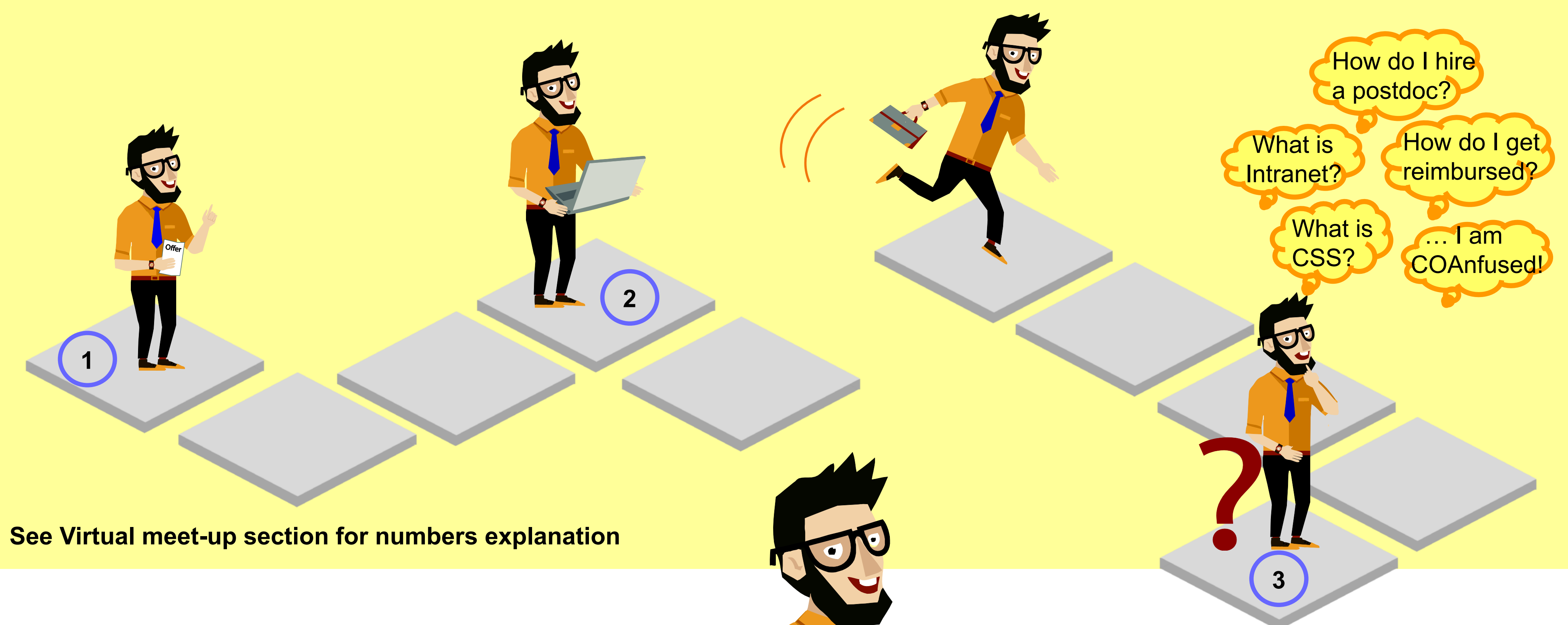


# ERSO FACULTY ORIENTATION PROCESS

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## ERSO STARTS WORKING WITH PI BEFORE ARRIVAL ON CAMPUS



## VIRTUAL MEET-UP

“**New Faculty Coordinator**” is a role at ERSO. Person in that role:

- 1 Coordinates** with each academic department served by ERSO to receive a list of incoming faculty as soon as an offer has been accepted;
- 2 Connects** new faculty with an assigned Research Administrator. This introduction helps RA to understand PI’s needs and work on pending proposals, new applications, awards transfers, electronic set up and system access (Phoebe, Intranet) before faculty’s arrival;
- 3 Schedules** Orientation session with team ERSO when faculty relocates.

## BENEFITS OF THE PROCESS

- ERSO New Faculty Coordinator connects the PI to the research and administrative network before arrival, preparing the ground for a smooth transition to campus.
- Preparatory work - Phoebe profile setup, CF2 set up, RA assignment etc. – allows ERSO to start serving PIs on day 1.
- The face-to-face meeting welcomes the PIs to campus and helps build confidence and personal relationships.
- Introduction to ERSO team members narrows down a wide circle of professionals involved in research administration on campus. It points to a few key contacts who will provide immediate research support and will help PIs navigate the system.
- Orientation supplies concise and accurate information on research administration on campus and ERSO’s role in it. PIs walk away feeling that they can focus on their research since their administration is in good hands!

## FACE-TO-FACE MEET-UP

Introduction of ERSO team members.

Explanation of the ERSO org charts, different people and service groups within ERSO and how they are connected.

Explanation of services: research administration (pre and post award); research gift administration; shipping, receiving and delivery services; property management and equipment inventory; travel and entertainment payment requests; human resources services; payroll services; financial services.

More specific discussion about how HR services, Business and Finance services, and Research Administration services are structured at ERSO.

Explanation of the ERSO Intranet, which is a web based one stop business portal for faculty.

Explanation of the ERSO website, focusing on how to access the Intranet, how to find contact information for the various service groups, and how to provide feedback.

Time for questions from PIs and scheduling follow-up meetings.



## TAKE A LOOK !

Please return when you have finished looking