Risk Management Group Activity

Break into small groups and discuss the following.

- **Volume of Sponsored Research in your area of responsibility (or department)**
  - Does my department have a high volume of sponsored projects?
  - What sponsors do I primarily work with?
  - Who are my stakeholders?
  - What areas of project management (in my department) are the most frustrating?
  - Are there external threats to the successful completion of a project? Describe them.
  - Are the projects mostly grants or contracts?

- **Financial Health**
  - Are there areas that could provide cost savings to a project?
  - Are routine checks conducted to ensure that expenditures are appropriate?
  - Are projects typically overspent?
  - Are projects typically underspent?
  - Who has oversight to expenditures – PI or administrator?
  - Do you have cost sharing commitments? If so, what is the volume?

- **Property**
  - Does my department have property purchased with federal dollars?
  - Does my department have a documented property management system?
  - Do we have a designated property manager? Who is it?
  - Does my department have a property maintenance schedule?
  - Does my department have a process to handle damaged or lost property?
  - Does my department have equipment that needs to be used off campus?
  - Does my department have a process to request disposal of property purchased with sponsored funds?

- **Travel**
  - Do I know what my department’s travel approval process is? Is there a different process for travel funded on sponsored research?
  - Is there a resource in my department that can handle travel questions?
  - Do some of my researchers make their own travel arrangements but not with Christopherson?

- **Sponsor Reporting/Closeout Requirements**
  - Does my department have an established process to track reporting requirements and closeout responsibilities?
  - Is the “central repository” (Boulder ERA) referenced or utilized?
  - How are these requirements communicated to your researchers?
  - Is there any assistance at the department level or is it only up to the PIs to comply?
  - Does my department understand the purpose of InfoEd and will access the tool for information?

- **Overall Assessment**
  - Does my department have a records management system?
  - Is there anything mentioned today that I would like to further research when I return to my department?
  - Are internal processes reviewed regularly?
  - If someone would like to make a change to an existing process does your department have the tools to implement this?
  - Does my department have an internal audit process?