

MEMORANDUM

To: Susan Bonifield
Sandy Connolly
Ada Gregory
Charlotte Nunez-Wolff

From: Kimberley A. Harris *KAH*

Date: August 23, 2016

Re: RACI Position Changes Effective August 2016

Now that we have a few years of experience with the new grants/contracts job classifications, (also known as RACI positions), I am writing to communicate a few adjustments that are to be implemented effective immediately both on campus and in the School of Medicine. We believe these changes are helpful in supporting the actual business needs of the research administration community. These changes are described below:

Grants and Contracts Manager

Minimum requirements for this classification will no longer consider PCI score. Instead, management responsibilities of the staff member will be a primary determinant. At present, a minimum requirement for this position is that a staff member supervises 3 or more FTE's, with 2 FTE's performing grants and contracts or finance duties. The minimum requirement for this job classification has changed to 2 FTE's performing grants and contracts duties.

Additionally, this classification is being expanded to recognize the significant clinical research structure in the School of Medicine. Therefore, a staff member may become eligible for this position without the supervisory requirement if he/she has primary responsibility to perform "Financial Practice Manager" functions for an active, approved School of Medicine Clinical Research Unit (School mandated structure inside a department, center, or institute performing clinical research). Some responsibilities of the Financial Practice Manager include, but are not limited to, calculation and approval of accrued revenue for industry-funded clinical research projects, invoicing and collection of monies owed from an industry sponsor, developing and approving internal cost summaries for industry-funded clinical trials, developing and monitoring the budget for a clinical research unit, reviewing charge assignment grids for patient-care charges included in a clinical research project budget, and providing financial advice in the negotiation of payment terms and study budgets with sponsors.

Senior Grants and Contracts Manager

At present, the minimum requirement for this position is that a staff member supervises 5 or more FTE's, with 4 FTE's performing grants and contracts duties. The minimum requirement for this job classification has changed to 4 FTE's with at least 3 FTE's performing grants and contracts or finance duties.

Grants and Contracts Position Complexity (Administrator – all tiers, Manager, and Sr. Manager)

With the large and diverse research portfolio at Duke University, it is recognized there are certain types of grants/contracts that are unusually complex and require project and/or extensive logistical management beyond what's consider "normal" for grants administration. Some of these complexities manifest as negotiations with sponsors/external sites, managing resource deployment

between projects and PI's for multi-project grants, specialized coordination/reporting/analysis, and coordination with international entities lacking commercial banking/regulations/processes. Examples of these projects are listed 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 in 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 where an employee's efforts are substantially dedicated to one or more of these situations, a "complexity supplement" of typically 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 attached approval form must be completed for each request. It will be posted on the RACI HR site (<http://finance.duke.edu/raci/compensation/index.php>).

xc: Amy Oates
James S. Roberts
Becca Dupre
Susan Davis
Jeanne Ryan
Kathy Sparrow