



Definition of ERSO Research Support Functions

The ERSO business model is divided into two distinct support functions: **Routine** research administration and **Non-Routine** enhanced research support. These functions are defined by functional responsibilities and by the source of funding as follows:

1. Routine Research Administration

Facilitate proposal production/submission and provide financial management in terms of money, personnel, contractual obligations to funding agencies, etc. This effort is funded by the campus 7.5% research administration funding model. While the following services normally fall under the “routine” research administration category, some of the post-award/grants management services may be treated as “non-routine” support depending on the overall administrative complexity of the research project. This determination is made by Team Leads based on the nature of the project and agency rules.

A. Pre-award process

- Accurate and timely proposal and subaward submission
- Ensure that proposals and subawards meet all regulatory requirements
- Provide non-technical contract proposal development support
- Develop draft and final budget, including cost sharing
- Advise PI regarding budget justifications and adherence to program special requirements
- Coordinate or participate in proposal preparation groups at other institutions in collaborative proposals.

B. Post award / grants management

- Review and understand award document terms and conditions and compliance issues, and alert PI to any unusual requirements
- Review the initial award budget as set up by EFA and revise as necessary
- Evaluate allowability of costs to ensure compliance with regulations related to sponsored projects
- Maintain understanding, and keep PI informed, of regulatory changes/issues
- Prepare accurate and timely financial analysis/reports on each award (includes forecasting and managing liens)
- Monitor cost-sharing during the award
- Provide comprehensive personnel services (i.e. HCM- data management, recruitment, benefits counseling, and classification review, etc.), and payroll services (i.e. OPTRS, leave reporting, and effort reporting)
- Support for visiting scholars and post-docs (i.e. visa and appointment processing)
- Collect and present information for merit/promotion cases for non-senate research staff
- Provide procurement and accounting services (includes Blu Card, BFS, reimbursements, travel, and cost transfers)
- Sub recipient monitoring and reporting
- Provide property and equipment inventory tracking services (BETS)
- Support and provide information to EFA for billing, invoicing, and collections
- Plan and perform timely close-out process, including extensions and completion of all final reports

C. Other support functions

- Shipping, receiving, and delivery.
- Research gift administration

2. Non-Routine Research Enhancement

Services beyond the scope of core research administration that facilitate and enhance the research programs. Activities are funded by the project or faculty research gifts, and managed by ERSO.

- Seminars, workshops, travel and conference/event coordination
- Clerical/administrative support to PIs, GSRs, visitors, etc.
- Publication preparation
- Manuscript typing
- Library operations
- Post award/grants management services for administratively complex research projects, as defined in OMB A-21. For example:
 - a) Large, complex programs such as engineering research centers, environmental research centers, program projects, and other grants and contracts that entail assembling and managing teams of investigators from a number of institutions.
 - b) Projects which involve extensive data accumulation, analysis and entry, surveying, tabulation, cataloging, searching literature, and reporting.
 - c) Projects that require making travel and meeting arrangements for large numbers of participants, such as conferences and seminars.
 - d) Projects whose principal focus is the preparation and production of manuals and large reports, books and monographs (excluding routine progress and technical reports).
 - e) Projects that are geographically inaccessible to normal departmental administrative services, such as research vessels, radio astronomy projects, and other research fields sites that are remote from campus.
 - f) Individual projects requiring project-specific database management; individualized graphics or manuscript preparation; human or animal protocols; and multiple project-related investigator coordination and communications.

Research Support Team Leads work with the Principal Investigator to determine types of services to be provided and staffing level requirements.