



The University of Vermont

Template

SPA 2.0

MEMORANDUM OF UNDERSTANDING

December 1, 2022

This **Memorandum of Understanding (MOU)** serves to confirm an understanding between the **Office of the Vice President of Research (OVPR)** and the College of Education and Social Services (CESS) 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 activities will take effect on the date of final signature, at which time, the recruitment for the CESS Unit Pre-Award Administrator position will be initiated.

Whereas, CESS intends to adopt SPA 2.0 activities in a phased manner beginning with the joint funding of SPA pre-award administration. CESS shall maintain current unit staff in post-award positions pending reviews jointly undertaken by SPA and CESS.

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

1. SPA will recruit for any open positions and have them filled as soon as possible. The Search Committee will include CESS representation.
2. The positions will be SPA employees and hired as Unit Pre-Award or Post-Award Administrators. Staffing level determined by CESS and SPA to ensure adequate research administrative support is provided to unit investigators, staff, and sponsors.
3. SPA will retain final authority over all personnel actions of SPA employees, however, where co-funded positions exist, CESS will have input on new hires and performance evaluations.
4. Annually each year and no later than mid-June, CESS will confirm with SPA the unit chartstring to be used for the 50% co-funding (salary and fringe) of the Pre and/or Post-Award positions.
5. Any additional positions that may be required due to workload and increased research activities by CESS will be negotiated separately as an amendment to this MOU.
6. CESS will provide professional shared office space, computer connectivity, current computers, and functional office furniture in 539C Waterman Bldg or other available office space in CESS for the positions and any future positions added under SPA 2.0. Working remotely is a viable option following UVM remote working policy.
- 6a. The co-funding model (50% OVPR / 50% CESS) will go into effect on 7/1/23. Staff hired prior to this date will be funded 100% by CESS (salary and fringe).

7. Salary (50%), fringe (50%), supplies, computer upgrades, travel, professional trainings, and other related costs will be paid for by the OVPR effective 7/1/23.
8. SPA and CESS 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 CESS investigators, staff, students and sponsors.
9. Every 3-years SPA will conduct a review of SPA 2.0 with CESS and provide constructive feedback.
10. Pending the results of the 3-year review, which will include a review of the unit's research portfolio and F&A performance, SPA and CESS will re-evaluate the staffing levels and co-funding of SPA Department Research Administration positions..
11. The SPA 2.0 reviews indicated in 8 and 9 above, do not negate the need at any time, to enter into discussions to determine steps to increase CESS department research administration support, including co-funding additional positions, due to significant changes in the unit's research portfolio.
12. 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 of the MOU.
13. The operational contacts of this MOU are as follows:

SPA:	Lana Metayer, Director Sponsored Project Administration
	Brian Prindle, Executive Director Research Administration and Compliance
CESS:	Kieran Killeen, Associate Dean Graduate, Non-Degree and Research Programming

16. In summary, SPA 2.0 is focused on providing consistent, effective and integrated department research administrative support to CESS investigators, staff and sponsors with a focus on customer service, good stewardship of sponsored funds and regulatory compliance.
17. SPA thru the SPA 2.0 initiative agrees to provide the oversight and management of COLLEGE research administration activities that will consist of but not limited to the following;

(List on next page)

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

OVPR

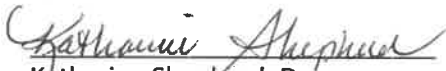


Kirk Dombrowski, VPR

12/7/22

Date

College of Education and Social Services



Katharine Shepherd, Dean

12/01/2022

Date

Pre-Award

- Assist with the preparation of proposal submissions, completing forms, developing budgets, collect subrecipient proposal information and completing other administrative tasks related to proposal submission, including response to sponsor just in time requests including revised budgets.
- Prepare UVMClick - Funding Proposals, including SF424 system to system Grants.gov submissions.
- Prepare UVMClick - Funding Proposals for Gifts in Support of Research
- Assist with preparing proposals in unique sponsor electronic proposal submission systems, such as Research.gov, FASTLANE, and Proposal Central.
- Assist with finding answers to pre award questions.
- Initiate and prepare request for Advance Accounts.

Award Acceptance and Set-up

- Assist with negotiation of award terms, as needed.
- Assist PI with award acceptance, review and confirm accuracy of award set-up.
- Collect cost share chart strings for award set-up.
- Complete award data collection form.
- Complete final department review of award set-up.

(Signature page follows)