Admin Essentials: How and When to Create a Business Manager Role

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Many environments, many voices – director knows each

(1) The University
   – Pre award, post award, accounting, payroll, purchasing

(2) The Funding Source
   – Project officer, requirements

(3) The Center
   – Principal investigator, Core Function Coordinators

(4) The Project
   – Staff, partners, advisors
How and When to Create the Role

• **When** to establish:
  – Funding > 1.5-2M; Staff.8-10; and you feel you need one!

• **What** are essential responsibilities?
  – Accounting/Reporting/Fiscal Controls and Audits
  – Macro and micro focus
  – Communication and Collaboration

• **How** to enhance the process:
  – Benchmark with Sponsored programs, extension, other UCEDDS/AUCD
  – Strategically choose search members
How to Finance a Business Manager Position

- Could the University support this position or cover these tasks?
- External funds?
- Split position with another center or institute?
- Sell back some services of our business manager to the University?

What costs should the university assume? How can these be shared to cover UCEDD needs?
• https://www.surveymonkey.com/r/AEBizManagers