<table>
<thead>
<tr>
<th>Survey Recommendations</th>
<th>Action Items</th>
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<tbody>
<tr>
<td><strong>Policies</strong></td>
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<tr>
<td>1 Allow additional time for SPA review, peer review, and internal approvals.</td>
<td>1 Revise the External Proposal Submission Policy</td>
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<td>2 Additional outreach and educational materials and opportunities to learn more about the supplemental compensation policy and how it applies to sponsored projects.</td>
<td>2 Review/Continue Education on Supp Comp Policy</td>
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<td>3 Move to a semi-annual distribution of recovered indirect costs or examine ways to quicken the annual distribution.</td>
<td>3 Revise IDC Policy and explore alternate distribution schedules</td>
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<td>4 Distribute residual funds on non-federal fixed fee contracts to the PI team, department, college, and University.</td>
<td>4 Develop and implement a policy on Fixed Fee Contract Residual Funds</td>
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<td><strong>Procedures</strong></td>
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<td>5 Keep the campus community abreast of changes with SPA policies, opportunities, sponsor updates, etc.</td>
<td>5 Quarterly updates from SPA to entire campus community</td>
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<tr>
<td>6 Assist the PI more in understanding sponsor guidelines and expectations</td>
<td>6 Develop guideline review: checklists, kick off meetings, etc.</td>
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<td>7 Proposal Managers need to provide additional review of proposal materials.</td>
<td>7 Increase narrative review/feedback, as time allows.</td>
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<td>8 Approved proposal budgets are unable to be administered post-award.</td>
<td>8 Ensure that every proposal budget is double-checked by a Grant Manager (post-award) prior to submission of the proposal.</td>
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<tr>
<td>9 Trouble getting approvals or feedback from SPA when my assigned Proposal Manager or Grant Manager is absent.</td>
<td>9 Ensure SPA back-ups for approvals/ proposal processing during absences</td>
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SPA Action List: 2015

10 There is not enough communication between the Proposal Manager, Grant Manager, and PI. Grant Managers don't understand the proposal.

11 Online budgets in Banner are not accurate, nor easy to understand.

12 Invoices to sponsors are not timely.

13 Grant accounts need to be opened faster.

14 SPA needs more contractual and legal assistance.

15 PI doesn't receive 60 day notice of upcoming grant closeouts

16 Funds need to be made available for external peer review.

17 The internal award budget template is difficult to read.

10 Develop a process to "handoff" an award from the Proposal Manager to the Grant Manager, with the PI present to review the project, budget, reporting requirements, and other important dates.

11 Engage Ellucian consultants to review the post-award administration of budgets in Banner to allow more accurate information for the PI and administrative coordinators. Work with Business Affairs to correct internal review monthly budget increases due to benefits.

12 Engage WorkFront to track important deadlines on each award, including sponsor invoices.

13 Engage WorkFront to track each step of the award review, negotiation, and account opening process - and make that process transparent to the PI.

14 Hire a Compliance Assistant to assist with correspondence and front-end duties and a Compliance Analyst to provide preliminary legal review, speeding up the review time for contracts and agreements.

15 Engage WorkFront to track important deadlines on each award, including PI notification of impending award closeout and funds available.

16 Develop a more standard process to access funding for external peer review, through their Proposal Manager.

17 Ensure that the post-award budget template is clear, both through revision and education.
18 Pre-award and post-award staff need to work more closely together, with each other, and with departments.

18 Each department and unit will have an assigned Proposal Manager and Grant Manager (some more active departments may have a couple of Grant Managers).

Programs-Outreach

19 Additional assistance is needed in finding appropriate funding opportunities.

19 Continue to develop new educational opportunities to assist faculty in identifying funding opportunities.

20 The post-award process is confusing and difficult to understand.

20 Provide opportunities for faculty to better understand principles of project management, the post-award process, and the SPA structure/duties/responsibilities in general. Investigate the possibility of a required unit for PIs on post-award management.

21 Staff do not understand the post-award process nor their specific duties and responsibilities.

21 Staff-level specific workshops on post-award duties, responsibilities, and resources

22 The closeout, audit, and effort process are unclear.

22 Develop new educational opportunities to assist faculty in programmatic reporting and to provide a better understanding of financial reporting, the audit process, and effort reporting (award compliance).

23 SPA doesn't address issues within my specific discipline.

23 Develop a mechanism to allow SPA staff to meet at the departmental level to address specific items of interest to departments and small groups of faculty.

24 SPA educational opportunities are never offered when I'm available.

24 Ensure that educational opportunities are accessible to faculty and staff, including evening workshops, webinars, etc.

25 Feedback needs to occur regularly.

25 Create an Advisory Board; Ensure survey occurs at least annually to assess progress and receive feedback.