

Department of Contracts and Grants (DCG) Update

Research Administrators Forum
University of Southern California
April 10, 2012

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Director
Department of Contracts and Grants

The most important thing you
may do all day...



Introducing....



Why the Makeover?

- Internal analysis driven by customer input
 - Critical questions:
 - Are we providing quality customer service?
 - Are we meeting the needs of our customers?
 - Are we meeting the needs of our staff?
 - Are we being efficient in the distribution of workload?



Reorganization Goals

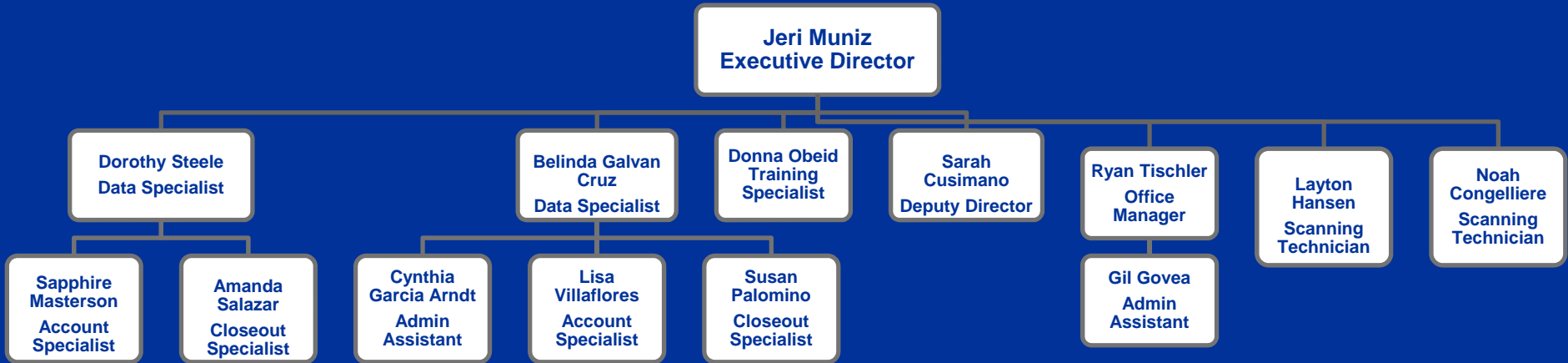
- Build excellence
- Unity of purpose
- Customer focus
 - Increase service and accessibility
- Improve workload management
- Enhance consistency
- Benefits for everyone!



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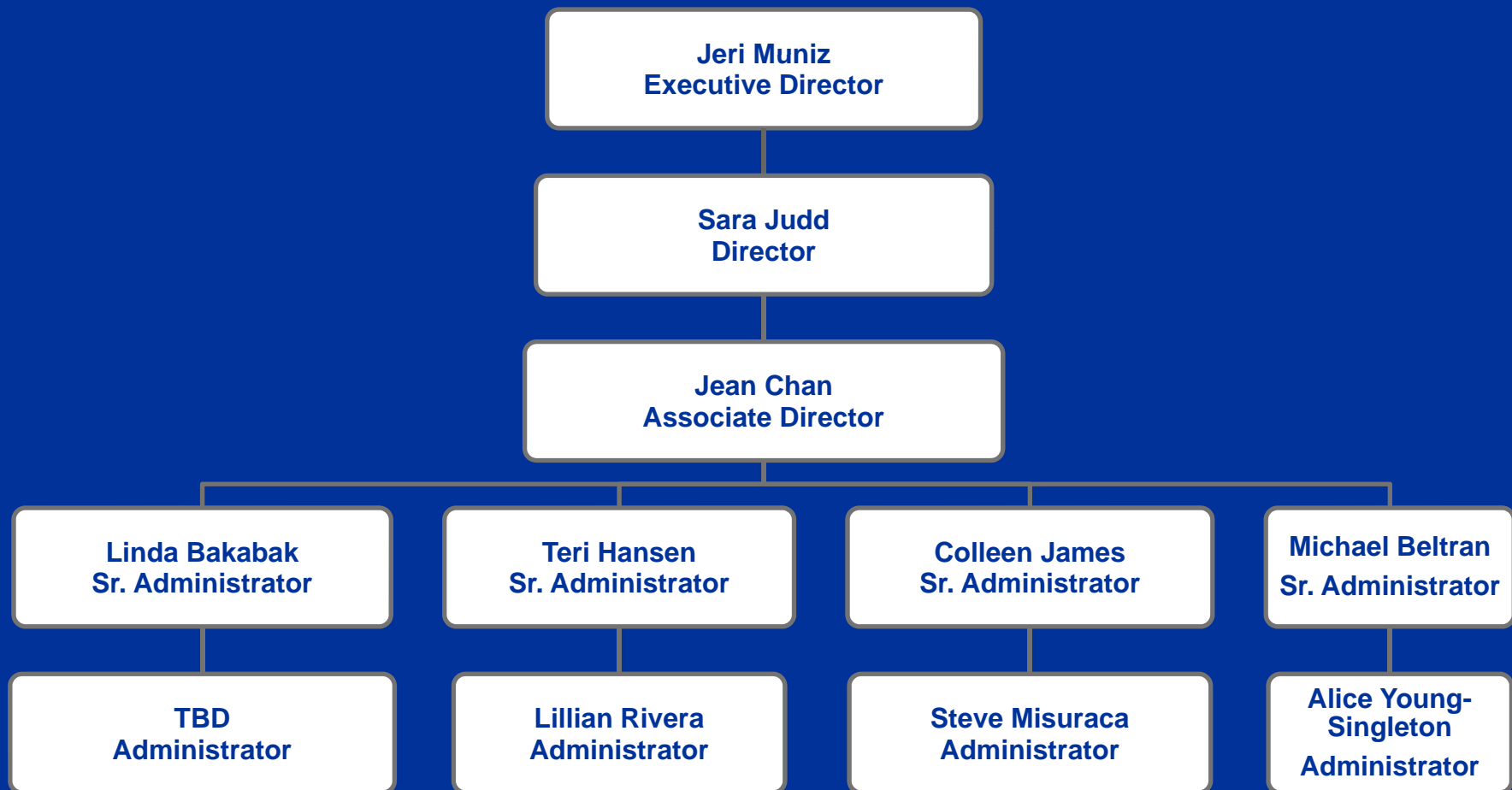
What we look like now...

Department of Contracts & Grants Administration



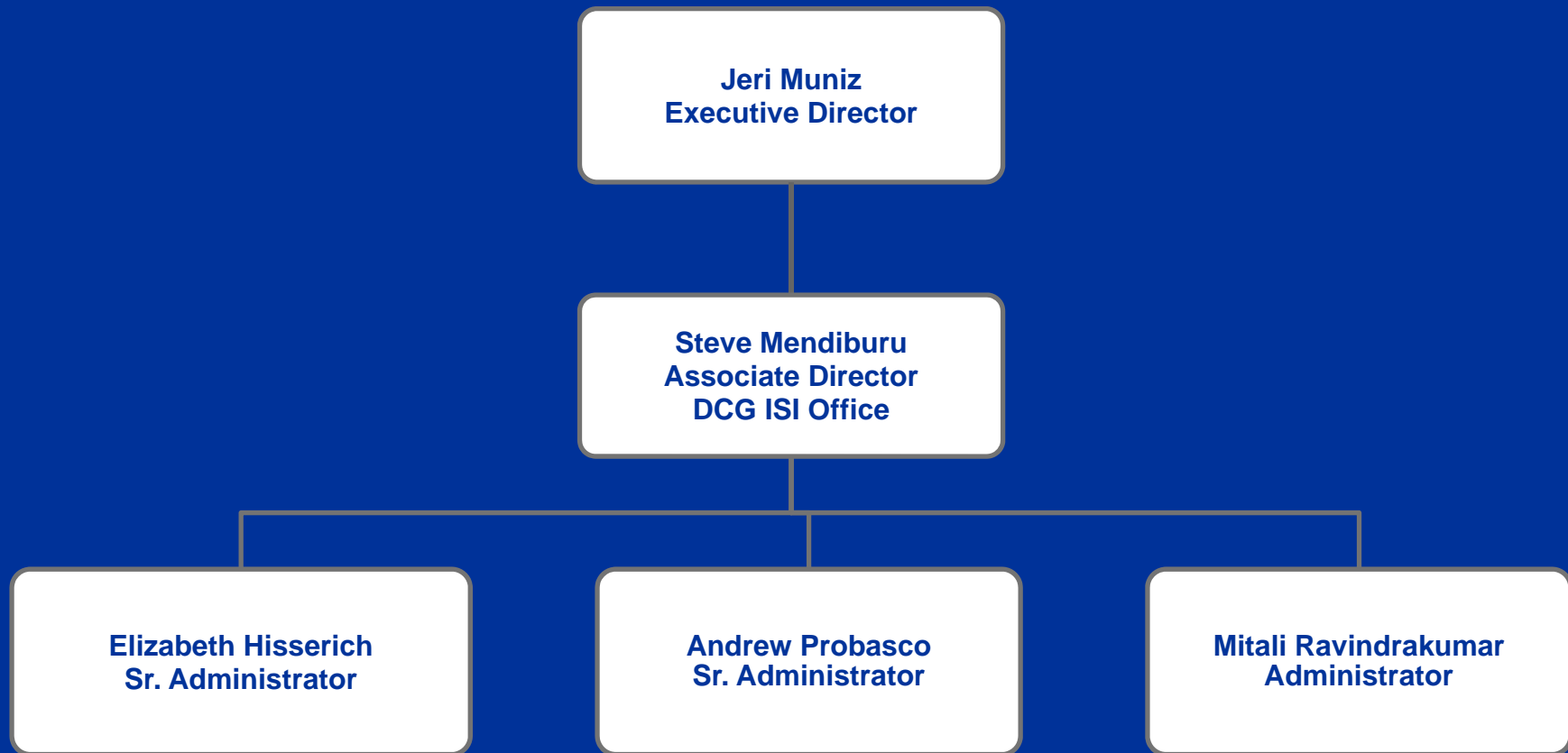
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Health Sciences Campus (HSC)



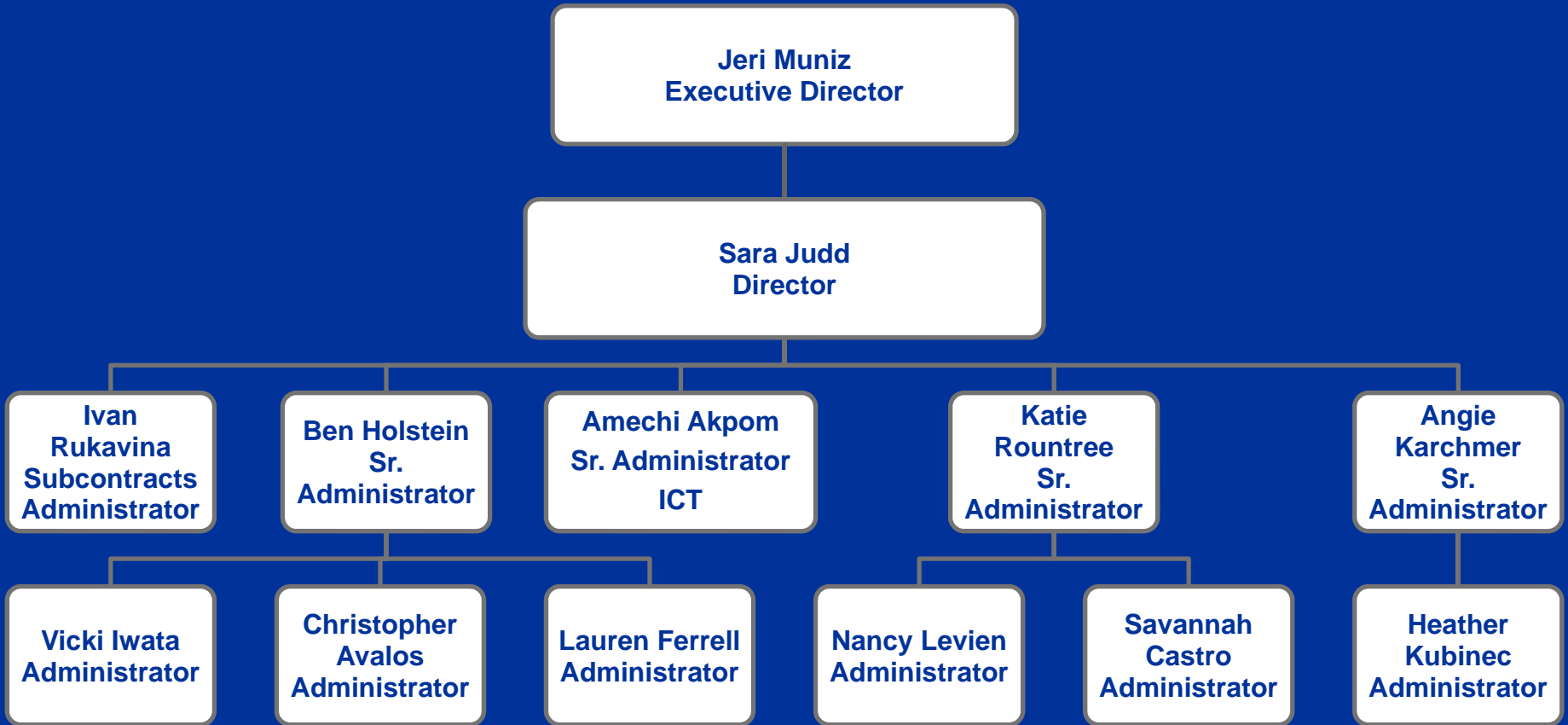
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ISI Office



Department of Contracts & Grants

University Park Campus (UPC)



Issues to address

- No clear delineation in complexity of responsibilities between staff levels
- Teams do not share a common complement of departments
- Disparate nature of tasks create generalist structure
- Inequitable workload distribution
- Inconsistent structures among offices

Key Goals and Benefits

- Create teams organized around shared department complements to enhance customer focus
- Align complexity of workload tasks with levels of staff responsibility and expertise
- Create content-area experts to maximize workload efficiency

Key Goals and Benefits - a closer look

- Create teams organized around shared department complements to enhance customer focus
 - Create a comprehensive team of experts with particular focus areas
 - Establish primary customer service point of contact to facilitate enhanced communication with PI's/departmental contacts and team workload oversight
 - Distribute workload to minimize change in current service relationships

Key Goals and Benefits - a closer look

- Align complexity of workload tasks with levels of staff responsibility and expertise
 - Enhance efficiency
 - Establish clear career path for staff supported by growth opportunities and cross training
- Create content-area experts to maximize workload efficiency
 - Sponsor-driven/functional area distribution structure
 - Data driven

Team Member Functional Areas

**Industry/For-profit
State/Local Govt
International
Special Agreements
(Confidentiality Agreements,
Data Use, CRADA's, etc)**

Nonprofit/University

Federal

**Outgoing
Subawards
ICA's**

Pre- and
post-award
activities

If you know the sponsor/functional area, you know where it goes!

Team Structure

- Multiple teams with primary functional Administrator responsibilities delineated by Sponsor type (Federal, University/Hospital/Non-profit, Industry, and Subawards).
 - Team structure will consist of at least one Administrator from each of the three sponsor areas described below. A separate Subaward Team will handle all outgoing subawards for each campus (UPC, HSC or Marina).
-
- Federal
 - All federal sponsored activities, pre- and post-award
 - University/Hospital/Non-profit
 - All University/Hospital/Non-profit sponsored activities, pre- and post-award
 - Industry/For-profit, State/Local gov, Intl., Special Agreements
 - All Industry/For-profit sponsored activities, pre- and post-award
 - All State/Local government sponsored activities, pre- and post-award
 - All International sponsored activities, pre- and post-award
 - All special agreements, CDA's, Data use, CRADA, etc.
 - Team supervision
 - Primary customer service point of contact for PI /Department
 - Subaward Team
 - All outgoing subawards and modifications for all sponsor types under USC prime awards
 - Manage subaward templates, procedures, policies
 - Manage collection of A-133 information for subrecipient monitoring
 - FFATA reporting

UPC Team Structure

TEAM 1

Angie Karchmer
Principal C&G Officer
Industry/For-profit
State/Local Govt
Intl
Special Agreements
Team Lead/Customer Service POC

Katie Rountree
Senior C&G Officer
Nonprofit/Univ

Heather Kubinec
Senior C&G Officer
Nonprofit/Univ

Savannah Castro
C&G Officer
Federal

Nancy Levien
C&G Officer
Federal

TEAM 2

Ben Holstein
Principal C&G Officer
Industry/For-profit
State/Local Govt
Intl
Special Agreements
Team Lead/Customer Service POC

Lauren Ferrell
Senior C&G Officer
Nonprofit/Univ

Nicole Burelli
C&G Officer
Federal

Vicki Iwata
C&G Officer
Federal

SUBAWARD TEAM

Ivan Rukavina
C&G Officer
Outgoing subawards

Christopher Avalos
C&G Officer
Outgoing subawards

HSC Team Structure

Jean Chan
Associate Director
HSC

TEAM 1

Teri Hansen
Principal C&G Officer
Industry/For-profit
State/Local Govt
Intl
Special Agreements
Team Lead/Customer Service POC

TEAM 2

Colleen James
Principal C&G Officer
Industry/For-profit
State/Local Govt
Intl
Special Agreements
Team Lead/Customer Service POC

Linda Bakabak
Senior C&G Officer
Nonprofit/Univ

Lillian Rivera
C&G Officer
Federal

Steve Misuraca
Senior C&G Officer
Nonprofit/Univ

Jean Chan
C&G Officer
(Interim) Federal

SUBAWARD TEAM

Michael Beltran
Principal C&G Officer
Outgoing Subawards
Team Lead

Alice Young-Singleton
C&G Officer
Outgoing Subawards

Marina Team Structure

Steve Mendiburu

Associate Director
DCG Marina

Amechi Akpom

Principal C&G Officer

Marina Industry/For-profit
Marina State/local Govt
Marina Intl
Marina Special Agreements

Elizabeth Hisserich

Senior C&G Officer

ICT Federal
UARC

Andy Probasco

Senior C&G Officer

ISI Federal
Marina Outgoing Subawards
ICA's

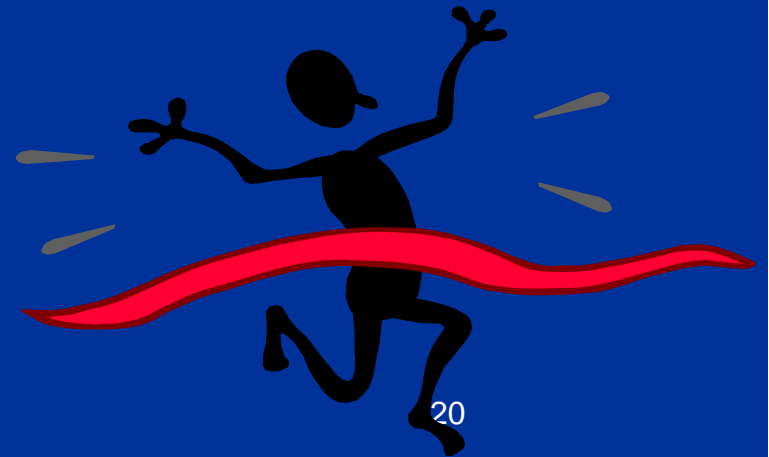
Mitali Ravindrakumar

C&G Officer

Marina Nonprofit/Univ
Marina Account Setup

What does this mean for me???

- More comprehensive team support
- Functional area experts
- Implementation of new proactive subaward initiation process
- Enhanced efficiency = better customer service!



New Subaward Initiation Process

STEP 1: DCG

- Receives Prime Award
- Establishes acct
- Generates NOA
- Generates Subaward Initiation Form (SIF)
- Emails SIF to PI/Dept.

STEP 4:

Purchasing Department

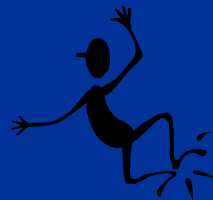
- Reviews PR/SIF
- Drafts/posts PO

STEP 2: PI/Department

- Completes SIF
- Attaches Purchasing Requisition (PR), scope of work, and budget to SIF
- Emails SIF & associated docs to DCG

STEP 3: DCG

- Drafts/Negotiates Subaward
- Executes Subaward
- Distributes copies to PI, Department, Purchasing
- Forwards PR to Purchasing



Future Episodes...what's next?

- New structure effective May 1, 2012
- Upcoming Opportunities to hear details about the transition
 - Town Hall Meetings
 - Reorg details re: team responsibilities
 - Team contact information sheets
 - Reception to follow – mingle with your team!
 - Invitations forthcoming
 - Email communications to faculty/staff
 - Reorg details re: team responsibilities
 - Team contact information sheets
 - Team meetings with departments
 - Contact Us!



DCG

EDITION

**For all of your valuable
input, collaboration and
partnership throughout the
process...**

THANK YOU!!!



Questions?

Answers?

Jokes?

Candy?

