Domain 1 – Collection and Dissemination of Information

A- Research Development

01- Communication
   a- Manage internal funding programs
   b- Manage limited submissions process
   c- Facilitate faculty contact with program officers
   d- Read professional newsletters/updates
   e- Read professional listserv postings
   f- Read internal organization documents
   g- Serve as a liaison among various constituencies
   h- Serve on an external or internal proposal review panel
   i- Write/distribute a newsletter

02- Find Funding
   a- Work with development officers
   b- Identify and distribute funding opportunities
   c- Manage electronic funding opportunity systems
   d- Create an electronic funding alert profile

03- Obtain sample successful proposals

04- Identify potential collaborator opportunities

B- Proposal Development, Review, and Submission

01- Proposal Development
   a- Obtain collaborator/sub-recipient proposal documentation
   b- Read/review sponsor/application guidelines
   c- Meet with project director/investigator for proposal development
d- Determine project director/investigator eligibility
e- Provide guidance and explanations of proposal requirements to project director/investigator/staff
f- Prepare a proposal budget
g- Write proposals
h- Assist project director/investigator with writing proposals
i- Generate administrative components of a proposal
j- Assist project director/investigator/staff with preparation of proposals
k- Respond to questions from proposal applicants
l- Complete agency forms and packages for electronic submissions
m- Complete agency forms and packages for paper copy submissions

02- Proposal Review
a- Justify sub-awardee cost
b- Review a proposal budget
c- Edit proposals
d- Request missing application materials
e- Ensure proposals meet grant application requirements
f- Conduct a review of a proposal
g- Prepare internal proposal routing forms
h- Provide institutional assurances, representations, and certifications for proposals
i- Adjust application budget based on current salary cap
j- Verify facilities and administrative rate and associated base/exclusions for grantee
k- Follow up on missing information needed by sponsors

03- Proposal Submission
a- Approve a proposal for submission
b- Obtain necessary institutional approvals for submissions
c- Act as authorized institutional signatory for proposal submissions
d- Submit proposals electronically
e- Submit paper copies of proposals
f- Prepare overnight and other packages for delivery

04- Compile institutional proposal data and enter into database

05- Enter proposal data into financial system
| 06- | Provide overall management of application process, including timelines and internal/external deadlines necessary for successful submission |
| 07- | Manage internal proposal record throughout the submission process |

**C- Compliance**

- 01- Provide guidance on definition of human subjects research and possible exemptions
- 02- Facilitate pre- and/or post-award site visits
- 03- Alert investigators to potential regulatory non-compliance
- 04- Monitor award reports and other deliverables
- 05- Collect time/effort reports and review for accuracy prior to certification
- 06- Monitor award progress
- 07- Administer clinical trial agreements
- 08- File invention statements
- 09- Verify that awardee is not debarred/suspended
- 10- Monitor research-related travel

**D- Subrecipient Monitoring**

- 01- Create sub-award agreement
- 02- Negotiate sub-awards
- 03- Monitor sub-recipients
- 04- Respond to sub-recipient questions

**E- Account Management**

- 01- Request/establish an advance account
- 02- Enter award data into financial system
- 03- Establish an award account
- 04- Manage award close out process

**Domain 2 – Legal Requirements and Sponsor Interface**

**A- Research Ethics and Compliance**

- 01- IRB
  - a- Verify Institutional Review Board training
  - b- Attend Institutional Review Board meetings
  - c- Prepare Institutional Review Board reports
  - d- Maintain Institutional Review Board records
02- IACUC
  a- Attend Institutional Animal Care and Use Committee meetings
  b- Prepare and maintain Institutional Animal Care and Use Committee reports
  c- Verify Institutional Animal Care and Use Committee training

03- Radiation Safety and Bio Safety
  a- Prepare and maintain biohazard report
  b- Attend meetings on biohazards
  c- Verify biohazard training
  d- Attend meetings on radiation
  e- Prepare and maintain radiation reports
  f- Verify radiation training

04- Export Control
  a- Determine export control applicability
  b- Coordinate compliance with export control regulations

05- Financial Conflict of Interest
  a- Collect conflict of interest disclosures

06- Responsible Conduct of Research
  a- Conduct responsible conduct of research training/certification and maintain those records

07- Sexual Harassment
  a- Conduct sexual harassment training and maintain those records
  b- Investigate financial or regulatory non-compliance allegations
  c- Develop corrective action plans for regulatory non-compliance
  d- Assist in preparing protocols for regulatory committee
  e- Develop research compliance plan

B- Sponsor & Award Terms and Conditions

01- Award Negotiation and Acceptance
  a- Read sponsor policy statements
  b- Review award terms and documents
  c- Negotiate award terms
  d- Review terms and conditions of an award with project director/principal investigator/staff
  e- Accept and sign awards from sponsor
  f- Apply or remove restrictions to notice of award
g. Coordinate legal review of awards

02- Award Management
   a. Review sub-awards
   b. Request approval for foreign awards
   c. Suspend or terminate an award
   d. Process no cost extension requests
   e. Submit revised budgets
   f. Obtain sponsor prior approval for re-budgeting, effort reduction, and/or requisitions (when necessary)

03- Prepare request for Application/Agency Program Announcements

04- Read sponsoring agency newsletters/updates

05- Read federal regulations

06- Inform senior administration of new policies/regulations

07- Explain internal/external policy changes to project director/investigator/staff

C- Intellectual Property & Technology Transfer
   01- Write a non-disclosure agreement
   02- Write a material transfer agreement
   03- Identify and negotiate intellectual property issues in awards
   04- Collect intellectual property disclosures
   05- Notify sponsor/funding agency of intellectual property disclosed
   06- File a patent application
   07- Negotiate intellectual property licenses

Domain 3 – Financial Management

A- Audit & Compliance
   01- Explain internal controls used to maintain compliance with internal and external rules and regulations
   02- Alert investigators to potential financial non-compliance
   03- Prepare for single audit
   04- Work with auditors
   05- Develop corrective action plans for financial non-compliance
   06- Provide copies of audit upon request

B- Award Administration & Monitoring
   01- Cost Sharing
a- Verify cost sharing
b- Monitor cost share funds
c- Request cost share account numbers
d- Review cost share plan to meet requirement

02- Subrecipient Monitoring
   a- Conduct a risk analysis of sub-awardees
   b- Collect sub-recipient financial reports

03- Compensation Reporting
   a- Verify time and effort reports
   b- Request/enter payroll allocation and corrections
   c- Manage principal investigator and other key personnel effort on sponsored projects to ensure minimum effort requirements are met

04- Financial Reporting
   a- Review award budgets and enter into system of record
   b- Request account numbers for new awards
   c- Monitor financial performance of sponsored projects
   d- Approve revised budgets
   e- Respond to investigators' questions about allowability of costs
   f- Respond to investigators' questions about availability of funds
   g- Re-budget awards
   h- Reconcile monthly financial statements
   i- Manage internal discretionary and research spending accounts

05- Manage components of a project director/investigator award transfer or relinquishment
06- Respond to questions from award recipients

C- Billing and Reporting
   01- Draw down sponsor funds
   02- Prepare financial status reports
   03- Prepare and submit sponsor financial report
   04- Prepare invoices
   05- Approve invoices
   06- Monitor accounts receivable

D- Facilities & Administration
   01- Prepare facilities and administrative cost rate proposal
02- Prepare materials for external preparation of a facilities and administrative rate proposal
03- Distribute facilities and administrative cost recovery

E- Procurement
  01- Approve requisitions and journal vouchers
  02- Coordinate purchase of major equipment
  03- Monitor requisitions for accuracy and compliance

Domain 4 – General Management
A- Human Resources
  01- Write job descriptions
  02- Serve on a search committee
  03- Interview project staff
  04- Hire project staff
  05- In collaboration with Human Resources, process personnel action forms
  06- Manage research administration staff
  07- Conduct performance evaluations

B- Training & Professional Development
  01- Develop training materials
  02- Develop a research administration education curriculum
  03- Develop a research administration education certificate program
  04- Plan research related outreach functions
  05- Participate in professional development activities
  06- Lead training sessions
  07- Present at professional development conferences
  08- Network with colleagues on sponsored program issues
  09- Serve in a leadership role in a professional organization

C- Institutional Service
  01- Form a committee
  02- Serve on organizational committees
  03- Provide award data for institutional needs
  04- In collaboration with appropriate departments, prepare a space allocation report
  05- Educate students about the research enterprise
06- Serve as an institutional representative to an external organization
07- Participate in misconduct investigation

D- General Office Management & Procedures
01- Answer general procedural questions
02- Learn new computer systems and program
03- Manage equipment service contracts
04- Attend staff meetings
05- Prepare minutes from meetings
06- Maintain web pages and social media
07- Perform general office duties
08- Develop internal routing forms
09- Develop internal reports
10- Participate in the development of policies and procedure

E- Contracted Services
01- Contract with outside grant writers
02- Hire consultants to assist with proposals