

NUMBER: 16.1.02**DATE: 07/15/96****REVISION:****PAGE: 1 of 1**

SECTION: RESEARCH**AREA: SPONSORED RESEARCH ADMINISTRATION****SUBJECT: RESPONSIBILITIES OF THE CENTRAL ADMINISTRATION**

PURPOSE

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the responsibilities held by Central Administration in regard to proposal procedures.

PROCEDURE

- (1) Central Administration will assist principal investigators/project directors by providing advice regarding potential funding agencies; facilitating communication with those agencies; assisting with the formation of an appropriate proposal budget; reviewing the completed proposal; providing advice regarding post-proposal submittal communication; and helping negotiate all budgetary matters.
- (2) Central Administration personnel or the Controller's Office will notify principal investigators/project directors of an award and provide appropriate information, account numbers (fund/center numbers), instructions, and copies of award material.
- (3) Central Administration will review award documents to ensure that their terms are in the best interests of principal investigators/project directors and UAMS; obtain the signature approval (UAMS acceptance) of the appropriate UAMS official for an award; and ensure that UAMS receives funding in accordance with the terms of an award.
- (4) Central Administration will be responsible for approving all changes to an award to ensure that they comply with the following:
 - a) Award provisions;
 - b) Federal policies or guidelines that regulate the award;
 - c) State regulations;
 - d) UAMS regulations.

- (5) Central Administration will arrange for regular computer printouts showing charges to an award account and monthly payroll certification forms. Arrangements will also be made for the preparation of the final financial report and other closing documents that are required by an award. The principal investigator/project director will be responsible for the preparation of the technical report.
- (6) Contact the Office of Research Administration at extension 65502 for assistance and additional information.

REFERENCE

Research Administration Guide