

## Grants Administration Work Plan 2007/2008

Action	Partners	Timeline
Expand research and sponsored projects support infrastructure, both centrally and in departments and schools.	Deans and Chairs	07/08
Systematize affiliation of Grants Administration (pre-award) with Business Services (post-award), Purchasing & Contracts, and Human Resources to provide comprehensive support in all areas of project development and management.	Valerie Dean, Steve Larvick, Elizabeth Sunitsch, Deborah Frierson	Fall 2007
Systematize affiliation of Grants Administration with SOU Foundation to provide consistent application and communication of SOU policy.	Jackie Schad, Ed Battistella	Fall 2007
Expand collaboration with the Center for Teaching and Learning to provide professional development opportunities for faculty.	Kay Sagmiller, Dee Perez	Fall 2007
Facilitate transfer of Foundation Center Collaborating Collection from Medford Public Library.	Jackie Schad, Teresa Montgomery, Deb Hollens	Winter 2008
Design and implement a Summer Grants Institute	Kay Sagmiller, Dee Perez, Dee Southard	2007/2008
Prepare for and successfully complete Certified Research Administrators examination.	n/a	Winter 2008
Coordinate reconfiguration of the OUS Research Administration Council.	OUS Grants and Research Administrators, Provosts	2007/2008
Develop proposals for faculty incentives: <ol style="list-style-type: none"> <li>1. Distribution of indirect cost recovery</li> <li>2. Allocation of Grant Match Reserve funds</li> <li>3. Recognition</li> </ol>	Deans, Chairs, PIs	Fall, Winter, 2007/2008
Develop proposal for overall use of Grant Match Reserve	Deans	Fall 2007
Expand on-campus faculty mentor consortium.	PIs and PDs	Winter 2008
Create institution database of faculty research interests and projects.	All Faculty	Fall/Winter 2007/2008
Develop comprehensive grants administration plan for CAS	CAS team members	Fall 2007

## Committees & Events

Academic Council		
Development Management Council		
CAS Grants Administration Team Leader		
Institutional Review Board		
Institutional Animal Care & Use Committee		
PI Recognition Event	President, Provost	Fall 2007