

# **Finance Research Support Service Level Agreement**

## ***Our Finance mission and structure***

The mission of the Finance organization is to provide the University with tools, knowledge and resources that enable well-informed decisions. We will be valuable partners by providing accurate data, effective and efficient processes and financial and business expertise that supports the academic and research missions of the University.

## ***Our Research Support mission***

The Research Support team within the Finance organization is committed to providing timely, accurate, and customer-oriented assistance to our researchers, external sponsors, and University personnel. We will do so by providing financial reporting related to the ongoing management of sponsored awards, efficient and effective processing and facilitation of operational workflows, discretion to ensure appropriateness of chargeability, and through exercising delegated signature authority.

## ***Our service-level agreement***

Finance Research Support provides ongoing support and services to faculty and staff in support of sponsored awards and discretionary funds which include but are not limited to:

- Collaborating with faculty to establish new budget allocations or to re-budget existing awards
- Managing cost distribution and PAR effort-report processing
- Delivering account dashboards and projections to PIs on a regular and consistent basis
- Preparing and reviewing correcting documentation, internal reporting, and agreed upon faculty specific reporting
- Executing fiscal reviews and approval as well as coordinating signature delegation
- Preparing support for Notice to Proceed, No Cost Extension, and sponsor prior approvals
- Ensuring completeness of support documentation for activities necessary
- Providing oversight of leaves and personnel processing
- Facilitating orientation for incoming PI's related to roles and responsibilities for award management
- Coordinating award management in partnership with the Sponsored Programs and other central offices
- Providing guidance on University Policies/Procedures and Internal Controls
- Ensuring availability and responsiveness as the point of contact for PI's