The Critical Role of Departmental Administrators in Research Administration

Module #8

UM Research Administration Certification Program

February 24, 2016

Learning Outcomes

- Get a better understanding and appreciation of just how critical the Department Administrator's role is in university research administration and in the life cycle of a sponsored research award

- Get a better understanding for professional and personal skills needed to be successful in that role

- Learn of resources to aid continued success in the role of the Departmental Administrator

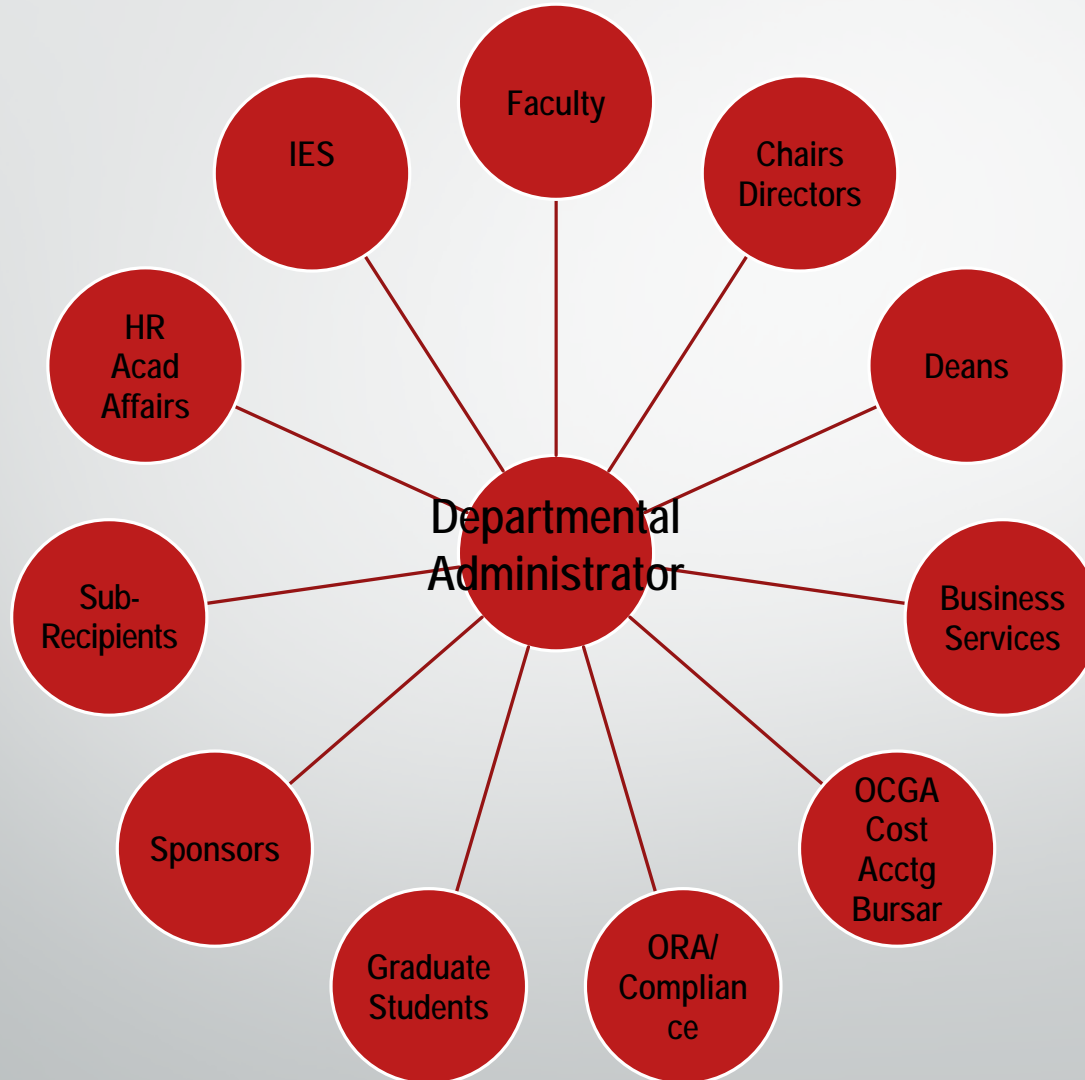The Role of a Departmental Administrator depends on your

Point of View

An Effective Departmental Administrator should function as…

- Advisor
- Colleague
- Facilitator
- Assistant
- Advocate

Central and Diverse Role!

The Effective Departmental Administrator…

Departmental point-of-view

- …focuses on customer service

- …is responsive

- …is available

- …is reliable

- …assists faculty in navigating administrative processes

- …is flexible

Central Admin's point-of-view

- …is responsive

- …is consistent

- …is proactive

- …serves as liaison between department and central admin

- …is flexible

Areas where the Departmental Administrator can be most Effective

- Job Knowledge

- Proposals

- Pre-award

- Post Award

  - Accounting and Reconciliation

  - Compliance

  - Planning and Forecasting

Case Studies

Proposals

- Initial Meeting with PI…New PI, Seasoned PI

- What Questions Do You Ask?

- What About Your Timeline?

- Budget/Justification…What Are The Primary Cost Elements?

- Compliance Issues

- Working with ORA

Travel

- What can be arranged/paid for in advance?
- What does the traveler need cash for?
- Can we get a (temporary) travel card?
- How do the costs on the TAR relate to the SOW?
- What sort of receipts and documentation do we need?
- How can I get a cash advance?
- Is the technology/data the traveler is bringing out of country export controlled?

Purchasing:
Can I buy...?

- Shot guns
- Alcohol
- Shower curtains
- Ziplock bags
- Sun-tanning goggles

- Tablet computers
- Coffee makers
- Cell phones
- Invited speakers
- Food

Purchasing:
How do I buy...?

- Delegated procurement
  - Procurement Card
  - Small Procurement
  - Small outside consulting agreements
- Reimbursement
- Master contract
- Request for Proposal / Sole Source Justification

Human Subjects

- Incentives vs Compensation
- Record-keeping requirements
- How do I request cash?
- How do I request gift cards?
- What happens if the PI over-enrolls participants?
- Issues of consent
- Foreign nationals as subjects

Hiring – Paying People

- What will the employee do (job description/responsibilities)?

  - Funding source(s) - budget approval

- What is the appropriate payment mechanism?

  - Employment, fellowship, honorarium, participant support costs, outside consultant

  - Classification (faculty, postdoc, staff, student GA or hourly, overload)

  - Contract type, title, salary, duration

  - Fringe benefits – What is required and what is permitted?

- Is the person a U.S. citizen (Visa, Export Control/ITAR)?

  - What is the appropriate visa and who pays for it?

Effort Reporting

- Review period vs certification period

- How do you make changes to the effort report?

- Who can certify?

- 100% sponsored effort

Post-Award Monitoring

- Monitoring Expenses

- Facilitate Subawards

- Compliance Monitoring

- Planning and Forecasting

- Reporting to PIs

- Closeout

Internal Resources

- Research Compliance Portal:
http://www.umresearch.umd.edu/RCO/index.html

- Human Subjects' Compensation forms:
http://www.umresearch.umd.edu/RCO/New/IRBForms.html

- UM Travel Services: http://www.dbs.umd.edu/travel/index.php

- Subaward Guidelines and Documents:
http://ora.umd.edu/resources/subawards

- ORA www.ora.umd.edu

- UMCP Uniform Guidance Implementation
http://www.ora.umd.edu/resources/federal/uniform-guidance

- UM Record Retention
www.dbs.umd.edu/records_forms/index.php

Internal Resources *continued*

- University Human Resources: https://uhr.umd.edu/

- UHR Forms: https://uhr.umd.edu/forms/

- UHR Employment & Compensation: https://uhr.umd.edu/ecc/

- Procurement & Strategic Sourcing: http://www.purchase.umd.edu/

- International Student & Scholar Services: http://globalmaryland.umd.edu/offices/international-students-scholar-services

External Resources

- OMB Circulars www.whitehouse.gov/omb/circulars_default

- Federal Acquisition Regulations
  http://www.acquisition.gov/far/

- National Council of University Research Administrators
  www.ncura.edu

- National Association of College and University Business
  Officers www.nacubo.org

- Federal Demonstration Partnership www.thefdp.org

- Office of the Inspector General https://oig.hhs.gov/reports-
  and-publications/oas/index.asp

- NIH audit findings https://oig.hhs.gov/reports-and-
  publications/oas/nih.asp

In Summary, a good Departmental Administrator...

- has a professional attitude

- is adaptive and flexible

- is proactive

- has a broad-view of processes

- is consistent/reliable

- is determined but diplomatic

- has good communication skills

- cultivates relationships

- has job knowledge

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