

June 5, 2014

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Terri Lomax, Vice Chancellor for Research, Innovation and Economic Development
Charles Leffler, Vice Chancellor for Finance and Business

SUBJECT: Delegation of Roles and Responsibilities to College Research Offices

The current federal climate in which our faculty are competing for research funding, coupled with the University's intent to diversify its research sponsors (including those in the private sector), highlight the need for us to strategically consider how best to increase and optimize our research enterprise. As noted in the University's Strategic Plan - specifically Goal #4 "Enhance Organizational Excellence by Creating a Culture of Constant Improvement" - all administrative units are expected to achieve gains in efficiency by reviewing and revising our Policies, Procedures and Rules (PRRs). The University's administrative operations function within a highly decentralized environment: certain delegations of authority have been given to the administrative and business units within each College. With this delegated authority comes the institutional responsibility to ensure that proper, documented controls are in place to ensure these delegations are managed and enforced. Additionally, administrative staff in the College Research Offices have repeatedly requested online documentation to ensure their understanding of necessary procedures and controls for effective research administration.

In addition, the Federal Office of Management and Budget (OMB) issued its final guidance on administrative requirements, cost principles, and audit requirements for Federal awards in the Federal Register, on December 26, 2013. Per the Office of Management and Budget this "Uniform Guidance will supersede requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in 2 C.F.R. Parts 220, 225, 215, and 230); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up." The Uniform Guidance is required to be implemented by award recipients on December 26, 2014, and the University will comply with this requirement

To facilitate the delegated authority on campus and in preparation for the University's implementation of the Uniform Guidance, the Office of Research, Innovation and Economic Development (ORIED), in conjunction with the Office of Finance and Business (OFB), will be issuing Rules for the management of the proposal process and sponsored projects. The Rules will outline expectations and responsibilities for the proposal submission and negotiation process and the management of sponsored programs for both campus and central administrators. The Rules will incorporate existing University, UNC System and governmental Regulations and Policies, where appropriate, and will direct Colleges to have their own written procedures for the proposal and sponsored project management that focuses on sound internal control practices.

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The forthcoming Rules will be issued jointly by ORIED and OFB and will be located on both offices' websites. Associate Vice Chancellor Jeff Cheek and Director Julie Schwindt will work with the respective College administrative offices and the Research Operations Council to gather input toward the development of these Rules and to provide guidance on implementation.

TLL/CDL/mh

cc: W. Randolph Woodson, Chancellor
Warwick Arden, Provost and Executive Vice Chancellor
Steve Keto, Associate Vice Chancellor, Finance and Resource Management
Jeff Cheek, Associate Vice Chancellor, Research Administration
Julie Schwindt, Director, Contracts and Grants