

## **Research Office Services Provided to Faculty of BFLSONHP**

### **Pre-award Phase Services**

- Develops and oversees grant proposals and budgets within compliance of federal, state, local, and university guidelines for the College entity
- Acts as liaison between department heads, faculty, legal, Office of Research, and sponsoring agencies in the success of proposal submission
- Reviews Agency Guidelines
- Develops timeline and workplan for proposal submission
- Assists with keeping PI on target with timeline dates
- Completes budget development for grant proposals.
- Fills out and Updates Electronic Applications (i.e., SF 424)
- Keeps working and final copies of attachments for grant
- Uploads attachments to application
- Coordinates subcontract agreements; once approved processes requisitions
- Reviews final proposal package
- Completes routing forms
- Obtains Associate Dean for Research and all other necessary signatures
- Routes proposal package to OSP
- Serves as departmental contact to OSP

### **Post-award Phase Services**

- Initiates account set-up with OSP
- Creates departmental file and shadow budget
- Reviews "greensheet" and budget for accuracy
- Performs in-depth review of award documents and notification of award through the whole grant and/or contract process
- Monitors compliance with university policies and procedures
- Ensures any required cost share accounts are activated and arrange for any budgets (ePAF for faculty or staff, budget transfers for any other lines)
- Manages and oversees the process of daily flow of paper, electronic documents and communications related to proposals and contracts
- Manages financial affairs for sponsored funding
- Advises investigators on financial matters
- Monitors funding sources and prepares annual budgets
- Performs statistical research; prepares financial reports
- Serves as primary liaison to other administrative units involving financial matters
- Maintains shadows and expense tracking for PIs
- Completes expenditure review monthly (includes review of budget, previous month expenditures and remaining balance with the PI)
- Maintains files of proposals, awards, and contracts
- Executes Prior-Approval Requests such as No-Cost Extensions, Carry-Over Funds, Re-budgeting, etc.
- Completes Electronic Personnel Effort Reports
- Prepares and administers agreements and develops contract negotiations between faculty, sponsoring agency and regulatory agency
- Designs and prepares grants and contracts reports
- Completes Project Closeouts

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- Clear remaining balances on ending projects (fixed priced transfer to residual and cost reimbursable RFS will return to agency)
- Maintains departmental records
- Acquires and maintains knowledge of research activities, grant acquisition archives, and records
- Maintains database and tracking of all sponsored activities within the college or entity
- Facilitates unit's financial policies and procedures

### **General Administrative Services**

- Processes Payment Request Forms
- Coordinates travel and encumbers expenses via Travel Authorization Forms
- Processes Travel Expense Statements
- Coordinates the hiring of GRAs for grants and the department
- Coordinates timesheets
- Processes consultant agreements and payments
- Keeps copies of all invoices
- Completes progress / program reports
- Monitors departmental expenditures and reimbursements; approves expenditures
- Completes Electronic Personnel Action Forms (ePAFs) and PF2As as needed
- Process expense transfers and ePAF and PF2A amendments within 30 days
- Conducts/Assists with electronic searches for grant opportunities (COS Pivot)
- Checks information listed in Financial Edge for accuracy
- Obtains P'cards
- Completes P'Card Activity Logs and obtain signatures monthly (forward to Disbursements Business Services quarterly)
- Develops office procedures
- Receives and responds to up to approximately 40 email each day (approximately 800 per month)
- Orders supplies
- Coordinates grant writing workshops and research roundtables
- Performs other related duties as assigned.