

Research Administration Support Service

J.B. Speed School of Engineering

The Speed Research Administration Office offers the following services to all Speed School researchers on a “subscription” basis. This Research Administration Support Service (RASS) will be provided for all proposal and grant activities for an individual researchers or departments at a monthly cost equal to the Department Research Infrastructure Funds (DRIF) generated by the researcher’s grants. RASS includes specific pre-award and post-award services, and general liaison service to oversight offices within the University and with sponsor agencies.

Pre-award Services

- Assist researcher in preparing project budget and Proposal Clearance Form (PCF), route for appropriate signatures
- Prepare sponsor-required budget documents, justifications and application materials
- Help PI prepare and coordinate IRB and IACUC submissions, if needed

Award initiation Services

- Assist Grants Management/Industry Contracts in initial budget setup; confirm budget in PeopleSoft
- Prepare and route Budget For Funded Project (BFFP)
- Confirm initial implementation of spending plan, including cost-sharing
- Request and obtain procurement card for project as needed

Post-award Services

- Assist department administrative personnel in assigning student and research staff to project; Confirm correct salary and tuition charges to project Determine appropriate signatures and routing for JDCs, PIQs, hire packets for hourly students, GRAs and Research Staff.
- Reconcile monthly spending plans and review with investigators
- Coordinate with Controller to submit sponsor-required financial reports and invoices as needed
- Identify and implement changes in personnel assignment and salary distribution, process Position Fund Changes (PFCs) on projects as needed
- Identify and implement re-budgeting of project funds, if needed
- Maintain records of monthly procurement card statements; reallocate procard charges as directed by PI or project manager

Project Closeout Services

- During final months, review and refine spending plans for clean close-out, or assist PI with a an extension/continuation
- Confirm correct accounting of cost-share efforts, expenses, and source substantiation
- Help prepare sponsor-required closeout reports

All services will be performed according to Speed School and University policies and practices. Participation in this service requires approval by the researcher, the researcher’s department chair and the Speed School Assoc. Dean for Research, as indicated below. This service and financial commitment can be terminated by any of the above with written notice.

	Name	Signature	Date	Speedtype	%
Researcher					
Department Chair					
Research Dean	Thomas L. Starr				Total 100%