Symposium for Research Administrators

University of Wisconsin-Madison
November 8th, 2023

Eyes on the Prize:
Effective Teamwork for Successful Research Administration

Kristin Harmon, Intellectual Property Disclosure Specialist

Office of the Vice Chancellor for Research & Graduate Education

Christy Schulz, Director of Research Administration

School of Medicine & Public Health-Dean's Office

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Who are the players?

- PIs

- Department/Research Administrators

- Dean's Offices

- RSP

- Compliance
  - Export control
  - IRB, IACUC
  - Biosafety
  - Conflict of Interest

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Other players

- Legal

- Business services

- Risk management

- Intellectual Property

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Roles and Responsibilities (PI)

- Identify funding opportunities
- Prepare the proposal
- Develop budget (with department and college)
- Ensure capacity to manage the award
- Ensure adequate available effort
- Conduct the research as proposed/approved
- Monitor spending
- Complete progress reports, etc.

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Roles and Responsibilities (Department)

- Verify PI eligibility, resources, facilities
- Assist with supporting documents
- Develop budget (in conjunction with PI)
- Work with subawardees
- Anticipate potential conflicts
- Coordinate with chair/compensation compliance coordinator to avoid over-commitment
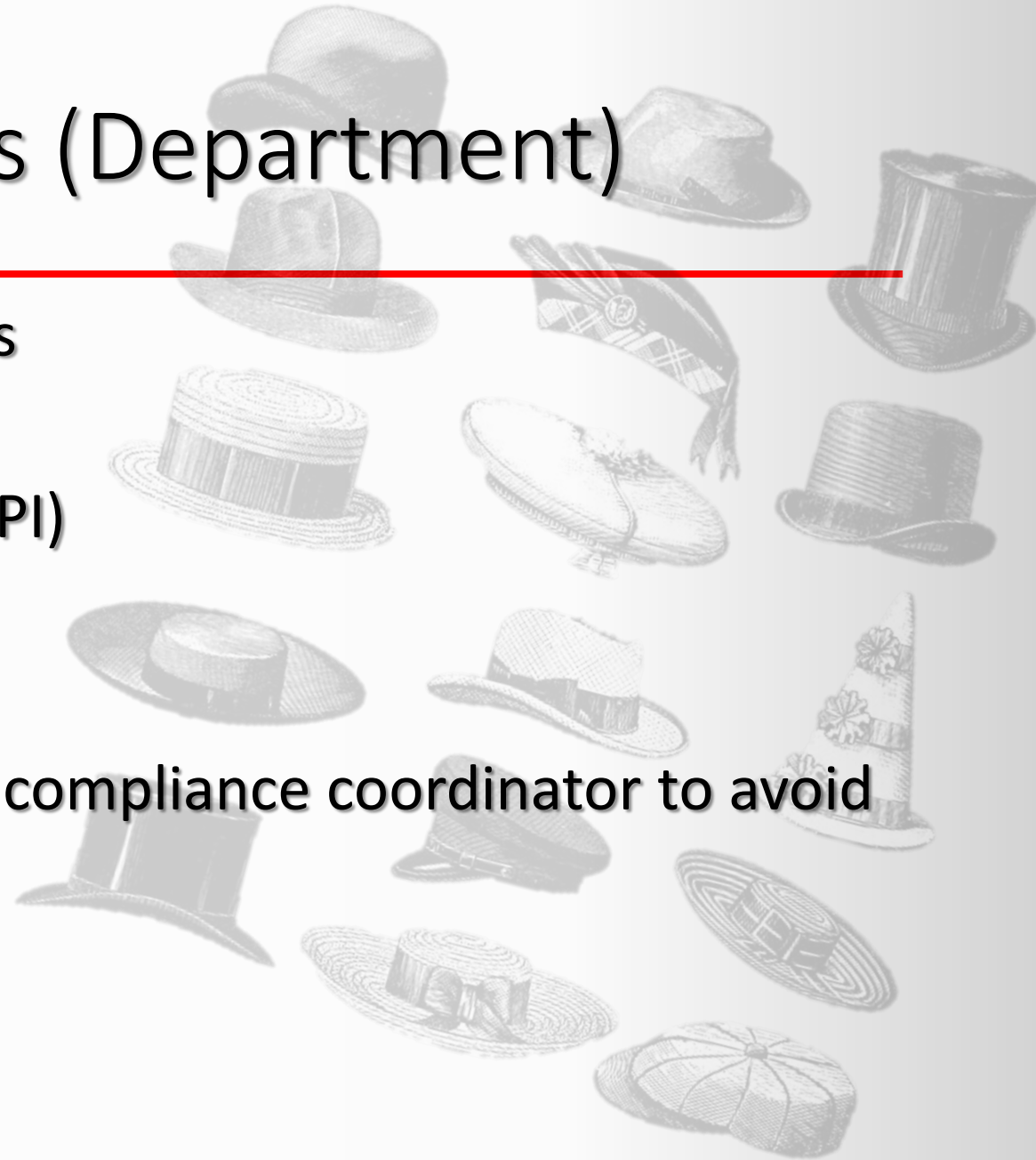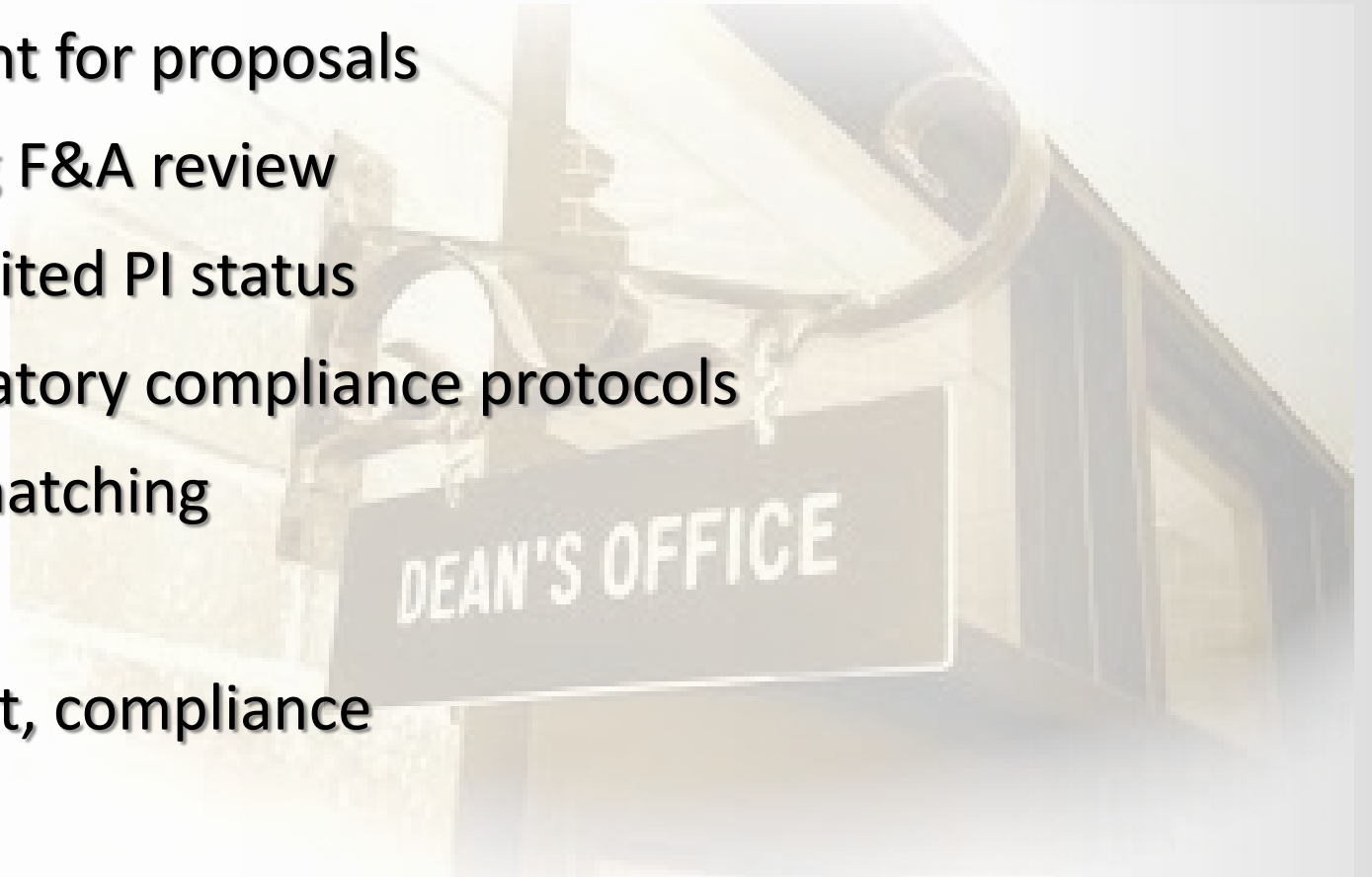
Roles and Responsibilities (Department)

- Assist with award set-up
- Monitor spending and effort
- Initiate requests for modifications, no-cost extensions, etc.
- Assist with close-out

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Roles and Responsibilities (Dean/Division)

- Provide general oversight for proposals
- Budget review including F&A review
- Review and approve limited PI status
- Verify approval of regulatory compliance protocols
- Approve cost-sharing/matching
- Assist with set-up
- Monitor spending, effort, compliance
- Assist with close-out

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Roles and Responsibilities (Central)

- Proposal Submission

- Award Acceptance

- Contract Review & Negotiation

- Account Set-up

- Subawards

- Financial reporting

- Close-out

- Establish policies & procedures

Proposal Review & Submission → Award Receipt & Negotiation → Account Setup & Award Administration → Project Closeout

What's your position?

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Principal Investigator Needs

- Budgeting

- Assistance in determining eligibility

- Effort is often a difficult issue!

- Template materials are useful

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Departmental Administrator Needs

- PI
  - Advance notice of proposal plans
  - Availability
  - Clear plan/goals
  - Supporting documentation
  - Clear expectations for both parties

Departmental Administrator Needs

- Dean/Division
  - Support in interpreting requirements
  - Budget and other approvals
- Central
  - Timely follow-up
  - Clear guidelines and policies

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Dean/Division Needs

- Include RFA in routing – especially if non-standard terms & conditions
- Advance notice of last-minute submissions
- Advance budget/other approvals
- PI/dept administrator availability
- The more information the better

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Central (RSP) Needs

- Accurate sponsor contact information
- Correct rates and/or justifications for deviations
- Attaching RFA to routing
- Complete, organized information
- Department and dean/division administrator availability

Proposal Review & Submission → Award Receipt & Negotiation → Account Setup & Award Administration → Project Closeout
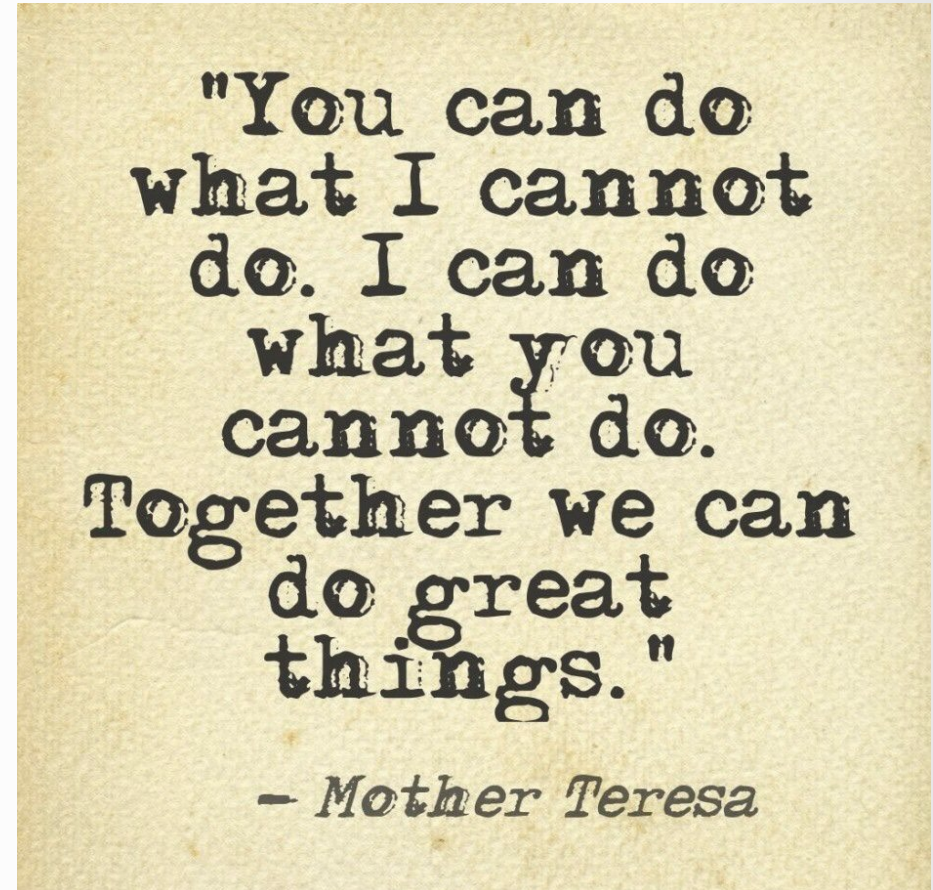
Collaborative Perspective

- Multiple contacts at central level – prevents bottlenecks

- Policies & procedures – written & accessible

- Template materials
  - Data management plans, equipment and facilities, budget justifications, etc.

Working as a Team

- Sharing the responsibilities
- Communication
- Being available
- Work together to get to 'yes'

"You can do what I cannot do. I can do what you cannot do. Together we can do great things."

– Mother Teresa

Final thoughts or questions?

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Contacts

Kristin Harmon

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kristin.harmon@wisc.edu

Christy Schulz

Director of Research Administration

School of Medicine & Public Health-Dean's Office

crschulz@wisc.edu

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