

BASICS IN RESEARCH ADMINISTRATION

Andrea Deaton

Consultant Specialist

addeaton.ctr@attainpartners.com

Judy L. Bristow

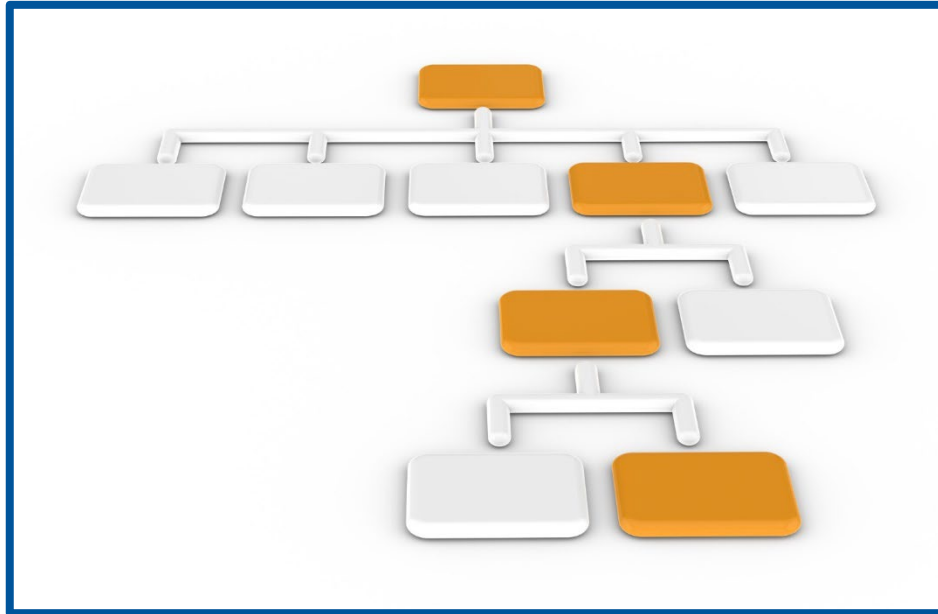
Consultant

jlbris01@gmail.com

Do You Ever Feel Like This? If not, you should!

**RESEARCH
ADMINISTRATOR**
— ★ ★ ★ —
**BECAUSE
FREAKIN'
MIRACLE WORKER
ISN'T AN OFFICIAL JOB TITLE**

Office Structures in Research Administration



- Differences in structure
- Common functionality

Grant Life Cycle



Finding Funding: RFAs RFPs BAAs

Request for
Applications

Request for
Proposals

Broad Agency
Announcement

Federal Agency Sponsor Systems



grants.gov



National Institutes
of Health

NIH.gov



Research.gov

Sponsors and Funding Instruments



Gift
Donor, NOT Sponsor



Grant Agreement
**Sponsor is Assistance
Provider**



Cooperative Agreement
Sponsor is Partner



Contract
Sponsor is Purchaser

Award Issuance

Awards can be issued in several ways:

- Unilaterally (no signature required by recipient)
- Post negotiation (requiring signatures of both sponsor and recipient)

What determines acceptance of the award once it's been issued?

Award Management

Management of the award requires the partnership of many different offices:

- PI/Department
- Sponsored Programs (Pre- and Post-Award)
- Technology Transfer
- Purchasing/Inventory Control
- Sponsor
- Subrecipients (if applicable)



Compliance

There are many components of compliance:

- Institutional
- Sponsor (re-budgeting; reporting; closeout)
- Research Integrity
- Institutional Review Board (IRB)
- Institutional Animal Care and Use Committee

Compliance

When does compliance begin?

- At time of proposal?
- At time of award?
- During closeout?

CLOSEOUT

Closeout

Closeout of the award occurs once the project has been ended and is typically initiated by the Post Award team in concert with the principal investigator and his/her department. Closeout requirements include:

- Ensuring that all expenses have been posted
- All reports have been submitted
- All documents required by the sponsor have been provided
- Records are marked for retention as required by the sponsor

The End

QUESTIONS?

