Central Research Administration

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Goals and Objectives Achieved for FY 2011

Further the university’s acquisition and development of an electronic research administration system.

**Goal accomplishment:** The assistant vice president for finance and controls chaired a request for proposals (RFP) committee tasked to select an electronic research administration system for the university. The selection committee presented their recommendation to purchase Cayuse 424 and negotiate contracts with two vendors for possible future purchase of research system components. Plans have been crafted for the internal development of a suite of systems to meet the needs of the Virginia Tech research community.

Charge and provide administrative support for a task force on special research faculty.

**Goal accomplishment:** Recruited Don Taylor, industrial and systems engineering department head, as chair and provided administrative support to three sub-committees. Recommendations were produced in June 2011. The first recommendation – short-term disability coverage for special research faculty members – has been implemented. The recommendation to modify the International Travel Supplemental Grants program to include certain classes of research faculty will be implemented in FY 2012.

Eliminate conflicts and redundancies in policies 13005 and 3020 regarding centers and university institutes and reorganize nine university centers.

**Goal accomplishment:** The Office of Research worked with the Commission on Research to rewrite policy 13005 and shepherded its passage through University Council. The office also worked with the controller and executive vice president to rewrite Policy 3020. The administrative/programmatic oversight of all nine university centers was altered. Memorandums of understanding were written to document all the changes.

Develop a reporting mechanism to document and track projects in the four discovery domain theme areas that are outlined in the strategic plan.

**Goal accomplishment:** A report to the provost showed the relative amount of research expenditures in each domain.

Develop business processes for management of specialized research space at the Virginia Tech Corporate Research Center.

**Goal accomplishment:** The Office of Research worked with the controller’s office to establish rates and developed procedures to bill research units for use of such space.

Initiate and support the development of business plans for all university institutes.

**Goal accomplishment:** A prototype financial plan was developed and the Office of Research worked with institute directors to complete their plans in February 2011.

Promote unity and cooperation among institutes and directors and build the brand “Institutes of Virginia Tech.”

**Goal accomplishment:** Monthly meetings were held with directors. The Office of Research developed a brochure that publicized the strengths and strategies of each institute and built a website gateway to the institutes.

Mission Statement

The administrative team is responsible for delivery of prompt and efficient service to external and internal customers in matters of finance, reporting, proposal assistance, and government relations; and for facilitating research initiatives and collaborations for growth of the research enterprise.
The Office of Research enhances institutional resources and opportunities through short-term and one-time funding. Notable examples are:

**One-time Funding:**

- **$75,000** College of Liberal Arts and Human Sciences graduate research program
- **$15,000** Graduate Assistantships in Areas of National Need doctoral fellowships
- **$50,000** Leased space for the Department of Chemistry
- **$65,000** Laboratory for Interdisciplinary Statistical Analysis
- **$20,000** Neutrino Center startup
- **$75,000** Leased space for the Department of Biological Systems Engineering
- **$200,000** Support new Center for the Arts
- **$100,000** GRA support for Chemistry Multi University Research Initiative project

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**Budget for Ongoing Expenditures by Category, FY 2010**

- **University Institutes** $18,408,949 (63%)
- **Central Administration** $2,110,841 (7%)
- **Office of Sponsored Programs** $2,790,400 (10%)
- **University Technology Transfer/ Virginia Tech Intellectual Properties** $299,050 (1%)
- **University Programs Support** $285,360 (1%)
- **Returned Indirect Cost to Centers and Institutes** $217,720 (1%)
- **Compliance** $1,037,239 (4%)
- **University Centers** $627,694 (2%)
- **Equipment** $200,000 (1%)
- **A-21** $614,164 (2%)
- **Discretionary Commitments** $2,449,000 (8%)

**GOALS AND OBJECTIVES FOR FY 2012**

- **Implement the Cayuse 424 software to provide system-to-system integration with the federal Grants.gov proposal submission system.**
- **Analyze, design, and implement other modules of an electronic research administration system, including process tracking systems, proposal development, and conflict of interest modules.**
- **Propose a system for research incentive pay, work through the university governance system to deliberate its merits, and advocate for passage if appropriate.**
- **Implement new procedures regarding university industrial affiliates programs.**
- **Hold the first institute directors' annual retreat.**
- **Update policies and procedures related to conflict of interest and consulting.**

**Statistics**

- Limited Submission Solicitations Managed: **107**
- Opportunities Screened: **15,836**
- Internal Budget Managed: **$10.8 million**
- International Travel Grants: **193 awards; $870 average award**

**Cost of Research Administration Per Externally Generated Dollar of Research**

(less than a nickel)

- **$1.00**
- 4.8 cents