

# Organizational Structure of the UF Division of Sponsored Programs

## Background

The Division of Sponsored Programs (DSP) is implementing many changes in the business of research administration – new systems, new processes, and new people. To best effect these changes, DSP leadership compared the current organizational structure with other options to determine the most effective model for DSP’s service to the University.

Ultimately, this reorganization must provide at least the following outcomes:

- Quality service to faculty – knowing whom to contact and building relationships with their support team
- Effective relationships within DSP and throughout campus, faculty and other business offices
- Well-defined roles and responsibilities
- DSP staff career growth opportunities

## New Structure

DSP will be reorganizing its staff into teams in alignment with campus units. The Office of Engineering Research, College of Medicine Clinical Trials Office (COM CTA), College of Medicine-Jacksonville Office (JAX), and the Subaward Coordinator will all operate as they do now. There will be stronger alignment of the COM CTA team and the JAX team with the new HSC team, but they are otherwise not affected by this change.

*There will be no changes in the overall staffing levels at DSP.*

## The new teams

The new teams are outlined on the organizational chart below. In detail:

- Contracts Team, comprised of the currently open Contracts Coordinator and one Research Administrator, will work on industry partnerships and agreements—including Data Use Agreements, Clinical Trial Agreements, SBIR agreements, High Tech Corridor funding, and more. They will also manage the direct and flow-through federal contracts and support complex state and non-profit contract negotiations. They will coordinate heavily with the Office of Technology Licensing (OTL).
- Three teams aligned by campus unit will handle all direct and flow-through federal grant and non-profit proposal submissions and follow up communications. These teams will negotiate agreements and modifications for those sponsors not indicated for the Contracts Team. The transition will take coordination among the team leads (“coordinators”) to clearly outline workflow, intake, and cross-team coordination.
  - IFAS Team: 1 Coordinator + 3 Research Administrators
  - HSC Team: 1 Coordinator + 5 Research Administrators
  - Campus Team: 1 Coordinator + 3 Research Administrators
- All administrative and clerical support will be pooled to provide support to all of DSP

## Why this model?

After review of the desired outcomes and the various options, DSP leadership chose the new model for its many benefits:

## Organizational Structure of the UF Division of Sponsored Programs

1. Improves service to faculty and campus administrators. Campus must know whom to contact and have continuity and consistency with each contact. Further, as they will work with the same faculty and administrators repeatedly, DSP staff can invest in each relationship, thus improving quality of their interactions across campus.
2. Provides staff with career growth opportunities by gaining knowledge and experience in the many facets of research administration.
3. Allows for improved corporate relationships and contract negotiation timelines through a dedicated contracts team.
4. Improves identification of trends through repeated interaction with one unit or a subset of sponsors.
5. Expands institutional memory. With any transition due to retirement or moving on to other positions, we must have a breadth and depth of knowledge to keep work flowing smoothly and efficiently.

### Implementation

Given the need to replace Judy Harris with some overlap and the timeline of the Click software implementation, we are phasing this implementation. Complete transition is expected to be completed December 2015.

Our implementation steps are as follows:

1. Hire a new team leader – July and August 2014
2. Finalize DSP team assignments and start allocating work based on the new assignments – desired completion September 2014
3. Complete comprehensive knowledge transfer and cross training during the Click implementation and transition –January 2015 through December 2015
4. Full implementation – desired completion December 2015

# Organizational Structure of the UF Division of Sponsored Programs

## Future organizational chart

### Division of Sponsored Programs

