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!

- Faculty
- Chairs Directors
- Deans
- Business Services
- OCGA Cost Acctg Bursar
- ORA/Compliance
- Graduate Students
- Sponsors
- Sub-Recipients
- HR Acad Affairs
- IES
Teamwork
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

- 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
• 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
Contact Information

• Rebecca Hunsaker, Assistant Director of Research Administration, College of Behavioral and Social Sciences
  • hunsaker@umd.edu
  • 301-405-1695

• Jeff Snider, Director of Operations, Division of Research
  • jsnider@umd.edu
  • 301-405-0916

• Danette Boone, Contract Administrator, Office of Research Administration
  • dboone14@umd.edu
  • 301-405-8108