

Business and Grants Management – Strategic Plan

Workgroup Lead: Stacey Pacheco

Vision Statement:

To provide superior service to the Principal Investigators in the Institute for Health, along with their support staff, and to provide financial support and reports with accuracy in a timely manner

Priorities:

The Business Office priorities are to provide each PI/Center with support for Grants through the Pre to Post award process. From the creation of the budget to the final closing reconciliation. Working with the PI's to enter grants into RAPSS and ensuring review on all approval levels prior to the sponsor deadlines. Being the Liaison between the PI & the University Grants Department. Providing support in reconciliation and identifying expenses, committed, projected with comparisons to the budget – enabling a high level of understanding and accuracy in the report process. In addition to Grants management, the Business Office manages the Institute's human resources, purchase orders, expense reports, facilities, financial reports and effort certification tracking.

Next Steps:

- Evaluate new procedures after 90 days and discuss support level with Centers
- Assess current needs to determine if further implementation is required
- Continue to restructure and identify ways to combine processes for more efficiency
- Hold weekly staff meetings to encourage team participation and working in groups
- Combine updates and input for future indicators of workable functions
- Collaborate and network with other areas of similar function to disseminate best practice ideas and share knowledge, ideas and helpful information
- Develop tools to continue to streamline processes and create efficiency in all areas

Metrics for Success:

Key indicators for success within the Business Office are the completion of the Pre–Post award process which includes Budget preparation, reconciliation, and expense management in a timely manner using the processes developed to create efficiencies within the Institute's Business Office and ensuring the financials are presented with accuracy.

Survey of Existing Partners

During the development process of the Strategic Plan a committee of Internal/External partners were invited to provide feedback. The process involved reviewing the content and measurable for sustainability. It was important that the overall plan would encompass the current needs as well as prepare for growth. To keep in line with University Directives, an evaluation process of 90 days was conducted prior to implementation. The plan was designed to meet the needs of the Centers and Investigators. Many thanks to: Lisa Estler- SEBS, Kevin Coyle – CINJ, Karen Connaughton – IFH, Eileen Aleo – IFH, Barbara Shaver – IFH and Katherine Ramos – IFH.

Grant Cycle



- Program Announcement
- Business Office meeting
- Budget Preparation
- Grant Submission
- Award
- Funding
- Reconciliations
- Project End
- Post Award Close Out