

Search Results Communication.



- Know who to talk to
- Work together
- Understand guidelines



Search Results Establish a plan of action.



- Center Operations
- Subaward Activities
- Effort Certification
- Cost Sharing
- Indirect Cost Recovery
- Documentation
- Financial Reporting
- Compliance
- Closeout



Search Results Leadership.



- Determine who's involved
- Identify roles and responsibilities
- Develop a timeline



Search Results Identify Resources.



- Departmental
- Collegiate
- Institutional
- Subrecipient
- Sponsor



Tools and Tips: Administering a Successful Center Award

| Center Administration | Communicate | Be Proactive |
|------------------------|---|---|
| RFP / BAA / PA | <ul style="list-style-type: none"> ➤ Send announcement prior to submission to the central sponsored projects office for review / guidance ➤ Prepare a timeline leading up to the proposal deadline ➤ Develop a relationship with collaborating departments and/or other entities ➤ Confirm institution will be able to accept award language | <ul style="list-style-type: none"> ➤ Understand the guidelines including requirements; <ul style="list-style-type: none"> ○ Small business plan ○ MSI / HCBU participation ○ Subrecipient requirements ➤ Establish cost sharing strategy <ul style="list-style-type: none"> ○ Mandatory vs. voluntary ○ Who will provide it? ➤ Utilize institutional offices that may support the development of the proposal |
| Award Mechanism | <ul style="list-style-type: none"> ➤ Central sponsored projects office to review award terms and conditions <ul style="list-style-type: none"> ○ Grant - less restrictive ○ Cooperative Agreement - require collaboration of institution and agency ○ Contract - generally more restrictions ➤ Collaborate on the establishment of the budget in the general ledger | <ul style="list-style-type: none"> ➤ PI to confirm award scope of work and budget. <ul style="list-style-type: none"> ○ If required, revised budgets should be expedited as quickly as possible ➤ Provide central sponsored projects office required documents to issue subawards ➤ Identify individuals at collaborating entities for effective invoice monitoring and business process questions |
| Compliance | <ul style="list-style-type: none"> ➤ Request information related to compliance prior to issuing subawards / internal projects | <ul style="list-style-type: none"> ➤ Anticipate compliance monitoring needs for lead institution to funding agency |

WEB RESOURCES:

U.S. Dept of Education - Minority Institutions List <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>

RAND/RaDiUS Glossary of Grant Terminology <https://radius.rand.org/radius/resources/glossary.html>

Central Contractor Registration (CCR) small business locator <http://www.ccr.gov/>



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|-----------------------------|---|---|
| Center Operations | <ul style="list-style-type: none"> ➤ Develop relationship with central research administrator and accountant ➤ Provide expectations and deadlines to center personnel regarding progress reporting ➤ Seek expertise from other centers at the institution ➤ Notify central sponsored projects office of site visits and/or information requests | <ul style="list-style-type: none"> ➤ Develop cost share strategy immediately including identifying funds to be used ➤ Review direct / indirect cost charging restrictions to maximize allowable administration costs as direct costs ➤ Financial / Administrative expertise should include HR/payroll, grants management, purchasing and financial reporting ➤ Create a calendar of important deadlines |
| Effort Certification | <ul style="list-style-type: none"> ➤ Identify institutional effort coordinators for communication during certification process ➤ Understand differences of effort certification process at collaborating institutions | <ul style="list-style-type: none"> ➤ Review internal statements to confirm identified personnel are certified ➤ Monitor subaward invoices for personnel costs at partnering institutions |
| Financial Reporting | <ul style="list-style-type: none"> ➤ Discuss with center management reporting wants and needs ➤ Review central accounting invoices / reports for accuracy | <ul style="list-style-type: none"> ➤ Establish ongoing meeting times to discuss current financial priorities ➤ Analyze budget strategies for remaining project balances to maximize center project activities |
| Audit | <ul style="list-style-type: none"> ➤ Internal Audit department is a great resource to confirm center's compliance ➤ Notify central research accounting office regarding external audit requests | <ul style="list-style-type: none"> ➤ Make sure to identify document retention requirements of both institution and sponsor ➤ Maintain documentation on all transactions |
| Close-out | <ul style="list-style-type: none"> ➤ Communicate deadlines with central sponsored project offices and collaborating institutions | <ul style="list-style-type: none"> ➤ Prior to the end date, identify requirements of the sponsor for close-out reporting |