Grants Management User Network
Operating Principles

Section I. Name

A. The name of this organization is the Grants Management User Network (GMUN).

Section II. Authority

A. The Vice President for Research (VPR) is the academic officer responsible for the direction and guidance of the University’s research mission. The Controller’s Office (CO) is responsible for providing processes, systems, controls and procedures over financial functions so the University of Minnesota has timely, accurate and complete financial information for use in decision making. The two offices jointly have given the following purpose and charge to GMUN and established a Grants Management User Network Advisory Committee (GMUNAC).

Section III. Purpose and Organizational Responsibility

A. Purpose

GMUNAC:

1. Represent a broad and diverse constituency.
2. Bring forward factors and changing conditions for discussion that could impact the effective administration of the research process.
3. Coordinate the interests of other customer groups whose focus is grants management and provide an established vehicle to share their feedback with the VPR and CO.
4. Provide a single point of contact for groups (project teams) seeking advice and input from sponsored projects end users.
5. Solicit information, approaches or solutions to challenges from key contacts for GMUNAC discussion and follow-up.

GMUN Key Contacts:

1. Create and maintain structured channels of communication between central and departmental research administrative units via key contacts.
2. Recommend approaches and solutions to meet challenges, including changes to internal policies and practices affecting grants management.
3. Exchange information on collegiate best practices to help inform the University’s strategic decisions related to its research mission.
4. Reinforce key points and disseminate grants management information both to and from the key contacts within each unit.
B. Organizational Responsibility:

1. The GMUNAC represents the interests of all research administrators at all levels with the University of Minnesota.
2. The GMUNAC will follow the Operating Principles as specified herein.
3. The GMUNAC will communicate the grants management user network needs and recommendations to the Associate Vice President for Research Administration (AVPR) and the Director, Sponsored Financial Reporting (DIR). The GMUNAC may also share information directly with the VPR and the CO.
4. The GMUNAC will communicate information about relevant opportunities, programs, policy decisions and process changes to the grants management user network.

Section IV. Membership

A. Categories

1. Appointed Members
   a. Number and Tenure
      Minimum of nine (9) appointed members, appointed by the AVPR and the DIR, will serve for a term of three (3) years from the date of appointment or until a successor is appointed with three members rotating off the committee each year. The AVPR and DIR will approve nominees recommended by the GMUNAC. Appointed Members should represent a diverse collegiate representation across all campuses and disciplines. An additional year may be added to the term to allow a member to serve as GMUNAC Chair for the year following the end of their regular appointment. Appointed Members may serve for no more than four concurrent years. After a minimum one-year break, an individual may be eligible for re-appointment to the GMUNAC.
   b. Eligibility
      Appointed Members must be grants management users. If an Appointed Member changes departments during their term, they have the right to complete the remainder of their term, provided they are functioning as a grants management user in their new position.
   c. Voting Rights
      Appointed Members have full voting rights on the GMUNAC.
   d. Resignation
      If an Appointed Member is unable to serve, they should notify the chair in writing.

2. GMUNAC Chair
   a. Tenure
      The GMUNAC Chair is a departmental or collegiate unit member and is a member of the GMUNAC. The AVPR and DIR will approve the nominee for GMUNAC Chair for a maximum of two (2) consecutive one-year terms.
   b. Eligibility
      The GMUNAC Chair must be a grants management user. If the GMUNAC Chair changes departments during their term, they have the
right to complete the remainder of the term, provided they are functioning as a grants management user in their new position.

c. Voting Rights
The GMUNAC Chair has full voting rights on the GMUNAC.

3. Recorder
a. Tenure
The Recorder is a staff member of SPA. The appointment of a Recorder is part of the administrative responsibility of SPA, and is dependent upon need and funding availability.
b. Voting Rights
The Recorder has no voting rights on GMUNAC, but may participate in all committee activities.

4. Central Unit Appointed Members
a. Tenure
Up to two (2) Ex-Officio Members approved by the AVPR and DIR will serve for a term of two (2) years from the date of appointment. The AVPR and DIR will approve nominees recommended by the GMUNAC. Central Unit Appointed Members allow representation from OVPR or CO Units, e.g. Sponsored Projects Administration, Sponsored Financial Reporting, RIOP, Research Subjects Protection Programs, IACUC, FIRST or Regulatory Affairs.
b. Voting Rights
Central Unit Appointed Members have no voting rights on GMUNAC, but may participate in committee activities.

5. Ex-Officio Members
a. Tenure
Four (4) permanently Appointed Members of GMUNAC are the Chair of the Certified Approver Advisory Committee, Director of RIOP, DIR and AVPR.
b. Voting Rights
Ex-Officio Members have no voting rights on GMUNAC, but may participate in committee activities.

B. Quorum

1. In order to have a vote, a majority (51%) of Appointed Members (excluding Central Unit Appointed Members and Ex-Officio Members) must be present. If less than a majority of the Appointed Members is present, they may choose to hold the meeting, but any voting must be conducted at a later date or by email.

C. Vacancies

1. In April of every year, the GMUNAC Chair will put a call out to the GMUN community seeking nominations for GMUNAC membership. This process will be done at any time throughout the year for an unexpected vacancy. Individuals may self-nominate.
2. The GMUNAC will review the nomination(s) and via a committee vote recommend the final nomination(s) to fill the vacancy to the AVPR and DIR. The AVPR and DIR may approve the nominations or ask for new

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recommendations from GMUNAC. In the case of the latter, the relevant concerns with the recommendations will be furnished back to GMUNAC.

D. Removal

1. Removal from the GMUNAC will be determined by a majority vote of the members. Cause for removal could include, but is not limited to, the following:
   a. When an Appointed Member misses two (2) consecutive regular meetings without notifying the Chair or Recorder prior to the meeting. See also section VI.B.
   b. When an Appointed Member has not attended four (4) consecutive regular meetings.
   c. When an Appointed Member fails to correct inappropriate behavior after receiving one written warning.
2. If a permanently Appointed Member fails to perform their duties including those listed in V.C., the Chair will escalate the matter to the VPR or CO.
3. Any grievances about removal from the GMUNAC will be resolved by the AVPR and DIR.

Section V. Roles and Responsibilities

A. Duties of all Appointed Members and Ex Officio Members will be to:

1. Consistently attend committee meetings.
2. Participate in meetings and activities.
3. Develop, implement and facilitate at least two (2) grants management meetings per year.
4. Advise on GMUN website content.

B. In addition to the above, the duties of the GMUNAC Chair will be to:

1. Work in collaboration with the AVPR and DIR or designee to carry out the responsibilities of the GMUNAC.
2. Provide leadership to ensure that the GMUN roles and responsibilities are carried out.
3. Determine agendas for GMUNAC meetings.
4. Preside at all meetings of the GMUNAC and other special meetings as needed.
5. Facilitate at least two (2) GMUN meetings per year.
6. Ensure that the GMUNAC Operating Principles are enforced.
7. Ensure that the needs and recommendations of the GMUNAC are communicated to AVPR and DIR.
8. Represent GMUN at CRAD and any invited meetings or ensure representation.

C. Duties of the AVPR and DIR, with respect to GMUNAC, will be to:

1. Advise and support the GMUNAC.
2. Appoint new members when a vacancy occurs. See IV.A.1.a.
3. Appoint the GMUNAC Chair.

D. Duties of the Recorder will be to:

1. Issue notices and agendas of meetings as appropriate.
2. Take meeting notes at all GMUNAC meetings.
3. Provide archive of official communication for GMUNAC.
4. Ensure the maintenance of current GMUN Key Contacts and mailing lists, including updating Associate Deans for Research or designate list.
5. Annually review key contact list and work with Associate Deans or designate to request the changes from units.
6. Responsible for logistical support for the GMUN general meetings.

E. Duties of Associate Deans for Research:

1. Identify key contact for units.
2. Forward name(s) to GMUNAdmin@umn.edu or assign collegiate designee to communicate updates for replacement and additional key contacts to GMUNAdmin@umn.edu.

F. Duties of Key Contacts:

Pre-Award Key Contact:
1. Act as liaison between designated units, central offices and collaborating colleges regarding issues of pre-award and proposal processing.
2. Disseminate grants management information to their own units.
3. Encourage timely processing of budgets and PRF's in the EGMS systems.
4. Communicate proposal processing deadlines, policies and procedures to research staff.
5. Work with their unit(s) to enhance their unit’s ability to fully utilize EGMS and other grants management and compliance systems during the pre-award process.

Post-Award Key Contact:
1. Act as liaison between designated units, central offices and collaborating colleges regarding issues of award set-up and post-award management.
2. Disseminate grants management information to their own units.
3. Communicate policies and procedures regarding award acceptance and post award management of grants and contracts to affected parties with their unit(s).
4. Work with their unit(s) to enhance the unit’s ability to fully utilize all post-award management tools available to them.
5. Work with the Certified Approver(s) (CA) in their unit where responsibilities overlap between their role and the role of the CA.

Section VI. Meetings

A. Type and Frequency
1. The GMUNAC will meet at least ten (10) times per fiscal year.

B. Absences

1. All GMUNAC members must notify the GMUNAC Chair or Recorder in advance of their impending absence from a scheduled GMUNAC meeting.

C. Procedures

1. The procedures at all meetings of the GMUNAC will be governed by the Operating Principles.
2. The Operating Principles will be reviewed once every three (3) years.

Section VII. Subcommittees

A. Purpose

1. The GMUNAC may establish subcommittees, where appropriate, in responding to unique interests and opportunities as well as in the ongoing administration and delivery of programs and services of grants management.

B. Membership

1. All GMUNAC members and individuals from the general membership are eligible to serve on subcommittees. They may volunteer or be appointed by the GMUNAC Chair. The Recorder is also eligible to serve on subcommittees. Subcommittee chair(s) must be current GMUNAC members.

C. Subcommittee Results

1. Subcommittees will communicate the specific results of their activities to the GMUNAC. Committees must provide a written report of their activities, which includes any recommendations, to the GMUNAC Chair for advice and follow-up.

Section VIII. Website

A. Content

1. All content must be approved by the GMUNAC Chair.
2. Minutes from meetings and the key contact list will be posted.

B. Maintenance

1. Support is provided by SPA.