

UCEDD Resource Center

A project of AUUCD, in partnership with AIDD, to strengthen and support the network of UCEDDs

UCEDD Leadership: Pay it Forward

2014 TA Institute – Facilitated Session Notes

Thursday, March 20, 2014: 9:45-11:00 AM

Center Administration and Business Operations

- Michela Spitz, Associate Director of Finance & Administration, Center for Human Development, Alaska
- Bryce Fifield, UCEDD Director, Center for Persons with Disabilities, Utah

Discussion

- Funding cuts result in universities cutting admin costs, personnel, thus resulting in PI involvement in more administrative functions, less time for program work
- Restrictions from universities on how supplies are purchase result in supplies purchased from core grants or state allocations (if exits)
- Greater scrutiny from sponsored research revenue
- Revenue may be negatively impacted by ACA in clinical programs

How is this accomplished (strategies, funding, practical implementation)?

- Meet and discuss with University CFO, establish relationships, negotiate indirect rate
- Discuss and prepare funders for future increases in indirects
- Get negotiated rate in writing
- Use “newbie” status to initiate conversation
- Find ways for UCEDD to support efforts of University finance office
- Invite finance staff to UCEDD, meet PI’s, continue through turnover to educate new finance staff
- Part-time staff and student workers do admin functions
- Where University supports some functions is decreased accountability, increase cost from
- Environmental scan to identify processes to be streamlined to cut time, costs, personnel
- Sponsored research functions in house at UCEDD, one assigned staff from OSP eases work for OSP, took up relationships
- Eliminate shadow system to decrease personnel
- Work with university finance to get reports, supplemental software queries to get reports from Banner
- People Soft has reporting capability with grants module
- Increase gift-giving to UCEDD to cover admin costs
- Unrestricted funds are used to cover admin, personnel, where able... up to 10%
- Research Assistant positions have “other duties assigned” for admin functions to charge unrestricted pots of money including fee-for-service funds (where these funds are not taxes to Universities)
- Write admin costs into all but research grants (IT, grants management, billing)
- Control clinical revenue to manage funds
- FQHC

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- New OMB Regulations go in effect 12/14 and may allow increased charge of admin costs to grant (something to consider, cannot duplicate costs - universities and UCEDD)
- Hired CPA to structure business office
- Finance office must be as mission-driven as program staff while complying with regulations
 - Balancing act.
- Invite finance staff to staff meetings - build understanding of work done
- Business office is TA, not compliance

What follow-up is needed?

- NCURA conference on managing federal research grants
- NCURA you-tube videos on-line
 - Invite to UCEDD Directors meeting
- Support network for business office positions in UCEDD
 - AUCD has Businesses Manager listserv and workgroup
 - AUCD resend info
- Some decisions go above Businesses Manager, as structure is designed by UCEDD director
 - Needs forum for this level
 - Breakout like this at annual conference
 - Market to directors with specific focus on critical issues related to this topic
- Core Grant is for the future. Dangerous to use it to cover admin costs
- Opportunity for UCEDD Directors and Businesses Manager to meet/discuss together and separately
- Develop strategic framework (as discussed by WIHD) to guide this process
- More discussion on HR