

Grant Management from the Department Perspective

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Carolina Population Center

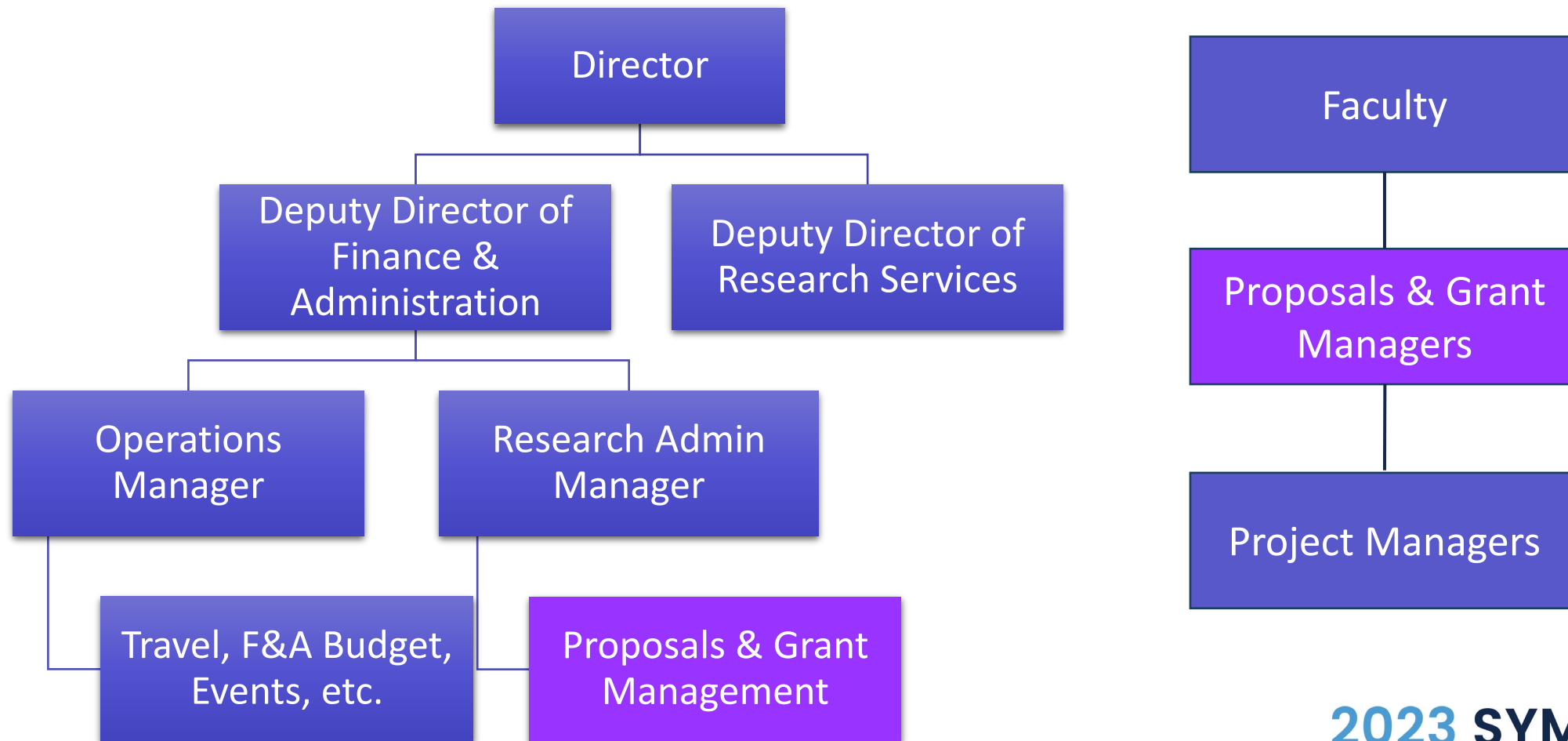


September 27, 2023

2023 SYMPOSIUM
FOR RESEARCH ADMINISTRATORS

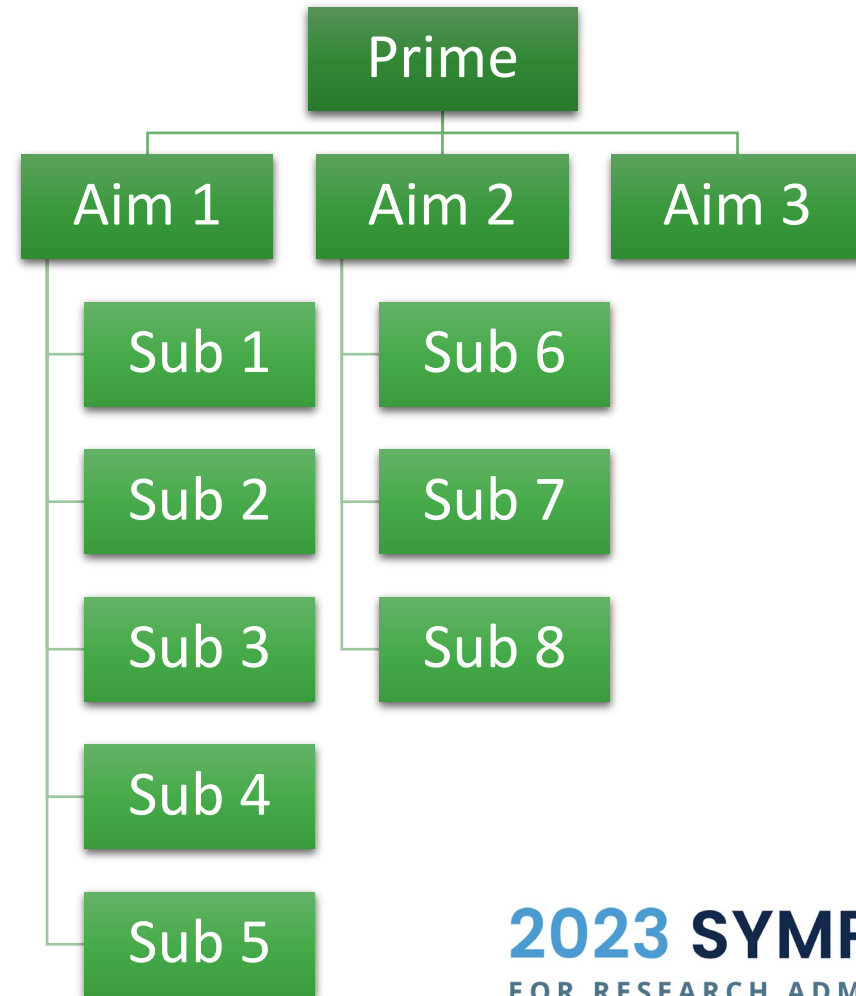
Overview

Carolina Population Center



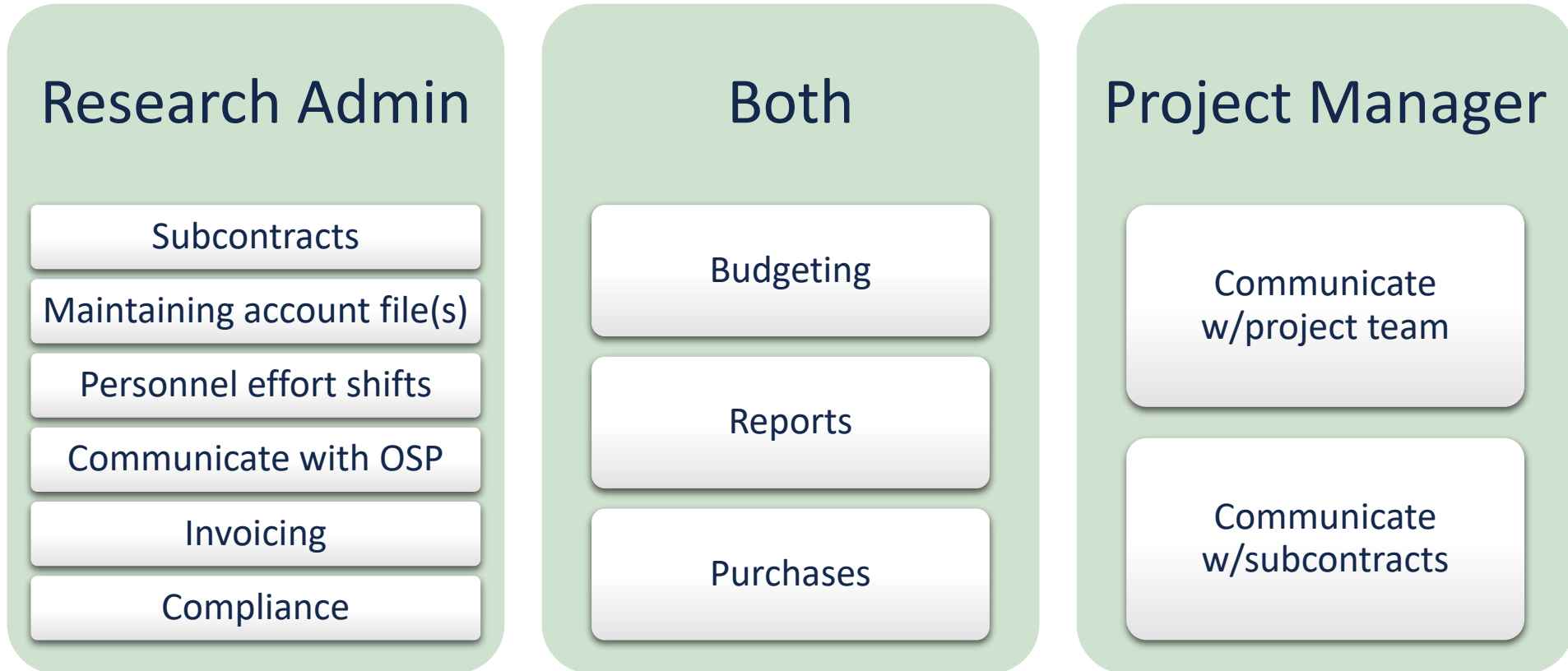
Grant Structure

- \$30.5 million budget
- Three separate budgets
- 8 subcontracts (foreign)
- 30+ personnel
- Reports to foundation due every three months



Division of Tasks

Normal Project Task Distribution



Current Project

Keywords: Flexibility; Common Sense; Organization

Lexie

Compliance

Maintaining account
file/budget

Personnel Shifts

Communicate w/admin
team

Work with OSP (SPS)

Both

Budgeting

Communicate w/PI

Comm w/Foundation

Reports

Subcontracts

Purchases

Compliance

Bridget

Communicate w/project
team

Communicate
w/subcontracts

Subcontract setup and
amendments



Tools

Consistent Open Communication



**Email, Teams (chat & meetings), Zoom,
In-Person Cube visits**

Different forms for different purposes and audiences



Use Teams for file sharing



Regular Meetings (virtual and in person)



Action Items

What needs to be done, Who is doing xyz, When is it due, When is the next meeting



Ask Questions!

Be Proactive

- Keep calendar updated far in advance
- Plan upcoming activities
 - Communicate about what's upcoming, timelines

...yet remain Flexible

- Change is Constant
- Approach problems like puzzles
- All on the same team



Looking to the Future

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Aim for Continuous Improvement

- Seek ways to be more efficient
- Set up organization systems, status tracking
 - File Sharing

A	B	C	D	E	F
Country / Partner	Year	Details	Status	Cost	Extra
SA-UWC	2021	Deliverable #Y6_2: Manage FOP taskforce and continued engagement with DoH around regulation FOPL and marketing to children	Paid	\$110,194	Complete 1Nov2021; Invoice rec'd 10Nov2021
SA-UWC	2021	Deliverable #Y6_3: EAC2020: Attend the EAC and Global obesity partners	Paid	\$11,765	Complete 14Oct2021; Invoice rec'd 10Nov2021
SA-UWC	2021	Deliverable #Y6_4: Interactions and trip to UNC in 2021	PAID BUT ONLY \$7,531	\$27,531	Complete 1Nov2021 - only portion completed due to travel restrictions (Tamryn trip to UNC, no other trips completed); Invoice rec'd 10Nov2021
SA-UWC	2021	Deliverable #Y6_5: Attend SA Strategic meeting planning for 2021 and	Paid	\$6,672	Complete 1Nov2021; Invoice rec'd 10Nov2021
SA-UWC	2021	Deliverable #Y6_6: Baseline survey instruments and related ethics approvals for evaluation of impact of FOPL (Schoolchildren)	Cancelled	\$143,593	schools remained closed, activity cancelled
SA-UWC	2021	Deliverable #Y6_7: Baseline survey to monitor marketing to children on television, YouTube, Social media	Paid	\$26,648	Complete 24Jan2022; Invoice rec'd 24Jan2022

ments > General > Quarterly Reports >

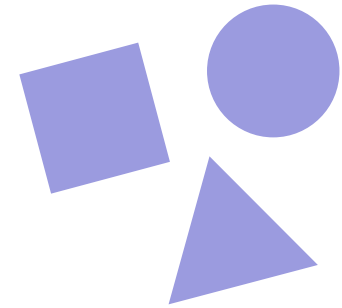
Name ▾

- archive
- Q1 - end 20220430
- Q2 - end 20220731
- Q3 - end 20221031
- Q4 - end 20230131

SCHEDULE B_2022-2024_for_reporting.docx

Aim for Continuous Improvement

- Seek ways to be more efficient
- Set up organization systems, status tracking
 - File Sharing
- Use requirements and reporting as opportunities
- Lessons Learned?
 - Write them down!
 - Share them!



Questions?





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