



AI in Research Administration & Compliance

REDUCING BURDEN

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The Research Administration Advantage

- ▶ Research administrators can:
 - ▶ Make impact with free versions of GPTs
 - ▶ Use these tools without compromising privacy or business sensitive information
 - ▶ Use their time more wisely while maintaining a critical eye on GPT-generated work
- ▶ With Institutional support, even more can be done!

Considerations



Data Management & Sharing / Public Access policies



Expectation of confidentiality

Peer review
Business sensitive information



Regulated data: FERPA, HIPAA, Export Control, CUI, etc.

The Research Administration Lifecycle

01

Proposal
Development
& Submission

02

Receipt of
Award:
Negotiation &
Setup

03

Management
of Award

04

Compliance

05

Training &
Management

Proposal Development & Submission

Free or Low-Cost/Risk

- ▶ Proposal review checklists against RFP/FOA/Solicitation
- ▶ Summarize RFPs
- ▶ Project management timelines
- ▶ Polishing language on
 - ▶ Budget justification
 - ▶ Letters of support
 - ▶ Facilities, equipment, other resources

Institutional support

- ▶ Checking proposal against sponsor requirements (pages, margins, etc)
- ▶ Literature review (offered by some RIM systems)
- ▶ Matching proposal narrative to RFP requirements
- ▶ Matching opportunities with relevant faculty
- ▶ “Shovel ready” project descriptions for quick turnaround

Receipt of Award/Negotiation

Free or Low-Cost/Risk

- ▶ Award summary sheets for PIs/Co-Pis
- ▶ Suggested language in negotiation process
- ▶ Creation of project timelines with due dates (progress reporting, payment milestones, etc)

Institutional support

- ▶ Automate process for PI acceptance of award terms
- ▶ Contract triage & fallback positions on troublesome clauses (publication restrictions, intellectual property, venue/jurisdiction, indemnification)

Award Management

Free or Low-Cost/Risk

- ▶ Alerts for project milestones & deadlines
- ▶ Summary of T&Cs by sponsor
- ▶ Project management writing:
 - ▶ Timelines
 - ▶ Meeting summaries
- ▶ Tracking deadlines for renewals – funding and compliance

Institutional support

- ▶ Automated invoicing/financial reporting
- ▶ Analysis of spending:
 - ▶ Burn rates
 - ▶ Allowed/unallowed costs
 - ▶ Predictive modeling
 - ▶ Alerts for prior approval requirements

Compliance Activities

Free or Low-Cost/Risk

- ▶ Draft data management plans
- ▶ Identify compliance requirements by award/sponsor
- ▶ Monitor regulatory changes

Institutional support

- ▶ IRB Protocol triage: full/exempt/expedited
- ▶ IACUC Protocol triage
- ▶ Research Security
- ▶ Research Integrity

Training & Management

Free or Low-Cost/Risk

- ▶ User aids for proposal submission systems
- ▶ Training calendars for staff development (3-6-9-12 months)
- ▶ Policy development

Institutional support

- ▶ Data analysis
 - ▶ Prediction
 - ▶ Visualization
- ▶ Workload analysis & benchmarking
- ▶ Identifying faculty teams & opportunities
- ▶ ChatBot for research knowledge base

Development Opportunities & Challenges

Automation!

Visualization

Forecasting

Informing workload analysis/benchmarking/making the case for new positions

Data governance & access at your institution

Talking Points for Leadership



AI does something we are not always good at: combining information in one place



But in world of vast amounts of public data, how are these broad collections viewed?



Understanding risks to information

Restricted (HIPAA, FERPA, CUI, Export Control, IRB, COI, etc)
Business Sensitive information



Rather than view AI as a cost-cutting tool, what if it:

Created better jobs for your staff
Made better use of resources you already have?