UD Research Administration Roles and Responsibilities

General Research Administration

Overall responsibility for programmatic, and financial stewardship of award
Approve project feasibility
Provide guidance and interpretation of federal regulations, agency specific requirements, and University policies and procedures
Provide training as needed
Required to fail audit requests (internal and external)
Work with external auditors to complete the A-133/UG Subpart F audit process
Create and maintain central grants management queries used to monitor award activity

Proposal Preparation

Initiate proposal submission
Assist principal investigator with proposal preparation
Coordinate the proposal process to ensure timely, compliant and accurate submission
Monitor the principal investigator in the preparation of large interdisciplinary, and/or multi-institutional proposals by providing guidance and constructive project management supervision not typically provided by the lead college/department and OSP
Initiatives and activity participate in conceptual proposal development and follow-up meetings for large, interdisciplinary, and/or multi-institutional projects
Provides sure document management for large proposal efforts with shared senior space for proposal teams members

Regulatory Compliance

Prepares and submits protocols for research involving human subjects, animals, and biohazard hazards
Verifies submission of protocol to appropriate oversight regulatory committees
Supports the functions of regulatory committee to assure compliance with federal requirements regarding the responsible conduct of research (human subjects, animal use, export controls and trade sanctions, research misconduct, and COI)
Works in conjunction with UD Environmental Health and Safety Office with respect to research material use, storage, transportation, and disposition to assure compliance with federal requirements in biochemical, environmental, and radiation safety
Works in conjunction with UD Office of Economic Innovation and Partnership to assure compliance with federal and contractual intellectual property requirements
Discloses existence of research staff conflict of interest and/or use of controlled technology or select agents for subject research effort
Develops and submits conflict of interest mitigating management plan(s), and/or technology control plan(s) or export controls licensing application background material
Approvals and Maintenance of Conflict of Interest Management and/or Technology Control Plan (if required)

Award Management/monitoring

Reviews, approves, and submits to Federal agencies, as required, conflict of interest management plans, technology control plans, and export control licensing applications to assure compliance with federal regulations
Negotiate and accept awards on behalf of the University, including modifications to existing awards
Prepare and distribute the notice of award to the principal investigator and the Research Administrator
Establish spenddown and chartered setup for projects
Complete and submit technical reports in a timely manner (interim and final)
Initiate request for budget realign
Assist principal investigator with request for budget realign
Initiate request for no-cost extension
Process no-cost extensions in accordance with University and sponsor guidelines
Initiate request for cost transfers (JV) in accordance with University and federal policy and procedures
Process cost transfers (JV) in a timely manner, in accordance with University and federal policy and procedures (OMB circular A-21/UG Subpart E)
Approve cost transfers (JV) “over 90 days” past the original expenditure, to remove unallowable costs and over expenditures
Monitor and reconcile expenditures to ensure adherence to award, allowability, and reasonableness
Assist with award monitoring
Monitor and reconcile balances to ensure spending within budget and to prevent over expenditures
Prepare, negotiate and initiate subaward agreements
Review and accept subaward terms and conditions
Initiate subaward PO webform (initial PO and PO Amendment)
Review and approve subaward PO webform (initial PO and PO Amendment)
Initiate request to modify subawards
Prepare, negotiate and execute subaward agreements
Review and approve subaward modifications
Review subaward invoices to verify funding availability
Review, approve and submit subaward invoices for payment
Manage subaward performance
Review and submit A-133/UG Subpart F certifications
Sub-award reports
Prepare and submit financial, patent & equipment inventory reports (interim and final)
Maintain back-up documentation related to expenditures within terms and conditions of the award (record retention)
Monitor, track and document cost share certifications
Verify and audit cost share in accordance with award terms and conditions
Initiate purchase order request for approved subaward agreements
Review, complete and submit closeout checklist in a timely manner
Audit expenditure balance and award activity to verify financial compliance with University and sponsor regulations and to ensure allowability, allocability and reasonableness

Cost Certification

Initiate cost certification process
Review and approve cost certification
Manage and verify cost certification signatures
Verify data within cost certification submissions in accordance with University policies and procedures

Billing & Collections

Prepare and submit billing for all sponsored research awards
Initiate collection activity on past due invoices
Assist with collection efforts on past due invoices as needed

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