

Example Faculty Scholarly Activity Program Initiation Timeline

This example timeline is meant to be representative – each individual situation will be different, and there will be systematic differences by discipline as well. This is intended as a template for discussions with your department chair or dean. It is not a fixed plan that would apply to everyone. This assumes a fall semester start – things like REF happen in winter semesters only while external funding deadlines follow sponsor timelines.

Prior to Arrival

- Complete laboratory remodels
- Order laboratory and office equipment if needed

First Semester

- Install Laboratory equipment and order any remaining laboratory or office equipment
- Visit Research Development personnel
- Subscribe to deadlines-I; sign up for Grant Forward; sign up for relevant agency funding alerts
- Discuss appropriate agency and funding programs with chair/dean, research mentor (if assigned), and/or former advisor(s); contact appropriate program managers, etc. for introduction and to schedule a visit
- Develop one page white paper(s) describing research project concept(s), and a one page biosketch to take with you on visits.
- Visit potential sponsors [foundations, agencies, etc.]; volunteer to serve on review panels
- Work with Graduate School to develop recruitment plan for graduate students and develop alternatives for recruitment of diverse students
- Attend relevant information and training sessions hosted by the Center for Teaching and Learning, the Sponsored Programs Office, and related offices [every semester]

Second Semester

- Submit publication(s) from PhD or Postdoc
- Identify target submissions and expected submission dates; assess best chance submissions with advisors/chair/dean/senior faculty/center director and plan proposal writing activities for next twelve months.
- Submit REF Seed Grant/Creativity Grant application if appropriate
- Make offer to graduate student(s)
- Meet with education/outreach program staff at the university and the local community to develop partnership concepts for future proposals.

Summer

- Collect preliminary data
- Prepare outlines/background/display items/etc.
- Visit education/outreach programs while in session

Third Semester

- Graduate student begins program; discuss and develop a mentoring plan
- Submit one or more external proposals to targeted programs

Fourth Semester

- Assess graduate student progress
- Submit REF Seed Grant/Creativity Grant application if appropriate
- Submit one or more external proposals to targeted programs
- Consider CAREER or similar proposal