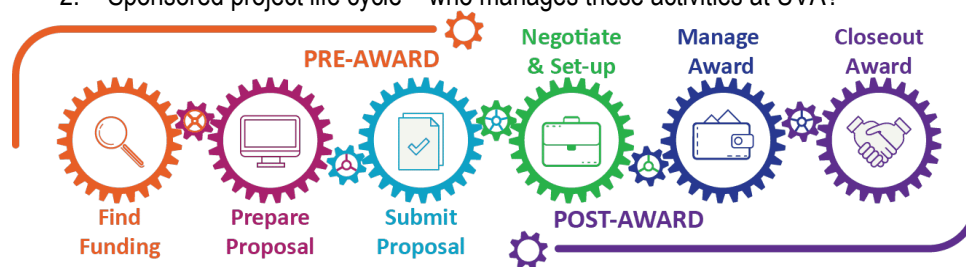


LevelUP module – Relationships, Roles, and Responsibilities in Research Administration

Discussion topics:

1. Research & Development – which of these functions of R&D do Research Admins (RAs) at UVA participate in?
 - routine testing and data collection
 - surveys, curriculum development
 - fellowships and training programs
 - agricultural extension services
 - specialized routine medical care
 - artistic pursuits—writing, performance, and conservation
 - aspects of patents, copyrights, and licenses

2. Sponsored project life cycle – who manages these activities at UVA?



3. Resources – how/from whom do you learn, ask, or network at UVA?



4. Direct vs Indirect costs
 - What is the difference between allowable and allocable expenses?
5. F&A rate negotiations
 - How are rates negotiated? Who is responsible for rate negotiation at UVA? How frequently are rates negotiated? What affects our rate negotiations?
6. CFR structure and organization
 - When/how do you reference the CFR? What does impact does it have on day-to-day operations?
7. Agency specific guides
 - How important is it to know/memorize agency-specific guidelines? Who do you turn to if you have questions?

8. Order of precedence – how does this impact day-to-day operations?



9. Types of Sponsors – Federal, State, NGO, Foundation, Industry

- What is UVA's portfolio distribution? What tools are available to access this type of data?

10. Funding Opportunities

- UVA funding search tools – Pivot, Grant Forward

11. Institutional information – where can you find institutional information regarding registrations, assurances, certifications, compliance, etc?

12. Types of recipients

- What is the relationship between the UVA Academic institution and the UVA Medical Center/Hospital or UVA Wise? How do PIs' startup companies (small businesses) fit in?

13. Grants vs. Contracts vs. Cooperative Agreements vs. OTAs vs. Gifts

- How are these managed differently at UVA? What policies govern?

14. Institutional roles

- Who fills the roles of AOR, PI, RA at UVA?
- What are the responsibilities of various offices (OSP vs. School Dean's Offices vs. Departments/Study Teams)?