

MEMORANDUM

To: Deans, Chairs and Directors
From: Jeremy Haefner, Provost and Senior Vice President for Academic Affairs
Subject: Providing basic administrative functional support associated with sponsored projects
Date: 9 November 2010
Cc: Don Boyd, James Watters, Bill Destler

This memorandum serves to provide guidance and clarity as to expectations for supporting our faculty performing sponsored research.

Over the summer of 2010, a group of faculty, staff and administrators were charged as a subcommittee of the Research Advisory Board to provide a set of recommendations regarding research administrative support. While this subcommittee identified several recommendations, this memorandum addresses the recommendation to provide basic administrative functional support to our sponsored research faculty. This memorandum acknowledges the careful and thoughtful language used in the subcommittee report and borrows portions of this language as shown in italics for this document.

For the purposes of this memorandum, *basic administrative research support is defined as those functions assisting principle investigators (PI) with the process of routine transactions. These include obtaining proper signatures and routing documents to the final departmental destination. Examples of basic administrative support include:*

- **Financial**
 - *Procurement Card*
 - *Travel*
 - *Invoice Payment Forms*
 - *Petty Cash*
 - *Requisitions/purchase Orders*
- **Personnel**
 - *Employee Action Forms (EAF)*
 - *Student Employment Hire Forms*
 - *Graduate Research Assistant Stipend Payments*
 - *Tuition Remission*
- **Monthly Reports**
 - *Grant statements*
 - *Payroll distribution reports*
 - *Account analysis*
- **Monthly account review**

As I am in agreement with the recommendation of the subcommittee, colleges must *use existing administrative resources to provide consistent basic administrative support to all PIs. In many colleges and units, this is already occurring. Where it is not, staff resources should be positioned as appropriate, preferably as close to the home departments of the PIs as possible. In some cases, a staff member may split his/her time between two or more departments, while in other cases a staff member may be dedicated to a single department, based upon the research volume in the department.*

Finally, there are certain *tasks associated with managing sponsored programs effectively that are beyond the scope of basic administrative support in the home department.* I understand that a specialized skill set is required to help PIs manage grants and ensure compliance with regulatory requirements. In these cases, my office will work collaboratively with Finance and Administration to identify resources that will provide the PI with this specialized skill according to the recommendations of the subcommittee.

A handwritten signature in black ink, appearing to read "Jeremy Haefner", with a stylized flourish extending from the end.

Jeremy Haefner
Provost and Senior Vice President for Academic Affairs