of the College booth. Additionally, the Research Secretary will coordinate with a 3rd party vendor to ship and assemble/disassemble the booth.
3	Research Poster/Publication Displays – The Research Secretary maintains 4 bulletin boards in Life Sciences. Poster displays are changed monthly. New publications are posted for 1-2 months.

Administrative	
1	Administrative Support for the Associate Dean for Research and Doctoral Program– The Research Secretary supports the Associate Dean for Research.
2	Administrative Support and Coordination for the Research Committee - The Research Secretary coordinates meeting arrangements, distribution of final agendas and minutes (as approved by the Research Committee Chair). Additionally, the Research Secretary maintains the official copy of final agendas and minutes.
3	Statistical Support – Statistical support is available from an experienced PhD prepared biostatistician. The biostatistician may provide consultation in support of grant and manuscripts and/or serve as a paid biostatistician on funded research. The work request form for the statistician, Dr. Betsy Wasilevich, is available on the CON website. Consultation can also be coordinated through the college's contract with CSTAT.
4	Mentoring – The College has a formal mentoring plan for research and teaching faculty. In addition, senior faculty may available for mentorship of research faculty with approval of the Dean. The Faculty Excellence Advocate mentor, Dr. Barbra Given, is also available to assist faculty. See above for a detailed description of the role of the

	CON FEA.
5	Productivity Database – The Research Secretary maintains a database of publications, presentations, awards, review committees, etc. where CON faculty participate. This information is distributed to various departments on and off campus for reports, entered into CLIFMS, and reported in the Nursing Annual Report.
6	Research Web Site – The Research Center maintains a website with helpful information for faculty/students related to research processes and research being conducted within the College.
7	Facility maintenance – The Research Secretary coordinates facility maintenance such as scheduling repairs, arranging for new services and general maintenance.
8	Undergraduate Research Program – The CNRSI and Academic Affairs coordinate the CON undergraduate research program. An undergraduate research basics course (NUR 220) is offered Fall and Spring semester in order to provide undergraduates an introduction to nursing research. Undergraduates interested in research may be eligible for stipend support to work on projects with faculty or PhD student researchers or for travel support to present at a conference or annual meeting. Applications are accepted Spring semester to start working on a research experience the following Fall.
9	Data Warehouse – The CNRSI Coordinator maintains data and documentation from completed research projects in the CON Data Warehouse. Data may be requested for secondary analysis with approval from the Principal Investigator.

Personal Resources

As employees of the College, faculty and staff are provided with the following:
- Workspace,
- A computer with access to the internet,
- A telephone with conferencing capabilities for up to 6 participants,
- Access to network share drives for:
    - College Templates (poster, power point templates)
    - Project share drive for research staff
    - Personal share drives for research data and documents
- A HIT email and network login account (please see HIT acceptable use policy at http://hit.msu.edu/userfiles/file/policies/IS%2001%20Acceptable%20Use.pdf.

Shared Resources

Additional resources are available as needed for faculty and staff such as:
- Conference rooms (reserve through Outlook)
- Copy/fax/scanning/printer devices
- Color printer
- Refrigerator and microwave
- SAS software (upon request)
- SPSS software (upon request)
- StatTransfer software (available on the CNRSI "touch down station" computers)
- EndNote software (available on the CNRSI "touch down station" computers)
- Atlas ti software (available on an CNRSI "touch down station" computer)
- MPlus (available from the CNRSI Coordinator)
- SF-36 manuals (available from the CNRSI Coordinator)
- Heart rate variability device (available for check-out in the Granger simulation lab)
- Physical Activity Lab (B109 Clinical Center)
    - Actigraph devices
    - Gaitrite Walkway
    - Nerve conduction equipment
    - Bioelectrical impedence monitor
    - Other common physical activity equipment

Research Staffing

Activities described above are supported by the following Research Center staff, with recommendations from the College Research Committee.

- Dr. Given, Interim Associate Dean for Research and Doctoral Program(50% effort)
- Kelly Bourne, Research Administrator (100% effort)
- Teresa Cherry, Research Administrative Assistant (100% effort)

- Research Committee – To assist the Associate Dean for Research and Doctoral Program in moving the College Research Agenda forward, the faculty appoint 3 tenured faculty members, 1 BSN student, 1 MSN student, and 1 doctoral student to serve on the Research Committee. Per the by-laws of the College, the Research Committee is charged with the following:
  - Advise regarding the research agenda for the College including procedural recommendations, and faculty development.
  - Evaluate resources and support, such as the Center for Nursing Research, Scholarship and Innovation (CNRSI) and make recommendations.
  - Provide a climate for internal exchange of ideas and partnerships, including recommendation of faculty development activities related to research.
  - Facilitate collaborative efforts among College, the University, and community researchers, students, practitioners and the like to advance the College research efforts.
  - Review and update research quality performance indicators and make recommendations to the faculty.
  - Advise the Associate Dean for research and PhD program regarding adherence to operating guidelines for intellectual integrity and ethical issues consistent with University and funding agency guidelines.
  - Develop and implement procedures for support of student research and scholarly development.
  - Serve in an advisory role to the Associate Dean on general research matters and needs within the College.