New & Noteworthy

As a college our statistics for Proposals and Awards For FY 09-10 are:

- 867 proposals valued at $412,763,945, this represents an increase of $36,039,751 over last FY.
- 564 awards valued at $84,778,649, this represents an increase of $21,801,001 over last FY.

Post Award Reminders:

- No changes after end date of project
- No inappropriate JV’s
- PI approval on expenditures
- Monthly reconciliation
- Sufficient documentation to support transaction

Encourage New Award meetings: found to be very helpful for PI/Department to manage projects.

HIGHLIGHT

This section of our COE NEWS Flash will be used to highlight and recognize an outstanding department, PI or administrator in our College. If you have anyone in mind, please send your nominations and the reasons why you feel the person or unit is deserving of this recognition. Please send your nominations directly to Pat Hayes at phayes@ncsu.edu.

COE Research Staffing

- This Calendar year we have been very fortunate to hire Laurinda Perez, Lakeisha Anthony and Vickie Merritt. All three are involved in the pre award aspect of our office in Research Administration.
- Please note that beginning in Mid August, Laurinda Perez will be on maternity leave. She will return the first part of October.
The College of Engineering’s Finance and Business Office would like to take a moment to thank all of the Department Business Officers for their assistance with this past fiscal year’s close out. As you are well aware, a freeze was implemented on June 24, 2010. As we begin the new fiscal year, here are a few dates that will be helpful:

- ETF funds final spending date is April 1, 2011
- College’s closeout date for spending is May 13, 2011

In addition, we are excited to hold the first Business Officer’s Retreat on August 4, 2010 for the College of Engineering. The purpose of this retreat is to engage individuals with conversations at higher levels in hopes to improve the day to day operations in the departments and units. We look forward to seeing you at the retreat and another successful year in the College of Engineering.

QuickStart: QuickStart is a University Business Practices Certificate Program that covers the basic business practices and processes of NC State University.

QuickStart is designed to:

- Provide an overview of NC State University business practices
- Introduce new and current employees to the policies and procedures of NC State University
- Provide an overview of the basic software and computer systems used when conducting basic administrative functions
- Provide overview of professional development resources
- Provide participants access to University Subject Matter Experts (SMEs) and resources
- Build a network of peers for follow-up contacts

As a result of attending this series, participants will be able to

- Identify the key business processes required to work at NC State
- Know where to go for additional training in areas of interest
- Know who to contact if additional information is needed

eTutorial System: These tutorials review core concepts for the responsible conduct of research. By exploring these easy-to-use tutorials, investigators will be guided through the major principles for conducting research in a way that is consistent with federal and University requirements and with accepted scientific standards.
We would like to remind everyone of the Q&A sessions being conducted by C&G. We encourage each of you, when time permits, to attend these sessions (Administrative Services III Building, 2701 Sullivan Drive). They are very valuable and beneficial in many regards. Michelle Phillips who heads the Q&A session is seeking your recommendations for topics to discuss. Please provide any topic you feel appropriate for these discussions.

Next Session: Tuesday, Sept. 7, 2010 at 9 am

The Research Support Council (RSC) is comprised of members from each academic college and from institution-level Centers, Institutes and Laboratories; and representatives from the Office of Contracts and Grants, Grant Application Management System, Research Administration and SPARCS. The charge of the Council is to develop procedures for the implementation of policies, regulations, training for new hires, and continuous training for personnel involved in research and other sponsored activity administration. The Council is lead by a Steering Committee comprised of the Research Operations Coordinator, the Assistant Director of Operations for Contracts and Grants, and three unit-level members of the Research Support Council.

Vision for Research Support Council (RSC): To meet the requirements of faculty, the university, sponsors and administrative personnel through effective and cooperative leadership in implementing sponsored research activities, training and continuous improvement in practices and processes.

Mission for Research Support Council (RSC): To support the Vision Statement by fostering a professional body of administrative personnel working together to facilitate sponsored activities while protecting faculty, university and sponsor interests.

RSC will proactively foster professionalism by ensuring effective leadership, training, cooperation and communication for all those involved in research and its administration aimed at continuous improvement of the processes and practices from the proposal preparation through the final payment and archiving.

RSC adopts the following goals to support the mission & vision by:

- Fostering professionalism through the Research Administration Program Certification and the National Certified Research Administrator (CRA) support programs
- Fostering cooperation with faculty, college and university research offices, centers, institutes and laboratories, campus organizational units, sponsors, to support sponsored activities.
- Providing a mechanism to facilitate effective and efficient communications. Actively and continually evaluating progress toward these goals.

RSC Scheduled Meetings

Talley Student Center - 8:30-10 am

- Sept. 14, 2010 Walnut Room
- Nov. 9, 2010 Walnut Room

Location TBA:

Jan, March, May of 2011
The Office of Research Administration will begin “Training Modules” again starting in Sept. 2010. The exact dates and times will be forthcoming. We will actively engage the services of Contracts & Grants and SPARCS during this process. The Modules we will offer are listed below:

We will be arranging these training modules to be held on a rotating bases. We will rotate between Main Campus and Centennial Campus.

- PINS
- Conflict of Interest (COI) & Notice of Intent (NOI)
- New Awards
- Electronic Prior Approvals
- NSF Fastlane
- General Compliance/Audit Issues
- Service Centers
- Federal Circulars
- Cost Sharing
- TEARS
- Project Reconciliation Forms
- Centers and Institutes
- Tech Transfer
- GRANTS.gov & NSF-Fastlane
- Proposal Processing
- Federal Regulatory Checklist (sample)
- Cost Accounting Standards
- After the Fact Memo
- RADAR
- Financial Figures (how we derive at our yearly figures)

The Office of Research Administration will also begin conducting Departmental Visits. We will be arranging times to come over and visit with our departments to discuss such items as: the functions of the various units on campus, proposals, awards, expenditures and anything else the Department would like to discuss.

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