

# INFOREADY PEER SPOTLIGHT WEBINAR:

## Launching a Cross-Institutional Collaboration with InfoReady

### Summary

In this InfoReady Peer Spotlight webinar, **Carlos** Moncada introduces an insightful session with Texas Tech University Health Sciences Center (TTUHSC). The session features presenters **Audrey** DeLeon and **Jordan** Nabers, who discuss the strategic use of the InfoReady platform to streamline research processes and foster collaboration across the Texas Tech University System. The webinar delves into how TTUHSC used InfoReady for a cross-institutional research symposium, sharing lessons learned and future plans. The presenters also address various challenges in research administration and highlight the importance of centralized communication and strategic partnerships in advancing research initiatives. The session concludes with an engaging Q&A, providing practical insights into using InfoReady effectively.

### Transcript

#### Introduction

**Carlos Moncada:** Hello, everyone. Welcome to this InfoReady Peer Spotlight webinar with Texas Tech University Health Sciences Center. Now, I would love to introduce our panelists from Texas Tech Health Sciences Center today. You have a couple of them on screen. You have me on the right. Firstly, I'd like to introduce to you **Audrey** Deleon. She's a program director of research collaboration in the TTUHSC Office of Research and Innovation. She's been there since August 2023. **Audrey's** role helps facilitate collaboration between researchers across multiple programs, schools, and even campuses. She also oversees programs that encourage networking, idea sharing, and identifying tools for success in order to strengthen the research ecosystem for junior and senior faculty, students, and staff alike.

We also have **Jordan** Nabers. **Jordan** is the Director of Corporate and Foundation Relations in the TTU-HSC Office of Research Innovation. A couple of different groups here. **Jordan** serves as a Director of CFR. She's focusing on research-related initiatives within her unit. As a central hub for research industry partnerships, **Jordan** plays a key role in connecting vibrant research communities with dynamic industry partners.

Through strategic collaboration, **Jordan** ensures impactful engagement that drives transformative advancements in research.

So, thank you two for joining us today. You're doing a lot of important work on campus, connecting folks, making things happen. And people aren't here to hear me today. They're here to hear you. And so I'm going to turn it over to you. It's your show now, **Audrey** and **Jordan**. **Jordan**, you first.

## **Texas Tech University Health Sciences Center Overview**

**Jordan Nabers:** Thank you, **Carlos** and the InfoReady team for having us. As **Carlos** mentioned, I'm **Jordan Nabers**. I'm Director of Corporate and Foundation Relations here at Texas Tech University Health Sciences Center. As **Carlos** touched on, my primary function is working with faculty to secure funding and partnerships to support research. I focus on forging relationships with private foundations and companies that invest in research activities, as well as special federal funding opportunities that involve institutional-wide collaboration. I play a big role in identifying funding opportunities, sharing them with our research community, and identifying specific faculty that fit the criteria of each opportunity, making sure that we're submitting quality proposals. This often entails writing, editing, and reviewing proposals, and communicating with the company or foundation so that our interests align. I'm going to begin with an overview of our institution, and really an overview of the Texas Tech University system, where Texas Tech University Health Sciences Center or TTUHSC is a part of. TTUHSC is one of five independent institutions in the Texas Tech system.

We're one of two dedicated to health care. We have Texas Tech University Health Sciences Center, Lubbock, where **Audrey** and I sit. It was established in 1969. Then we have a sister institution, Texas Tech University Health Sciences Center, El Paso, founded in 2013. We're both committed to training the next generation of health professionals in delivering world-class patient care to the people of West Texas. The other three institutions are Texas Tech University, which is also in Lubbock, and that's our main undergraduate campus. Then we have two other institutions, Angelo State University, located in San Angelo, and Midwest State University, located in Wichita Falls. A total of five under the TTU system.

As I mentioned, **Audrey** and I are part of the Texas Tech University Health Sciences Center here in Lubbock. We are a Hispanic Serving Institute. We are also recognized as a Carnegie Classified Special Focus four-year research institution, and we are continuously growing. We're proud to share that we've successfully achieved a 25% increase in NIH funding over the 2022 fiscal year,

and we continue to grow. The Texas Tech University Health Sciences Center has five different campuses. We are located in Abilene, Texas, Amarillo, Dallas, Fort Worth, Lubbock, and Midland, Odessa. Lubbock serves as the hub with each campus acting like a spoke. The entire system throughout these five campuses services a territory covering 108 counties, 65 of which are designated medically underserved and primarily rural.

Texas Tech Health Sciences Center is a leader in providing, is the leading provider of health care graduates in the state of Texas. Within the institution, the Health Sciences Center, we have six schools School of Medicine, School of Nursing, School of Pharmacy, School of Health Professions, the School of Population and Public Health, and their Graduate School of Biomedical Sciences. These six schools are distributed throughout our five campuses. As **Carlos** mentioned, both **Audrey** and I are located in the Office of Research and Innovation, where we serve these six schools.

Within the Office of Research and Innovation, led by our Senior Vice President of Research, Dr. Lance McMahon, our four divisions. You can now get to the next slide, **Carlos**. Thank you.

We have RICE, where **Audrey** is located, the Research, Innovation, Collaboration, and Entrepreneurship division. We have our Laboratory Animal Resources Center, the LARC, our Office is Sponsored Programs, OSP and the Research Integrity Office, RIO. I really work with all four of these divisions, and I currently fall within just finance and administration, but I work very, very closely with the RICE and OSP and the other units, as well as the Texas Tech University Health Sciences Center, TTUHSC.

Next slide. Some of the challenges, I would say, in HSC and the Office of Research and Innovation experience are the different schools, the different campuses, depending on where our faculty are located. Some of them do not have administrative support when submitting grants. So **Audrey** and I support faculty on submissions on many different levels. I specifically focus on the cultivation of private foundations and companies, the submission process, and then stewardship process after submitting and receiving an award. Managing that relationship is a very important process in continuing our relationship with our funders. And **Audrey** primarily supports faculty on federal and state funding opportunities as well as other opportunities as **Carlos** went over.

And so for any opportunity, **Audrey** and I have to coordinate ideas on ideas and projects across multiple campuses. That's just a challenge in itself being on a decentralized ecosystem. On top of that, our application the different application processes through the private foundations and the

companies that we're engaging with. Each of their processes differs for each of the competitions. It's always a learning curve to read their RFPs and to interpret the instructions and eligibility.

Our faculty and staff are becoming more aware of InfoReady. We're socializing it more, but it's been a transition going from forwarding funding opportunities that we receive in our emails to driving faculty to the InfoReady site.

Next slide. Back in early 2023, the Office of Research and Innovation, and then the Office of Institutional Advancement, where I was previously located, decided that we needed a system to communicate funding opportunities with our faculty and staff. We looked at InfoReady as a repository of private funding opportunities year after year, including limited submission opportunities, and as I mentioned, a way to communicate them in a centralized manner. There are so many different funding opportunities for all sorts of funders, so collecting them in one place has been really important from day one. We typically do not use the apply function for these opportunities that are listed in InfoReady just because each of the funding opportunities have their own formal websites with their own instructions and processes, as I mentioned. We really use it as a way to direct faculty to the Corporate and Foundation Relations office, which is me, and then **Audrey** as a federal opportunity lead, so we can help guide them on eligibility requirements and submitting applications that best align with the funders' goals.

We're just an extra layer of support on the front-end when faculty are able to get in touch with us. It also lets us strategize on funding applications and submissions year after year with the various private foundations and companies that we're engaging.

We continue to work on our strategy for disseminating the InfoReady link and the opportunities that exist within the website. At the moment, we are adding opportunities as best as possible. There's a lot in the health sciences space. We're focused on building this repository so faculty can go to our site as a reliable resource. We have it embedded on our research website, but we're beginning to regularly share this page with our faculty through our research council, through newsletters, their quarterly newsletter, and email blast. We hope to continue sharing InfoReady and socializing it internally as a tool for funding and a major resource for our faculty, staff, and students. We're excited to be discussing this today with you all. That's it for me. I'll turn it over to **Audrey**.

## Challenges faced by TTUHSC in coordinating research support

**Audrey DeLeon:** Thanks, **Jordan**, and thank you all for joining us today. My role in the Office of Research is focused on research collaboration. As our division grows, we're working to build connections across our campuses, as we've said, across our schools, and then even programs and departments within those. But we also are making an effort to build connections across our system institutions. **Jordan** elaborated on our different system institutions, but we are really trying to focus on bridging the two--HSC, which is us, and the other institutions. So last year, our leaders of HSC and Texas Tech University, TTU, decided to pilot a joint research day in Amarillo on the campus there for students, trainees, and faculty to have basically a research symposium, a day where they would all come together. All students and trainees were invited to participate. Let's see. There's four HSC schools at the Amarillo campus, which are Medicine, Pharmacy. Those are the biggest two. Then there's also Nursing and health professions. Then on the TTU side, they have our brand new, almost, it's been a couple of years, but our School of Veterinary Medicine. It's right next door to our HSC campus. Our leaders figured that would be a great way to combine forces.

Prior to that, each school handled their own research day differently. When we asked how many participated in each school and added them up, it was about 250 or more students in their individual events. Then we also recognized that within HSC, there was no formal research event yet for nursing or health profession. We really wanted to include those students and get them experience with the process of doing a research symposium.

## **Planning and Execution of a Joint Research Symposium**

We decided this event would be a daylong event and have both poster and oral presentations. Our big need that we identified for InfoReady would be to collect a high volume of abstracts that we can have reviewed quickly in a centralized location for faculty reviewers, which in our case, they had one week to complete their reviews. Then on the back-end, our admin committee had to compile the data that was collected from InfoReady from these submissions. The questions that we wanted to answer were how to handle a large participant interest in submissions, and then also who's going to manage the opportunity within InfoReady. InfoReady was also a great way that we could communicate with a large group of participants at once.

## **Use of InfoReady to Manage Abstract Submissions and Reviews**

Next slide, please. More about the symposium. In regard to InfoReady, we began planning and creating the opportunity process in January of this year, and the event was in mid-April. Our admin committee got together. We determined a timeline and the steps that we would need to take within

InfoReady. Basically, our first piece was collecting abstract submissions to see who was interested in participating and then also scoring those. That went to the review process. Then once we scored and accepted a student, they were allowed in the InfoReady system to upload their poster presentation if that's the option they selected.

I was in charge of overseeing the whole process as a super admin within InfoReady. But then we had one person from each school be a co-admin on the opportunity so that they were able to access the entire opportunity, and we just oversaw that process for them. Then one of the big things that helped within the opportunity that we created was we had students select their school and then also other things like, Tell us who your faculty advisor is, what is your category of your presentation or your abstract topic, and then even when you were available that day of the symposium so that we could put them into different groups, morning and afternoon.

So these were really important in InfoReady to be able to drill down data based on. More specifically, the school was the most important one that we had. Some other things I want to point out, we had to consider giving InfoReady access outside of our institutions' domain to the Texas Tech domain. The way we have our InfoReady set up is with a single sign on process, but that's specific to our institution's domain. So we had to make sure that they were able to access it as well from their side. They have their own InfoReady platform as well.

With that being said, we also had to determine that we weren't going to have two different opportunities at both institutions. We wanted to combine it into one centralized one with four schools. Then we also, I think I mentioned, I had given access to co-admins, one from each school. I also was able to give them individual tutorials to walk them through the process within InfoReady. Basically, I just set up a Zoom call and shared my screen and walked them step through step of how they would work within InfoReady for what we needed.

Next slide, please. The process, to start out with, each school promoted the opportunity within their own communication channels to their students and trainees using the same opportunity link. We also had in the opportunity itself the details. We had our contact emails listed for questions and assistance, so they knew right away who to contact. They didn't have to do directly through an automated email from InfoReady.

We had 155 original abstract submissions to InfoReady. And then out of that, we awarded 117. But I want to point out the term award was a little confusing for some students because they thought maybe they won an award by seeing that. But we had to communicate that first you'd get a notice

that your abstract was accepted. That allowed it to move to the review process. Then once it was scored and accepted, as far as scoring high enough, then we would put it into award mode in InfoReady, meaning that they were ready to or they were invited to present.

We had our co-admins from each school identify faculty members that they wanted to review the abstracts. The larger schools had more reviewers, but I am the one that assigned the reviewers in InfoReady. For each abstract, I went in and assigned them. Some were done individually, depending on how many reviewers were needed. We had two reviewers for each abstract, but they were for that student's school specifically. I communicated with those reviewers directly outside of InfoReady. I had to help them in many ways just learn how to use the process. So I made an instruction document that I disseminated. Then to score, we used the InfoReady routing steps.

One thing we noticed was reviewers were given an email notice for each review they got. The ones that had a lot to review got a bunch of emails from me at one time. Looking back now, I would definitely warn them like, Hey, you're going to get a bunch of to let you know that you've been assigned these abstracts. Also, I just want to point out in the scoring process, one thing that was found out is that we use a rating score, a number scale to have them score each category for our abstract review. There's a text box as well that corresponds to that number button that they select, but something has to be entered in that text box in order for the reviewer to be able to submit their review. So that was one thing that was something we learned that we had to work around. We told them they could just enter the number they were selecting, but comments would definitely be helpful.

Then we used the progress report feature once we were ready for the student to upload their posters so that we could have that printed. And then our admin who is doing the printing of the posters downloaded the files, PDF files directly from InfoReady. One thing to point out, we also found that students couldn't swap out or update their files, so I had to go in in the back end and delete that for them to allow them to submit it. Working through all of these little things, we find these glitches or hiccups that we have to work through. We did that and we made it. We were very excited about that.

Also, I want to mention that the help desk and Ashley, our customer service rep, helped us tremendously along the way, and they're very fast, and we couldn't have done it in such an efficient way without that help from InfoReady directly.

Then I was also able to schedule automatic reminders to remind students to upload their poster in InfoReady. And that was done as a feature of the progress report function. The only thing is you had to remember to do this for each abstract or each presentation submission. There wasn't a way to batch all of them at one time, but it was very helpful. We didn't have to communicate with them a lot outside of InfoReady.

## **Lessons Learned from Using InfoReady for the Symposium**

Next slide, please. I'll start out with lessons learned. Overall, I think some things for InfoReady that we learned. Next time for abstracts, one thing that might be helpful is there will be drafts. Basically, a student didn't finish something, and it just stayed in draft. And I think one thing just to help educate and help support students would be to let those draft people know Hey, yours is incomplete. We did have an instance where someone came back and said, Well, I submitted it, and I guess something happened, and it was still in draft, so we had to figure out how to handle that situation. I also did my own direct emailing to participants outside of InfoReady, just troubleshooting, updating them, reminding them.

But I think that might have partly been that, as you see on the first bullet, they didn't really know what InfoReady was. So some people thought when they'd get the automatic emails that it was spam, and they didn't reply to that. So I think ultimately next time with our symposium, we will communicate like, Hey, this is the InfoReady the process. This is what it looks like. Explain the process. One thing I want to do next time is make some recorded video tutorial that we can walk them step by step through and they can access it at any time. And then, so just the same thing, instruct some instruction document for them or something.

And also explain those terms in the language it's used in InfoReady. Like I said, there was a student that thought they had won an award because that's what it said in InfoReady. But we had day of judging posters and awards given out at the actual event, so we made sure they knew the difference.

I want to say our event success was achieved with InfoReady because this is how we selected our participants. On the day of, we had 113 presenters, and we had over 300 attendees at the actual event. We definitely think this was a success this first year of having this cross-institutional, not only opportunity in InfoReady, but also just an event, a research symposium.

## Future Plans for Expanding InfoReady's Use at TTUHSC

Next slide, please. I think, sorry, before, **Jordan** had mentioned that overall, some lessons that we've learned with using InfoReady. We want to continuously assess the needs of different departments and programs. Back in March, Ashley (our account manager) helped host a webinar for all of our faculty and staff to attend, so they could learn about InfoReady and what it is and what it can do. I've had faculty reach out and staff and admin reach out and say, How can we use InfoReady for our school or our competition, for instance? And then we're starting, like **Jordan** said, to regularly promote InfoReady as a resource and direct them to the site and let them know, Hey, this is where opportunities will be posted, or we can create a process for you to manage data or manage a competition in InfoReady. And so we also are just trying out new things.

So our slide that you see for future uses, school-based seed grant funding applications. So sometimes those are open funding calls. Sometimes they're limited within the school, and some of them choose to use review process within InfoReady, and some of them just simply want a place to collect the abstracts, and then they download the PDFs that you can do in InfoReady and disseminate them to their reviewers that way. So there's all kinds of different ways that we can use this.

Another new one I'm excited about for my role in the office, I'm trying to compile a researcher database. So this is going to be information for all of our faculty. Obviously, this will be self-reported by whoever chooses to do this in InfoReady. Basically what it is, we're using it like a survey, and we're allowing for data collection and processing so that we can find out things like their research interests, how long they've been at the institution or how long they've been a tenured professor, for instance. They could attach their CV, they could attach publications, or give us a Google Scholar link, that thing. So this is going to also help make our faculty aware of where and what InfoReady is, and then by utilizing it as a survey, an opportunity, an InfoReady, they will be able to practice how to even use it and what it looks like.

So get them more comfortable with that. We just launched yesterday, I believe, or I guess it was June first, we launched a cross-institutional seed grant with Texas Tech for our new One Health Institute. This is something as well that we are working through and trying to really figure out how we can collaborate and align on this process.

Another use that we've seen is for peer reviews, maybe something like manuscript composition or something to where a faculty might need to have their abstract or their projects and ideas reviewed by their peers. This is a way we could do that as well.

Then other student competitions, we definitely want to do this again next year for our Amarillo Research Symposium, but also other campuses, other schools that might have similar events. The GSBS, which is the graduate school here on the Lubbock campus, has as a week-long research event every spring. So we plan next year to hopefully utilize what we've learned here and do their process, their abstract submission process in InfoReady next year.

So that's pretty much my spiel. I want to say on behalf of Dr. Lance McMahon, our Senior Vice President for Research and Innovation, we really want to thank InfoReady for allowing us to share our experience, and then also for providing us continued opportunities like this one to learn from our peers.

I look forward to the Peer Spotlight and all the other great webinars that InfoReady hosts. **Carlos**, I think that's it.

## **Q&A Session**

**Carlos:** Thanks so much, **Audrey** and **Jordan**. Lots of good info there to share. I appreciate you taking the time to put this together and discuss it with peers at other institutions. Everyone has to do this in some way on campus. It's always figuring out, Okay, how are we going to showcase the student research? Or how are we going to manage different types of processes? How are we going to make funding opportunities more visible to our faculty members? We don't lose out on something because someone didn't know it existed. So thanks for sharing all that that you're doing. We do have some questions that were submitted here in the QA tool. If anyone has questions, please submit them. And I think we're just going to get into it. You ready?

**Jordan:** Yes. All right.

**Carlos:** Yes. Do it. So first question, can you tell me a little bit more about your communication to the applicants, how much of it were admins using InfoReady to email applicants versus outside? And what types of emails were there?

**Audrey:** I did not really utilize InfoReady. I know there are the automated, or not automated, but templates that are already in there. And I know you can create your own... You can edit those details how you need them. So there would be a reminder when the person submitted, and it would say, you will hear a decision by this date. There also was an email reminder sent out through InfoReady about, what was it, after the review process happened, that it was actually awarded. But I think I changed that language to say, Yours has been accepted for presentation at the symposium. Your next step is to upload your poster if that's what they were choosing to present as. And then, like I had said in the progress report, there's a function that you can check to send a reminder. So a week before I scheduled, and actually, I think I scheduled maybe two reminders leading up to that deadline that you set in InfoReady. But then I used my own email inbox to communicate. I would use InfoReady to synthesize the data. We had them select their school, so I was able to download the data from InfoReady from the management tab and sort by school.

So then I could pull from InfoReady the email addresses for the students from just that school. And then if I needed to email them outside, it might have been something like... Gosh, I'm trying to think. Something to do with scheduling. Are you still available at this time? This will be when your presentation will be. Then it might have been more direct rather than to a group, but to a specific student like, Hey, your PDF is not opening correctly, or it's not the right format. We need you to submit it again. To answer the question, I guess I really didn't utilize InfoReady other than what was already, the templates that are already there, and just tweaked those. But I also supplemented with my own emails. One thing with the automated emails is that it does go... If they respond directly to that automated email, the help desk has to send that to me directly. They can't use that in a way to communicate with me directly. So I made sure and put my email address and other admins email address on all the email communications, the details within the opportunity all of those things. Yeah, I hope that answers it.

**Carlos:** Thanks. **Audrey,** can I give you some information?

**Audrey:** Yeah.

**Carlos:** This doesn't help you in the past, but it's going to help you in the future. Right. You're in your process in April. And guess what we did in May? We released a new feature that allows you to batch email communication to applicants at any time you want.

**Audrey:** Awesome. That's so cool.

**Carlos Moncada**

And you're like, Well, that doesn't help me now. But next year, next cycle, that will be helpful. I've got more good news for you. Sometime in the fall, there's going to be a batch progress report reminder option. Nice. Awesome. So going into each individual one for the next cycle, it's going to be taken care of for you. So a few things there from the lessons learned this time and new functionality, it'll save you a little bit of time, bring more into the system.

**Audrey:** That's great.

**Carlos:** That way, it's a little more streamlined that way.

**Audrey:** Yeah. And I mean, it wasn't...InfoReady is pretty simple to use. It's not like it was taxing for me to do that necessarily because it's not like I was having to create the email. Yeah, I had to tweak some language, but it was still very helpful, but I think I also, maybe this is a control aspect, but I also wanted to make sure and communicate outside of InfoReady. But I love hearing you all's updates, especially every time you all release the new ones. I really like to know what they are because they're usually solving some issue that we've come across.

**Carlos:** Great. I've got more good news. I'm not going to share it all right now. This is for later, but there's things that are... We've always got things coming. So another question here. You alluded to this, and it relates to a question that was submitted. It says, Are you able to pull a report of all the presenters and their information for later data analysis? You did a little bit of that to pull the emails and the schools, but could you elaborate on that in relation to the question?

**Audrey:** The function in InfoReady when you want to download the data. Once you're in your management tab and then you are in that opportunity, there's an export data or some to that same effect area that you go and you can tell it how much data you want. I would do this at different intervals throughout the process. That was something that I had to be cognizant of as I was getting updates. I might need to see what I already had and then only add the new stuff. You have to work through those things. But it downloads it into an Excel if that's what you choose, and it's very easy to manipulate how you want it. I think, like I said, I had to decide what I wanted. If you choose to get all the data, you're going to get all the data, and you got to decide what you're looking for. But that's a great thing as well on the other end, because you might not think you need some piece of data, and then you have it, so you do use it in some way. What was the question again? What else am I...

**Carlos:** Relating to information for later data analysis, have you gotten to that phase yet where you're doing further data analysis?

**Audrey:** I mean, we did the analysis in the sense of once we needed to determine, so we knew who was going to present, then we use the data from InfoReady to determine where to place them. What I mean by that is there was one question about what category is your or what topic is your abstract? We used the data dump and then we did a new spreadsheet and pulled in information from InfoReady data to say, their category is this. We want to have this time slot, this session is only going to have topics relating to cancer, for instance. We did use it in that way to analyze what the student or a trainee, what their topic was, or it was also important to spread out for schools, not to have all school of medicine be in one session. So we also were able to sort through that as well. I hope that answers the question, but there are many ways that you can utilize the data that's given to you, which is great. Like I said, it gives you a lot. I mean, basically, anything you're asking for when someone is applying in your opportunity, it will spit that out for you.

**Carlos:** Thanks, **Audrey**. Here's another question about abstracts. Were you able to create a book of abstracts using InfoReady?

**Audrey:** Yes. One person was tasked with basically with doing this. When we data dumped, we had a text box where they copied and pasted their abstract, and we limited it to 250 words and all that stuff. When you data mine, one of the columns, I guess, is abstract. Then she went in for each one and she basically copied and pasted that into her Word document where she compiled the abstract book. So it is a little like there wasn't a way to download just abstracts into a PDF, if that makes sense. We did have to use the feature where we're downloading the data that was put into InfoReady and then using that. It wasn't a hard process. It was not hard to do. It just took a little time. But rather than having them upload their abstract as an attachment, which would have taken even longer, we just had them insert it, copy and paste it as a text box, and I think that helped with the abstract book compiling.

**Carlos:** In the system, there's a batch PDF so you can download the individual application packet, but as a field. It's still in there with the rest of the information, so you have to parse it out.

**Audrey:** I did utilize that feature. I'm trying I think off the top of my head, I can't remember why, but I did utilize that feature. However, working from an Excel was easier because- you can just copy. Oh, here's why I wanted to use it. It was because I was hoping that there was a way that our admin who was handling the printing of the posters, so we used progress report for them to upload their

posters. I was hoping there was a way that she could download, batch them into one PDF, download them all instead of having to go into each person's opportunity and download them from there. But it didn't work the way we wanted because it would give you a cover page, and it would basically give you the all what you just said. It would give you all that information when all she was really looking for was the PDF. I guess if you think about it, you could go into Adobe software and just delete those pages. I didn't think about that until just now. But if you have that function to manipulate the downloaded PDF, then you could do it that way.

**Carlos:** There's a little bit of tailoring involved, though. What is that? There's a little more curating of that content. There's a lot of content involved. So another question. Well, actually, another thing. If you have other questions for anyone who's on the call, if you have questions about a book of abstracts, there's another group that uses InfoReady that has an add-on that actually moves the data around for you. You don't have that, but I'll gladly share the information and send you a link to their website, too, so you can see what it looks like. It's pretty cool to see what it's doing. But more questions here. I think the answer to this is no, but you might know better than me. Is there any interface for ScholarWorks for abstract uploads?

**Audrey:** I'm not aware.

**Carlos:** We don't have that. We do have integrations available, but we've never done an integration with ScholarWorks to do that stuff. But I did want to get that answered. Switching gears, reviewers. You talked about reviewers. Can you tell us a little bit more about the process of selecting reviewers, pairing them, communicating with them?

**Audrey:** I was given names by the co-admin, so the representative from each school. I was given names of who their reviewers were. Then within the Manage tab in the opportunity, I had to sort by school. Then I had to select the student or their submission. Then I had to assign the reviewers, and I would enter in their email, and then that's the process they would take. They'd get a notification that you need to go review this. They'd sign on for us anyways, their single sign on process. They would do the rating scale where it was numbered, enter any comments in. We had two reviewers for each abstract. Trying to think what else. We did have to wear a disclosure to say, if you worked with this student on this project, please let us know and we'll reassign you. I downloaded the data and I isolated each school, so all the abstracts from School of Medicine, which was the biggest, I found out how many there and then we tried to evenly distribute to the reviewers. So I think, honestly, in that school, I think each reviewer had 12 to 15, which sounds like a lot.

It is a little bit of a time commitment for them, but they're only reviewing the 250-word abstract. They're just saying that it's meeting the level, the score, the level of, yes, they can present. There were some that did not meet that threshold, and they were asked to revise, or they were asked to... If they had selected oral presentation, they were asked if they could do... Or they were told they could do a poster instead because they didn't score high enough. I think that's the answer to that question. But we really just tried to, for sure, have two reviewers for each abstract, and then also isolate the schools to say, Hey, there's X number for this school. We want to try to even it out. And then you might have to shuffle around with, you had assigned Reveal A, but they have bias or they can't be on that review, so we'd have to swap them out. So I made my own little spreadsheet with the data and did a chart of... It would have the name and the abstract, and then I would have the reviewers. But there are some great data tools and InfoReady specific to reviewers.

You can download all the scores, you can download all the assignments, who was assigned what, and you can see who has completed, who hasn't. That was really helpful.

**Carlos:** Great. No, it's wonderful to hear when you can see it all up front and take action from there. Sure beats digging through a bunch of emails and whatnot. I'm going to switch gears a little bit and ask Jordan a question, because I've been neglecting Jordan, so apologies. Jordan, you've been centralizing opportunities. And how has communicating and socializing this centralization, I guess, impacted the engagement with the opportunities? Are you seeing more support requests coming in? Are you seeing faculty members apply more to these external opportunities?

**Jordan:** Well, I will say it's taken us some time, I would say, in these past two years to figure out where the direction that we want to take sharing opportunities through InfoReady. So maybe like a year ago, we enlisted our Office of Sponsored programs to start uploading opportunities that they see because we had another website that we have on our website opportunities listed. We didn't want to duplicate efforts. So we were making sure that the office is funded programs or at least putting private foundation opportunities on to InfoReady. And then it really wasn't until recently that we've started socializing it internally. I think just Audrey has been here about a year now, and I've been here about two years at the institution. So understanding the use of InfoReady has taken us some time on top of administering grant opportunities in our daily work. So with that being said, we held that internal info session about a couple or a few months ago, where we finally really presented it to our faculty, and they got to ask their questions. And now we're really rolling out the strategy of dissemination. Like I mentioned, we're moving slowly with this, but it's been a great resource. Audrey, do you have anything to add on that?

**Audrey:** I mean, since that webinar demo or whatever, we've had one school really utilize, and they've had three opportunity competitions for their seed grant funding, like I said, what was really cool was our new One Health Institute deciding to collaborate. So that's in conjunction with TTU collaborate and do host that seed grant opportunity in InfoReady, even though this is the first seed grant they've ever given or put out. So there's that. So I think, yes, to Jordan's point, we have been getting some traction. So really, we just try to say, Hey, if you have an idea, let us know, and we can walk through it and see if there's a way. And then we work with them step by step. So them being the admins, we will work with them to figure out the process, what it looks like in InfoReady, and just be there walking them through it.

**Jordan:** And during this time, I have also experimented with submitting the application through and already and being notified when there was an application submitted for a particular opportunity. There was no problem with it. It was just like going through email, I would say. I think I can foresee us using just like Audrey has been mentioning with the other school admins, they're using them for internal seed grants, where there may be multiple internal reviewers that can be assigned. For us, Our internal review committees are very fluid. We're still working out how we're going to use the apply function internal 3MT already as well.

**Carlos:** Well, thanks for sharing. We're here to help you as you're figuring it out, for sure. We're at the top of the hour, and I want to close out the webinar for people who have to go. But I did want to ask one more question. So I'm going to do quick close, and then I'm going to continue for two or three more minutes, if it's okay with everyone. First, thank Thanks to our panelists at Texas Tech University Health Sciences Center for sharing their processes, sharing their insights with us and with everyone on the call. I always find these instructive higher Ed, such a great community because everyone does like sharing best practices, and it helps all of us.