

## Engineering Research Administration Services

ERAS provides comprehensive service and support to faculty researchers seeking both internal and external financial support. Our purpose is to enable investigators to spend the bulk of their efforts on their technical proposals and associated research. ERAS' services extend to assisting other units – ENGR departments, sponsors, as well as other units on campus - in providing the best administrative support possible for our faculty. Services offered include:

### **PREAWARD**

- Management of the proposal schedule and communications, including a dedicated ERAS proposal manager; a proposal checklist, when needed; and access to collaborative software when needed, for secure file sharing and tele-/videoconferencing;
- Identification and assistance with regulatory and campus review requirements (Animal, Human, Biosafety, Export Control, Conflict of Interest, Financial Disclosure, Non-disclosure agreements, Reps & Certs, etc.), and coordination with central UA Offices as needed;
- Access to resources for planning and writing non-technical portions of the proposal (e.g., diversity, K-12 outreach, management, broader impacts, international program logistics, assessment, technology transfer, data management plans, risk assessments, and/or economic development);
- Institutional data acquisition, and evidence of UA's capabilities (to include UA's internal business, financial, and human resources capability to manage operations within UA and oversee subawards to partner organizations, as well as prior evidence of UA's ability to execute and monitor related complex projects);
- Access to resources available for proposal drafting and editing (to include temporary technical writing and/or copy editing support), as well as formatting (including charts, graphics, etc.);
- Budget and budget justification preparation (including coordination of subcontract budgets) and internal routing of required documents for department, dean and Sponsored Projects Services approval;
- Coordination of cost share requests from the Dean, Vice-President for Research, and partner institutions, as needed;
- Collection and formatting of CVs, current and pending support forms, conflict-of-interest lists, and other information required from each participating researcher;
- Drafting of letters of support/commitment for UA and partner organization officials;
- Ensuring proposal compliance vis-à-vis solicitation guidelines;
- Proposal submission via agency websites, and other methods of submission as needed;
- Post-proposal assistance including rebudgeting, responding to sponsor requests for additional information, and submitting additional documents and/or revisions to the sponsor as needed;
- Contracting assistance including submitting all necessary information to the UA contracts office for their review, and serving as liaison between the principal investigator, our contract office and the sponsor, from negotiations to full contract execution.
- Answers! We will go to great lengths to find the answer to your question – bring it on!

## POSTAWARD

The Office of Research in the College of Engineering has recently created a new program in ERAS to support and bolster the efforts of departments, faculty and staff in the area of postaward sponsored research administration.

The scope of work for this program is:

1. To provide high level postaward assistance in areas determined by the college and departments to be most needed;
2. To provide guidance in the interpretation and understanding of all contractual obligations;
3. To serve as a resource for department heads, faculty, administrators and accountants in the College of Engineering to ensure that postaward operations in the College maintain the highest standards.

This program offers the following services:

- Provide training, education and professional development to faculty and staff in the area of post-award administration, as needed;
- Support and assist in the development and implementation of useful reports and tools to monitor sponsored accounts for budgeting, forecasting, reporting and other functionality.
- Provide guidance regarding issues that arise in accordance with grant or contract terms and conditions, University policy, and federal regulations;
- As needed, coordinate initial PI meetings upon receipt of new awards; review and highlight award documents with PI and Departmental Research Administrator (DRA);
- Design and implement tracking tools and tickler reports for contractual requirements and deliverables to be used with all awards;
- Draft guidelines and procedure manuals for postaward research administration activities within the College of Engineering;
- As needed, coordinate regular meetings with PIs and DRAs to review financial progress of awards, review contractual obligations and discuss issues, as needed;
- Coordinate DRA community meetings to offer training opportunities, share information about sponsor and university policy changes, and share tips and tricks;
- In coordination with PIs and DRAs, monitor accounts for compliance with contractual terms and conditions;
- Monitor subcontract activity and ensure invoices are being received on a regular basis;
- Monitor sponsored accounts receivable and alert PIs and DRAs of unpaid invoices older than 60 days;
- Alert PIs and DRAs 60 days prior to end date of sponsored accounts; coordinate review meetings to determine next steps;
- Assist in the development of annual close-out checklist to be used 60-90 days prior to award year-end when terms and conditions include restrictions on carry forward of funds, or other annual sponsor requirements;
- Assist with Conflict of Interest Office requirements;
- Review new incoming awards for potential conflicts of interest needing either institutional or college-level management plans;
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- Serve as college liaison with Sponsored Projects/ORD to review and submit annual NSF Higher Education Research & Development (HERD) survey of Research & Development (R&D) expenditures and NSF Survey of Postdocs and Non-Faculty Researchers;
- Assist with tracking cost-share as needed;
- Assist with effort reporting as needed;
- Assist with postaward export control tasks as needed;
- Prepare postaward requests and notifications to sponsors for no-cost extensions and other actions needing award modifications or prior sponsor approval, as needed;
- Initiate routing for internal changes on sponsored accounts, such as PI/co-PI changes, and updates of award credit and F&A distribution splits;
- Assist with all aspects of awards being transferred to a PI's new institution in the event a PI leaves the UA, as needed;
- Provide training and support for all tasks related to outgoing subcontracts;
- Continually assess PI and organizational needs for improvements.