

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. Reinforce and disseminations of grants management information both to and from the key contacts within each unit.
4. 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 Controller.
5. Provide a single point of contact for groups (project teams) seeking advise and input from sponsored projects end users.

GMUN:

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.

B. Organizational Responsibility:

1. The GMUNAC represents the interests of all grants management users above individuals or other special interest groups of 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 VPR and 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

Nine (9) appointed members, appointed by the VPR and CO, 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 VPR and CO will select from a list of nominees recommended by the advisory committee. Appointed members should represent a diverse collegiate representation across all campuses and disciplines. An additional year may be added to the term, if the member is appointed as GMUNAC Chair. 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. Four (4) permanently appointed members of GMUNAC are the Chair of the Certified Approver Advisory Committee, Director of OAR, Director of SFR and Director of SPA.

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 that 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 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 advisory committee. The VPR and CO will appoint the GMUNAC Chair for a maximum of two (2) consecutive one-year terms.

b. Eligibility

The GMUNAC Chair must be a grants management user (for the department chair). If the GMUNAC Chair changes departments during their term, they have the right to complete the remainder of the term,

provided that they are functioning as 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. Other Appointed Members
 - a. Number and Tenure
Up to two (2) Ex-Officio members, hereafter named "Other Appointed Members", appointed by the VPR and CO, will serve for a term of two (2) years from the date of appointment. The VPR and CO will select from a list of nominees recommended by the advisory committee. Other Appointed members allow representation from OVPR or Controller Programs and Units, e.g. Sponsored Projects Administration, Sponsored Financial Reporting, OAR, Research Subjects Protection Programs, FIRST and Regulatory Affairs.
 - b. Voting Rights
Other Appointed 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 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. See section IV.A.1.a.

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. Any grievances about removal from the GMUNAC will be resolved by the VPR and CO

Section V. Roles and Responsibilities

A. Duties of all Appointed Member will be to:

1. Consistently attend committee meetings.
2. Participate in meetings and activities.
3. Develop, implement and facilitate at least two (2) GMUN 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 VPR and CO 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 VPR and CO.
8. Represent GMUN at CRAD and any invited meetings or ensure representation.

C. Duties of the VPR and CO, 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 GMUN Admin.
3. Or collegiate designee communicates updates for replacement and additional key contacts to GMUN Admin.

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 and ensure 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) 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 these Operating Principles.

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 GMUNAC.
2. Minutes from meetings and the key contact list will be posted.

B. Maintenance

1. Support is provided by SPA.