

Guide to Onboarding New Faculty for Becoming Research Investigators

When faculty serve as research investigators, they carry both the authority for leading research projects, and the responsibility for satisfying research laws and regulations, university policies and contractual obligations. To educate new faculty about these responsibilities, departments should take the following steps:

- 1) **Encourage attendance at the “Navigating the University: Research and Resources Management Retreat”** held in the week preceding the start of classes in the fall (August 19 in 2016).
- 2) **Provide copies of important research guides to faculty**, and encourage them to read:
 - a. Guide to Research at USC (<https://research.usc.edu/policies/responsibilities/>) – also watch for updates in August.
 - b. Academic Senate Recommendations on Faculty Mentoring:
<https://academicsenate.usc.edu/files/2015/08/URC-Mentoring-Report-Final-April-2015.pdf>
 - c. Guidelines for Assigning Authorship and for Attributing Contributions to Research:
https://research.usc.edu/files/2011/07/URC_on_Authorship_and_Attribution_10.20111.pdf
 - d. Rigor, Transparency and Reproducibility guidance:
<https://research.usc.edu/rigor-transparency-and-reproducibility/>
 - e. Who Do I Call (list of programs):
http://ooc.usc.edu/sites/ooc.usc.edu/files/pdfs/Who-Do-I-Call-If-USC-Contact-List_REVISED-2-23-16.pdf
- 3) **Review training requirements** based on the roles they expect to serve at the USC Training Finder (<http://researchtrainingfinder.usc.edu/>), and encourage faculty to complete training as soon as possible.
- 4) **Encourage attendance at faculty mentoring events** offered by the Center for Excellence in Research, which help faculty develop their research programs:
<https://research.usc.edu/forinvestigators/training/>, and provide a copy of the printed brochure for the upcoming semester.
- 5) **Ask faculty to complete the mandated training for grants management.** This training is required for all faculty prior to establishing a research account. <https://research.usc.edu/grantsmanagement-training-for-faculty/>

In addition, **please assign a research administrator (or administrators) to support each new faculty member prior to the faculty member’s arrival**, and ensure that the research administrator has completed staff training to act in that capacity (<https://research.usc.edu/grants-management-training-for-staff/>). The research administrator should support faculty in these ways:

- 1) Guide the faculty member in completing all appropriate training, and ensure that he or she has received the above materials. Administrators are encouraged to review the requirements themselves to guide faculty, based on the research faculty will be doing.
- 2) When needed, help the faculty member transfer grants and contracts from prior institutions.
- 3) Assist in the development of new proposals, including budgeting and submission through university systems.
- 4) Assist in account/award management after an award is received at USC.

For more information about research at USC, see: www.research.usc.edu