Serving faculty and associated researchers through 
COMMUNITY BUILDING and RESEARCH SUPPORT SERVICES

Benefits to becoming a cSEND faculty member ...

As a member of the cSEND Faculty, you and your associated researchers are eligible to participate in the following cSEND sponsored programs and services in support of your energy related research and education programs at Notre Dame:

- Periodic group and individual meetings are held with faculty members to share the state of cSEND and to relate new developments in research, education, and outreach. This includes key service offerings and relative outcomes from meetings with cSEND’s Leadership Team, Technical Advisory Board, Internal Advisory Board, and Student Advisory Board members.

- Regular group and individual meetings are held with faculty members to discuss potential research collaborations and to facilitate project development.

- Regular newsletters are distributed broadly to keep faculty members and other constituents apprised of upcoming energy related seminars and conferences, new research projects, and other key developments in energy at Notre Dame.

- Annual reports are developed to highlight cSEND’s research initiatives and education and outreach activities for the previous fiscal year and may include specific information about faculty members and their research and education programs and accomplishments.

- Faculty members may use the cSEND website to post journal articles, research projects, research accomplishments, and other announcements relative to energy related research, education, and outreach programs at Notre Dame.

- Notifications and reminders of energy related seminars, lectures, conferences and other relevant events are sent directly to faculty members and posted within their departments.

- cSEND will co-sponsor with affiliated departments external speakers who are invited to Notre Dame to present energy related topics. Co-sponsorships may include planning and logistics, advertising, and cost sharing of travel and other associated expenses.

- Faculty members may participate in decisions related to equipment and instrumentation acquisitions within the SEI Core Facilities and may be given incentives to use these facilities at various times and under various conditions throughout the year.
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- Faculty members may submit proposals throughout the year for cSEND funding to facilitate activities associated with the development and/or nurturing of new and/or existing external relationships and research programs that will eventually lead to the submission of large, center-type proposals to external funding agencies.

- Faculty members may submit proposals for cSEND funding to facilitate visiting faculty from other national or international universities to Notre Dame for the purpose of collaborating with Notre Dame faculty on specific research projects and other scholarly initiatives that will eventually lead to the submission of proposals to external funding agencies.

- Faculty members may submit one request each year for cSEND funding to pay for half the cost of travel up to $1,000 to attend a conference, workshop, etc. for the purpose of advancing energy related research at Notre Dame. Faculty members who receive this type of funding must agree to give a talk at an upcoming faculty meeting, summarizing the conference, workshop, etc. of which the faculty member attended.

- Faculty members are invited to participate in the Undergraduate Energy Research Expo sponsored annually by cSEND. This event is designed to facilitate matching undergraduate students who are interested in conducting energy related research with faculty members who have openings within their labs.

- Faculty members may apply for the following undergraduate and graduate student fellowships sponsored annually by cSEND to support energy related research at Notre Dame.
  
  - **The Vincent P. Slatt Fellowship for Undergraduate Research in Energy Systems and Processes.** Funding is up to $5,000 per student, and awards can be used for student stipends, purchasing supplies and materials, and travel for students to present their research results. Approximately 12 students are awarded this fellowship each year.

  - **The Forgash Undergraduate Fellowship in Solar Energy Research.** Funding is $2,000, and the award can be used for the student’s stipend, purchasing supplies and materials, and travel for the student to present his/her research results. One student is awarded this fellowship each year.

  - **The Patrick and Jana Eilers Graduate Student Fellowship for Energy Related Research and The Fitzpatrick Endowment for Excellence for the Center for Sustainable Energy.** Combined funding is approximately $25,000, and the award must be used for a graduate student’s stipend to enable his/her work on a current or new energy related research project. One student is awarded this fellowship each year.
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- Faculty members and their associated researchers are encouraged to use the following services provided by cSEND staff. These services are designed to increase the number of energy related research proposals and awards, improve the quality of research programs at Notre Dame, and reduce the administrative responsibilities placed on faculty.

**cSEND SERVICES**

**INTRODUCTION**

cSEND faculty are encouraged to use the services provided by the cSEND administrative team for energy related research projects. Services include:

- Research Opportunity Identification
- Support for Group Proposal Organization
- Proposal Preparation
- Education and Outreach Development
- Budget Management and Financial Coordination

cSEND staff are eager to assist faculty and welcome their input in developing a service plan that best meets their research needs and provides ongoing support to the success of their research projects. The services listed below are a sampling of the capabilities of cSEND staff and the ways in which cSEND can help support the needs of research faculty. This listing is not meant to be all inclusive but rather a starting point for additional consultation between faculty and cSEND staff.

**PROPOSAL PREPARATION**

- Identify FOAs/RFPs relevant to PI’s core expertise.
- Assist with identifying and building internal and external collaborations.
- Coordinate proposal writing activity – gathering information, organizing meetings, timeline, etc.
- Write the non-technical sections of the proposal in accordance with the FOA Guidelines.
- Read the technical and non-technical sections of the proposal and make suggestions for improvements in accordance with the FOA Guidelines.
- Read and comment on any revisions made to the proposal.
- Gather the Current and Pending and CV for each of the PI’s.
- Provide a final checklist of items that need to be included for the PI to ensure completeness.
EDUCATION AND OUTREACH DEVELOPMENT

- Consult with faculty to assess outreach needs and opportunities within the scope of research and make suggestions for connections with existing programs.
- Develop new education and outreach programs to address specific requirements of the “broader impacts” of the research proposal.
- Write or provide descriptions of outreach opportunities for the “broader impacts” section of the proposal to include existing programs such as the RET in Sustainable Engineering, K-12 outreach programs, community events, laboratory tours, seminar speakers, lectureship series, conferences, and any new programs that are developed to address specific requirements of the research proposal.
- Communicate, promote, and help execute existing and new education and outreach programs, including inviting speakers for seminars, lectures, and conferences and developing promotional materials such as articles, flyers, and posters.
- Maintain a list of faculty interested in various outreach events to best match faculty interests to outreach opportunities.
- Provide a letter of support for proposals from the Education and Outreach Coordinator as requested.

BUDGET MANAGEMENT AND FINANCIAL COORDINATION

- Prepare the internal budget and budget justification in accordance with the FOA Guidelines.
- Manage all aspects of the overall budget and individual budgets for each principal investigator on the project, including tracking and projecting monthly expenditures, identifying and reconciling anomalies, preparing budget transfers, approving invoices, requesting budget revisions and cost or no-cost extensions, and coordinating all accounting functions with the Office of Research and Research and Sponsored Programs Accounting.
- Coordinate the hiring process of researchers on the project with appropriate department personnel.
- Organize and coordinate regular group meetings to assess progress on the project, and communicate meeting schedules, changes, and reminders to all group members.
- Assist with quarterly progress reports and production deadlines by collecting data from researchers and subcontractors on the project and organizing materials for review and finalization by the PI.
- Submit quarterly progress reports on behalf of the PI in accordance with sponsor requirements.
- Consult as needed with the PI and provide monthly reports on budget activities and areas requiring special attention.