SRS Project Administration Overview

Sponsored Research Services
Post-Award - Project Administration
Organizational Structure
FY19 Research Expenditures

Active Projects Administered by SRS
September 2020

<table>
<thead>
<tr>
<th>Member</th>
<th>Projects</th>
<th>SA Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEES</td>
<td>1,194</td>
<td>4,562</td>
</tr>
<tr>
<td>TAMU</td>
<td>1,184</td>
<td>3,713</td>
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<tr>
<td>AL-RSRCH</td>
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<td>TAMHSC</td>
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<td>TVMDL</td>
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<tr>
<td>TAMUCT</td>
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<td>7</td>
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<td><strong>Total</strong></td>
<td><strong>4,839</strong></td>
<td><strong>14,880</strong></td>
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The Roles of a Project Administrator
As told by the Cast of NBC’s Parks and Recreation

Parks and Recreation, created by Greg Daniels and Michael Schur, Deedle-Dee Productions and Universal Media Studios

The Cast
A Day in the Life of a Project Administrator

Leslie Knope  Ben Wyatt  Chris Traeger  Andy Dwyer  Jerry Gergich  Ron Swanson

Problem Solver  Accountant  Cheerleader  Inspector  Organizer  Regulation Oversight
**Problem Solver**

- Seeks to understand everyone's interest and finding a unified solution
- Finds creative solutions to complex issues and situations
- Interprets and implements relevant policies and procedures and tie this information to the research mission
- Strives to communicate in a clear and concise manner
- Is objective and logical when approaching issues

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**Accountant**

- Prepares account budget revisions needed during the life of the project
- Monitors burn rates for the Principal Investigators
- Assists with budget forecasting for project planning purposes
- Reviews expenses and associated IDC to ensure the account is balanced
**Cheerleader**

- Advocates for the principal investigator as he/she accomplishes project goals
- Encourages a collaborative relationship between SRS, the Department (PI, Business Staff, etc.), and Member
- Believes in the vital importance of research and derive satisfaction from the success of researchers
- Optimistic in achieving a solution for all involved parties
- Practices active listening skills that permits thorough understanding of project obstacles

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**Inspector**

- Reviews expenses to determine allowability, allocability and reasonableness.
- Researches applicable guidelines to ensure compliance while assessing the unique nature of each project and department
- Assists with audit coordination and documentation preparation
Jerry Gergich
Organizer

- Reviews Maestro/FAMIS project record for accuracy and associated award documents then distributes SPS report
- Coordinates prior sponsor approvals (no cost extensions, budget revisions, change in key personnel, and change in scope)
- Enters and completes project actions for Interim Funding, Extensions and Revisions
- Ensures proper documentation accompanies expenditures and project records

Ron Swanson
Regulation Oversight

- Ensure we are compliant with university and sponsor regulations and policies
- Review associated compliance approvals to confirm they are active and valid for the award
- Monitors contractual deliverables to support timely submission
- Closes out projects in accordance with sponsor guidelines
To Be Continued....

- Payroll
- Subawards
- Cost Transfers
- Terms and Conditions

- Deliverables
- Cost Share
- And More!!

More Topics to Come!