

CRE Operations Team

Katherine Timms

28th October 2010

Agenda

1. Roles & responsibilities of CRE Operations
2. Responsibilities of academics
3. How CRE Operations fits into BU structure
4. Contact details
5. Any questions

CRE Ops is responsible for the
administration of pre- and post-award
procedures supporting
Research and Enterprise activity
across BU

- Bids under BU's name
- And/or BU portion of bid under other institute

CRE Ops will cost the activity:

- using the principles of Full Economic Costing (fEC) for R & E activity
- using the BU costing tool “iCOST”
- providing pricing advice for applications and tenders where required

CRE Ops will support the submission of individual and collaborative bids

- by recording the activity on BU's database RED
- by steering the application through Legal Services
- by overseeing contractual negotiations
- by highlighting ethical considerations
- by generating the internal paperwork
- by obtaining the authorised signatures (without which bids are not to be submitted)

CRE Ops will provide the post-award administration for successful projects & contracts:

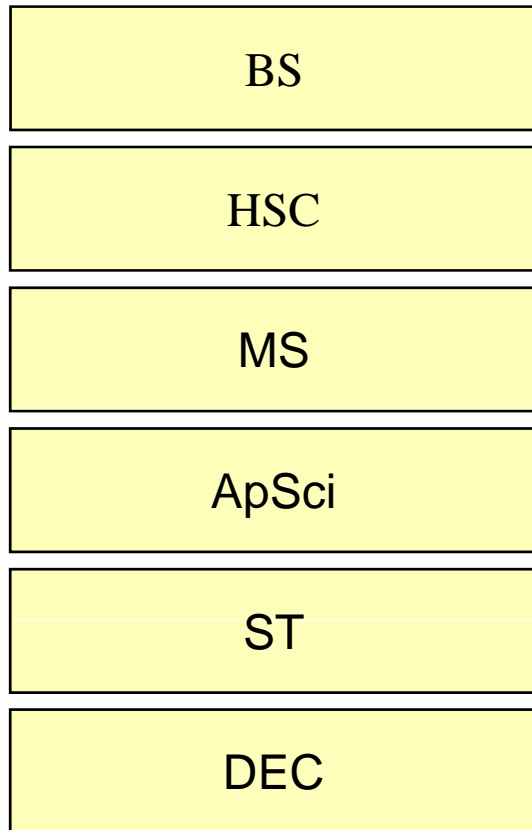
- by checking expenditure against budget
- by booking travel, accommodation, purchasing equipment etc as required
- by ensuring the legal obligations are met
- by generating financial statements as required
- by assisting in the preparation of reports as required

CRE Ops will work with academics to ensure that the following information is provided:

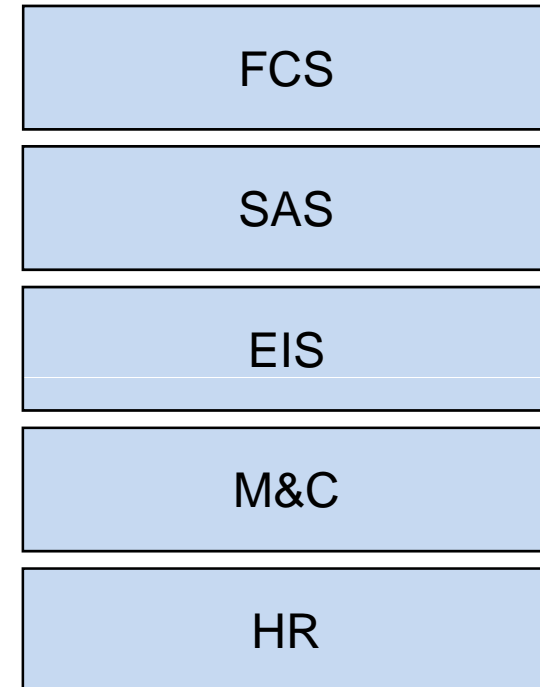
- submission deadline
- activity start date
- activity end date
- project title
- funding organisation
- link to funding call (if known)
- principal and co-investigators, project team and partners
- other staff costs (including external staff costs)
- travel & accommodation details (eg conference attendance)
- consumables
- equipment
- exceptional items

Organisation and Structure

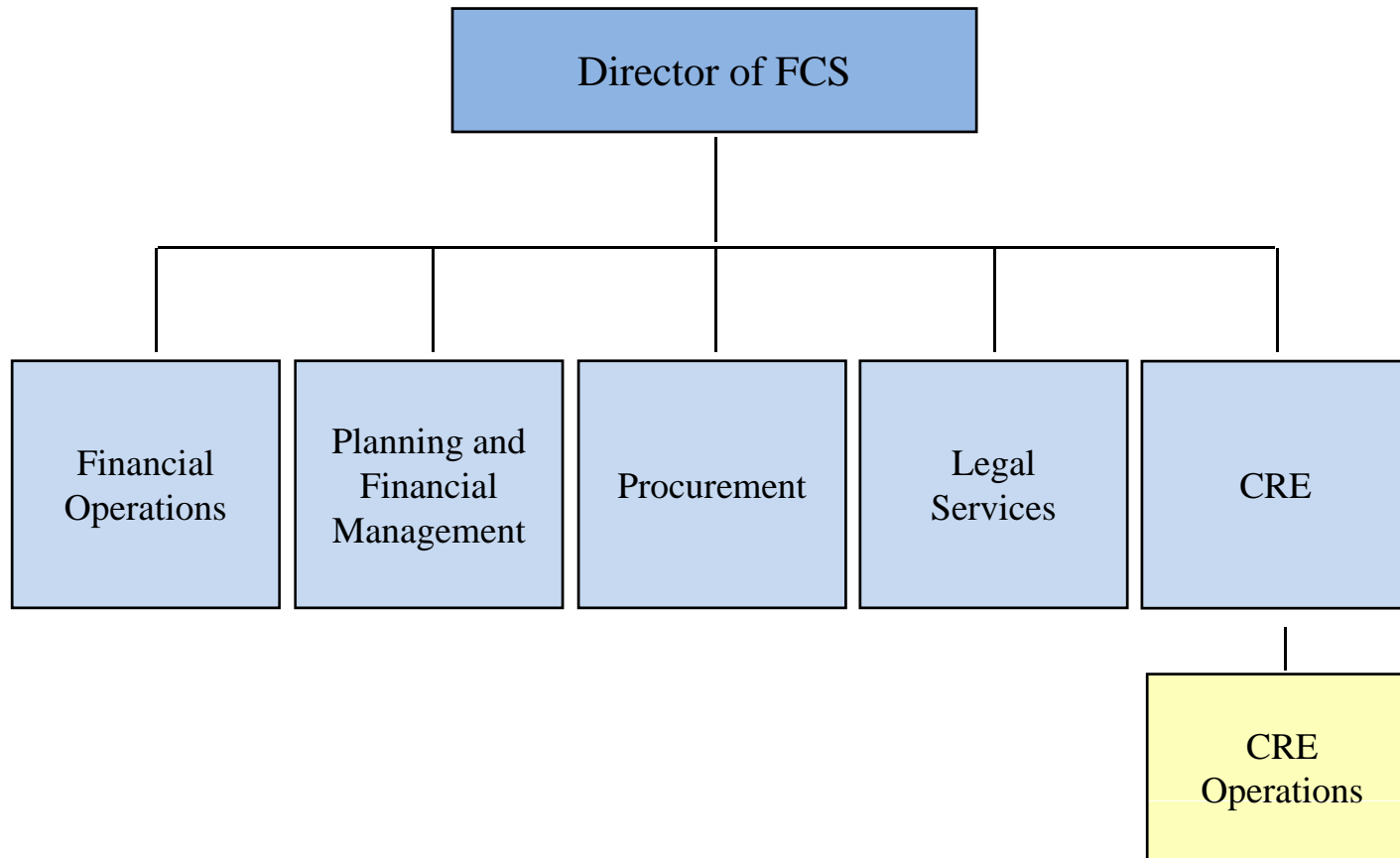
Schools



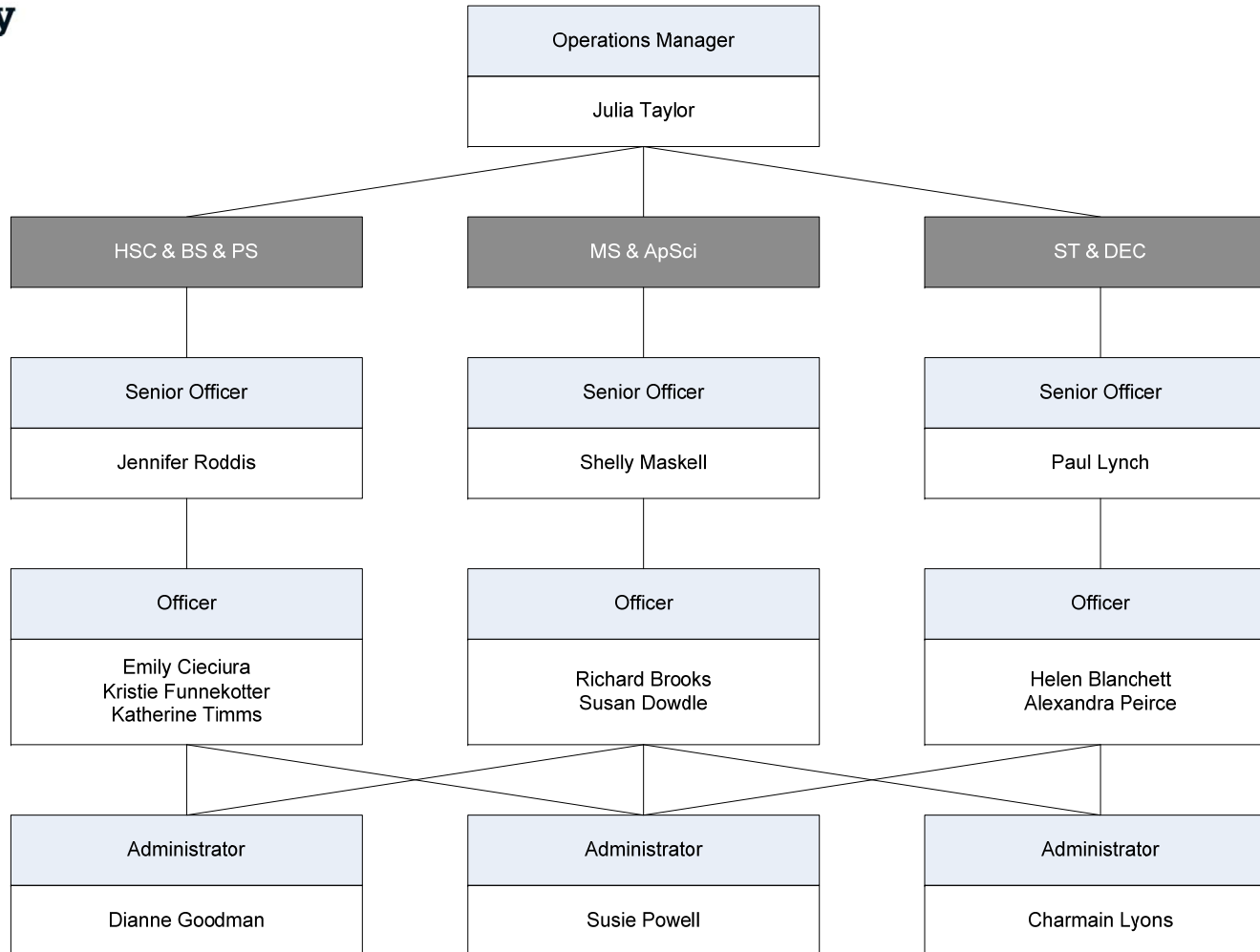
Professional Services



Organisation and Structure



Organisation and Structure

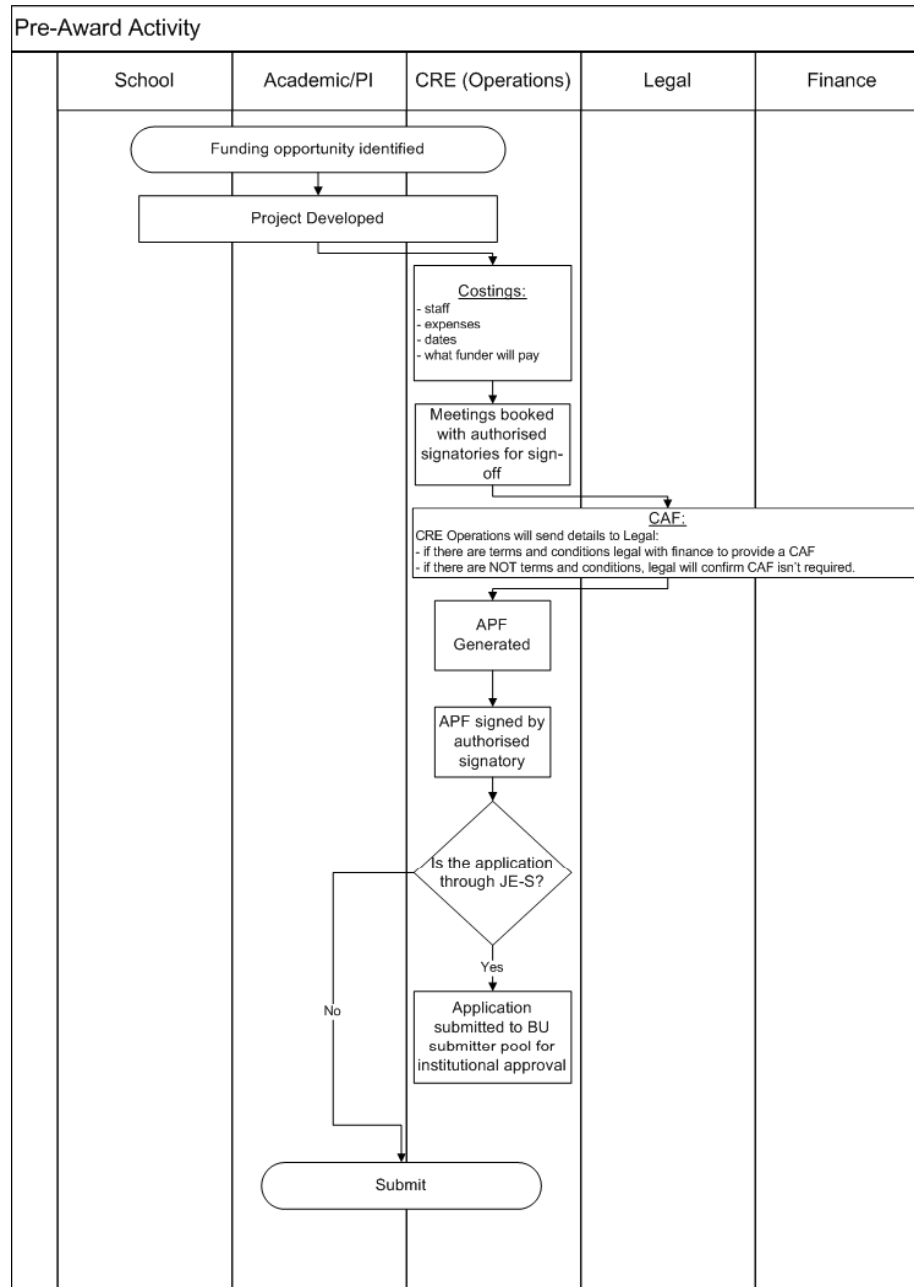


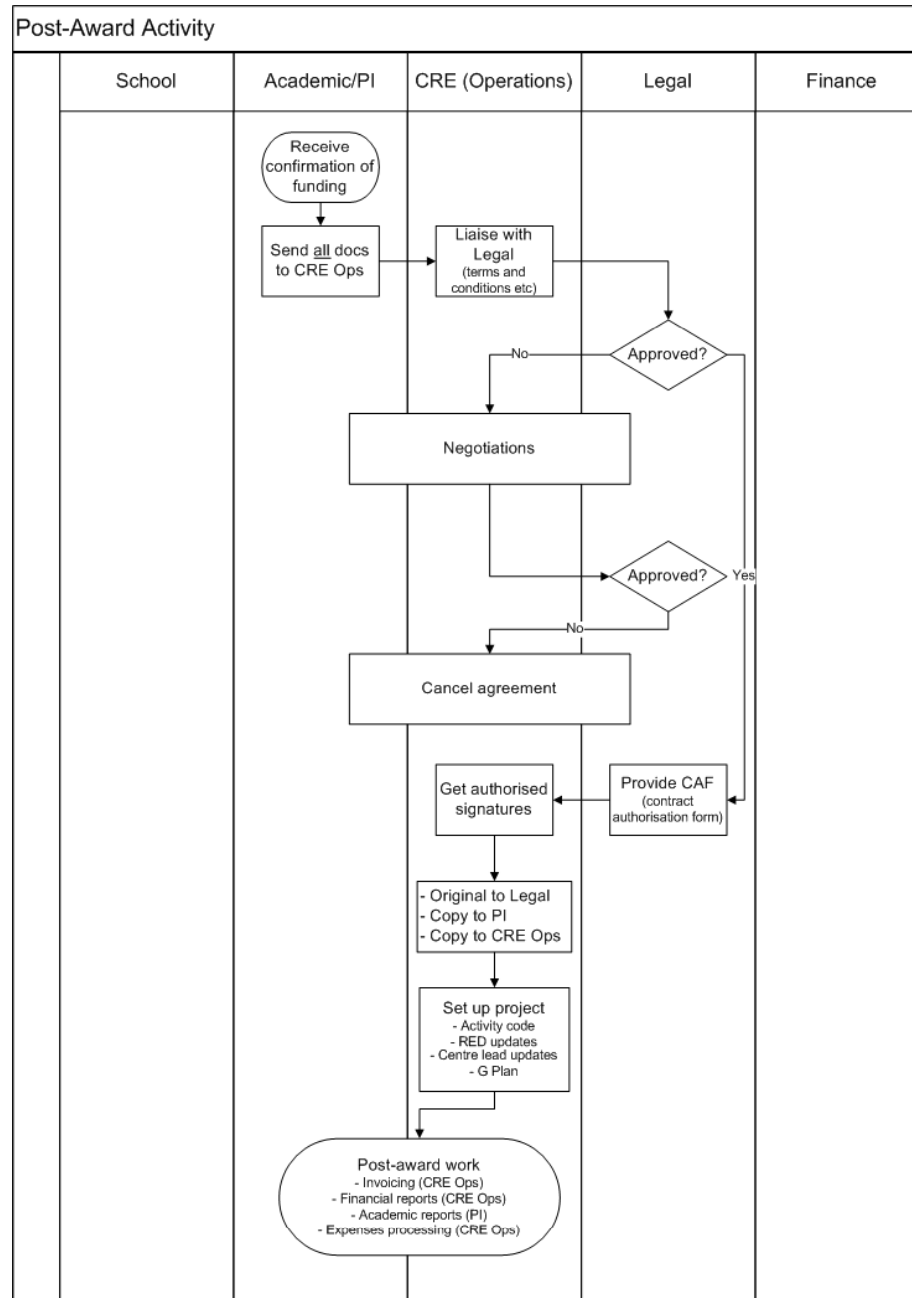
Contact Details within CRE Ops

Jennifer Roddis	Senior Support Officer	x68258
Kristie Funnekotter	Support Officer	x68260
Katherine Timms	Support Officer	x68269
Emily Cieciora	Support Officer	x68259
Dianne Goodman	Administrator	x68239
Julia Taylor	CRE Ops Manager	x68249
Main Office Number		x68268

Members of CRE Ops will:

- meet regularly with Chairs/Heads of Departments
- meet with academic staff
- hold regular weekly surgeries at both campuses
- attend School Meetings where appropriate





Any Questions?

