

Role of CMMB Unit Research Administrator (URA) vs. Sponsored Research Administrator (SRA)

CMMB Unit Research Administrator duties:

Pre-award-

- Help find funding opportunities
- Download application packages and instructions
- Prepare your budget
- Help write your budget justification
- Work with subcontract institutions to obtain all necessary documents for the proposal
- Complete most of the Internal Form
- Fill out the application with administrative information
- Review application and work as liaison between Faculty and Sponsored Research

Post-award-

- Setup your project via Grant Budget release form
- Manage payroll, expenditures and reconcile the account monthly
- Prepare budget transfers and setup sub-accounts and sub-contracts if applicable
- Provide RSA (Remaining Spending Authority) reports to faculty on a monthly or as needed basis
- Monitor activity of grant throughout the life of the project and handle close-out financial reporting in conjunction with Sponsored Research.

Sponsored Research Administrator duties:

Pre-award-

- Help find funding opportunities
- Review terms and conditions of opportunities to determine eligibility
- Review your proposal to ensure compliance with Sponsor guidelines
- Check internal documents for the proposal such as the Internal Form, subcontract paperwork, and compliance regulations
- Submit proposals

Post-award-

- Communication with Sponsors regarding re-budgeting authority or allowability of expenses
- Process No-Cost Extensions
- Process Budget Transfers and Expenditure Transfers to ensure compliance with sponsor regulations
- Receive additional funding and release to the PI/department
- Send the final financial reports to sponsors in conjunction with the department