

Quick Start Guide for New Shared Resource Administrators

Shared Resource Administrative Management

First Priority

- Fund code management – review unallowables, manage A/A/R of expenses
- Revenue tasks – CoreResearch@Duke automated billing if applicable, or manual billing tasks (including authenticating to approved rates, providing backup)
- Month-end cash balance management, and draw-down requests if applicable
- Deadlines:
 - Early May – rate submissions
 - Early October – core budget requests
 - Fall – departmental budget preparation

Ongoing Tasks

- Financial reporting – to shared resource leadership, department, any applicable external entities
- Managing A/R
- Effort management
- Space management
- Record retention (RAQA's, pass-through costs)

Strategic Planning

- Financial analyses and trend reporting
- Use analyses (client base, services requested)
- Future planning – equipment, staff, space
- External funding

Resources

Online

- [GAP 200.300, Service Center Administration](#)
 - Including [Charges to External Users](#)
- [CoreResearch@Duke](#)
- [CoreResearch@Duke Info and Help Site](#)
- [NIH Core Facilities FAQs](#)
- [SOM Shared Resources website](#)

School of Medicine Support

- Office of Research Resources – first point of contact for SOM shared resources. Support for operational, compliance, and financial questions. Administration of core vouchers, Core Day.
- Research Support Services – 684-2243, option 4 – system assistance, CoreResearch@Duke
- Office of Research Informatics – product owner, CoreResearch@Duke
- Office of Research Contracts – assistance with working with external clients (RAQA's and Sponsored Research Agreements, PO issues, etc)
- Vice Dean for Basic Science, Dr. Colin Duckett – strategy and scientific leadership support
- Associate Dean, Space Management and Research Resources, Moria Montalbano – space needs, operational strategy

Questions?

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