# RESEARCH ADMINISTRATION AT CSU

Organizational models for research administration vary from institution to institution. How research administration is organized is influenced by a number of factors, including institutional history, culture, and resources.

At CSU, research administration is a shared responsibility across departments, centers, schools, colleges, and central offices. Because roles and responsibilities are distributed broadly, successful research administration relies on partnerships and strong communication among functioning units, as well as a clear understanding of the roles and responsibilities inherent in the various functions.

## Roles, Responsibilities, and Relationships

**Principal Investigator** (aka, PI, faculty, investigator, project director): Individual judged by the applicant/awarding organization as having the level of authority and responsibility to direct the sponsored project or program. Responsible for ensuring expenditures are in accordance with sponsor and University regulations, policies, and procedures, and responsible for regulatory compliance, effort reporting, and technical reporting back to the sponsor.

**Unit administrators** (aka, research administrator, financial & research manager, research project coordinator): Unit administrators play a critical role in the success of the research operation. Unit administrators may assist faculty in both pre- and post-award services. Unit administrators work with PIs and division business managers to support PIs in developing proposals and related financial narratives/budgets, and to aid PIs with project management, including appropriate spending and ongoing review of project costs.

**Sponsored Programs**: Authorizes and submits proposals on behalf of the University and negotiates/receives awards; creates accounts per award terms and conditions; issues and monitors subawards; provides management and oversight for proposal and awards; provides financial reporting back to the sponsor.

**Related Offices** (OVPR, RISC, Secure & Global Research, Human Resources, Business & Financial Services, Procurement, Internal Audit, General Counsel, etc.): PIs are responsible for complying with these oversight areas. Unit administrators provide aid, and sponsored programs confirm approvals.

You can view the complete ROLES & RESPONSIBILITIES MATRIX [HERE](HERE)

## Office for the Vice President for Research

At CSU, central research administrative functions are organized under the Office of the Vice President for Research ([OVPR](OVPR)). The OVPR encompasses typical pre- and post-award services, as well as other research administration functions and initiatives, including research development, research analytics, industry partnerships, export control, classified research, biosafety, and regulatory compliance, research security, etc.

[OVPR ORG CHART](OVPR ORG CHART)

Those interested in participating in sponsored programs should be aware of the primary offices under the OVPR: the Research Acceleration Office, the Office of Sponsored Programs, Research Integrity, and Security & Compliance.

# Research Acceleration Office

The Research Acceleration Office (RAO) provides research development services to the CSU research community through strategic research initiatives, support for interdisciplinary programs, assistance with complex proposal development, and oversight of the limited submission program.

RAO provides individualized services for researchers, including:

- assistance with early career planning and development
- identification of external resources to support research activities (PIVOT-RP database)
- grant writing workshops utilizing peer review (e.g. NSF CAREER Program; Early Career Investigator Workshops)
- internal funding programs (e.g., Catalyst for Innovative Partnerships (CIP) Program)
- limited submission opportunities
- coordination of complex, multidisciplinary proposals

Considered the pre-pre-award office, RAO is the first stop in the lifecycle of research/proposal development for faculty and staff who want to engage in sponsored programs.



# Office of Sponsored Programs

The Office of Sponsored Programs (OSP) supports the CSU community in the pursuit and conduct of externally funded projects. Pre- and post-award lifecycle services include:

- proposal and budget development (in partnership with the unit/department/college support and RAO)
- proposal review and submission
- award receipt and negotiation
- account setup and award administration
- financial reporting and project closeout

Additionally, OSP assists with:

- subaward administration
- effort reporting
- review of non-financial agreements (e.g., Material Transfer Agreements and Non-Disclosure Agreements)
- training on research administration

The OSP is organized into pre-award specialists who serve various colleges and units. OSP pre-award administrators work closely with unit administrators, business officers, and investigators to prepare and submit proposals for extramural funding. In the OSP, pre-award includes assistance with proposal and budget review, signature authority, submission, and award receipt and negotiation.

Post-award services provide account setup and assistance with award administration and project closeout. Post-award works closely with unit administrators and PIs to ensure grant funds are spent within the project periods and they comply with award terms and conditions as well as sponsor guidelines. Post-award handles invoicing and financial reporting for sponsored program accounts.

In addition to pre- and post-award services, OSP has an Outgoing Subaward team comprising a Subaward Manager, an Administrator, and Subrecipient Risk Analyst & Invoicing Administrators. Outgoing subaward services include reviewing, issuing, and monitoring all subawards from CSU to recipient institutions or organizations.

OSP ORG CHART

At CSU, sponsored program administration is a shared responsibility among Principal Investigators (PIs), department/unit administrative offices, sponsored programs, and related offices such as Research Integrity, Security and Compliance, Procurement, and Business & Finance.

Because of the number of individuals and units involved in a given sponsored project, everyone must have a clear understanding of their roles and responsibilities and communicate effectively to manage sponsor funds effectively.

# Research Integrity, Security, and Compliance Office

The Research Integrity & Compliance Review Office (RISC) provides assistance to researchers, staff, and oversight committees in the following areas:

- protection of human participants in research
- protection of the use of animals in research, teaching, and demonstration
- oversight of activities involving potentially biologically hazardous materials
- responsible conduct of research
- conflict of interest and conflict of commitment
- quality assurance standards in research and manufacturing activities
- export controls and foreign engagement
- controlled unclassified information
- classified research
- research security

The intersection of research administration and research compliance occurs when a sponsoring agency requires action in one of the above areas. Regulations require institutions to provide appropriate support for these activities and their related education and oversight programs.

# Summary

Administering the CSU research enterprise is a complex endeavor that involves individuals in multiple offices across campus. Each office, each investigator, and each sponsor has their own interests and requirements, all of which must be addressed. To ensure the research enterprise remains vibrant and sustainable, it is imperative that everyone understands their role in the process and that we work together collaboratively.