To: AU Researchers and Research Administration Staff Members

From: Jonathan G. Tubman, Vice Provost for Research

Date: May 25, 2016

Re: Standardized Budget Template for Sponsored Research Applications

For the past several years we have been implementing the recommendations of the NCURA Peer Review Final Report. The purpose of the NCURA peer review and the final report is to bring national best practices in sponsored research administration to AU. Your past support and collaboration are greatly appreciated and have been critical to helping us successfully implement over 80% of the 66 final report recommendations to date.

One recommendation of the final report is to implement a standardized budget template for the development of sponsored research proposals, one that does not require the selection and use of object codes. Since fewer than half of proposals are funded, inserting object codes in budgets at the proposal development stage creates needless administrative burden. This level of budget detail is more appropriate once an award has been made to the university.

During the 2015-2016 academic year, OSP and GCA collaborated to develop a common budget template for use on sponsored research proposals. This new template has been reviewed at Grants Administrator Roundtable (GAR) meetings this year and has been in beta testing since March, 2016. Feedback on the template has been provided to us and we are appreciative for that feedback. The new budget template will be available for common use by summer 2016. To reduce administrative burden during proposal development, as recommended in the NCURA Final Report, OSP will require that the new budget template be used for proposals submitted for review and approval, effective July 1, 2016. This requirement will be discussed with research administration staff members at the next GAR meeting on June 23, 2016.

If you have any questions about the use of this new budget template, please feel free to contact me or OSP Director Jim Casey. Thank you for your continued support for the development of an enhanced research administration infrastructure at AU.