

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

- **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

- 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>

