GRAND Forum Agenda

• Welcome and background
• Travelers Database overview and demonstration
• Payroll
• International Webpage/Fly America Tool
• Question & Answers (panel)
  • Turn in notecards – pass to the end of the aisle
• Networking (and light refreshments)
International Sponsored Awards Workgroup (ISAW) Charge*

- Identify bottlenecks
- Facilitating information exchange
- Review and document current MSU processes
- Identify potential process improvements
- Identify administrative and budgetary tools needed

*Abbreviated for slide simplicity
ISAW Phase 1 Fiscal Year 2015-16

<table>
<thead>
<tr>
<th>In-person information gathering sessions</th>
<th>SPA/OSP/CGA Administrators with USAID funding</th>
<th>Consulted Research Deans on process</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-person discussions, analysis, and development</td>
<td>ISAW</td>
<td>SPA/OSP/CGA subgroup of ISAW</td>
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<tr>
<td>Designed, implemented, and analyzed interviews and survey</td>
<td>Faculty</td>
<td>Administrators that work with international activity</td>
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<tr>
<td>Improve</td>
<td>Processes</td>
<td>Resources</td>
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<tr>
<td>Timeline</td>
<td>Goal reached: obtained recommendations and outcomes by June 30, 2016</td>
<td>Communicated with and shared report, resources and tools with impacted groups</td>
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Findings

Faculty and research administrators were generally satisfied with support from central administration.

Five themes emerged:

• **Subrecipient** administration challenges including:
  • In-country contractor constraints – the need to engage in capacity building with partners
  • **Increase knowledge** of international administrative best practices; offer more training and education for on-campus administrators.

• Project implementation challenges - need to reconcile **practical** necessities for projects with **compliance** with the regulation requirements.

• Build **consistency** into the existing processes and procedures

• Create a dedicated **on-campus source** for international support
Outcomes

International Sponsored Awards Workgroup (ISAW)

Phase 1, FY 2015-16
- Charge/Background
- Process/Timeline
- Findings
- Outcomes
- Recommendations

Phase 2, FY 2015-16
- Act on Recommendations
Selected Recommendations for Phase 2

Offer ongoing forum for international administrators

Create shared templates and other tools to help standardize and streamline operations.

Offer more training on subaward requirements for on-campus administrators and in-country subcontractors.

Further explore how to best decrease the amount of time it takes to write and negotiate a subaward. Create more standardized subaward templates.

Create informational videos about: 1) common administrative challenges in working internationally; 2) resources at MSU; and 3) key sponsors’ administrative requirements.

For new PI’s/departmental administrators or for large projects, conduct “problem-solving” meetings upfront and hold regular administrative meetings.
International Sponsored Awards Workgroup (ISAW)

Representing Colleges & Departments:
• Leigh Baker
• DeAndra Beck
• Karin Dillon*
• Cynthia Donovan
• Scott Frump**
• Linda Gallagher
• Bill Humphrey
• Lynn Mande
• Robert Montgomery
• Kathleen Mills
• Lynn Paine
• Christine Caster
• Jon Wakeman
• Mary Anne Walker*
• Mary Weinzweig

Representing SPA, OSP, CGA:
• Diane Cox*
• Pat Hampton*
• Julia Miszkiewicz*
• Evonne Pedawi*
• Twila Reighley*
• Ashley Russell*, **
• Kristine Smith*
• Vicki Spencer
• Katie Winkler*

*denotes subgroup
**Added in Phase 2

Representing Other Central Units:
• Nathan Stuart
• Lori Hudson
• **Travelers Database overview and demonstration**
  Dr. Elizabeth Alexander, Senior Advisor to Provost and Executive Vice President
  E.J. Dyksen, Information Technologist
  Renee Shepherd, Project Manager

• **Payroll**
  Sheila Wamhoff, Manager, Controller

• **International Webpage/Fly America Tool**
  Julia Miszkiewicz, Senior Agreement Administrator, Office of Sponsored Programs
  Kristy Smith, Manager, Contract and Grant Administration
Q&A Panelists:

Julia Miszkiewicz, Senior Agreement Administrator
   Office of Sponsored Programs
Kristy Smith, Manager
   Contract and Grant Administration
Mitch Meyle, Research Administrator
   Food Science and Human Nutrition
Erin West, Project Event Coordinator
   Public Utilities Institute
   (Formerly- Research Administrator, Animal Science)
Please complete the Survey and then join us for networking

Thanks for participating in today’s session!