Research Administration Practices (RAP) Sessions

Communicating with your PI

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Agenda

• Welcome and Introductions
• Communication Basics
• Communication Methods
• Communicating Potential Issues
• Resources
Communication Basics

7 Cs of Communication

• Clarity
• Concise
• Correct
• Complete
• Consideration
• Concrete
• Courtesy

From NCURA Webinar “Authentic Communication with PIs”
Research Administration Practices (RAP) Sessions - Communicating with your PI
Communication Basics, cont’d

When determining communication method

- Your strengths
- Clear & Authentic Communication
- Your Audience
- Your Institutional Context
Communication Basics, cont’d

- Communicate when things go right and when things go wrong
- Communicate timeframes
- Read and convey regulations and guidelines
- Communicate policies
- Ask questions!
- Find answers to questions:
  - Dept Resources
  - RAS Contract Administrator
  - ra-help@mit.edu
Communication Methods

Reported communication systems or tools used by the MIT community:

• Email*
• Zoom Meetings*
• Slack*
• Phone
• Instant Messaging
• Text
• WhatsApp – common internationally, handles messages; similar to Apple FaceTime
• Google Workspace (formerly G Suite)
• Microsoft Teams

*Denotes most secure because of MIT authentication and/or encryption
Communicating Potential Issues

• **Potential Issue(s) – define and communicate**
  • **Proposals**
    • Delay/prevent proposal submission?
    • Will Sponsor review?
  • **Award**
    • Delay/prevent MIT award activation?
• **Possible Solution(s) – define and communicate**
  • What is needed to resolve the issue?
  • More than one option?
Resources - Questions – Help

Department Resources
• Check with your Administrative Officer (AO), Fiscal Officer (FO), and/or other Department Contacts

RAS webpages
• Preparing and Submitting Proposals: https://ras.mit.edu/grant-and-contract-administration/preparing-and-submitting-proposal
• Negotiation and Acceptance of Awards: https://ras.mit.edu/grant-and-contract-administration/negotiating-and-accepting-award
• Setup of Award: https://ras.mit.edu/grant-and-contract-administration/setting-award
• Managing Awards: https://ras.mit.edu/grant-and-contract-administration/managing-projects
• Reporting and Closeout of Award: https://ras.mit.edu/grant-and-contract-administration/reporting-and-closing-out-award

VPR webpages
• Integrity and Compliance: https://research.mit.edu/integrity-and-compliance
• Research Policies and Procedures: https://research.mit.edu/research-policies-and-procedures

RA Support
• Help Queue – ra-help@mit.edu
• RA Support Educational Offerings: https://ras.mit.edu/education-and-career-resources/educational-offerings
• Quick Guide for PIs: https://ras.mit.edu/education-and-career-resources/educational-offerings/quick-guide-pis