




YOU are more than your Title:
Understanding the Role of the DRA!

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What's in a job Title?

- A job title can describe the responsibilities of the position, the level of the job, or both. For example, job titles that include the terms "executive," "manager," "director," "chief," "supervisor," etc.



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What is the purpose of a job title?

- Job titles are important because they allow members of your organization to know the type of work you do and the level of experience you have. They also allow people from other organizations to better understand what your role involves, whether you're talking to a recruiter, a hiring manager, or someone else.

Job Description: Tips

1. **Job Title:**
 - Keep it simple and similar to positions within the same industry
2. **Job Summary:**
 - Keep it brief so the reader can understand the main purpose of the role without going into too much detail about specific responsibilities
3. **Key Responsibilities/Duties:**
 - Arrange responsibilities in a logical order (most important first or in the order they happen)
4. **Minimum Job Requirements:**
 - List only those required to do the job, not ideal qualifications you're looking for

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Does a job title really matter?

- An employee's skills and accomplishments would be the actual indicators of his or her ability, authority and responsibility. But in today's world, job titles do matter—not just to administrative professionals, but to employees in every organization and every industry across the spectrum.



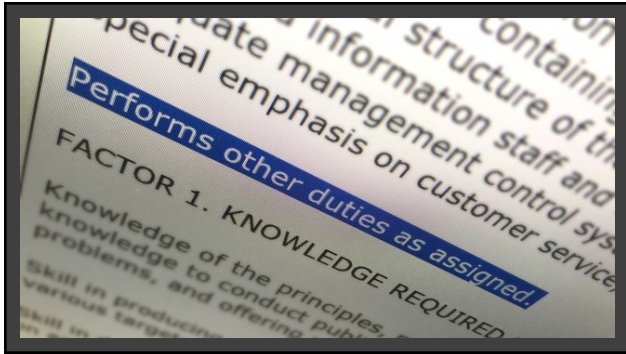
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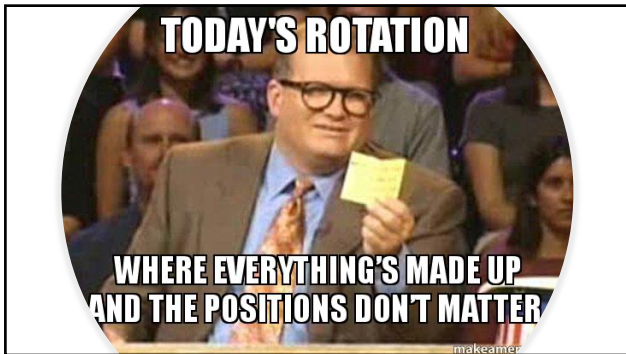


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PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Review and monitor research expenditures against awarded budgets. Ensure accuracy and compliance of all costs charged on awards, assist research faculty with budgeting and forecasting, and provide ad-hoc support and information to research faculty and administrators.
- Review award and budget documents to determine and implement sponsor and award level reporting requirements as well as rebudgeting or allowable cost restrictions. Work with the Office of Sponsored Programs to identify discrepancies and resolve problems.
- Ensure expenditures charged on portfolio of awards is in accordance with federal and sponsor terms and conditions.
- Prepare accounting journal entries and budget entries as needed.
- Provide support and training information to faculty and departmental staff.
- Perform subrecipient monitoring according to federal regulations, including monthly tracking of budget vs. expenditures
- Prepare and submit required quarterly, annual, and final financial reports to sponsors.
- Run and analyze exception reports to ensure charges are compliant with federal and sponsor regulations.
- Establish and modify awards, including applying the appropriate cost codes, rates, and cost share.
- Review awards with deficits or burn rate issues and work with faculty to resolve.
- Review and approve payroll authorizations on research awards, including course buy-outs and reallocations.

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Department Research Administrators

- Unit-level administrators, or departmental research administrators (DRAs), who work at the department and college levels face unique challenges and a wide range of responsibilities and functions while managing research portfolios. DRAs must have expertise in both pre- and post-award activities.



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Department Research Administrator
Roles & Responsibilities

Support	Support project investigators in the development of proposals and related financial narratives and budgets
Understand	Thoroughly understand allowable, direct, and facilities and administrative (F&A) costs.
Understand	Thoroughly understand and properly follow Cost Accounting Standards
Show	Show consistency in charging sponsored award costs
Ensure	Ensure monthly review of project costs and obtain PI approval of same in a timely manner

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