11-20-2018

Business and Financial Management and Audit Control for Large Research Proposals

Purdue University Office of Research and Partnerships

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Purdue University is one of the largest research universities in the nation with more than $663 million in research expenditures in fiscal year 2017. Faculty and staff working on these projects receive support in award management from staff in the Treasurer and Chief Financial Officer organization that maintains the necessary controls, systems, and processes for managing approximately 4000 externally funded awards each year. With internal controls, management processes, policies and procedures, Purdue has had no sponsored program A-133/single audit findings in more than a decade.

Purdue University has business managers working in academic units and research centers across campus. These staff work with the project personnel and staff in Sponsored Program Services and other business units of the University to provide project support such as procurement of goods and services, employment and payroll for project personnel, and monitoring of expenditures, issuing and managing subcontracts, securing sponsor approvals, monitoring the project for compliance with all agency requirements. Staff in the PostAward area of Sponsored Program Services are responsible for proper award establishment, management, and closeout; serve as administrative and financial resource for faculty, researchers, and business offices; provide cash management for projects; work with partnering institutions to secure subcontract documentation; and prepare and submit financial and property reports.

Business office personnel assigned within academic units and research centers will interface with other units in Business Services at Purdue, including payroll, travel, purchasing, property accounting, and human resources. This will allow the project or center to take advantage of the institution’s excellent organizational capability to manage business, financial, and human resources operations through the well established policies and procedures of Business Services at Purdue.

Human Resources

Purdue’s Human Resource Services is responsible for the policies and systems for staffing and evaluation of employees. HR staff will work directly with the project management and financial team in the process of posting job openings, classifying positions, and employing staff into those positions.

Purdue University is committed to equal employment opportunity for all, regardless of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a veteran. Federal legislation has singled out the following groups of racial/ethnic minorities for specific attention: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races. The University recognizes that the entire academic enterprise is strengthened by enlarging its community of well-qualified individuals and providing role models for its faculty, staff, and students. Indeed, a proactive stance in support of equity and diversity broadens the institution’s cultural richness and enhances its vitality and reputation. Hiring supervisors are charged with the immediate responsibility for recruiting, supporting, assisting, mentoring, and, thus, retaining employees with a diversity of backgrounds and experiences. The Affirmative Action Office and Human Resource Services staffs are available to assist and direct supervisors in these activities. Purdue University, as an academic institution, shares the responsibility of attracting and retaining capable and aspiring individuals, including those from traditionally underrepresented groups.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Executive Memorandum No. D-1, which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities and veterans through its affirmative action program. Any question of interpretation regarding this Nondiscrimination Policy Statement is referred to the Vice President for Human Relations for final determination. Searches for executive, administrative, and managerial positions—which include executives, academic
administrators, student affairs administrators, business and financial managers, plant and facilities administrators, and residential life administrators—are to be national in nature. Recruitment plans for these positions include methods that reach a national audience. To create a broad, rich, and diverse applicant pool, hiring supervisors and managers are advised and will consider advertising in a variety of publications and contacting a variety of professional organizations.

Many publications and organizations advertise staff positions for women, minorities, individuals with disabilities, and veterans. Advertising in appropriate publications and contacting relevant organizations will not only assist in enlarging the applicant pool but will also convey the commitment of the unit and institution to recruit women, minorities, individuals with disabilities, and veterans. All advertising, including any form of announcement whether by e-mail, letter, the Web, list service, journal, etc. consistently correct minimum qualifications and includes at a minimum the following equal employment opportunity statement: Purdue University is an equal opportunity/equal access/affirmative action employer. The employment consultant may also add specific contact information of where interested job seekers may submit a résumé for consideration. To enlarge the applicant pool, hiring supervisors or managers are encouraged to utilize publications that would be the most relevant to the knowledge, skills, and/or abilities related to the position. University employment consultants will assist hiring supervisors with this task by identifying and providing additional advertising options.