Drexel Engineering: Welcoming New Faculty

Month	What	Who
October	WebFinance support (see below for trainings first)	Linda Lee, Senior Director, Finance & Administration, Office of the Dean
November	Academics and Advising (see below for trainings on teaching tools)	Rosie Sullivan, Associate Director of Academic Advising
December	Research/COEUS (see below for information on Office of Research & Innovation trainings and funding opportunity links)	Yenneeka West, Director of Operations, Department of Materials Science and Engineering; Chad Morris, Senior Director, Research Development and Sponsored Programs, Office of the Dean
February	Communications and Awards	Yael Branscom, Senior Director of Marketing & Communications; Britt Faulstick, Assistant Director, Media Relations, Office of University Communications; Dorilona Rose, Director, Policy & External Affairs, Office of the Dean
March/April	Research Summer Extra Compensation and Hiring (how to hire anyone except for students)	Barbara Interlandi, Research Manager, Department of Civil, Architectural, and Environmental Engineering; Sharon Yates, Director of Academic Business Operations
May	Submit updated CV and bio info to Paul Dempsey, as well as latest photo (Faculty need to send their latest CV to Paul annually so he can update your info to your faculty profile on the Drexel Engineering website.)	Paul Dempsey, Assistant Director, Digital Content Operations, Office of the Dean

- Office of Equality and Diversity (OED) Trainings
    - The College of Engineering (CoE) **requires** all faculty to attend the following trainings and to thoroughly familiarize themselves with the OED Policies and Procedures.
        - Implicit bias and the impact of microaggressions
        - LGBTQ+ allyship
    - To access the trainings:
        - Log in to DrexelOne
        - Click on the "Employee" tab at the top

- Click on "Career Pathway," found on the bottom lefthand side under "My Career"
- Search in the search bar (top right) for "implicit bias" or "LGBTQ"
- You can then click on the online course (there will be a computer next to the title of the course called "Recognizing and Mitigating Implicit Bias" for the implicit bias training, for example)
- Once completed, you can print your certificate and the system will send you an e-mail that you have completed the course – please send Dorilona Rose your certificate or the confirmation e-mail once completed

- WebFinance
  - WebFinance is a tool used to manage and track financial transactions within start-up and research grant accounts. You will need to be trained in WebFinance so you can access information about your accounts and spending.

- Procurement
  - Procurement is your guide for how to obtain a Purchasing Card and for information about Smart Source, Drexel's online purchasing tool, both of which require training.

- Teaching Resources
  - The College of Engineering maintains a CoE Academic Continuity Blackboard Learn site. You can find the course in the Administrative Term section of your Blackboard Learn course list. Here you will find sections on teaching in real time, recording lectures, using a course shell, building community, assessing student work, and hardware and software. You will additionally find a list of CoE Online Coaches and can find a contact within your department to help with remote teaching questions. If you have questions about gaining access to the CoE Academic Continuity Blackboard Learn site, please contact Dorilona Rose. Any questions about the content of the site can be directed to Associate Dean for Undergraduate Affairs Dr. Kevin Scoles.
  - The office of Information Technology offers workshops for all of the technical resources to assist with teaching.
  - Support: 215.895.1224; itg@drexel.edu
  - Suggested trainings include the following:
    - Blackboard: Learn Basics & Learn Course Tools
      - Brown Bag: Spotlight on the Grade Center and Rubrics (Could be a good replacement for the Learn Course Tools workshop)
    - Digital Accessibility: How can I tell if my documents are accessible?
    - Digital Lecture Recording 101
    - Brown Bag: Classroom Technology Basics (may be valuable)
  - Drexel's Teaching and Learning Center offers teaching workshops and tips about everything from syllabus creation to remote teaching resources.

- o The [Center for the Advancement of STEM Teaching and Learning Excellence (CASTLE)](#)'s mission is "to affect institutional change in STEM teaching and learning across the educational spectrum by conducting, catalyzing and supporting fundamental research."

- [Office of Research & Innovation](#)
  - o The Office of Research & Innovation offers [trainings](#) in a variety of subjects pertinent to the research enterprise.
  - o Drexel encourages the use of [electronic research notebooks](#) and offers subscriptions and trainings for such using LabArchives.

- Proposal Development and Submission & Award Management
  - o To assist with grant proposal submission and award management, faculty should familiarize themselves with the following federal sponsor systems depending on their research interests:
    - [NSF Fastlane](#) and [Research.gov](#) for NSF proposal submissions and award management
    - [NIH ASSIST](#) and [eRA Commons](#) for NIH proposal submissions and award management
    - [Grants.gov Workspace](#) for many other federal agency proposal submissions
  - o Training for these systems as well as the proposal development process for the major federal basic research sponsors are also available.
    - The [NSF Policy Outreach Office](#) offers a Grants Conference in the Spring and Fall of each year aimed at helping new invesitgators learn about all aspects of NSF proposal preparation and submission as well as award management. They also offer recordings of past webinars and Grants Conference sessions on their [Resource Center](#) page.
    - NIH offers an extensive online [Application Guide](#), complete with video tutorials.
    - Grants.gov also offers a wide range of grants training materials in their [Grants Learning Center](#). [Grants 101](#) is a great place to start if you have not submitted a federal grant proposal and/or managed a grant previously.
  - o The College offers proposal editing and review services through its Writer's Workshop. Submit your proposal draft along with a link to or a copy of the solicitation/RFP to which you are applying to [Chad Morris](#) by the first Monday of the month. Please note that the review process takes roughly two weeks; so, feedback should be provided by mid-month. Please allow sufficient time for this process in your proposal development timeline if you wish to utilize this service.

- Funding Opportunities

- The Dean's Office Research Development staff can help you identify potential funding opportunities based on your research interests and project ideas. For assistance, please contact [Chad Morris](#).
- Funding opportunities relevant to larger numbers of faculty in the college are also supplied in the College's Research & Faculty Affairs newsletter, sent to all college faculty via email. The newsletter is distributed biweekly during the Fall, Winter, and Spring Quarters and monthly during the summer.
- [Grants.gov](#) for listings of open (and past) federal funding opportunities
- [Library resources for searching for funding opportunities](#)
- [Funding and Research Library Guides](#)
- [PIVOT Funding Discovery (formerly COS Funding Opportunities)](#)
    - PIVOT integrates funding opportunities and collaborator discovery. PIVOT contains the full content of the database COS Funding Opportunities, which the Libraries have subscribed to for many years, with the addition of "scholar profiles" for researchers around the world.
- [Karen Shore](#), Associate Director, Foundation and Corporate Relations, is the contact for any proposals seeking funding from foundations.
- [Gwynne Grasberger](#), Director, Research Strategic Planning in the Office of Research is also a good resource for potential funding opportunities.

- Library Resources
    - Our Engineering Librarian, [Jay Bhatt](#), is a wonderful resource for assisting with finding funding opportunities and all of your library questions.
    - [Library Guides for Engineering](#)
    - [Research Data Management](#)
    - [Library Tutorials](#)
        - This link includes videos on engineering tutorials, in addition to webinars on InCites, Advanced Google searching, and finding datasets.

- [Media Relations Best Practices](#)