



The University of Vermont

Template 2021

SPA 2.0

MEMORANDUM OF UNDERSTANDING

(Insert date)

This Memorandum of Understanding (MOU) serves to confirm an understanding between the Office of the Vice President of Research (OVPR)

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(Insert date) with the exception of the need for immediate position to be filled.

Agreements contained herein, the Parties agree as follows:

(Insert number of positions) award positions and (insert number of positions) assigned to SPA effective as follows:

and have them filled on or about (insert date) Search presentation

will hire as Pre Award or Post Award Administrators staff to ensure adequate research administrative support is provided to the research community and sponsors.

Personnel actions of SPA employees, however, will be subject to the University's policies on new hires and performance evaluations.

On June 1, 2011, the COLLEGE will provide a lump sum payment to confirm funding for the 50%-funding (salary and fringe) of the Pre and/or

required due to workload and increased research activities by the University as an amendment to this MOU.

office space, computer connectivity, current computers, and other resources for the positions and any future positions added under SPA

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8. Salary, fringe, supplies, computer upgrades, travel, professional trainings, and other related costs will be paid for by the OVPR.
9. SPA and COLLEGE will coordinate reviews of SPA 2.0 at a frequency of less than annually with a focus on staffing levels, improving processes, electronic research systems, and delivery of support to COLLEGE investigators, staff, students and sponsors.
10. Every 3 years SPA will conduct an independent performance review of SPA 2.0 with COLLEGE and provide constructive feedback.
11. Pending the results of the year review, which will include a review of the COLLEGE research portfolio and F&A performance, SPA and COLLEGE will re-evaluate the staffing levels and funding of SPA Department Research Administration positions after FY24.
12. The SPA 2.0 reviews indicated in 9 and 10 above, do not negate the need at any time, to enter into discussions to determine steps to increase COLLEGE department research administration support, including funding additional positions, due to significant changes in the COLLEGE research portfolio.
13. In consideration of the increased percentage of F&A that is directed to the OVPR through the OVPR will provide matching funds to COLLEGE research incentives for our faculty that will be distributed by the Dean of COLLEGE in amounts of up to 10% of the prior year OVPR share of COLLEGE F&A.
14. Any dispute concerning performance of this MOU shall be decided by the appropriate administrative officials of each Party, who shall reduce any decision to writing, including a mutual and equitable termination of the MOU.
15. The operational contacts of this MOU are as follows:

SPA: Sonya Stern, Director
 Sponsored Project Administration

 Brian Prindle, Executive Director
 Research Administration and Compliance

COLLEGE

16. In summary, SPA 2.0 is focused on providing consistent, effective and integrated department research administrative support to CEMS investigators, staff and sponsors with a focus on customer service, good stewardship and regulatory compliance.
17. SPA thru the SPA 2.0 initiative agrees to provide the oversight and management of COLLEGE research administration activities that will consist of but not limited to the following;

(List on next page)

Pre Award

Assist with the preparation of proposal submissions, completing forms, developing budgets, collect subrecipient proposal information and completing other administrative tasks related to proposal submission, including response to sponsor just in time requests including revised budgets.

Prepare UVMClickFunding Proposals, including SF424 system to system Grants.gov submissions.

Prepare UVMClickFunding Proposals for Gifts in Support of Research

Assist with preparing proposals in unique sponsor electronic proposal submission systems, such as Research.gov, FASTLANE, and Proposal Central.

Assist with finding answers to pre award questions.

Initiate and prepare requests for Advance Accounts.

Award Acceptance and Set

Assist with negotiation of award terms, as needed

Assist PI with award acceptance, review and confirm accuracy of award set

Collect cost share chart strings for award set

Complete award data collection form.

Complete final department review of award set.

Post Award

Arrange award kickoff meetings, where needed

Manage project and cost share budgets

Meet with PI to review award, grant expenditures and spending plans

Review faculty effort plans and verify they match actual payroll charges on a quarterly basis

Request rebudgeting where required

Monitor project expenditures to ensure all costs are following sponsor terms.

Review costs to ensure they are necessary, allowable, reasonable, and allocable

Prepare and process distributions based on requests from PI

By signing below, the Parties have expressed their acceptance of the MOU and implementation of SPA 2.0;

OVPR

Kirk Dombrowski, VPR

Date

COLLEGE

COLLEGE

Date