A Departmental Research Administrator oversees and coordinate all aspects of sponsored project administration at the departmental level in support of the researcher. As a liaison between central offices, faculty, and staff they also serve as educators while striving to ensure compliance with federal regulation and institutional policies. This session will provide a basic understanding of a Departmental Research Administrator’s responsibilities as well as tools and strategies for success. Topics include proposal development, award review, subagreements, costs transfers, cost sharing,