

Increasing AI Literacy for Research Development Professionals

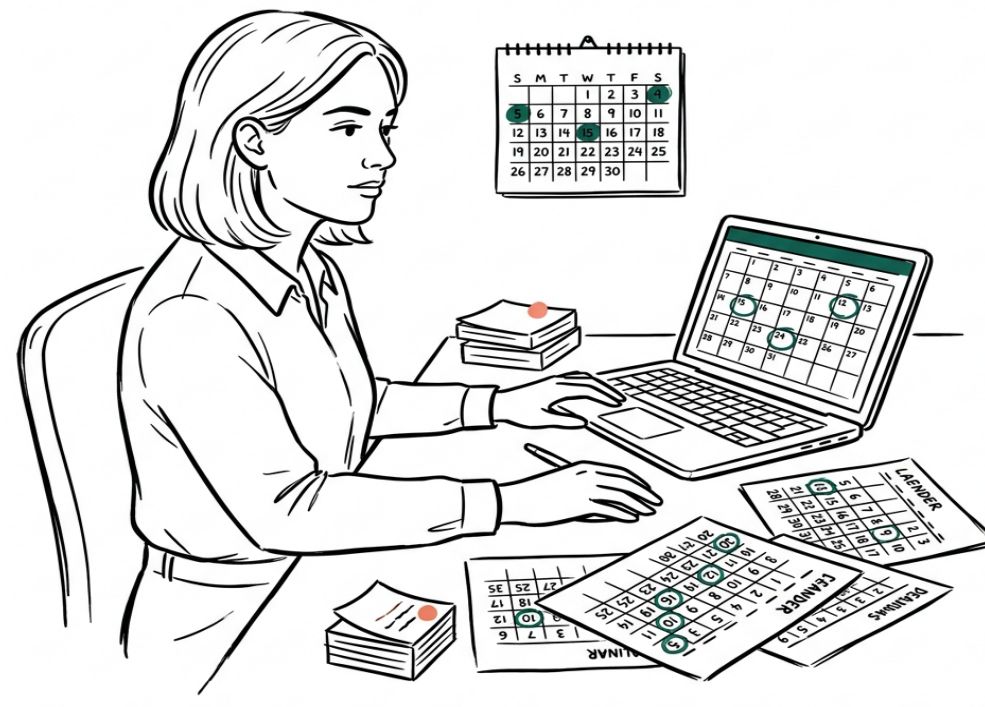
A Framework for Delegation, Not Prompting

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1 The Reality We All Know

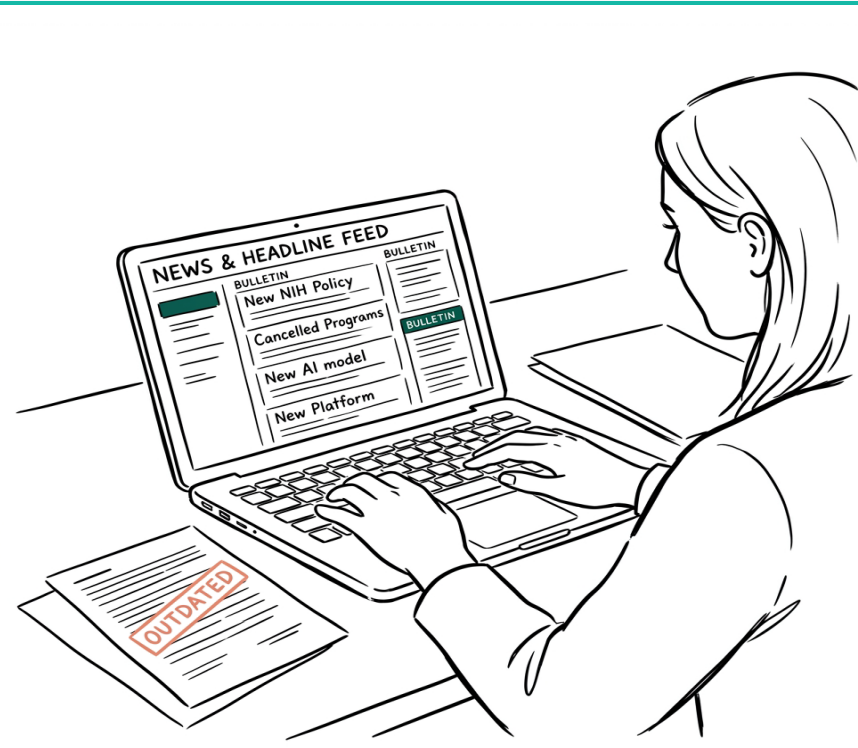
Constant deadlines = constant pressure

Growing portfolios with reduced FTEs



No time for strategic thinking

Rapid change is the only constant



The Reframe

AI adoption is not a technology skill. It is a delegation skill.

You scope proposals. You define deliverables. You evaluate output. You've been training for this without knowing it.

2 What's Really Stopping You?

Barriers: real, imagined, and workable



"My university doesn't provide good AI tools."

\$20/mo subscription pays for itself in week one. Build proof, then the case



"I can't upload sensitive data."

Start with what's already public: NOFOs, templates, literature.



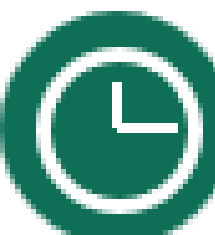
"Our data isn't ready for AI."

AI works with messy PDFs, notes, and emails. The mess is where it helps most.



"I tried it and the results weren't impressive."

Free models lag more than a generation. Paid thinking models are a leap



"I don't have time to learn something new."

The tasks eating your time are exactly what AI handles well



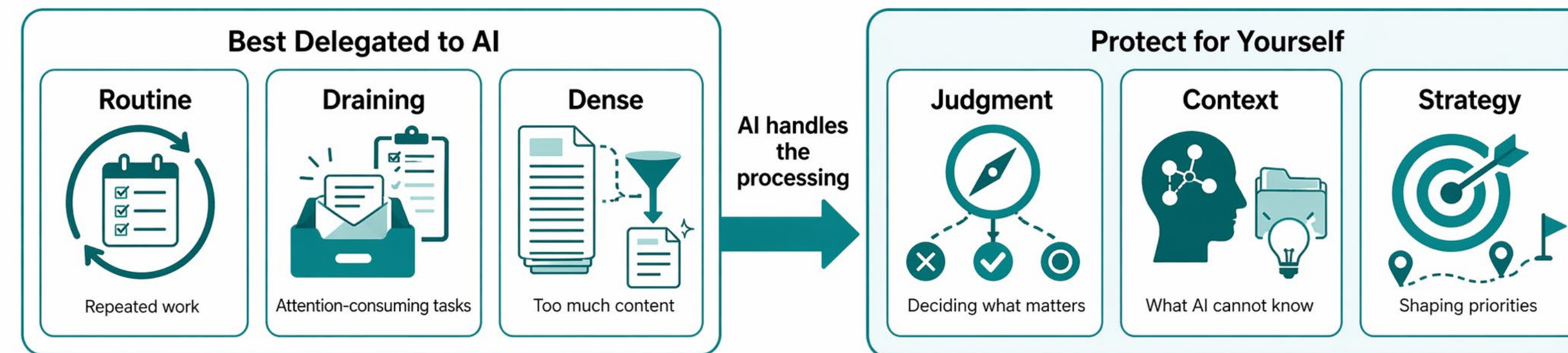
"I'm already too far behind."

Most knowledge workers haven't started. Starting now will be your competitive advantage

3 The Delegation Framework

Deciding What to Delegate

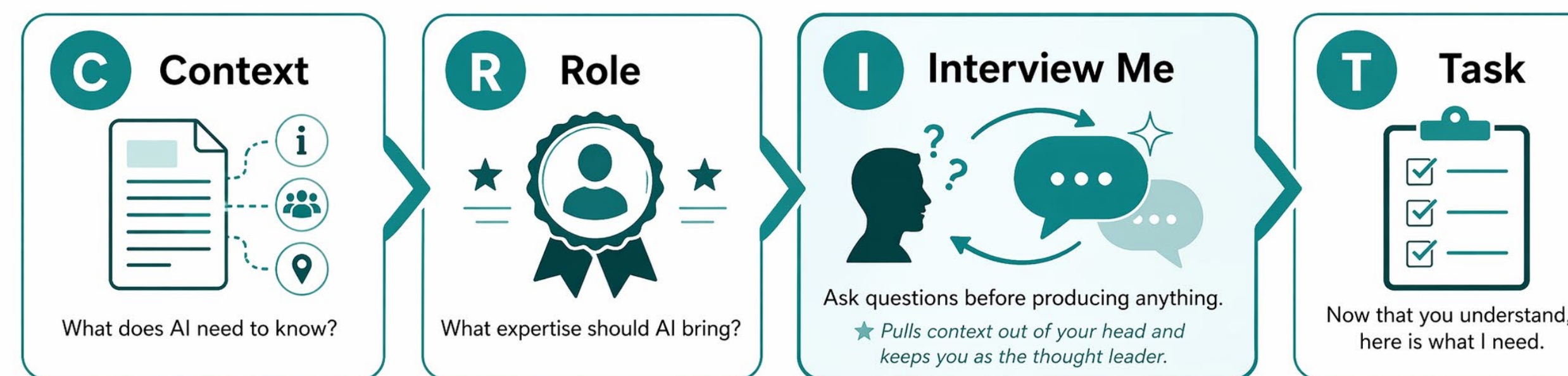
Delegate the processing. Keep the judgment.



AI processes. You decide.

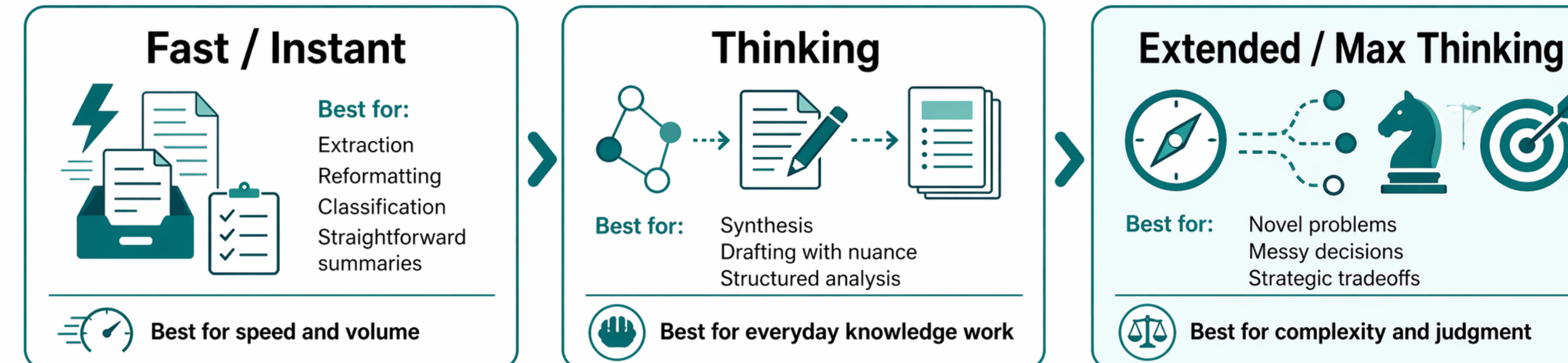
The CRIT Method for Effective AI Delegation

Credit: Geoff Woods, The AI-Driven Leader



Match the Thinking Level to the Job

Different tasks call for different levels of model reasoning.

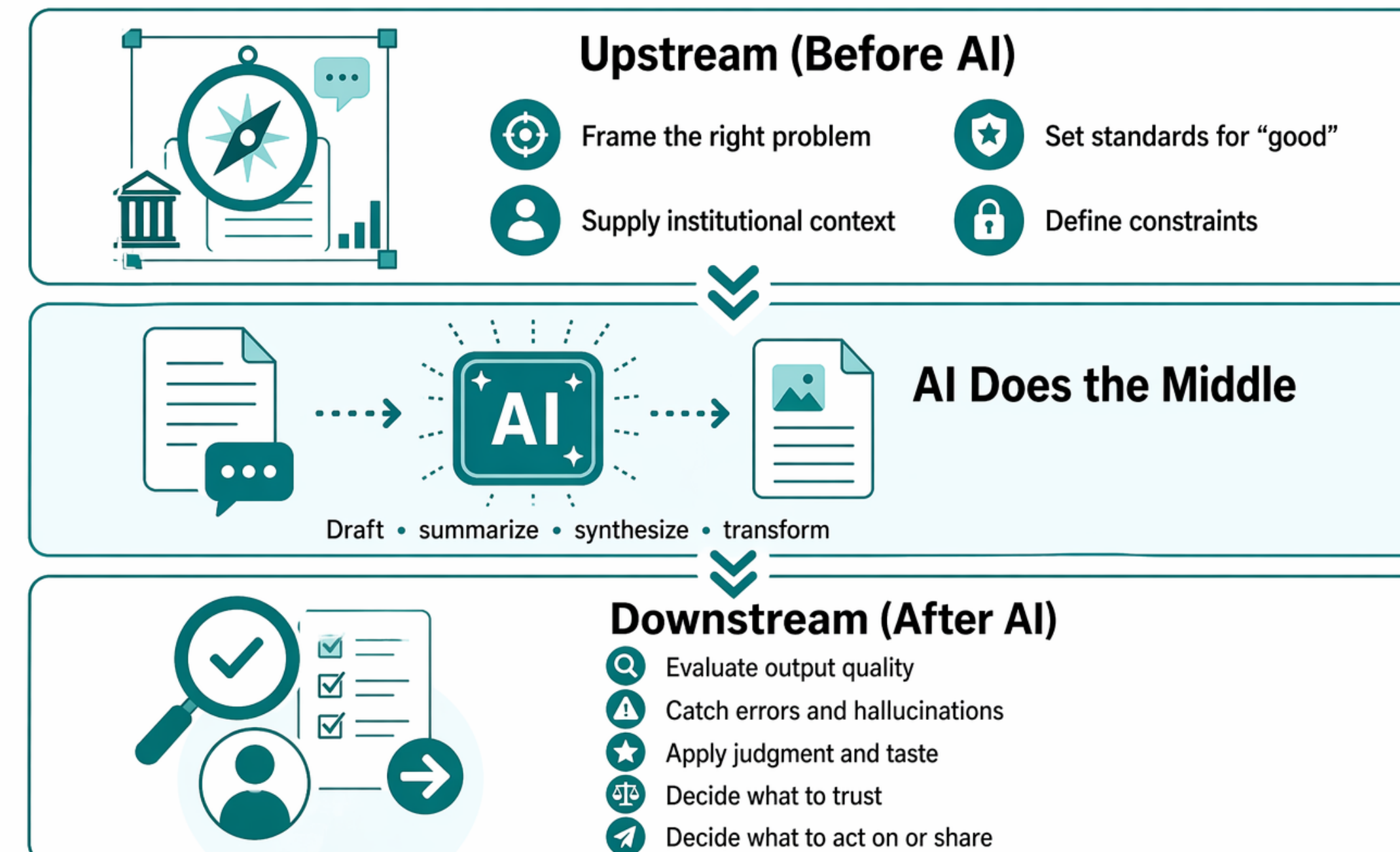


The names change. The task fit stays the same.

Free tiers are typically one to two model generations behind. If you're judging AI by a free model, you're judging last year's capability

Where Your Value Lives Now

As AI makes first-draft expertise abundant, human value moves upstream and downstream.



The professionals who thrive won't be the ones who resist AI — or the ones who hand everything over to it. They'll be the ones who learn to direct it well.

4 Delegation in Action

From quick wins to real systems. Describe clearly — no coding required.

NOFO Processing

From 40 pages to 15 minutes of judgment.

CONTEXT

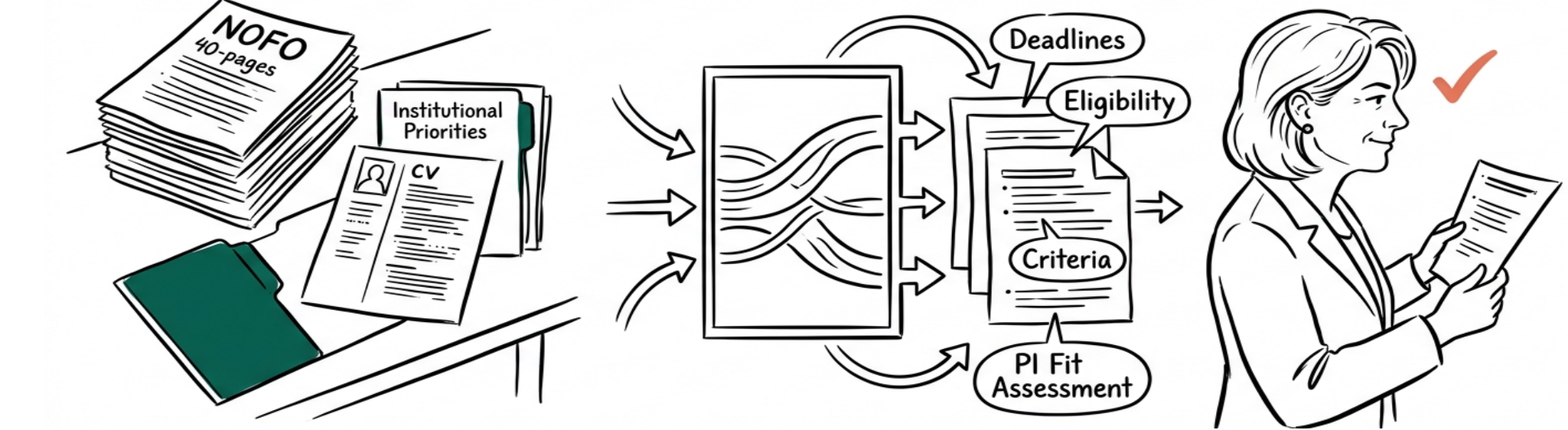
The NOFO
PI's CV and portfolio
University landscape/ focus

AI DELIVERS

Deadlines, caps, eligibility
Hidden requirements, red flags
Fit assessment against PI profile

REVIEW

Verify facts against the NOFO
Make the strategic call:
worth the PI's time?



Biosketch Reframing

Same record. Better narrative.

CONTEXT

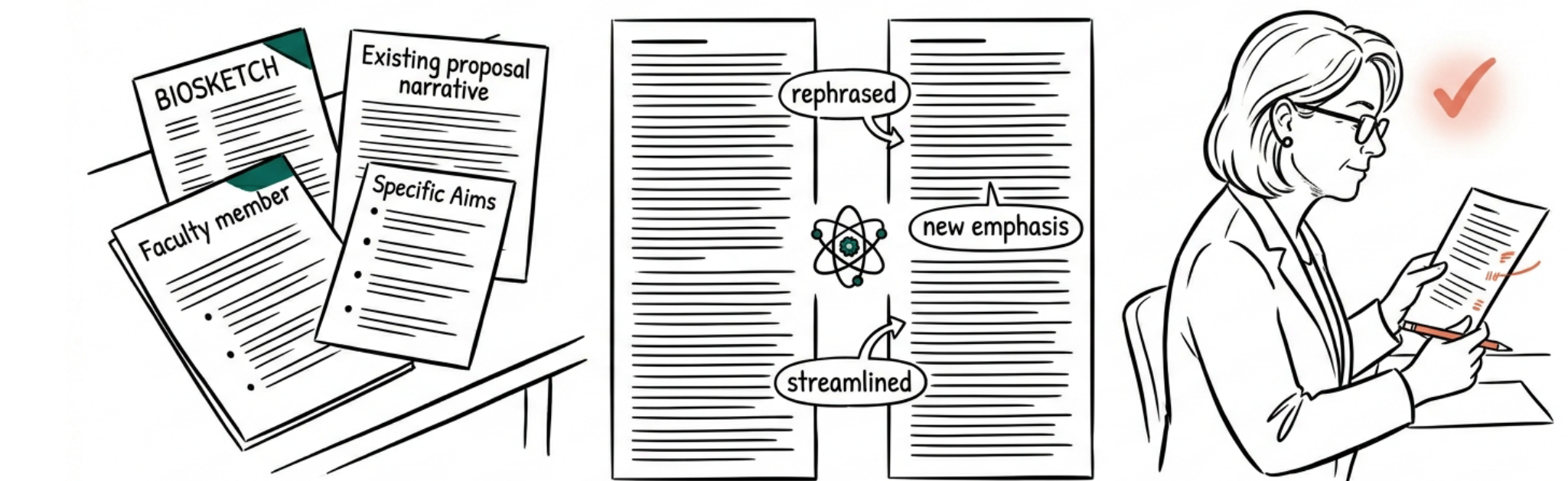
Proposal narrative
Existing biosketch
Specific aims / project summary

AI DELIVERS

Side-by-side: original vs. rephrased
What shifted, and why

REVIEW

Voice — still sounds like them?
Accuracy — no inflated claims
Reviewer fit — will this land?



Meeting Facilitation

The full meeting lifecycle, delegated.

CONTEXT

Past transcripts, open action items
Attendees, roles, desired outcomes
Second-brain (Notion, Obsidian)

AI DELIVERS (agentic)

Personalized pre-meeting prep
Live pacing, decision capture
Tailored post-meeting summaries

REVIEW

Attribution - did they commit?
Tone - collaborative, not transactional
Strategic read - what wasn't said



5 Choose your tools with care

Delegating well means choosing what you delegate to. The AI tool landscape — models, apps, harnesses, agentic capabilities — is moving faster than any institutional policy can track.

Not everything you can run is something you should run on a work machine. Public data is one question. Proposal drafts, sponsor communications, and HR-adjacent material are a very different question.

Use vetted tools. Check before you connect. The goal is to be ahead of the curve, not the reason your institution makes the news



aimeeoke.ai

All frameworks and resources are open-access. Built by a research administrator, for research development professionals.

