



The University of Vermont

## SPA 2.0

### MEMORANDUM OF UNDERSTANDING

March 25, 2021

This **Memorandum of Understanding (MOU)** serves to confirm an understanding between the **Office of the Vice President of Research (OVPR)** and the **College of Engineering and Mathematical Sciences (CEMS)** regarding the implementation of **Sponsored Project Administration 2.0 (SPA 2.0)**.

**Whereas**, SPA 2.0, will in effect create a consistent and coordinated approach to sponsored project administration at the University of Vermont by integrating department research administration as a component of SPA, the central sponsored project administration office.

**Whereas**, SPA 2.0 activities will take effect on July 1, 2021.

**Now therefore**, in consideration of the mutual agreements contained herein, the Parties agree as follows:

1. Under the initial launch of SPA 2.0, two (2) existing CEMS pre-award positions will be re-assigned to SPA effective July 1, 2021.
2. The two (2) existing positions will transition to the position of Department Research Administrator – CEMS Pre and/or Post Award, as deemed appropriate by SPA to ensure adequate research administrative support is provided to CEMS investigators, staff, and sponsors.
3. The Department Research Administrator job series and position descriptions for pre-award and post-award administrators are in process of being finalized by HR's Director of Class and Comp. Once published, the department research administrators supporting CEMS, will transition to this job series and position descriptions.
4. SPA will retain final authority over all personnel actions of SPA employees, however, where co-funded positions exist, CEMS will have input on new hires and performance evaluations.
5. All existing CEMS employees who transition to SPA under this MOU who have existing work agreements will be allowed to continue those arrangements to their duration.
6. By June 30, 2021, CEMS will transfer to the OVPR the equivalent of three years of funding (salary and fringe) for one Department Research Administrator position, in the amount of \$282,566 . OVPR will use these funds to co-fund two (2) Department Research Administrator – CEMS Pre and/or Post Award positions.
7. CEMS will provide professional office space, computer connectivity, current computers, and functional office furniture in Votey for the initial two (2) Department Research Administrator positions, and any future positions added under SPA 2.0. In addition, working remotely is a viable option following UVM remote working policy.

8. Salary, fringe, supplies, computer upgrades, travel, professional trainings, and other related costs will be paid for by the OVPR.
9. SPA and CEMS will coordinate reviews of SPA 2.0 at a frequency of no less than annually with a focus on staffing levels, improving processes, electronic research systems, and delivery of support to CEMS investigators, staff, students and sponsors.
10. Every 3-years SPA will conduct an independent performance review of SPA 2.0 with CEMS and provide constructive feedback.
11. Pending the results of the 3-year review, which will includes a review of the CEMS research portfolio and F&A performance, OVPR and CEMS will re-evaluate the staffing levels and co-funding of SPA Department Research Administration positions after FY24.
12. The SPA 2.0 reviews indicated in 9 and 10 above, do not negate the need at any time, to enter into discussions to determine steps to increase CEMS department research administration support, including co-funding additional positions, due to significant changes in the CEMS research portfolio.
13. In consideration of the increased percentage of F&A that is directed to the OVPR from CEMS, the OVPR will provide matching funds to CEMS for the acquisition of specialized equipment dedicated to support research programs of CEMS investigators in amounts of up to 10% of the prior year OVPR share of CEMS F&A.
14. Any dispute concerning performance of this MOU shall be decided by the appropriate administrative officials of each Party, who shall reduce any decision to writing, including a mutual and equitable termination of the MOU.
15. The operational contacts of this MOU are as follows:

SPA:               Sonya Stern, Director  
Sponsored Project Administration

Brian Prindle, Executive Director  
Research Administration and Compliance

CEMS:             Doug Dickey, Business Operations Administrator and Assistant Dean

16. In summary, SPA 2.0 is focused on providing consistent, effective and integrated department research administrative support to CEMS investigators, staff and sponsors with a focus on customer service, good stewardship and regulatory compliance.

The OVPR thru SPA 2.0 agrees to provide the oversight and management of SPA 2.0 department research administration activities that will consist of but not limited to the following;

Pre Award

- Assist with the preparation of proposal submissions, completing forms, developing budgets, collect subrecipient proposal information and completing other administrative tasks related to proposal submission, including response to sponsor just in time requests including revised budgets.
- Prepare UVMClick - Funding Proposals, including SF424 system to system Grants.gov submissions. Prepare UVMClick – Funding Proposals for Gifts in Support of Research

- Assist with preparing proposals in unique sponsor electronic proposal submission systems, such as Research.gov, FASTLANE, and Proposal Central.
- Assist with finding answers to pre award questions.
- Initiate and prepare request for Advance Accounts.

#### Award Acceptance and Set-up

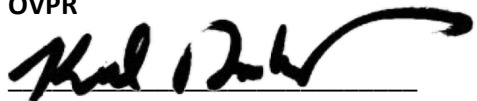
- Assist with negotiation of award terms, as needed
- Assist PI with award acceptance, review and confirm accuracy of award set-up.
- Collect cost share chart strings for award set –up.
- Complete award data collection form.
- Complete final department review of award set-up.

#### Post Award

- Arrange award kickoff meetings, where needed
- Manage project and cost share budgets
- Meet with PI to review award, grant expenditures and spending plans
- Review faculty effort plans and verify they match actual payroll charges on a quarterly basis
- Request re-budgeting where required
- Monitor project expenditures to ensure all costs are following sponsor terms
- Review costs to ensure they are necessary, allowable, reasonable, and allocable
- Ensure salary distribution are correct and completed timely
- Perform necessary cost transfers
- Resolve budget checking errors
- Manage the grant closeout process, assist in resolving issues
- Assist with pulling together billing back up, where needed
- Serve as resource to Principal Investigator for all post award questions
- Seek prior approval for budget changes, when required
- Manage outgoing subaward monitoring process and collect approvals to pay related invoices
- Request No Cost Extensions
- Assist with audits, as needed

**By signing below**, the Parties have expressed their acceptance of the MOU and implementation of SPA 2.0;

**OVPR**



Kirk Dombrowski, VPR

25 March 2021

Date

**CEMS**



Linda S Schadler (Mar 25, 2021 08:11 EDT)

Linda Schadler, Dean CEMS

Mar 25, 2021

Date






# MOU CEMS OVPR SPA 2.0\_final revised 3.25

Final Audit Report

2021-03-25

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