MEMORANDUM OF UNDERSTANDING

September 30, 2021

This Memorandum of Understanding (MOU) serves to confirm an understanding between the Office of the Vice President of Research (OVPR) and the College of Agriculture and Life Sciences and Extension (CALSX) regarding the implementation of Sponsored Project Administration 2.0 (SPA 2.0).

Whereas, SPA 2.0 will in effect create a consistent and coordinated approach to sponsored project administration at the University of Vermont by integrating department research administration as a component of SPA, the central sponsored project administration office.

Whereas, SPA 2.0 post-award activities will take effect on October 1, 2021.

Now therefore, in consideration of the mutual agreements contained herein, the Parties agree as follows:

1. Under the initial launch of SPA 2.0, two (2) existing CALSX positions (post-award) and one new (post-award) will be reassigned to SPA effective as follows:
   - Post-Award Position, effective September 1, 2021. (Donna Brown and Lia Beliveau)

2. SPA will recruit for any open positions and have them filled as soon as possible with a qualified candidate. The Search Committee will include a representative designated by CALSX.

3. The two (2) existing positions will be hired as Department Research Administrators – CALSX Post Award, as deemed appropriate by SPA to ensure adequate research administrative support is provided to CALSX investigators, staff, and sponsors.

4. The Department Research Administrator job series and position descriptions for pre-award and post-award administrators are in process of being finalized by HR’s Director of Class and Comp. When published, the department research administrators supporting CALSX, will transition to this job series and position descriptions.

5. SPA will have supervisory authority over all personnel actions of SPA employees, however, where co-funded positions exist, CALSX will have input on new hires and performance evaluations.

6. Annually each year and no later than mid-June, CALSX will provide or confirm with SPA the CALSX chartstring to be used for the 50% co-funding (salary and fringe) of the three (3) Department Research Administrator - CALSX Post Award positions. Any additional positions that may be required due to workload and increased research activities by CALSX will be negotiated separately as an amendment to this MOU.
7. CALSX will provide professional office space, computer connectivity, current computers, and functional office furniture for the initial three (3) Department Research Administrator positions, and any future positions added under SPA 2.0. In addition, working remotely is a viable option and will follow UVM remote working policy.

8. Salary, fringe, supplies, computer upgrades, travel, professional trainings, and other related costs will be paid for by the OVPR.

9. SPA and CALSX will coordinate reviews of SPA 2.0 at a frequency of no less than annually with a focus on staffing levels, improving processes, electronic research systems, and delivery of support to CALSX investigators, staff, students and sponsors.

10. Every 3-years SPA will conduct an independent performance review of SPA 2.0 with CALSX and provide constructive feedback. However, this first cycle CALSX would like the first review done after two years.

11. Pending the results of the 2-year review (and each 3 years thereafter), which will include a review of the CALSX research portfolio and F&A performance, OVPR and CALSX will re-evaluate the staffing levels and co-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 CALSX department research administration support, including co-funding additional positions, or redefining work load due to significant changes in the CALSX research portfolio.

13. In consideration of the increased percentage of F&A that is directed to the OVPR from CALSX, the OVPR will provide matching funds to RSENR for research incentives for your faculty that will be distributed by the Dean of CALSX in amounts of up to 10% of the prior year OVPR share of CALSX 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 or modification 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

   **CALSX:**  
   Stephanie Dion, Assistant Dean for Operations

16. In summary, SPA 2.0 is focused on providing consistent, effective, and integrated department research administrative support to CALSX investigators, staff and sponsors with a focus on customer service, good stewardship and regulatory compliance.

The OVPR, through SPA 2.0 agrees to provide the oversight and management of SPA 2.0 department research administration activities that will consist of but not limited to the following;

*(List on next page)*
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 re-budgeting, where required.
- Enter requisitions for grant related purchases
- 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 PIs and effort management reviews.
- Respond to questions from CALSX related to purcard expenditures and other financial transaction allocations.
- Seek approval for use of suspense account/s when awards are not set-up.
- Review suspense accounts to ensure timely cost transfers.
- Perform necessary cost transfers.
- Resolve budget checking errors.
- Work with PIs to ensure grants are closed out timely using a proactive approach (90 days in advance).
- Coordinate with RBSC on transaction processing and assist in resolving all issues.
- Assist with pulling together billing back up, where needed.
- Serve as resource to Principal Investigator for all post award questions.
- Seek prior approval for budget changes, when required.
- Manage outgoing subaward monitoring process and collect approvals to pay related invoices.
- Request No Cost Extensions and support other grant modification requests.
- Assist faculty with summer salary requests.
- Assist with audits, as needed.

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

OVPR
Kirk Dombrowski, VPR 10/13/2021
Date

CALSX
Leslie Parise, Dean CALSX 09/30/2021
Date