UChicago CASE Virtual Orientation
11.21.2023

Hosted by:
Research Development Support (RDS)
University Research Administration (URA)
Joint Task Force Initiative (JTFI)

With:
Argonne National Laboratory
Fermi National Accelerator Laboratory
# Agenda and Presenters

## Introduction to UChicago CASE
- Beth Ziolkowski, Research Development Support (RDS), Office of Research

## Internal Funding Opportunities
- Anna Szabo, Office of Science Strategy, Innovation, National Laboratories, and Global Initiatives (SING)
- Rebecca McNaughton, Research Development Support (RDS), Office of Research

## Proposal Development Services
- Rebecca McNaughton, Research Development Support (RDS)

## Proposal Submission Services
- Anna Jackson, University Research Administration (URA), Office of Research
- Gloria Mazzorana, University Research Administration (URA), Office of Research

## Research Resources
- Beth Ziolkowski, Research Development Support (RDS)

## CASE Joint Appointment Q&A
- Angie Chor, Argonne National Laboratory
- Cherri Schmidt, Fermilab National Accelerator Laboratory
- Jessica Schmidt, Fermilab National Accelerator Laboratory
UChicago CASE grants four-year University joint appointments (JAs) through the Office of Research to approved scientists and scholars from the following institutions:

UChicago CASE scientists and scholars receive a wide range of benefits, including:

- Greater ability to participate in joint research projects;
- Streamlined access to facilities;
- Opportunities to participate in diverse funding sources;
- Potential to opt-in to Research Development Support (RDS) proposal services;
- Access to University Research Administration (URA) Sponsored Research and Sponsored Programs grant services.

UChicago CASE 2023
Total Membership: 271
Proposals Submitted: 39
**UChicago CASE Membership Types and Associated Privileges**

<table>
<thead>
<tr>
<th>Membership Privileges</th>
<th>Staff Member or Postdoc at-Large†</th>
<th>(Senior) Scientist/Scholar at-Large</th>
<th>(Senior) Scientist/Scholar Affiliate ‡</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to UChicago facilities and library</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Ability to charge time and grants without a subcontract</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Access to mail forwarding, VPN, Wireless Networking, Wireless Networking Secure, Web Proxy, and Box</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Serve as a PI or co-investigator on grant applications at the University</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Purchase equipment via the University for use on University-administered grants</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
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<tr>
<td>Hire and supervise staff at the University</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Co-supervise and co-mentor UChicago students and postdocs</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
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† Appointments are linked to supervisor’s CASE status.
‡ Affiliate appointments require review and approvals from the UChicago School/Division, CASE, and Provost Offices.

- CASE privileges are progressive according to membership type
- ‘Senior’ designation is applied in accordance with career title/level
- Onboarding is required to create UChicago credentials (CNet ID) to access research resources and services

Contact Beth Ziolkowski to schedule your virtual onboarding if not yet completed.
**UChicago CASE**  
**Internal Funding Opportunities: Joint Task Force Initiative (JTFI)**

**JTFI** was founded in 2018 to help Argonne and Fermilab achieve mission success by opening channels of frequent communication and collaboration across institutions.

**JTFI** has created several joint task forces, strategic initiatives, and training opportunities that provide critical support for the national labs.

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### Task Forces
- Business Services
- Computing
- COVID Testing/Vaccine Support
- Export Control
- Future of Work
- Leadership Academy for Women in Science and Engineering
- Procurement
- Safety
- Technology Transfer

### Strategic Initiatives
- AI + Science
- Argonne in the City
- CMB-S4
- Fermilab Performance Transformation
- Global Energy Challenge
- Inclusive Innovation in the Sciences
- Medical Radioisotopes
- Partnerships for Emerging Technologies
- Polymer Upcycling/Hard X-rays
- Quantum Sciences
- Materials for Sustainability

### Training Opportunities
- Data Science Institute Certificate Programs
- Data Science Institute Clinic Program
- Graduate Research Cooperative Laboratory Innovation Fellows
- SEED Internship Program
- SPARC Program
- Strategic Laboratory Leadership Program
- **Strategic Program for Innovation at the National Labs (SPIN)**
Internal Funding Opportunities: Strategic Programs for Innovation at the National Labs (SPIN)

The SPIN program, launched by the Polsky Center for Entrepreneurship and Innovation with the support of JTFI, offers a program featuring three domains of learning:

• The entrepreneurial mindset;
• The structure of entrepreneurship;
• Applied research in action.

Participants are selected to receive UChicago CASE joint appointments for formal University affiliation and spend two academic quarters taking advantage of programs and resources offered by the Polsky Center.

SPIN participants utilize courses, accelerators, and access to Chicago Booth MBA students and accomplished mentors to explore commercial pathways for high-potential technologies developed within the national labs.

The application process for the third SPIN cohort is anticipated to be announced by Polsky in Spring 2024.
Internal Funding Opportunities: JTFI Seed Funding

- Primary Goals:
  - Deepen collaborative research opportunities between UChicago, Argonne, and Fermilab
  - Position projects to successfully scale and secure future large-scale sponsored research funding
  - Accelerate the development of transformational research and technologies that deliver high impact results to society
- Frequency varies, but generally one opportunity every 1-2 years
- Topic areas generally aligned with strategic focus areas or federal funding trends
- Competitive process
- Approximately $50K - $100K/year per project
- Each project team must include at least one PI from UChicago and at least one co-PI from Argonne and/or Fermilab
  - Argonne and Fermilab PIs need to obtain a UChicago CASE appointment if their project is awarded
## Internal Funding Opportunities: JTFI Seed Funding

<table>
<thead>
<tr>
<th>Year</th>
<th>Call for Proposals Topic Areas</th>
<th>Number of Projects Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
<td>Partnerships for Emerging Technologies (Energy Technologies, Microelectronics, High-Throughput Autonomous Discovery, AI-Microelectronics for Advanced Scientific Instrumentation)</td>
<td>12</td>
</tr>
<tr>
<td>2022</td>
<td>Materials for Sustainability</td>
<td>4</td>
</tr>
<tr>
<td>2021</td>
<td>Global Energy Challenge</td>
<td>4</td>
</tr>
<tr>
<td>2020</td>
<td>AI + Science</td>
<td>3</td>
</tr>
<tr>
<td>2020</td>
<td>Polymer Upcycling, Hard X-Ray Sciences</td>
<td>4</td>
</tr>
<tr>
<td>2019</td>
<td>AI + Science</td>
<td>3</td>
</tr>
<tr>
<td>2018</td>
<td>Quantum Sciences</td>
<td>2</td>
</tr>
</tbody>
</table>
Visit the JTFI website (sing.uchicago.edu) for more information on JTFI task forces, strategic initiatives, training opportunities, and links to previous newsletters that include information and updates on JTFI-supported projects. Subscribe to the JTFI Initiative Newsletter here.
BIG is a seed funding program managed by Research Development Support (RDS) and sponsored by the Office of Research, Divisions, and affiliate institutions.

The purpose of the program is to support interdisciplinary research teams to develop novel research agendas and partnerships that will form the foundation for targeting large-scale (~$5M+) federal funding opportunities in the next 1-3 years.

Awards are typically $50-100K for one year, with opportunity for renewal for a second year.

For more information on seed funding or CASE proposal development services, contact Rebecca McNaughton, Executive Director, Research Development Support.
UChicago CASE: Proposal Development Services: Research Development Support (RDS)

Silvia Minardi  
Associate Director  
PhD in Chemistry  
(“Regenerative Medicine”)  
Works directly with UChicago Medicine Comprehensive Cancer Care Center  
faculty to identify and pursue large scale and multidisciplinary federal funding opportunities.

Heidi Huckabay  
Research Development Specialist  
MA in Interdisciplinary Arts  
Provides figure and data visualization support for pre-award UChicago Medicine Comprehensive Cancer Care Center  
grant proposals and projects within RDS.

Research Development Support

Rebecca McNaughton  
Executive Director  
PhD in Chemistry  
Heads the operations of the RDS office and works closely with the Office for Research Leadership cultivating research collaborations across the university.

Beth Ziolkowski  
Assistant Director of Operations  
Master of Business Administration  
Assists in the operations of the RDS office, including limited submissions, and manages communications and processes with affiliated lab liaisons.

Danijela Maric  
Assistant Director  
PhD in Microbiology & Immunology  
Provides support in research project and proposal development. Manages BIQ seed funding and awarding.

Matt Zajac  
Research Development Specialist  
PhD in Chemistry  
Curates and disseminates funding opportunities for UChicago faculty and supports in large scale Physical Sciences Division proposal development.

Boshra Afra  
Sr. Research Development Specialist  
PhD in Physics  
Provides support in proposal development and cultivates collaborations with faculty members in the Pritzker School of Molecular Engineering.
UChicago CASE
Proposal Development Services: Research Development Support (RDS)

Proposal Development

• Analysis of responsiveness to solicitation
• Grantsmanship guidance and templates
• Writing team coordination
• Pre-submission color team review
• Site visit coordination
• Research & outreach program development

Research Advancement

• Team building and workshop facilitation
• Research funding strategic planning
• Partner or collaborator identification*
• Broader Impacts assistance and training
• UChicago CASE operations management
• Big Ideas Generator seed funding

*Note: CASE website is currently under construction as we build further opportunities for engagement: briefCASE (FAQs, events and workshops) showCASE (CASE member directory)
# UChicago CASE

## Proposal Preparation Services: University Research Administration (URA)

**University Research Administration (URA)** provides oversight and support for all sponsored projects at UChicago through the Office of Research.

**URA Sponsored Development Services (SDS)** provides pre-award support to CASE Scientists at-Large and CASE PME Affiliates:

### Pre-Proposal/Letter of Intent (LOI) Preparation
- Advise Investigator of pre-proposal or Letter of Intent (LOI) requirements for submission.
- Assist in the pre-proposal or LOI process for sponsors that require pre-application submission prior to full proposal submission.

### Proposal Preparation & Submission
- Provide checklist of sponsor requirements based on guidelines for proposal submission
- Create timeline to keep Investigator on track for sponsor deadline
- Create or assist in creating the proposal budget
- Compile all required documents and ensure that institutional and sponsor requirements are met for proposal submission
- Ensure institutional review of the final proposal prior to submission based on URA Review and Endorsement Procedures: [URA Review and Endorsement](https://uchicago.edu) University Research Administration | The University of Chicago (uchicago.edu)
- Submit proposal once PI concurrence/approval is received

### Just-In-Time (JIT) Preparation
- Create checklist of sponsor requirements for JIT submission
- Advise Investigator of requirements for JIT submission and assist in preparation of JIT response. This may be in the form of Other Support (OS) or protocol approval information
- Budget revisions and other additional requested information
- Ensure institutional review of the final JIT response prior to submission based on URA Pre-Award procedures
Proposal Preparation Services: URA Sponsored Development Services (Pre-Award)

Current & Pending Support or Other Support Updates

• Assist Investigator, as needed, with updates to pending support as proposals are submitted to ensure that a current version of the C&P Support document is used for submissions, as required.

Please note that for some funding agencies, this may require that the PI sign up for an account in sponsor systems and provide PI signature on documents

Meetings/Communications

The dedicated Sponsored Development Manager will be available to meet with Investigators or departmental staff, as needed, to:

• Reach out to sponsors on Investigator’s behalf to address a variety of topics, including but not limited to, clarification of sponsor guidance, status of proposal submission, act as authorized organizational official and liaison between Investigators and grants contacts at sponsoring agency.
• Review proposal and/or sponsor requirements for upcoming proposal submissions
• Answer questions and provide guidance on how agencies are structured, and the agency contacts that Investigators may reach out to directly.
Investigators will be able to focus their time on the scientific, technical or academic aims of the project and rely on **URA Sponsored Development Services (SDS)** for all administrative matters related to the pre-award process and proposal development.

**URA SDS** shares an office with other URA teams including Sponsored Program Services (SPS), Post-Award, Billing and Collections, Subawards, Contracts, Research Integrity and Account Create as well as other central offices (Procurement, Shared Services, Payroll and HR).

*This allows for broader collaboration amongst all parties involved in the pre-award process. As a result, investigators can expect quicker turnaround times and support staff with access to more resources and training.*

**URA Pre-Award Sponsored Development Managers** are service and support-oriented, knowledgeable about pre-award, agency/sponsor, federal, non-federal and institutional requirements, and are experts in the relevant policies, procedures and systems to carry out the pre-award process with ease.
If the Joint Appointee has not received prior funding, they will be assigned to a post-award team member to manage their award/s. The post-award team member is now the point of contact and will reach out via email to the Joint Appointee to discuss the award management.
URA Sponsored Programs provides award management services to CASE Scientists at-Large and PME Affiliates, including:

- **New Award Setup**
  - Facilitates set up of award account
  - Preparation/execution, issuance of subawards, consultant agreements and other tertiary agreements

- **Transaction Support**
  - Set up payroll and other recurring transactions
  - Review and approve transactions for compliance with University/Sponsor policies and availability of funds

- **Financial Management**
  - Prepare monthly forecast sheets that summarize a faculty member’s financial position track spending per account, and provide visibility into spending trends/issues
  - Complete monthly reconciliation of transactions posting to accounts to ensure accuracy and compliance

- **Prior Approval requests**
  - Prepare and submit prior approval requests to award agencies including no-cost extensions, re-budget requests, effort increases/reduction, change in PI/Senior Personnel, etc.

- **Reporting and Closeout Support**
  - Assists PI with preparing and submitting annual and financials reports during the life of the award
  - Coordinate award closeout reports with relevant departments on campus
  - Ensures award record is closed in a timely manner
Funds awarded to the University of Chicago on behalf of a PI’s grant/contract application remain at the University of Chicago. All expenses for a CASE joint appointee will be reimbursed on the project account they devote effort to at the University.

CASE PIs with funded effort can hire personnel* on their projects including:

- Ph.D. graduate-level students can work on a project held by a Joint Appointee if the student is being mentored by a University of Chicago faculty member.
- Graduate-level master degree-seeking students can be hired on a Joint Appointee’s project. These individuals are usually hired as temporary hourly employees.
- If a Joint Appointee has personnel at one of the National Laboratories that will be working on their project, a Joint Appointment will need to be put in place for this person before they can start work on the project.

*Joint Appointees work directly with their department HR representative at the University of Chicago on this process.
UChicago CASE
Research Resources:
Office of Research Funding Digest

• **Subscribe** to weekly email of internal and limited federal & foundation opportunities
• Quick links to InfoReady Review for notification of interest and/or application submission
• Includes relevant research opportunities, resources, and speaker series/panel events
UChicago offers unlimited access to ProQuest’s Pivot-RP database to help faculty and other researchers, staff members, and students find funding opportunities and potential collaborators for research and scholarly endeavors.

The Pivot database is updated daily and provides information about billions of dollars in funding opportunities from federal, non-federal, foundation, corporate, and other private sponsors across all disciplines. Through Pivot you can save search criteria and receive weekly updates on new and upcoming funding opportunities of your curation.

*Access to Pivot-RP is limited to authenticated users only, so you must have an email address that is issued by the University. To access Pivot without signing in, you will need to be connected to the UChicago network.*

The UChicago Funding and Awards Portal, InfoReady Review, is the application portal for internal seed funding as well as federal and foundation limited submissions.

*All institutionally limited submissions are applied for via InfoReady Review.* Simply select the opportunity of interest for which you are eligible, and your submission will then enter an internal selection process.

Subscribe to the weekly Office of Research InfoReady Review email digest of UChicago awards and institutionally limited opportunities for quick links to apply.

*Access to InfoReady requires creation of an Applicant user profile upon initial login.*
UChicago Intranet
(intranet.uchicago.edu)

- Add “Research Resources” to your Favorites or Bookmarks
- Quick links to RDS, URA, and other resources
- News & Events
  - Search “Training” and “Workshops” for the most relevant upcoming events
UChicago CASE
Research Resources:
Facilities

• **Research Computing Center (RCC)**
  • RCC advances research and scholarship by providing access to high-end computing and data resources and advanced technical support
  • CASE members with PI eligibility may obtain an RCC account

• **Libraries**
  • Privileges including publications and database search, borrowing of materials
  • Campus Card is required and allows in-person building access

Crerar Library
Regenstein Library
UChicago CASE
Research Resources:
Helpful Links

**Offices**
- CASE: https://researchdevelopment.uchicago.edu/case
- RCC: https://rcc.uchicago.edu
- RDS: https://researchdevelopment.uchicago.edu
- URA: Sponsored Development Services: https://ura.uchicago.edu/page/sponsored-development-services
  - Sponsored Program Services: https://ura.uchicago.edu/page/sponsored-program-services
- JTFI: https://sing.uchicago.edu

**Resources**
- Pivot-RP: https://pivot.proquest.com
- InfoReady: https://uchicago.infoready4.com
- Intranet: https://intranet.uchicago.edu
UChicago CASE: Research Resources: Important Contacts

• CASE Inquiries and Operations
  bethz@uchicago.edu

• Research Development Support
  researchdevelopment@uchicago.edu

• Research Computing Center
  help@rcc.uchicago.edu

• Joint Task Force Initiative
  anna.szabo@uchicago.edu

• URA Sponsored Research
  annaj@uchicago.edu

• URA Sponsored Programs
  gmokry@uchicago.edu
UChicago CASE
Joint Appointment Q&A Session

Argonne National Laboratory:

Angie Chor
*Business Manager, Institutional Partnerships*
*Science & Technology Partnerships & Outreach (S&TPO)*

JA inquiries, including Workday application and submission: jointappointment@anl.gov

Fermilab National Accelerator Laboratory:

Cherri Schmidt
*Manager, Office of Partnerships & Technology Transfer (OPTT)*

Jessica Schmidt
*Partnership Coordinator and Joint Appointments Specialist, Office of Partnerships & Technology Transfer (OPTT)*

JA inquiries, including form submission and approval process: jessica@fnal.gov