### Basic Sciences

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### Clinical Sciences

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</table>

The role of the Department Single Point of Contact (SPOC) is to centrally manage the responsibility for Other Support (OS):

- All OS documents will be forwarded to this individual and they will be responsible for certifying for accuracy and completeness, including validation with Sponsored Effort System.
- The SPOC will be contacted regarding all OS requests and issues from ORA and other Departments.
- Faculty will be referred to this individual for assistance in providing department approved OS.
- All applicable requests for significant changes in effort will require approval from the SPOC for submission to the Sponsor or ORA.
- The SPOC may delegate or defer tasks and questions to other individuals within the department but the response and certification will only be accepted from the SPOC or designated backup.
- The SPOC will either have authority to make Payroll changes or communicate and follow-up with the person who does to ensure any changes in OS are correctly reflected in iForms.

For updates to the SPOC contact list, please contact gcmail@mc.duke.edu with details on changes to be made.