

# Sponsored Project Enhancement Services

*Improving training, decision making, staffing, operating efficiency and compliance for research and sponsored programs*



MAXIMUS offers a full array of sponsored programs administration products and services.

## Assessment & Improvement

- Strategic planning for departments, colleges and campuses
- Risk /compliance
- Enterprise efficiency
- Process improvement
- Service orientation
- "As is" environment
- Staffing adequacy and equity

## ✓ Pre-Award & Post-Award

Assessment and planning  
Process improvement  
Compliance review  
Training staff, administrators and investigators  
Operational assistance  
Project management

## Training

- Research administration certification exam review
- New administrator introduction
- New investigator funding and project management
- Federal grant management
- Project costing
- Principles of contract negotiation
- Two CFR - OMB circulars
- Improving project closeout

## ✓ Effort

Policy reviews  
Effort reporting diagnostics  
Web-based Effort Reporting System (ERS) software

## Assistance

- Audit response, defense and corrective action
- Major proposal coordination
- Policy and procedure documentation
- Campus communication
- Transition staffing
- Proposal review
- Restricted fund accounting
- Project management

## ✓ Costing

Facilities and administrative proposal development  
Negotiations and software for short and long forms  
Disclosure statements  
Service center reviews  
Web-based space inventory and survey system for F&A development