

Administrative Position Inventory

The purpose of this assessment is to help you, as a department administrator, and the Office of Sponsored Projects (OSP) identify staff development needs associated with your new or existing position. In addition to discussing this assessment with OSP, you may want to discuss this with your supervisor as it may be a helpful tool to help you individualize your orientation process and/or professional development experiences. This assessment gives you a snapshot of where you are today and points out areas that OSP can help you and also areas you may want to grow toward in the future.

Please complete the inventory and share it with OSP so that we can help put together a customized OSP orientation, professional development and in-service training plan.

**Directions:** For each category indicate the amount of experience you have had in implementing/using each task or function and the amount of training you have had in relation to that function. Indicate whether you believe you need additional training in that area.

**Amount of experience you have had with this task or function**

4 = Extensive Experience; strong knowledge and understanding of this process and an ability to communicate it effectively. Ability to teach all aspects of this process to others.

3 = Moderate Experience; familiar with this process and good overall understanding. Can effectively use and explain the basic concepts and/or process to others.

2 = Limited Experience; some familiarity. Understands the concepts and usually apply them. Could use a slight refresher.

1 = No Experience; Either completely unfamiliar with the subject and/or requires training before being able to apply concepts.

**Amount of training you have had in a given area**

4 = Extensive training

3 = Moderate training

2 = Limited training

1 = No training



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

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

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time in current position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y/N Do you have University of Utah Research Administration experience?

If Y, how many years and in which departments? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y/N Do you have other University Research Administration experience?

If Y, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y/N Pre-award experience?

If Y, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y/N Post-Award experience?

If Y, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y/N Have you ever worked with the Office of Sponsored Projects (OSP) before now?

If Y, describe your experience and level of familiarity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y/N Are you familiar with the OSP website?

If Y, how often do you use it to obtain information? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y/N Do you have a thorough understanding of your position and job responsibilities?

Y/N Will you be responsible for pre-award activities?

If Y, will you be assisting with proposal development? Y/N

Y/N Will you be responsible for post-award activities?

Y/N Will you be responsible for managing others?

Y/N Will you be working one-on-one with faculty members and researchers?

Y/N Will you be responsible for helping new and/or junior faculty members and researchers?

Y/N Do you have adequate support within your department for training and orientation in your position?

Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y/N Have you been through your department’s orientation and training?

If N, why not? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Y, in what ways did you find it helpful or unhelpful? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y/N Have you secured an office space, desk, computer, telephone, uID, Utah email, and other necessary equipment for day to day functioning?

If N, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y/N Do you have a CIS login?

Y/N Have you ever created a Document Summary Sheet (DSS)?

Y/N Are you familiar with Management Reports?

Y/N Do you have a NSF Fastlane account?

Y/N Do you know how to request a Fastlane account for yourself or a faculty member?

Y/N Do you have an eRA Commons account?

Y/N Do you know how to request a Fastlane account for yourself or a student/faculty member?

Y/N Do you have a Cayuse424 account?

Y/N Do you know how to request a Cayuse424 account for yourself of a faculty member?

Y/N Are you familiar with Research Administration Education (RATs)?

If Y, have you taken any classes? Y/N

If Y, which classes have you taken and did you find them useful?

Please detail your training needs and goals:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Amount of Experience** | **Level of Training** | **Training Needed** |
| **Pre Award** |  |  |  |
| e-Proposal/DSS | 4 3 2 1 | 4 3 2 1 | Yes No |
| When a DSS is Required | 4 3 2 1 | 4 3 2 1 | Yes No |
| e-Proposal Dept. Approvals & Maintenance | 4 3 2 1 | 4 3 2 1 | Yes No |
| 5 Day Rule | 4 3 2 1 | 4 3 2 1 | Yes No |
|  |  |  |  |
| OSP Structure | 4 3 2 1 | 4 3 2 1 | Yes No |
| Communicating with your SPO | 4 3 2 1 | 4 3 2 1 | Yes No |
|  |  |  |  |
| Funding Searching/Matching | 4 3 2 1 | 4 3 2 1 | Yes No |
| Funding Institutional (SciVal) | 4 3 2 1 | 4 3 2 1 | Yes No |
| Proposal Preparation (General) | 4 3 2 1 | 4 3 2 1 | Yes No |
| Find-A-Researcher | 4 3 2 1 | 4 3 2 1 | Yes No |
| RFP/Solicitation Review | 4 3 2 1 | 4 3 2 1 | Yes No |
|  |  |  |  |
| NIH Proposal Preparation | 4 3 2 1 | 4 3 2 1 | Yes No |
| NSF Proposal Preparation | 4 3 2 1 | 4 3 2 1 | Yes No |
| DOE Proposal Preparation | 4 3 2 1 | 4 3 2 1 | Yes No |
| DARPA Proposal Preparation | 4 3 2 1 | 4 3 2 1 | Yes No |
| NIH Proposal Preparation | 4 3 2 1 | 4 3 2 1 | Yes No |
|  |  |  |  |
| SciVal Experts | 4 3 2 1 | 4 3 2 1 | Yes No |
|  |  |  |  |
| Institutional Transfers | 4 3 2 1 | 4 3 2 1 | Yes No |
|  |  |  |  |

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|  | **Amount of Experience** | **Level of Training** | **Training Needed** |
| **Compliance** |  |  |  |
| Human Subjects/IRB | 4 3 2 1 | 4 3 2 1 | Yes No |
| Animal Subject/IACUC | 4 3 2 1 | 4 3 2 1 | Yes No |
| Conflict of Interest/COI | 4 3 2 1 | 4 3 2 1 | Yes No |
| Responsible Conduct of Research | 4 3 2 1 | 4 3 2 1 | Yes No |
| PI Eligibility | 4 3 2 1 | 4 3 2 1 | Yes No |
| PI Exceptions/Approvals | 4 3 2 1 | 4 3 2 1 | Yes No |
| Limited Submissions | 4 3 2 1 | 4 3 2 1 | Yes No |
|  |  |  |  |
| **Budget Considerations:** |  |  |  |
| Cost-sharing | 4 3 2 1 | 4 3 2 1 | Yes No |
| 3rd Party Cost-Sharing | 4 3 2 1 | 4 3 2 1 | Yes No |
| F&A Rate Calculations | 4 3 2 1 | 4 3 2 1 | Yes No |
| F&A Waivers | 4 3 2 1 | 4 3 2 1 | Yes No |
| Fringe Benefits | 4 3 2 1 | 4 3 2 1 | Yes No |
| Contractors/Consultants | 4 3 2 1 | 4 3 2 1 | Yes No |
| Subcontracts | 4 3 2 1 | 4 3 2 1 | Yes No |
| Subrecipient Commitment Form | 4 3 2 1 | 4 3 2 1 | Yes No |

|  |  |  |  |
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|  | **Amount of Experience** | **Level of Training** | **Training Needed** |
| **NIH Proposals** |  |  |  |
| Cayuse424 | 4 3 2 1 | 4 3 2 1 | Yes No |
| Grants.gov | 4 3 2 1 | 4 3 2 1 | Yes No |
| SF424 | 4 3 2 1 | 4 3 2 1 | Yes No |
| Standard Proposal Components | 4 3 2 1 | 4 3 2 1 | Yes No |
| Budgeting (Detailed, Modular) | 4 3 2 1 | 4 3 2 1 | Yes No |
| Consortium Budgets | 4 3 2 1 | 4 3 2 1 | Yes No |
| Consortium Agreements | 4 3 2 1 | 4 3 2 1 | Yes No |
| Grants.gov Approvals | 4 3 2 1 | 4 3 2 1 | Yes No |
| Cayuse 424 Approvals | 4 3 2 1 | 4 3 2 1 | Yes No |

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|  | **Amount of Experience** | **Level of Training** | **Training Needed** |
| **NSF Proposals** |  |  |  |
| NSF Fastlane | 4 3 2 1 | 4 3 2 1 | Yes No |
| NSF GPG | 4 3 2 1 | 4 3 2 1 | Yes No |
| Standard Proposal Components | 4 3 2 1 | 4 3 2 1 | Yes No |
| Budgeting | 4 3 2 1 | 4 3 2 1 | Yes No |
| Data Management Plan | 4 3 2 1 | 4 3 2 1 | Yes No |
| Collaborative Proposals | 4 3 2 1 | 4 3 2 1 | Yes No |
| Collaborative Proposals (lead) | 4 3 2 1 | 4 3 2 1 | Yes No |
| Collaborative Proposals (non-lead) | 4 3 2 1 | 4 3 2 1 | Yes No |
| Subawards | 4 3 2 1 | 4 3 2 1 | Yes No |
| Subaward Budgets | 4 3 2 1 | 4 3 2 1 | Yes No |
| SRO Approvals | 4 3 2 1 | 4 3 2 1 | Yes No |

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|  | **Amount of Experience** | **Level of Training** | **Training Needed** |
| **Post Award** |  |  |  |
|  |  |  |  |
| Award Setup (Detailed Budget) | 4 3 2 1 | 4 3 2 1 | Yes No |
| COI Process at Setup | 4 3 2 1 | 4 3 2 1 | Yes No |
| Companion Projects | 4 3 2 1 | 4 3 2 1 | Yes No |
| e-Award | 4 3 2 1 | 4 3 2 1 | Yes No |
| Management Reports/Chartfields | 4 3 2 1 | 4 3 2 1 | Yes No |
| PAR’s | 4 3 2 1 | 4 3 2 1 | Yes No |
| D-JOBS | 4 3 2 1 | 4 3 2 1 | Yes No |
| Research Portal | 4 3 2 1 | 4 3 2 1 | Yes No |
|  |  |  |  |
| Expanded Authorities | 4 3 2 1 | 4 3 2 1 | Yes No |
| Re-budgeting | 4 3 2 1 | 4 3 2 1 | Yes No |
| Re-budgeting for Companions |  |  |  |
| Carryover Approval Process | 4 3 2 1 | 4 3 2 1 | Yes No |
|  |  |  |  |
| Preliminary Project/Extension Form | 4 3 2 1 | 4 3 2 1 | Yes No |
| NIH No-Cost Extensions | 4 3 2 1 | 4 3 2 1 | Yes No |
| NSF No-Cost Extensions | 4 3 2 1 | 4 3 2 1 | Yes No |
| **Reporting:** |  |  |  |
| Just in Time (JIT) | 4 3 2 1 | 4 3 2 1 | Yes No |
| NIH Research Performance Progress Report (RPPR) | 4 3 2 1 | 4 3 2 1 | Yes No |
| NSF Rearch.gov | 4 3 2 1 | 4 3 2 1 | Yes No |
| Faculty Activity Reports (FAR) | 4 3 2 1 | 4 3 2 1 | Yes No |
| **Grant Reporting/Close-Out:** |  |  |  |
| Financial Status Reports | 4 3 2 1 | 4 3 2 1 | Yes No |
| Patent/Invention Reports | 4 3 2 1 | 4 3 2 1 | Yes No |
| Property Reports | 4 3 2 1 | 4 3 2 1 | Yes No |
| Technical Reports | 4 3 2 1 | 4 3 2 1 | Yes No |

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|  | **Amount of Experience** | **Level of Training** | **Training Needed** |
| **Subrecipient Monitoring** |  |  |  |
| Responsibilities for proper monitoring | 4 3 2 1 | 4 3 2 1 | Yes No |
| Monitoring Record | 4 3 2 1 | 4 3 2 1 | Yes No |

Please return this completed inventory to [laurel.duncan@osp.utah.edu](mailto:laurel.duncan@osp.utah.edu). Upon receipt, we will review your job description (if provided), and discuss training needs/goals and the availability of training opportunities, and help develop a customized plan that takes into consideration the skills and knowledge you bring into your position.