



The University of Vermont

AMENDMENT 1

SPA 2.0

MEMORANDUM OF UNDERSTANDING

Btw CALS and the OVPR

July 1, 2022

The purpose of this Amendment 1 is to adjust the SPA 2.0 CALS post award research administration list of responsibilities and make minor adjustments and restate the Sept 30, 2022, **Memorandum of Understanding (MOU)** between the **Office of the Vice President of Research (OVPR)** and the **College of Agriculture and Life Sciences and Extension (CALS)** 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, CALS has elected to proceed with SPA 2.0 post-award activities that 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, CALS has agreed to a total of 3 post award research administrators, as follows;
 - Two (2) existing CALS positions (post-award) have been re-assigned to SPA and one (1) new (post-award position) has been created created.
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 CALS.
3. The two (2) existing positions and the one (1) new position will be hired as CALS Post Award Research Administrators and be trained, mentored and supported by both SPA in collaboration with CALS to ensure satisfactory research administrative support is provided to CALS investigators, staff, and sponsors.
4. SPA continues to pursue a University recognized Department Research Administrator job series with consistent position descriptions for pre-award and post- award research administrators. When formally adopted by UVM, the research administrators supporting CALS, 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, CALS will have input on new hires and performance evaluations.
6. Annually each year and no later than mid-June, CALS will provide or confirm with SPA the CALS chartstring to be used for the 50% co-funding (salary and fringe) of the three (3) Post Award Research Administrators positions.

7. Any additional positions that may be required due to workload and increased research activities by CALS will be negotiated separately as an amendment to this MOU.
8. CALS will provide professional office space, computer connectivity, current computers, and functional office furniture for the initial three (3) Post Award Research Administrator positions, and any future positions added under SPA 2.0.
9. In addition, working remotely is a viable option and will follow UVM remote working policy.
10. Salary, fringe, supplies, computer upgrades, travel, professional trainings, and other related costs will be paid for by the OVPR.
11. SPA and CALS 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 CALS investigators, staff, students and sponsors.
12. Every 3-years SPA will conduct an independent performance review of SPA 2.0 with CALS and provide constructive feedback. We anticipate the first review will be conducted after two years of SPA 2.0.
13. Pending the results of the 2-year review (and each 3 years thereafter), which will include a review of the CALS research portfolio and F&A performance, OVPR and CALS will re-evaluate the staffing levels and co-funding of SPA Post Award Research Administration positions after FY24.
14. The SPA 2.0 reviews indicated above, do not negate the need at any time, to enter into discussions to determine steps to increase CALS research administration support, including co-funding additional positions, or redefining work load due to significant changes in the CALS research portfolio.
15. 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:** Lana Metayer, Director
Sponsored Project Administration
- Brian Prindle, Executive Director
Research Administration and Compliance
- CALS:** 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 CALS 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;*

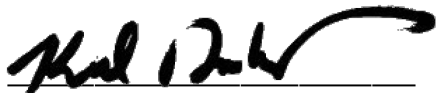
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Revised List of Post-Award duties will go into effect on **July 1, 2022**.

- 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.
- 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 CALS business support generalist related to pcard 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).
- Provide guidance to CALS business support generalists regarding sponsored expenditure allocations.
- 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 coordinate approvals to pay related invoices.
- Request No Cost Extensions and support other grant modification requests.
- Provide guidance to CALS HR regarding 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

August 9, 2022

Date

CALS

Leslie V. Parise

Leslie Parise, Dean CALS

Aug 9, 2022

Date





CALS SPA 2.0 MOU Amendment 07-01-2022

Final Audit Report

2022-08-09

Created:	2022-08-09
By:	Kirk Dombrowski (kirk.dombrowski@uvm.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfGS8CWX59oWBV-FAzXXUVkGo5IXTS-b5

"CALS SPA 2.0 MOU Amendment 07-01-2022" History

-  Document created by Kirk Dombrowski (kirk.dombrowski@uvm.edu)
2022-08-09 - 1:39:46 PM GMT- IP address: 132.198.107.191
-  Document emailed to LESLIE PARISE (leslie.parise@uvm.edu) for signature
2022-08-09 - 1:40:48 PM GMT
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2022-08-09 - 3:44:42 PM GMT- IP address: 132.198.131.207
-  Document e-signed by LESLIE PARISE (leslie.parise@uvm.edu)
Signature Date: 2022-08-09 - 3:44:58 PM GMT - Time Source: server- IP address: 132.198.131.207
-  Agreement completed.
2022-08-09 - 3:44:58 PM GMT