

## SRS Transition & Services Operations Committee (TSOC) Recommendation

<b>Recommendation No. 010</b>				
Establish TSOC Working Group to Determine SRS Project Administrator Roles and Responsibilities.				
Priority Level	Importance	Implementation Timeline	Topic/Theme	Information Systems Requirements for Implementation
1	High	Immediate	Organization – Return of the Project Administrator	To Be Determined
<b>Applicable for the Following System Members:</b>			<b>YES</b>	<b>TO BE DETERMINED</b>
Texas A&M University			X	
Texas A&M Engineering Experiment Station			X	
Texas A&M AgriLife Research			X	
Texas A&M AgriLife Extension			X	
Texas A&M Transportation Institute			X	
Texas A&M Health Science Center			X	
Prairie View A&M University			X	
Other System Members			X	
<b>TSOC Signature and Date</b>		<i>Carol D. Cantrell</i> 09/29/15		
<b>VPR Signature and Date</b>		<i>Kevin Jean</i> 9-30-15		

**Recommendation:** TSOC recommends establishing a working group to review and redefine the roles and responsibilities of the SRS Project Administrator and to make a recommendation to the TSOC committee. Included in this job description should be the level of job knowledge and training required to interpret award terms and conditions and to determine federal guidelines including Uniform Guidance etc. Most importantly, the SRS Project Administrator should have the authority, information and other tools needed in order to serve as the overall administrator of the project, the point of contact and be able to provide the highest quality of assistance and guidance to the principal investigator (PI).

**Benefits:** This recommendation will benefit all services of SRS especially those to the PI. The “Return of the Project Administrator” will enhance PI productivity, project compliance, maximization of funds for the benefit of the project, sponsored billings, communications and will reduce administrative burden. This change will return the focus of SRS back on the core functions and services that are essential to the success of the research program.

**Effective Implementation Date:** Upon approval of this recommendation, TSOC will establish a working group to review the roles and responsibilities of the SRS Project Administrator.