**Complexity Supplement**

**Grants/Contracts Administrators, Managers, Sr. Managers (job codes 2647, 2648, 2649)**

Grants/Contracts administrators, managers, and senior managers are charged with managing the sponsored (and internally-funded) project portfolio for Duke University. There exists a position classification structure that recognizes the specific skill, expertise, and training of these individuals. There is wide diversity in the type, structure, size, purpose, and scope of these sponsored projects. Some have unusual complexity associated with them and require additional skill and experience to manage them effectively and compliantly. While Duke utilizes Portfolio Complexity Index (PCI) to help managers understand the complexity associated with individual grants, and aggregately, a portfolio; often PCI scores are not a true indicator of the total complexity of a particular research project – particularly those that have “project management” components or require “expanded logistical management” beyond normal grant administration. Examples include negotiations with sponsors/external sites, managing resource deployment between projects and PI’s for multi-project grants, specialized coordination/reporting/analysis, and coordination with foreign entities lacking commercial banking/regulations/processes. These are further described below.

Federal multi-project grant – grant administrator may be managing resource deployment between grants/PI’s on a large project with at least 4 projects and total project budget responsibility of >$500K/year.

Multi-site (non-Duke sites) project grant – grant administrator may be managing resource deployment between grants/PI’s on a large project with 2 or more sites away from Duke. Negotiation, specialized reporting and analysis, and/or working with entities lacking commercial banking functions.

International sites – grant administrator may be managing grant with an international location requiring specialized reporting, analysis, or working with entities lacking commercial banking functions.

Federal contract – grant administrator is required to perform specialized analysis or reporting beyond what is normally required for a typical contract.

For these situations, a “complexity supplement” of up to 5% of monthly base salary may be provided to these grants staff. This requires department/center/institute, school, and management center approval. Such approvals may be given for up to six month increments. The following approval form must be completed for each request.

**Complexity Supplement Approval Form**

**Grants & Contracts Staff (position codes 2647, 2648, 2649)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department, Center, Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizational Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Types of Sponsored Instruments in Employee’s Assigned Portfolio (please note all that apply):

Federal multi-project grant: \_\_\_\_\_\_\_\_

Multi-site (non-Duke sites) project: \_\_\_\_\_\_\_\_

International sites: \_\_\_\_\_\_\_\_

Federal contract: \_\_\_\_\_\_\_\_

In the space provided below, please describe the complexity characteristics of the work performed by the employee as the basis for this request (make references to specific projects indicated above):

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Anticipated start date (cannot be paid retroactively): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected duration/date (up to 6 months per approval): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested (up to 5% of monthly base salary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department, Center, Institute Senior Manager approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/OIPM Finance and Administration (PAMC only): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management Center Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Monthly supplements to be paid as recurring supplement for up to 6 months per approval and is not added to base salary.