

Goal 5, Initiative 1: White Paper / Budget Request Form(at)

Introduction/Background – What will you do?:

Employ an AAI, AAI or Budget Coordinator level position (pay grade 5 or 6) to provide clerical/budgetary support (processing TA's, check requests, and other paperwork) for major grant projects? This position (either temporary or permanent) would report either to OSP or OGC and be assigned to colleges/departments having the greatest need because of their grant productivity.

Proposal/Purpose/Justification – Why will you do it?:

In many cases, departmental staff do not provide (or provide very limited) clerical support to grant activities. Though it is hard to measure, it is perceived that because of this general lack of centralized clerical support, many departments and faculty resist seeking grants due to an anticipated inability on their part to manage the clerical responsibilities.

Work Plan – Action Steps –

How will you do it – brief work plan – please point to Benchmark Goals?

1. Hire the position.
2. Have the individual act as an “intern” in the Office of Sponsored Programs and the Office of Grants and Contracts to gain an understanding of the position responsibilities.
3. Monitor grant proposal activities to identify project(s) that will have a require a significant amount of clerical/budgetary support, provide the recovery of F&A, are aligned with the strategic initiatives of the University, and which have an anticipated total award of at least \$500,000.
4. At the onset of proposal development, this individual will be assigned to work with project(s) identified in step #3 during the development phase.
5. If an award is received, this individual will be assigned to provide clerical/budgetary support to the project.

Reporting and Deliverable Schedule – When?:

As soon as the position is approved, the search will be launched and the plan implemented immediately upon hiring someone.

Budget – How Much will it cost?:

\$30,000 - \$35,000/yr (salary and benefits)

Management Plan – Who (by name if possible) will do the work?:

TBD

Outcome Assessment & Future Testing – How Well did we do?

How will we know that we have moved us toward our benchmarks goals?

If having this individual onboard result in grant submissions that ISU would not have otherwise completed. It will be viewed as a success. If ISU is successful in having one of the proposals funded, we will be able to evaluate the effectiveness of this “centralized” clerical/budgetary support as the individual is assigned to provide support to the project.

Budget Narrative for Goal 5 Initiative 1

1. Hire a pay grade 5 or 6 staff position (AAI, AAI or Budget Coordinator) to provide clerical/budgetary support to large funded projects. Estimated cost is between \$30,000 and \$33,000 (salary and fringe benefits).

2.

3.

4.

Etc.

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