

First Year Faculty Experience Workshop III: “The First-year Experience of Research and Scholarship at UVM”

- Comprehensive Faculty Mentoring Workshop website: <https://www.uvm.edu/dofa/comprehensive-faculty-mentoring-program> (link will be posted in the chat as well)
- First-Year Faculty Experience (FYFE) Workshops (all on Teams, beginning at noon):
 - Friday, January 24: FYFE Workshop IV: “The FYFE of Grant Writing at UVM”
 - Friday, February 21: FYFE Workshop V: “The FYFE of Addressing Student Concerns at UVM”
 - Friday, March 21: FYFE Workshop VI/Demystifying the RPT Process (DRPT) Workshop I: “All Faculty: Preparation for First Reappointment”
 - Further Demystifying the RPT Process Workshops: March 26, April 9, April 30, May 2

The First-Year Faculty Experience of Research and Scholarship at UVM

Developing a Strategic Plan to Achieve
Your Research, Scholarship, and
Creative Goals

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UVM Research Impacts*

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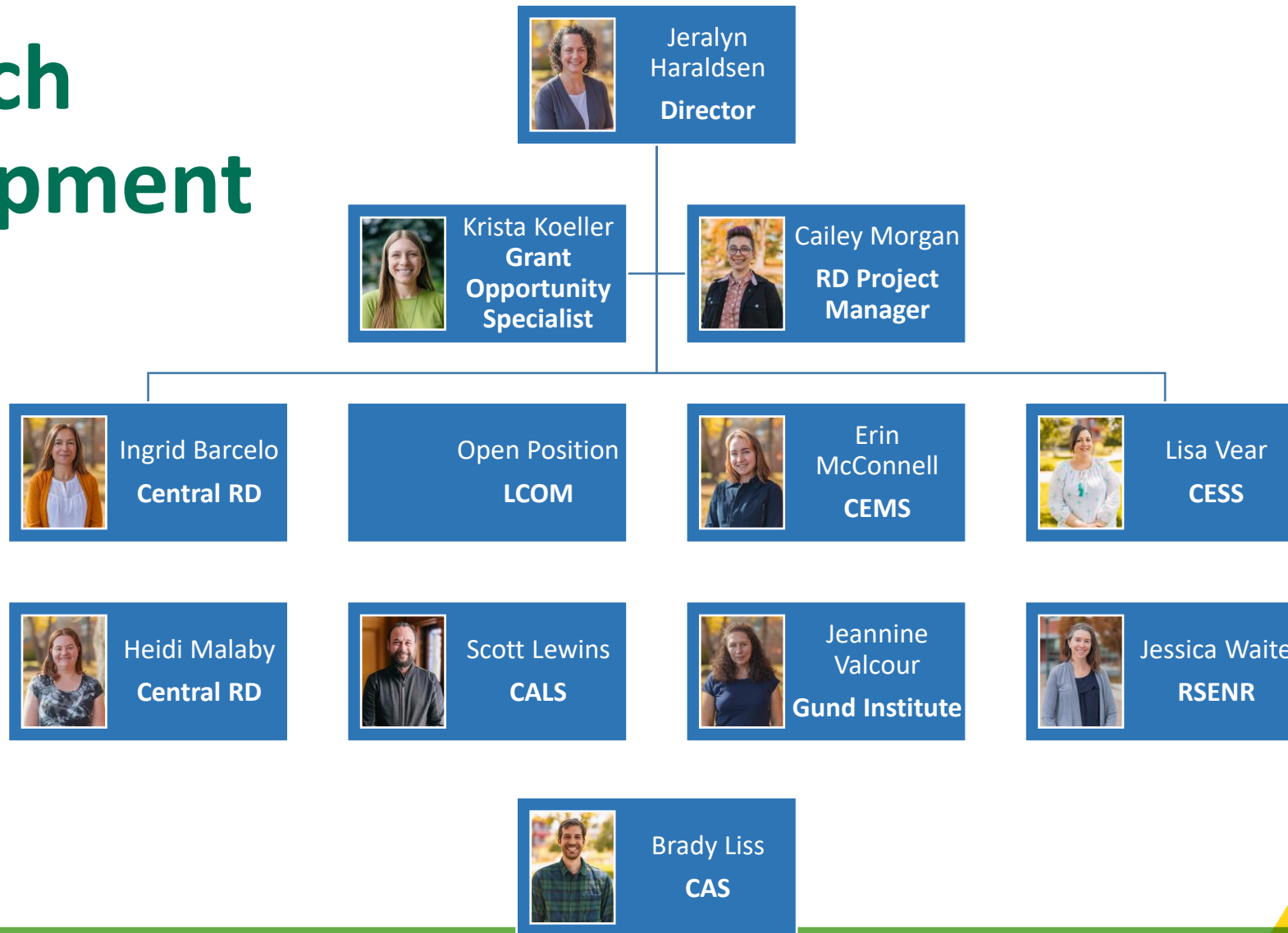


The University of Vermont

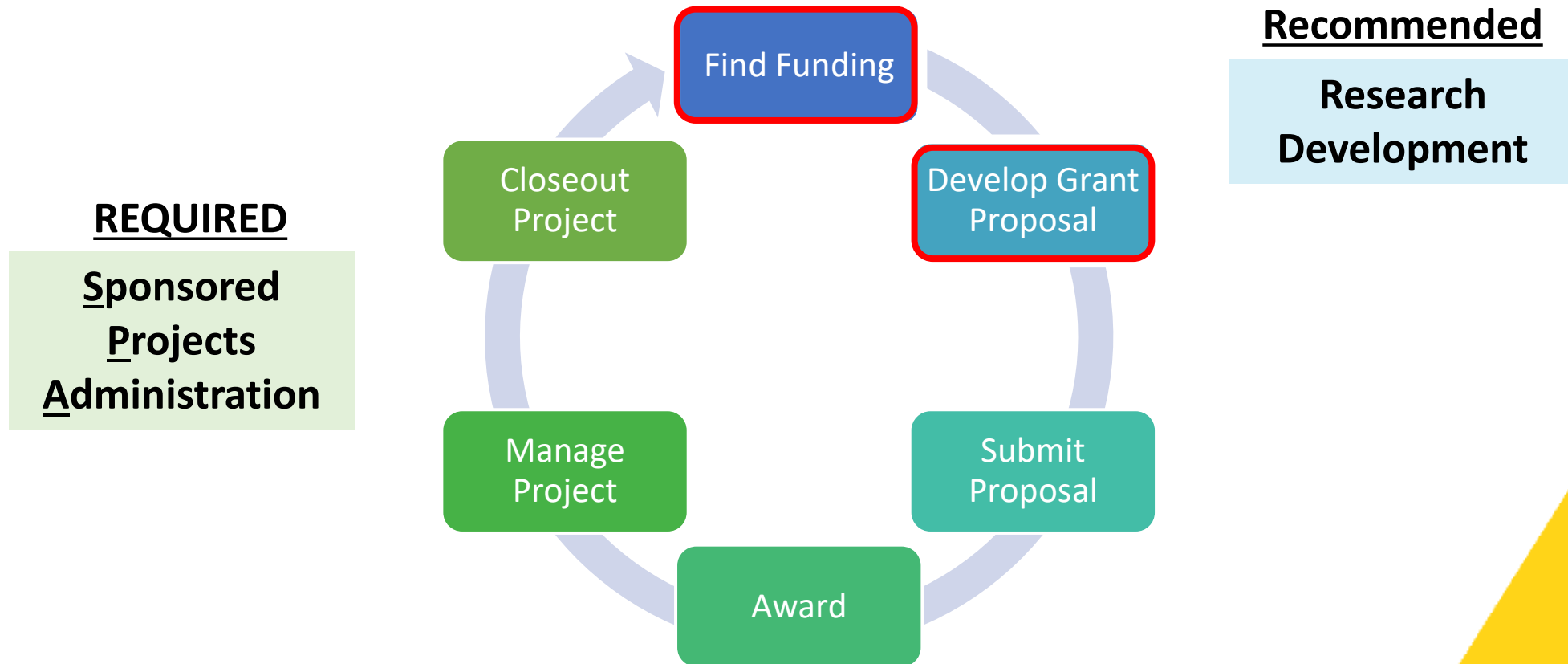
Housekeeping & Ground Rules

- **We affirm all aspects of identity**
 - neurotypes, gender, sexual orientations, race, disability, ethnicity, and all other forms of diversity
- **All forms of participation are okay**
 - Speak, gesture, emoticons/reactions, mix/match
 - Walk, move around, fidget, eat/snack, take breaks

Research Development



The lifecycle of an extramurally funded project



RESEARCH DEVELOPMENT

RD

People- & Idea-focused

Pre-pre-award

Strategic, Big-picture

Resource Development

Grant Writing & Editing

Large-scale Proposal Support

Team Science

Research & Opportunity Communication

RA

RESEARCH ADMINISTRATION

Policy-focused

Pre- & Post-award

Submission Process

Application Components

Budgets & Contracts

Financial Management

Streamlining Processes

Compliance

**FUNDING
SUCCESS**

CREDIT: JILL JIVIDEN



The University of Vermont

New Faculty Life can be Overwhelming

Move to a new campus, new city

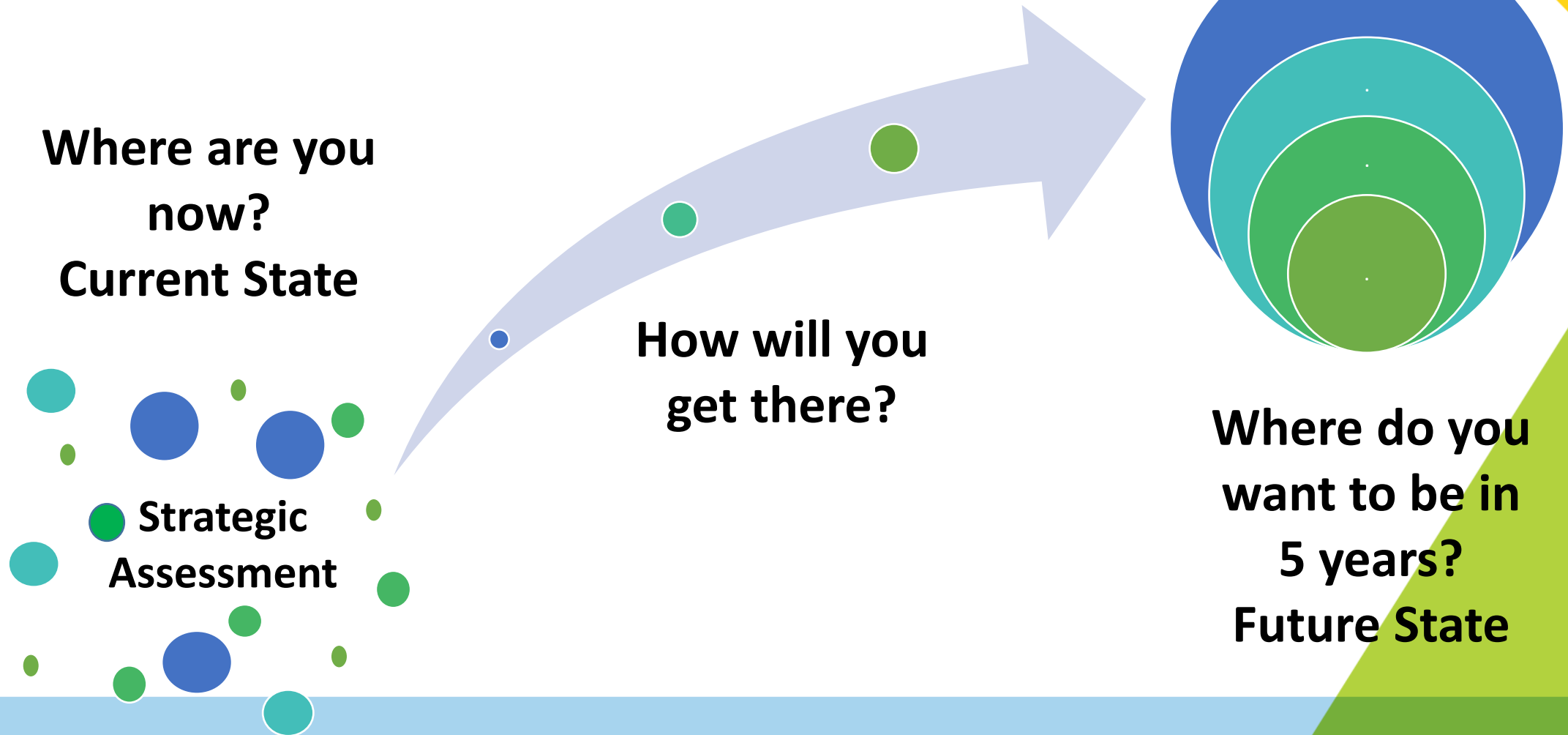
Setting up your office, laboratory, studio space

Getting to know new colleagues

Balancing Teaching/Service/Scholarship

Prioritize creating a strategic plan for your research, scholarship, or creative activity. It ultimately **helps to decrease the overwhelm** and use your time more efficiently.

What is strategic planning?



Why strategic planning?

- Takes you outside of the day-to-day activities and forces you to reflect on the “big picture”
- Gives you clarity about what you want to achieve and creates a plan of actions, initiatives
- Helps to align your values, resources, and time to the activities with the most beneficial impact

Why invest your time in planning?

Planning is “getting to work”

If you don't know where you're going, how will you get there?



20-30% of time planning = smooth sailing
Boring is **good** (especially for executing projects!)



Doing it “on the fly” = rough seas
No one wants this ride... **STRESS!**

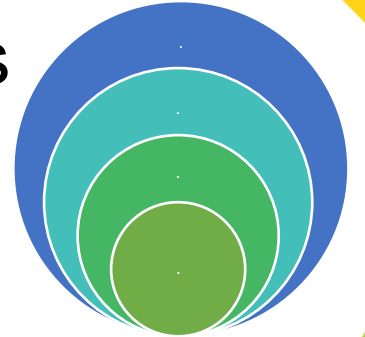
Scaffold of a strategic plan

- Define your long-term research/scholarly vision
 - What are your **values**?
- Self-evaluation: strengths and weaknesses
- Define short-, mid- and long-term goals to achieve vision
- Implementation
- Regular review, revision, realignment
- Understand expectations / metrics by which your success will be measured during this stage in your career

<https://www.uvm.edu/provost/reappointment-promotion-and-tenure-rpt>

Define long-term research/scholarly vision

- What do you want to accomplish in the next 5 - 10 years (or more)?
- What is your mission or purpose? Maybe write your own mission statement <https://andyandrews.com/personal-mission-statement/>
- What difference or impact do you want to make?
- What critical issue(s) do you want to respond to?
- What should your priorities be? Where should you allocate time and resources?



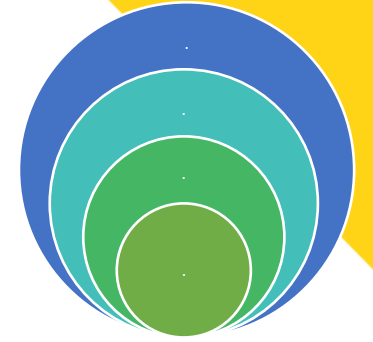
What does “success” look like for YOU?

- Publications, book chapters
- Performances, juried exhibitions
- Field work
- Invited talks
- Grants or Fellowships awarded
- Professional, institutional awards
- Advising / mentoring track record
- Policy changes / new service initiatives
- Broader Impacts of your work
- Creating a new Center

Understand the expectations / metrics :

- Promotion and tenure guidelines
- Norms within your research / scholarly / creative community

Success is not a destination; it's a process.



Breakout Session 1. (15 minutes)

Discuss your long-term research/scholarly vision

Where do you want to be as a researcher/scholar in 5 years?

Where/how do you want to make an impact?

What does success look like to you?

Strategic assessment: What is the status of your research/scholarship/creative activity right now?

- Is it an area you are still passionate and enthusiastic about?
- Do your current activities and plans align with your values?
- Do you have a strong publication record or scholarly output that will support your chosen area of research/scholarship?
- Is your research/scholarship in an exciting, vigorous, high-impact area?
- Is it in an area that is likely to be funded by federal agencies or foundations?



**Strategic
Assessment**

Defining your Research Impact Identity

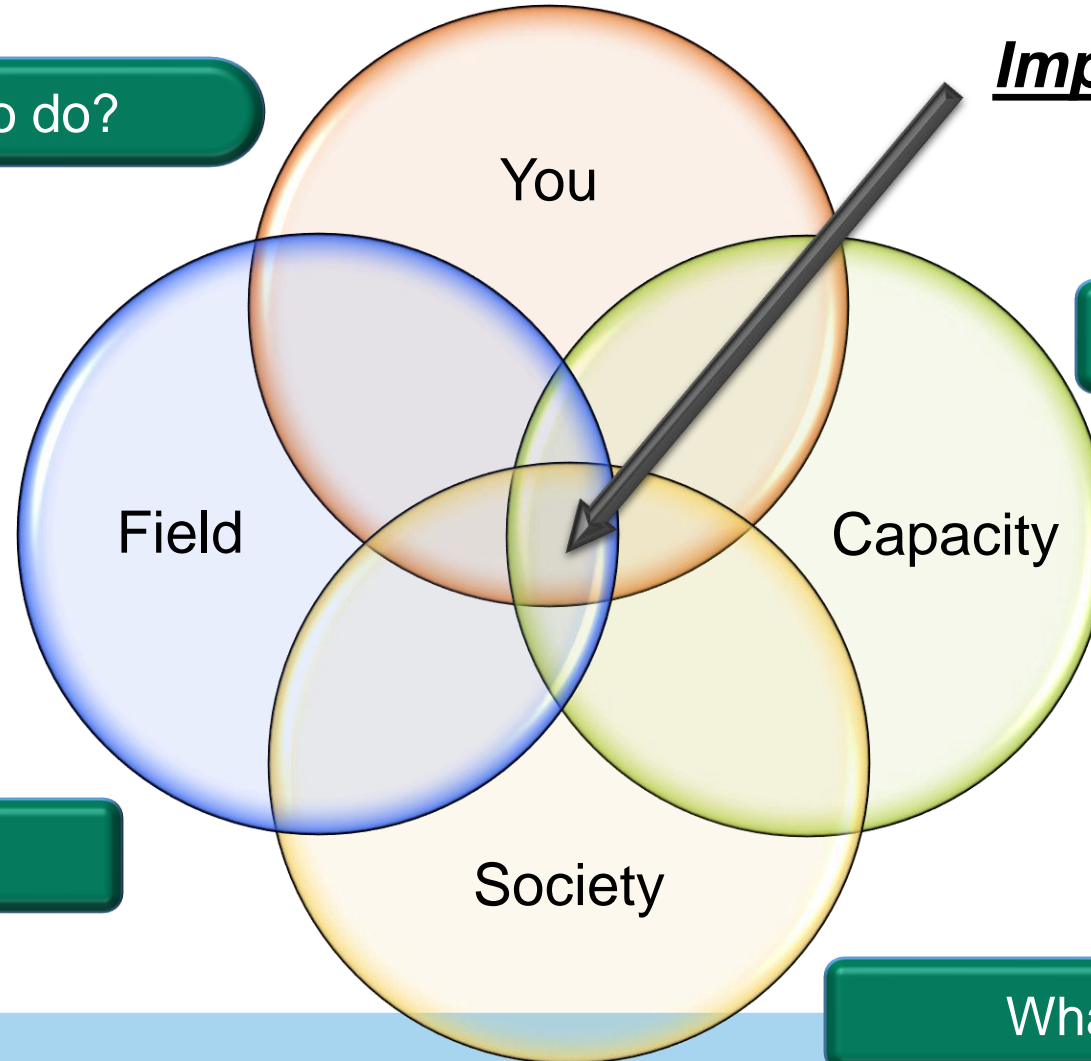
What I WANT to do?

Impact sweet spot!

What SHOULD I Do?

What CAN I do?

What is needed?



Breakout Session 2. (10 minutes)

Strategic Assessment of Current State

Does your current research/scholarship
align with your vision?

(If not, identify areas or ways to improve alignment)

What is your research impact identity?



Tools and tips to support your strategic plans



Laziness does not exist: Tips to manage overwhelm

Get clear to get “unstuck”

Is it clear what needs to be done?



Are you distracted by more urgent things?

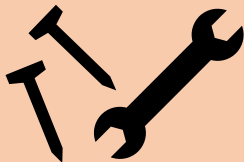


~~Does the task need to be done at all?~~

Are emotions stopping you?



If it's someone else that is procrastinating, do they have the tools and skills to be successful?



Actions to address “stuckness”

Define action and desired outcome.
(*“Clarity is Kindness” if you're in charge!*)



Set priorities and reserve time



Decide - is it important? No? Don't do it!

E.g., anxiety of attempts not being “good enough”. *Creativity is messy and embarrassing*, get curious and try taking on just a little piece. You've got this.



Have you cultivated a culture where it is okay to fail, learn, and try again? Do you need to train or mentor for success?

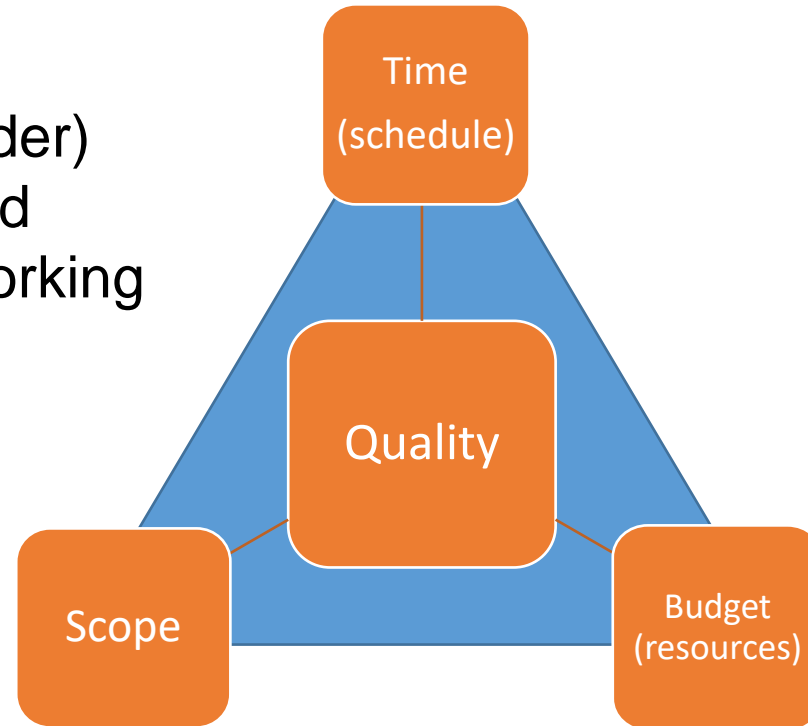


Hierarchy of planning your time



Project management: tools and approach

- Structure projects with **tools** and with a **framework**
- Your **team** role (as leader) is to triage priorities and schedule next steps working within **constraints**



“People + Process = Success”

Lead, engage, inspire, tap into team potential



Project management is balancing 3 constraints

Scope (the fun part!)

Project scope statement

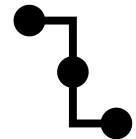


- PLANNING IS WORTH IT
Clearly define scope (goals, deliverables).
- What tasks are necessary to achieve the project goals?
- Controlling scope is critical!! **AVOID** "Scope creep"



Time (scheduling and tracking)

Software/spreadsheet



- Identify all tasks/subtasks
- Schedule dates of work
- Organize tasks in sequence – look for CONTINGENCIES
- Consider resources (people hours, access to tools, etc. in your plan)
- Build in a **buffer!**

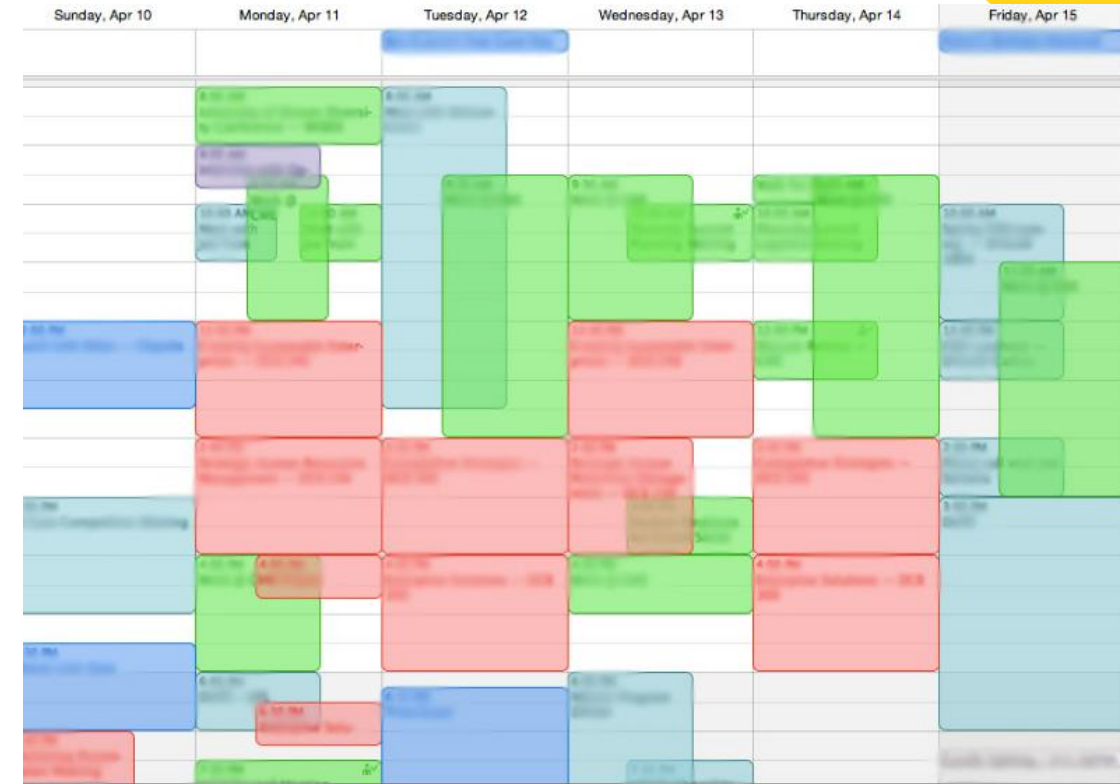
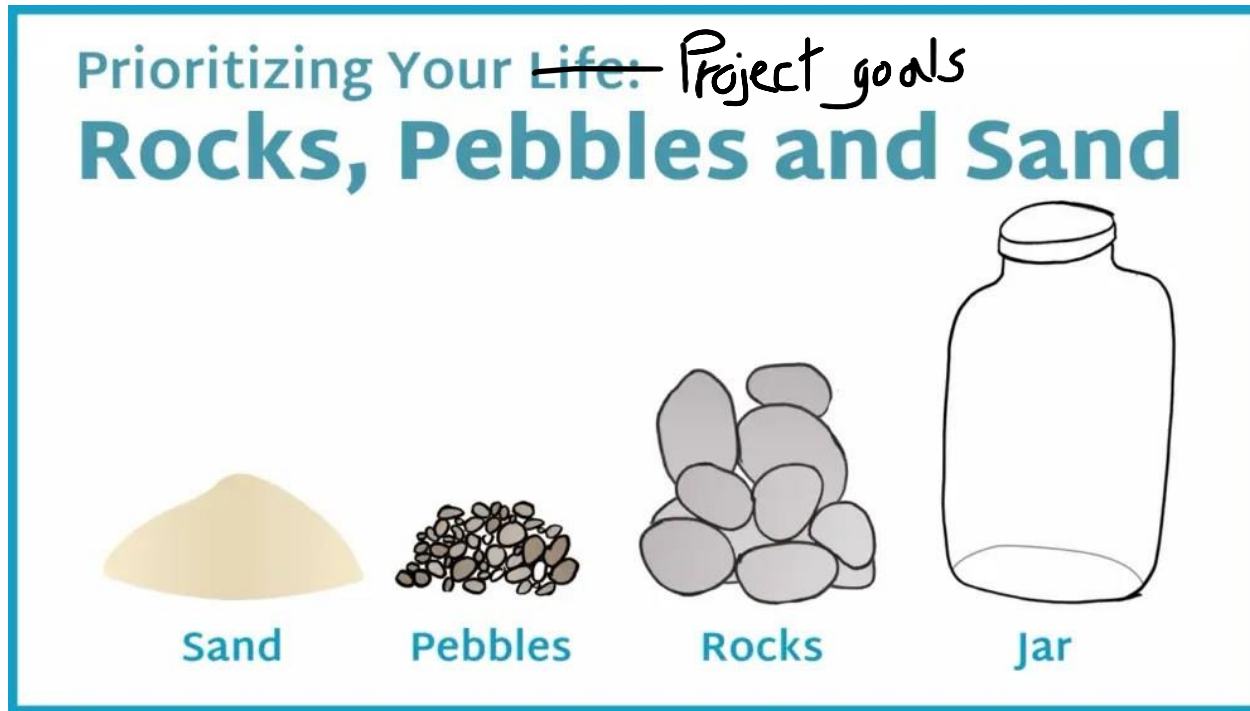
Budget / Resources

Budgeting spreadsheet



- People hours
- Materials
- Fixed vs. variable costs
- Use vendor bids, previous work to estimate
- Do you have resources to meet your goals?

Schedule the big picture stuff. Your calendar isn't open unless you make it so.



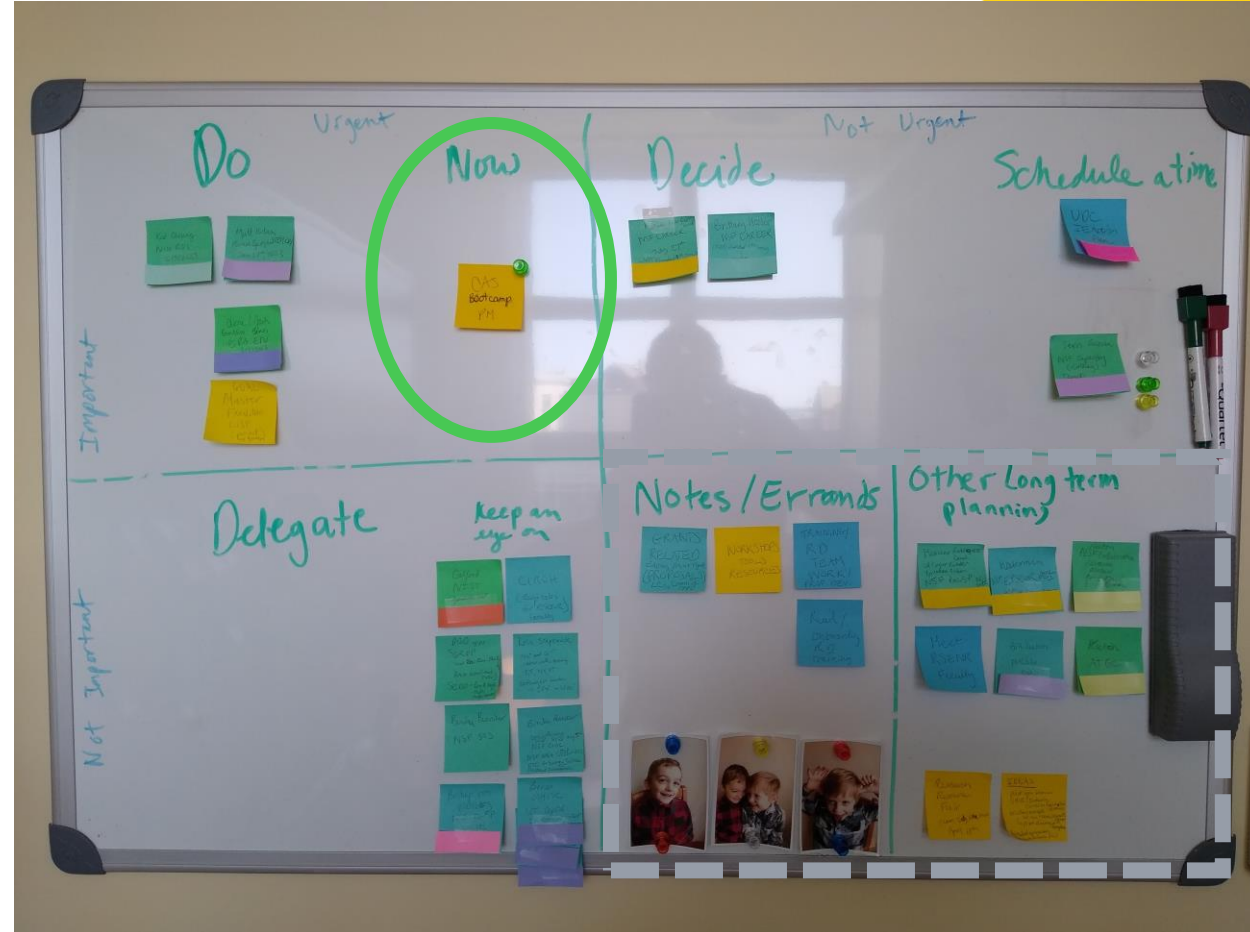
Book: ["Time to Write"](#) by Kelly L. Stone

What's the "big stuff"? Quarterly reviews and planning for these if part of a group, larger blocks for creative work like writing, submitting proposals, time to have a thought...!

The Eisenhower Decision Matrix



Example: my office – it doesn't have to be fancy!



Teams “Tasks by Planner and To Do” (Kanban)

Visualize workflow with cards to show status, easy to update, sharable

Capture/Figure out

+ Add task

To Do

+ Add task

Doing

+ Add task

Waiting on

+ Add task

Done

+ Add task

○ Enter a task name

Set due date

Assign

Add task

Tasks by Planner and To Do

About ×

Tasks makes it easy to stay organized across all your Planner and To Do tasks. Create, assign, and track tasks individually or collaboratively with your team, and see everything come together in one place.

Learn more

☒ Create a new plan

Tab name

Tasks

☐ Use an existing plan from this team

Looks like this team has existing plans. Select an existing plan to add it as a tab

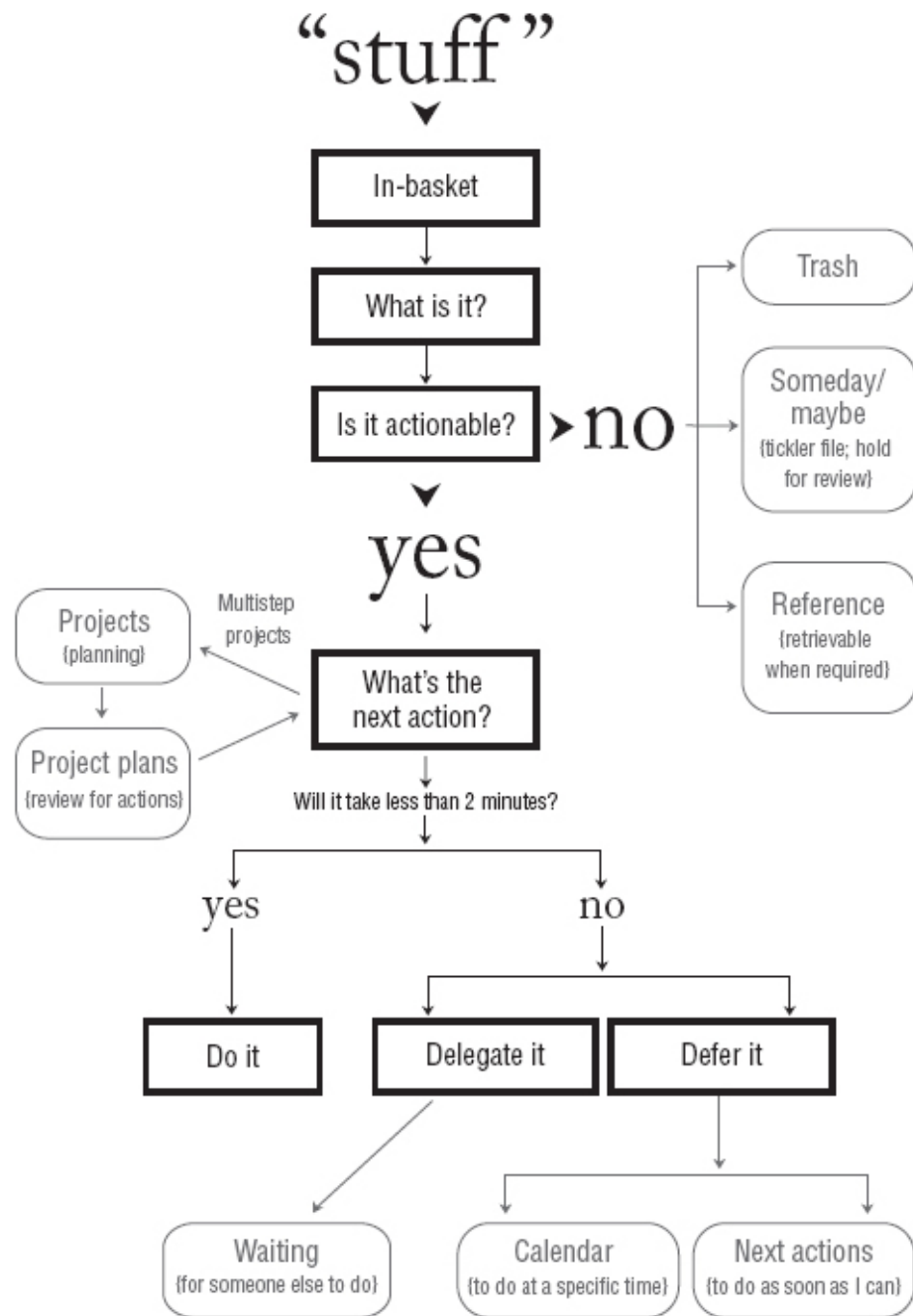
Existing plans

☒ Post to the channel about this tab

Back

Save

<https://www.planview.com/resources/guide/introduction-to-kanban/what-is-kanban-board/>



Summary (8min) of Getting Things Done main points: <https://www.youtube.com/watch?v=4aD8WG49PY4>

Getting Things Done by David Allen – main points

Your brain is for having ideas, **not** for holding them.

Writing things down frees up your mind.

Having a single system for keeping track of stuff allows you to relax and is worth the effort invested in doing so.

- 1) Capture – write down ideas/todos/projects
- 2) Process – turn into actions
- 3) Review – prioritize, schedule goals and actions (schedule weekly reviews)

Personal time management tools and resources

Should it be done at all?

- [“Four Thousand Weeks”](#) (book/perspective: Oliver Burkeman)
- Set goals and define success with [Kellogg’s Logic Model](#) (inputs, activities, outputs, outcomes framework)
- [Eisenhower Decision Matrix](#) (concept/prioritize) to use – whiteboard & post-its

If yes, it should be done: improve productivity, work efficiently:

- [“Eat that Frog”](#) (book: Brian Tracy)
- [“Getting Things Done”](#) (book: David Allen)
- [Pomodoro Technique](#) (concept) to use - set timers
- [Kanban Board](#) (concept) to use Teams app, [Trello](#)

Search for apps



Tasks by
Planner and



*UVM library links for books **in the notes** (links go to goodreads)

Best practices

Tech “solutions” are only as good as the time and effort you put into them!

- Figure out what works for you
- Simplify as much as you can
- Use tools consistently to make organization a habit

Use shared tools to create consistent structure for your team

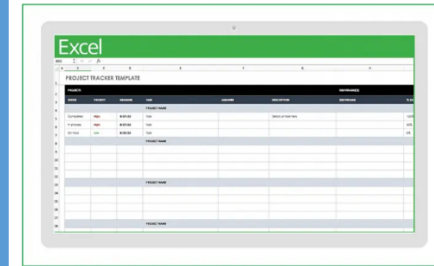
Project management tools for complex projects

Useful for **contingent** tasks: one update changes linked dates too
→ watch out for these “critical pathways”

Free templates: <https://www.smartsheet.com/top-project-management-excel-templates>

SOFTWARE

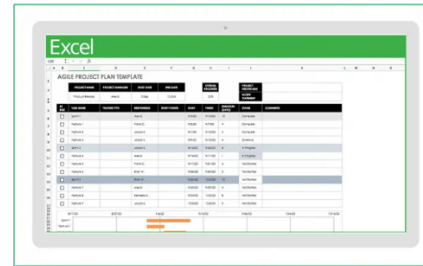
- **Microsoft Project**; paid, can request UVM license: <https://project.microsoft.com/uvmoffice.onmicrosoft.com/en-US>
- **Smartsheet**; basic is free: <https://www.smartsheet.com/>
- **Project Libre**; all free: <https://www.projectlibre.com/>
- **Asana**; basic is free: <https://asana.com/>
- **Teams** has a “Tasks by Planner and To Do” app



Project Tracker Template

Manage, track, and update all project details, and gain insight into how the project is progressing against your **project plan** with this project tracker template. Document project details, like tasks, status, priority, deadlines, budget, resource hours and more within the template.

[Download Excel Project Tracker](#)



Agile Project Plan Template

Visually manage project schedules, sprints, and task durations, track agile requirements, establish timelines, and organize resources to ensure all sprints of your Agile project stay on track with this Agile project plan template.

[Download Excel Agile Project Plan Template](#)



Tasks by Planner and To Do

About X



Tasks makes it easy to stay organized across all your Planner and To Do tasks. Create, assign, and track tasks individually or collaboratively with your team, and see everything come together in one place.

[Learn more](#)

☒ Create a new plan

Tab name

Tasks

Example: How to strategically plan for Funding Opportunities

- What are you competitive for now?
 - many **Early Career award** mechanisms have time constraints or submission limits
- If you aren't competitive now, what activities do you need to focus on to become competitive and how would you fund those? (***Milestones***)
 - (more preliminary data, publishing, develop collaboration, serve as a reviewer to gain insight)
- Work backwards from your goal timeframe (***Timeline***)
- Allow time for resubmission

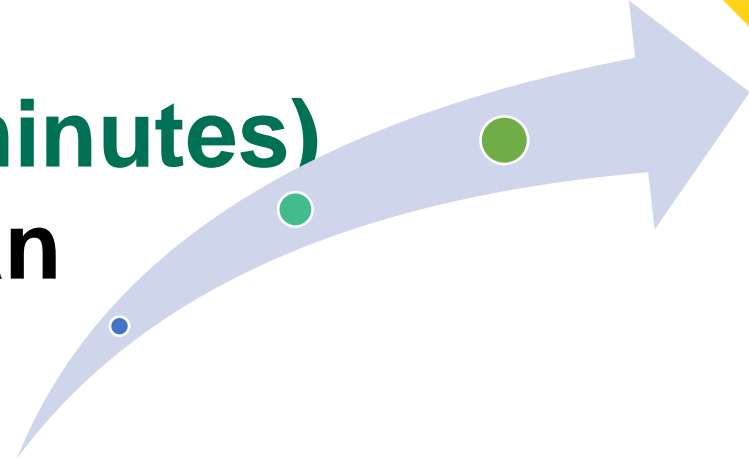
RD Project Management

- For early-career faculty and/or those applying to a new agency or pursuing large, complex proposals:
 - Tailored checklists
 - Tailored timelines
 - Custom outlines for the main proposal document
 - Templates for supporting documents

Date	Deliverable(s)
March 19 – April 1	Write Specific Aims
April 2	Specific Aims (1st Draft) Completed
April 3 - 29	Write Research Strategy
By April 20	Begin budget development with business manager support
April 30	Research Strategy (1st Draft) Completed
May 3 - 19	Iterative revisions to Research Strategy (<i>as needed</i>)
By May 7	Enter grant information into UVM Click
May 10 - 24	Write/update Supporting Documents
By May 11	Complete first draft of full budget (in UVM Click)
May 19	Revise Budget if needed, write Budget Justification
May 20	Full, "near final" Project proposal completed
May 21 - 26	PI, grant developer, colleagues review of text
May 26	All final, signed Letters of Support due (<i>if applicable</i>)
May 26	All final biosketches and Other Support due
May 26 – June 1	Finalization of all documents
Wed, June 2	Upload all final documents into <u>UVMClick</u> and ROUTE proposal
On or before Fri, June 4	GOAL: proposal submission
Mon, June 7	NIH Proposal submission deadline

Breakout Session 3. (10 minutes)

Developing your Plan

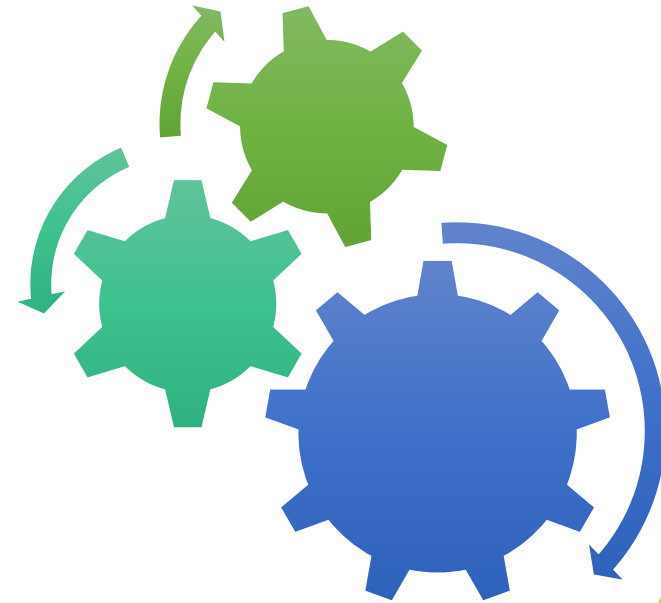


What are the “rocks” (e.g., tangible outcomes) that you need for your strategic plan?

What are your initial steps and milestones?

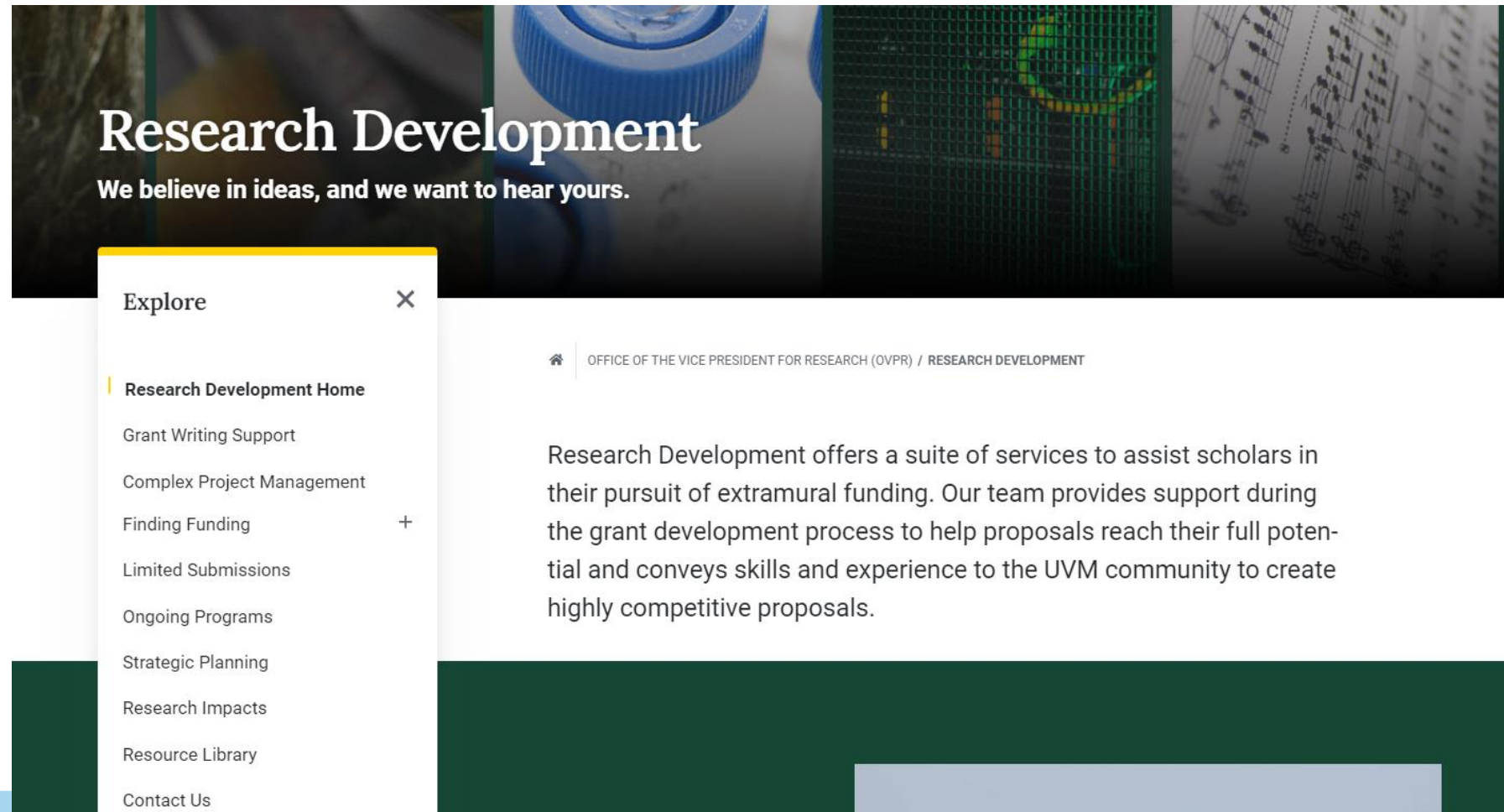
What barriers to progress can you anticipate?

UVM resources to support your strategic plan



Research Development

<https://www.uvm.edu/ovpr/resdev>



Research Development

We believe in ideas, and we want to hear yours.

Explore



Research Development Home

Grant Writing Support

Complex Project Management

Finding Funding



Limited Submissions

Ongoing Programs

Strategic Planning

Research Impacts

Resource Library

Contact Us



OFFICE OF THE VICE PRESIDENT FOR RESEARCH (OVPR) / RESEARCH DEVELOPMENT

Research Development offers a suite of services to assist scholars in their pursuit of extramural funding. Our team provides support during the grant development process to help proposals reach their full potential and conveys skills and experience to the UVM community to create highly competitive proposals.

UVM Research Development Services

Request support services on our website: <https://www.uvm.edu/ovpr/resdev>

1:1 Grant writing and editing support

Project management services for large, complex proposals

Consults

- Finding funding consults
- Strategic planning and RFA fit consults
- Research Impact consults (<https://www.uvm.edu/ovpr/research-impacts>)

Self-service checklists and templates (via the *Resource Library* on our website)

Programs (NSF CAREER Commit to Submit, Writing Your First NIH Grant)

Strategic resources: Lewis-Burke Associates

- Lewis-Burke Associates is a government relations firm working with UVM
- Advise on federal programming trends, federal agency fit, and matching you with profile-raising opportunities
- *No cost to faculty*

<https://www.uvm.edu/ovpr/resdev/strategic-planning>

Strategic planning to position faculty for federal research funding and leadership opportunities.

Lewis-Burke Associates keeps UVM up-to-date on national research interests and trends, omnibus spending changes, new programs, agency and government-wide initiatives, appropriations and authorization legislation, and profile-raising opportunities. They also work closely with the U.S. Congress, the U.S. Executive Branch, thought leaders, and global organizations to build and leverage relationships that advance the policy and funding objectives of UVM.

Lewis-Burke Associates provides UVM with a steady stream of analyses and highlights funding opportunities that may

LEWIS-BURKE
ASSOCIATES LLC

You can read more about Lewis-Burke Associates on their website.

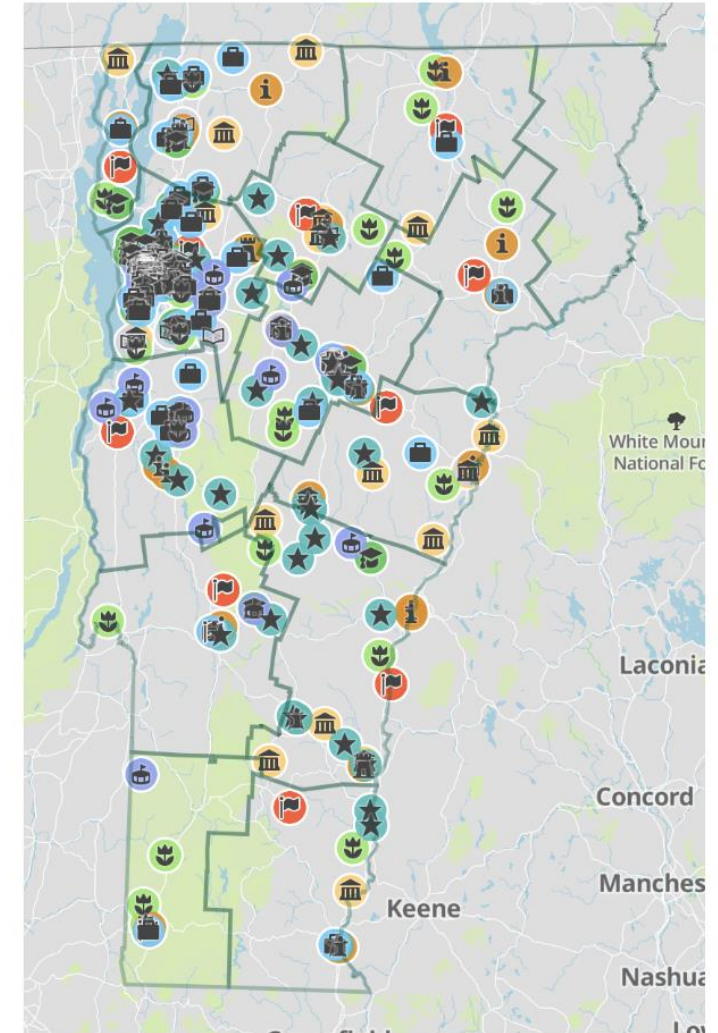
VISIT LEWIS-BURKE ASSOCIATES

Strategic resources: UVM Office of Engagement

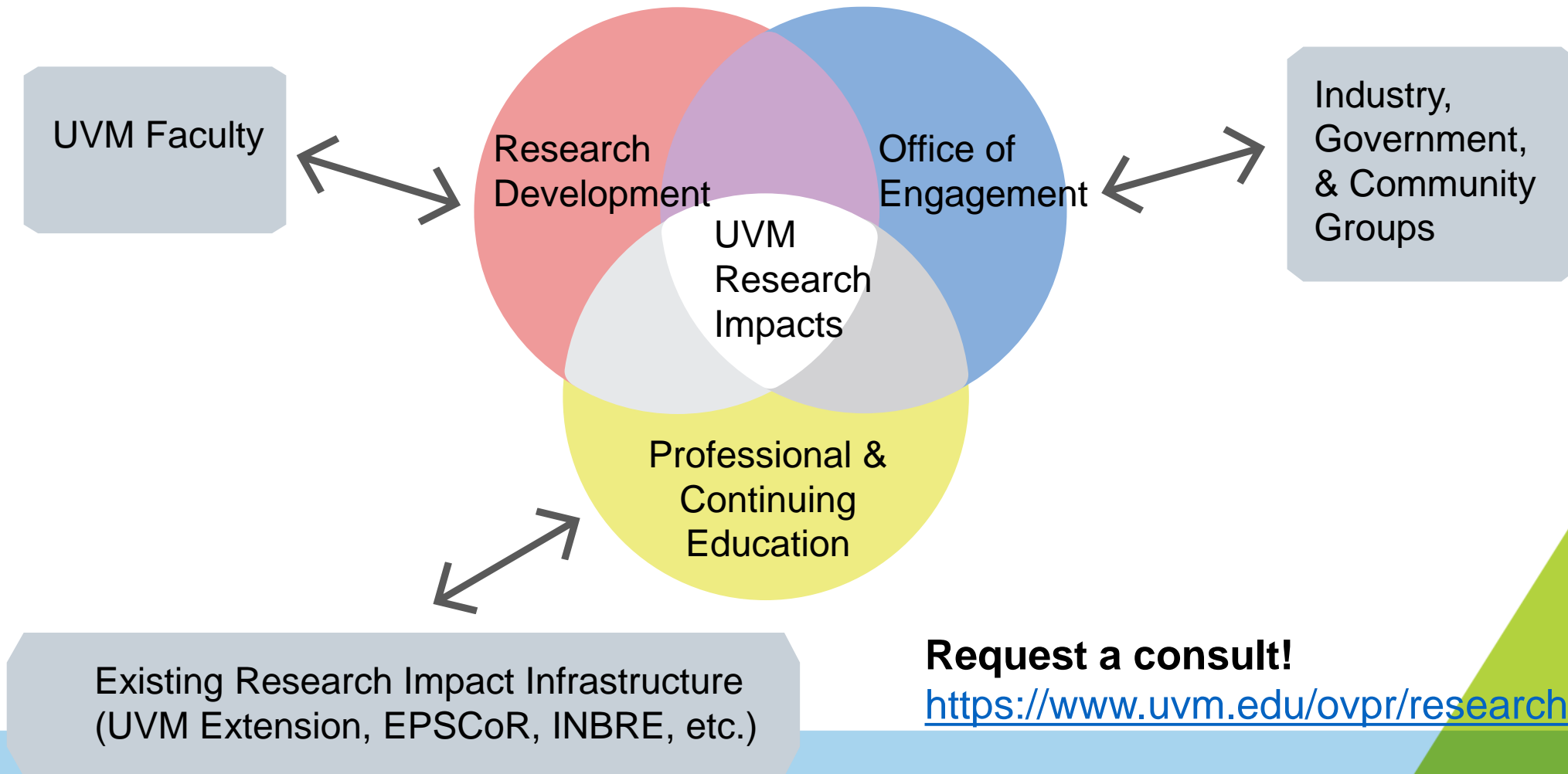
- UVM's "front door" for private, public and non-profit entities and communities looking to access UVM's strengths and capabilities
- Find collaborators inside and outside UVM

www.uvm.edu/engagement

UVM Engagement Map



Strategic resources: UVM Research Impacts



Wrap up: Tips for Keeping Your Strategic Plan Alive

- Keep it in front of you
- Revisit and revise periodically (Annually? Quarterly?)
- Allow your plan to be **dynamic** – plan with flexibility
- UVM resources are here to help!



Now it's your turn!

Homework: Put time on your calendar **now** for strategic planning!

Challenge: Connect with one or more of your peers from this session for accountability.



Thank you!
for additional questions:

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