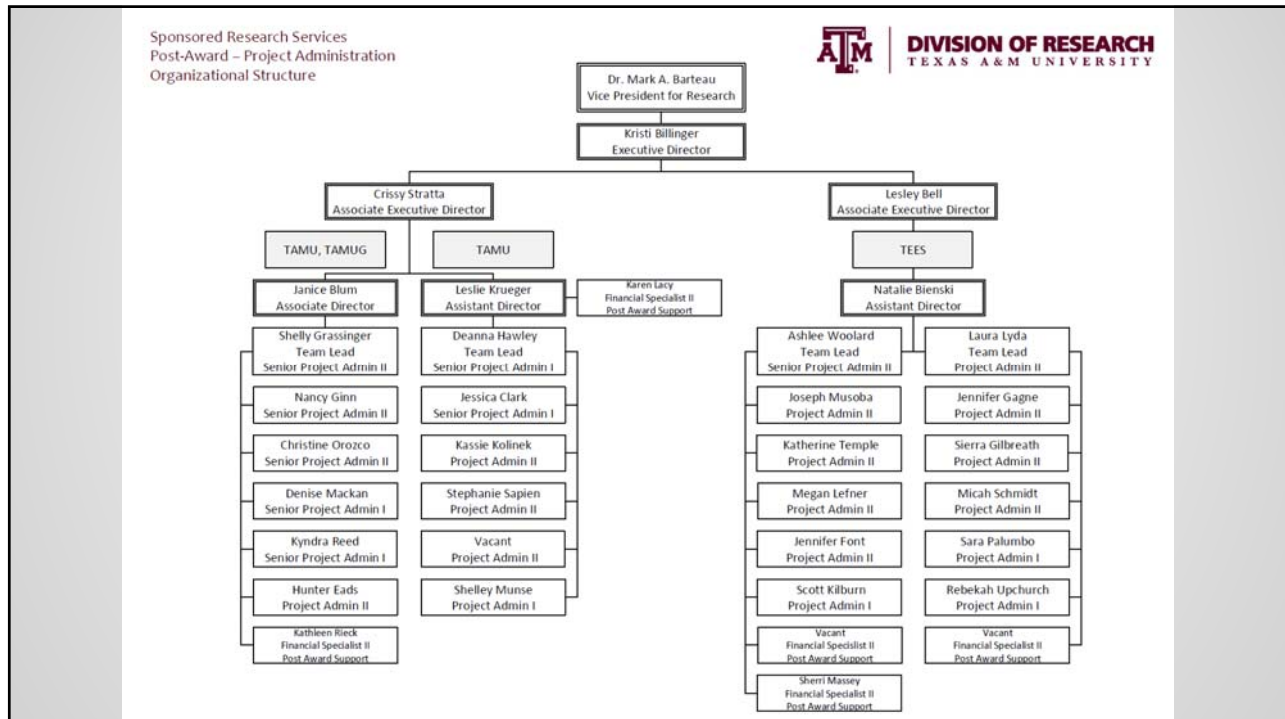
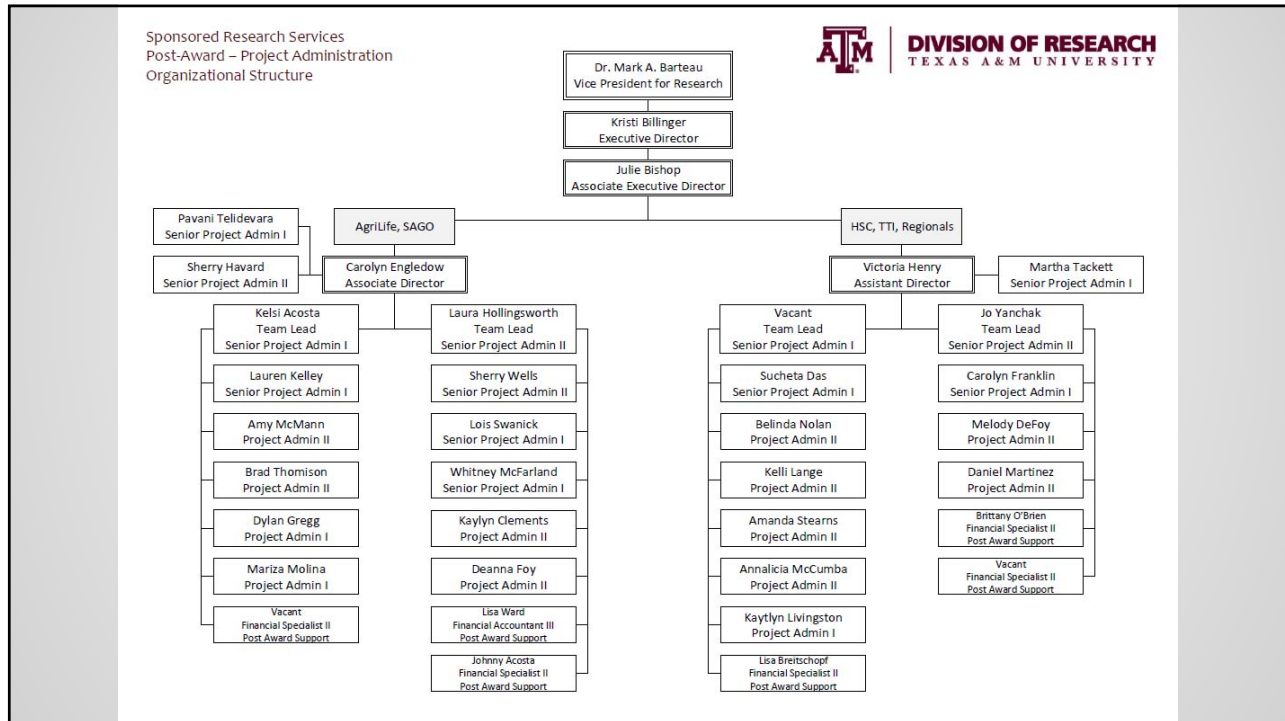


SRS Project Administration Overview





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srs.tamu.edu

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MY CONTACT

Use the field below to start searching for your contact.

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Active Projects Administered by SRS September 2020

Member	Projects	SA Accounts
TEES	1,194	4,562
TAMU	1,184	3,713
AL-RSRCH	1,120	2,757
TAMHSC	423	1,315
TTI	402	1,163
AL-EXT	388	888
TAMUG	67	152
TAMRF	20	168
SAGO	19	122
TARLETON	12	24
TVMDL	6	9
TAMUCT	4	7
	4,839	14,880

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

Leslie Knope

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

Ben Wyatt

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

Chris Traeger

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

Andy Dwyer

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

More Topics to Come!

To Be
Continued....



- Payroll
- Subawards
- Cost Transfers
- Terms and Conditions
- Deliverables
- Cost Share
- And More!!