**Research Development & Support - Department Assistance Agreement**

The Research Development & Support (RDS) office was created in response to departmental requests for highly-trained research administration professionals in order to alleviate workload and mitigate compliance risk. UMMSOM departments or centers may wish to engage the services offered by RDS to provide specialized administrative support for sponsored projects and/or accounts.

RDS provides the immediate assistance of research administration professionals to departments and centers via these select options (please choose):

- **Emergency Back-up Support** - Assignments are temporary (normally less than three months)
  Filling short-term research administration vacancies by providing extra support during heavy proposal submission deadlines, consulting via best practices, and affording manpower for special pre/post-award research administration projects.

- **Special Projects Assistance** – Assignments to submit large collaborative grants/applications
  Aiding in the development of large-scale collaborative proposals, integrated, multi-project research projects involving a number of independent investigators who share knowledge and common resources. Services include gathering participant information, coordinating meetings and communication, assessing/sorting/merging project data, creating timelines, project planning, and handling external connections or resources.

- **Full Assignment** – Assignments are specialized for each Department/Center
  Assists departments and center administrators by providing pre- and post-award sponsored administration support in collaboration with department staff. When requested by department, may work directly with one or more Principal Investigators to expedite sponsored administrative needs. Duties will also include helping departments during peak proposal submission periods and working with departments and faculty, to facilitate the preparation and submission of major and/or collaboration-intensive proposals.

  - **Pre-Award Administration:**
    Proposal preparation and submission - work with investigators to plan, prepare, and submit proposal applications through the Office for Research Administration; as well as complete all necessary institutional forms and uploads.

  - **Post-Award Administration:**
    Grants management and administration - support to staff and faculty on all administrative aspects of managing a sponsored project; account set up, assistance with progress reports, no-cost extensions, re-budgeting, program planning and communication with sponsors.

    Financial management of sponsored projects - assist with salary distribution and effort reporting, direct charging sponsored projects, internal transfers, invoicing, set up and management of centers.

    Compliance management and auditing - ensure projects and activities compliance with federal, state and university guidelines for financial and regulatory management; establish compliance structure for staff and faculty.
Final close-out of sponsored project - support activities related the final close of a sponsored project, including preparation of final financial report and ensure that all requirements have been met.

List of current accounts: (attach list if more space is needed)

_____________________   _____________________   _____________________   _____________________
_____________________   _____________________   _____________________   _____________________
_____________________   _____________________   _____________________   _____________________

☐   Other Administrative Assistance:

Any administrative assistance that facilitate the progress of research administration on the Medical Campus.

Terms & Conditions:

Effort reimbursement - Compensation will be collected as a flat fee based on the percentage of effort expended. The fee includes the amount of professional research administrative effort and reliable back up support; it does not include work space, office supplies or equipment which is covered by RDS. RDS financial operations will decide the percentage and process effort transfers no less than quarterly.

Access – Access to certain systems and information may be appropriate depending on designated duties. Please note that requests for access to DMAS, Ariba, Workday, and files that include background info may be required in order to successfully assist.

Assessment - Assignments will be assessed for effectiveness and additional needs on a quarterly basis.

Please provide any department/assignment specifics:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Department Name: _______________________________________________________________________
Contact Person Name: ___________________________________________________________________
Contact Person Email & Phone #: ___________________________________________________________
Department Account #: _________________________________________________________________
Estimated Effort: _______________________________________________________________________

Approvals:

Department Head signature ___________________________ Department Head [printed name] ________ Date

RDS signature ___________________________ RDS [printed name] ________ Date

EDR Financial Operations signature ___________________________ EDR Financial Ops. [printed name] ________ Date

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