

What do Partners Need to Know About Each Other?

Once the self-inventory process is complete, it is helpful for both organizations to take the time to learn about one another. This process can help expose differences in what each organization will need to build institutional support for the new partnership.

Listed below are things that partners should discuss directly. We recommend that each partner gather this information into a single document that is quick to read and distribute to stakeholders within the institutions. As in any personal or professional relationship, it is important not to make assumptions as this can lead to problems down the road. It is also important to revisit this document regularly since personnel, priorities, and systems can all change over time.

Note that some apply more to the ISE partner, some more to the university partner.

1. Name of organization and website
2. Mission or brief description of organization
3. Key contact person, title, and contact information
4. Facilities, Equipment and Other Resources
A brief statement on the unique resources the organization can bring to the project, including facilities, equipment, existing relationships and partnerships, infrastructure/expertise for participant recruitment and marketing, program evaluation, communications and public relations, or large-scale distribution or dissemination of the project materials.
5. Example of current or past collaborations between individuals at the organizations, if applicable:
If available, provide a link to press or content generated from a successful researcher/partnership project.

Questions for ISE partner:

6. Existing priorities and activities in engagement/education
Summarize program opportunities that researchers can leverage, participate in, enhance, and/or engage in professional development with your organization. Examples include: public demonstrations, curriculum and professional development with science teachers, videos, blogs, social media, radio shows and other public media, citizen science projects, science communication training programs, STEM career days, summer camps, open houses, etc.
7. Audiences reached through exiting engagement/education programming
Audiences served through current programming, including location and geographic range (rural, urban, counties, states etc.). Include the average number of people reached and impacted annually via your programs.
8. Typical project budget or project budget range
This can be a high-level conversation initially, but will require substantially more detail down the road (see “Guide for Developing a Broader Impacts Menu” in the next section)
9. Timeline for contacting the organization to develop a new project
Minimum time needed and process involved to initiate a new partnership project.
10. Projects that would benefit from researcher expertise
What organizational interests or priorities could be better realized through collaboration with PI or other university personnel?
11. Other and Optional Information:
Or other information you would like to share with researchers not mentioned above.

Questions for university partner:

12. What support is available to PIs on campus as they develop their grant proposals?
Do PIs work on grants on their own or is there an institutional support structure for PIs to write and get feedback on their proposals. Does the help that is available differ from one department or faculty to another? How do PIs find out about possible BI partners?
13. Who supports early career PIs? Does this process include information about broader impacts or public engagement opportunities?
Is support for proposal writing different for early career faculty? Are there workshops on grant writing? If so, who? Do these workshops offer support on conceiving BI projects and finding partners?
14. Who submits the grants?
During the grant submission process, who helps PIs to be sure that their paperwork is in order? This person may help PIs get the right contracts, budget, and other documents from the ISE.
15. Who administers grants, once awarded?
Is there a central office, or role that will execute any needed contracts or Memorandum of Understanding (MOU)? How will the ISE receive payment?