

Network Administrative Officer:

Handbook of Responsibilities for Transatlantic Network of Excellence Grant

I. General Job Description & Responsibilities:

- The Network Administrative Officer (NAO) will have a strong understanding of the key responsibilities and financial requirements of this position, making the organization of the network run seamlessly.
- Your role as the NAO is to serve as the direct interface between the Network and Leducq.
- Communication is essential in the development of relationships with Network members.
- Strong organizational and budget skills are a critical talent for the success of the NAO.

II. Pre-Award Responsibilities: (prior to the grant start date)

1) **Administrative/Legal**

Your responsibility is to be the liaison between all institutions involved in the network and Leducq. You will be the primary contact for any questions an institution or Leducq may have regarding the Research Agreement.

a) Research Agreement Responsibilities

- i) **Contact Information**: Your responsibility will be to collect all contact information of each institution for Leducq: including names, titles, mailing addresses, phone/fax numbers, and email addresses.
 - Each institution is responsible for identifying the correct individual for each section of the contact sheet. The NAO will make sure all information is correct and complete before sending to Leducq.
 - It is your responsibility to know when a member's contact information has changed and to notify Leducq immediately with this new information.
- ii) **Foreign Equivalency Affidavit**: Your responsibility will be to ensure each Institution outside of the US completes the Foreign Equivalency Affidavit (FEA). It will be your job to:
 - collect signatory information, unless they have documentation to prove they are a foreign equivalency of a US Charity. If so, please provide us with this documentation (i.e., Statement positions, Charters, FEA Equivalencies, etc.).
 - send all collected documents to Britt (bbrown@leducq.com), and Leducq's legal counsel will confirm if these documents suffice or if further information will be needed.
 - Once all documentation and/or signatories are selected, to ensure that the Affidavit (if applicable), as well as the required US tax document (W-8BEN, if applicable), is signed at the time the Execution Copy of the Research Agreement is sent out to all parties.
- iii) **Research Agreement Signatories**: Your responsibility will be to collect each institution's signatory information (Name, Email Address, and Position Title).
 - Please note that each Investigator of the network signs on his/her behalf, as well as an administrator from each institution. Therefore, we will need **two** signatories from every institution.

- It is also important to note that signatories may or may not be different than each Contact person mentioned in Section 1ai. This designation will be solely at the institution's discretion.
 - Each signatory must hold the authority to legally sign on behalf of their institution for up to \$2 million (USD), and a total of \$6 million (USD) in 5 years.
 - It is your responsibility to make each institutional correspondent aware that the document will go directly to the signatory's provided email address and it is the institution's responsibility to inform each signatory of this.
- iv) Deadlines: You will be notified about deadlines throughout the Research Agreement process through timely email communications sent out by Leducq. Once received, it is your responsibility to stay aware of these deadlines, and help follow up with any institutions, signatories, etc. lacking in their ability to complete each task on or before the requested date.
- It is suggested to add these deadlines to your calendar for easy access to each due date throughout the process.

2) Financial

Budget Development

You will be responsible for the coordination and submittal of the 5-Year Budgets.

Using the Budget Template and directions provided in the Research Agreement (or on the Leducq website), the following two budgets are required:

1. **Global Budget** - List the amounts in USD budgeted to each institution.
2. **Institutional Budget** - Using the exchange rates provided in the Research Agreement, list the budgeted amounts for each institution/investigator in the local currency and USD.

Please note the following:

- Leducq requires that networks hold back \$500,000 of the \$6,000,000 grant so that these funds can be allocated later in the term. Therefore, you should only make budgetary commitments of \$5,500,000. For purposes of completing the budget, please include the \$500,000 holdback in the "Other Expenses" category in Year 4 of the Lead Coordinator's budget.
- The network budget submitted at the time of the application can be revised at this stage, should the network wish to make changes. Any large-scale changes (representing more than 20% of an institution's annual budget) should be discussed in advance with Leducq.

Funding Period Table

Your budget submittal also includes the completed Funding Period Table found in Section 5.3 of the Research Agreement. The amounts should align with the totals in the budget. The amounts need to be calculated as a percentage of a year, with the start date of January 1.

III. Post-Award Responsibilities: (during the 5-year grant period and no-cost extension period)

3) Scientific/Research

There are scheduled, mandatory reviews of each network. Likewise, there are mandatory progress reports that must be submitted. In conjunction with the Lead Coordinators, you will compile the following network progress reports and submit them by the due dates below:

- a) Initial Term Progress Report: 1st Year Review, approximately 14 months after the start date of the grant.
 - *Due at least 4 weeks prior to the Initial Review*
- b) Midterm Progress Report: Midterm Review, approximately 2.5 years after the start date of the grant.
 - *Due at least 4 weeks prior to the Midterm Review*
- c) 4th Year Progress Report: no corresponding formal review process
 - *Due within 30 days after the 4-year anniversary of the grant*
- d) Final Progress Report: no corresponding formal review process
 - *Due within 90 days after the conclusion of the grant*
- e) No Cost Extension (NCE) Report: no formal review process
 - *Due within 90 days after the end of the NCE*

Templates for the Progress reports may be found on our website, <https://www.fondationleducq.org/transatlantic-networks-of-excellence/policies-documents/overview/>

4) Financial

a) Quarterly Reporting

The Quarterly Invoices and Billing Charts are due *within 90 days* of each calendar quarter. Each member institution should send the Quarterly Invoice and Billing Chart directly to you for approval. Quarterly invoices and Billing Charts should **not** be mailed to LFCR at the Houston office.

Your responsibility is:

1. to collect the invoices and billing charts from each institution in the Network.
2. to obtain a signature from the appropriate coordinator indicating approval of each invoice.
3. to remit to Eileen Durand, Financial Officer and Grants Administrator for payment at edurand@leducq.com.

Quarterly Invoices must:

1. clearly identify the individual Institution where charges were incurred.

2. Include the following “Bill to” address: Leducq Foundation for Cardiovascular Research, 820 Gessner, Suite 800, Houston, Texas 77024.
3. be distinctly numbered, dated, and include your grant number (e.g., 17CVD04).
4. state the total Actual Expenses for the quarterly reporting period, in the local currency.
5. provide detailed and up-to-date wiring instructions, including the account holder and number, and IBAN, SWIFT/BIC, transit codes or Fed Fund eligible ABA (not ACH payment), as applicable.
6. be signed by the institutional financial officer.

Billing Charts must:

1. be completed and attached to each Quarterly Invoice, using our billing template.
2. be created for each calendar year under the Research Agreement.
3. include the original annual budget, or revised budget if applicable, in the ‘Annual Budget’ column.
4. include any previous year’s unspent or overspent amounts in the ‘Carryover’ column; these Carryover amounts are then added to the ‘Annual Budget’ to determine the ‘Total Budget Available’ column.
5. report actual expenses incurred for the quarterly reporting period in the ‘Year XX, Quarter x’ column, not the budgeted amount. The total must agree exactly with the total on the Quarterly Invoice.
6. attach a copy of the invoice for any equipment purchase greater than \$10,000 and/or for any subcontractor services. This expense should also be separately itemized on the institution’s quarterly invoice.

b) Carryovers

- Unspent Funds from any year may be carried forward to the subsequent year(s).
- *The network will not automatically lose unspent funds.*
- The carry forward amount should be included on the Billing Chart as a separate column as described in the billing chart procedures above.
- The total amount of the carry forward can be reallocated at the discretion of the Lead Coordinators.

c) Budgets

- Budgets can be revised at any time during the term of the research agreement, at the discretion of the Lead Coordinators.
- Budget revisions typically happen at the mid-term review, when coordinators are expected to discuss funding allocations for Year 4 and Year 5 of the agreement.
- We do require *prior* Leducq approval for budget revisions:
 1. if it materially affects the Research Project or any of the Investigator Research at a Member Investigator Institution, *and*
 2. if it involves changes of greater than 20% of the annual aggregate Investigator Budgets at a Member Institution
- Leducq must be notified in writing if any Investigator will exceed the applicable Investigator Budget by greater than 5% for any Funding Period.

d) Progress Reports and Reviews

- Leducq will review the Network's performance during the term of the Research Agreement.
- These reviews require a Progress report to be submitted by the Lead Coordinators that includes a Financial Report that compares actual spending to budgeted spending.
- Each Institution will submit a Financial Report with respect to its Investigator Budget.
- The Financial Report will be certified by an officer of the Institution or its certified public accountant.
- Please note Progress Reports from Section 3a through 3d shall be accompanied by a financial report (NCE does not require a budget report)

e) No Cost Extensions

- The Network may request a one-time, 12-month no-cost extension.
- The Network should make this request 6 months prior to your original termination date.
- The request should be in writing to Leducq and include a projected budget for use of the remaining funds during this extension period.
- A template for the request may be found on our website:
<https://www.fondationleducq.org/wp-content/uploads/2015/06/Template-NCE-request.pdf>

f) Audits

- Leducq may perform a financial audit of the Network participants' books and records, as agreed to in the Research Agreement.
- The purpose of the audit is to verify compliance with the terms and conditions of the Research Agreement and that funding is being used only for the Leducq Research Project.
- Your responsibility will be to collect from each institution of your network any requested documentation for an audit.

Please also visit our website <http://fondationleducq.org/> which is a useful tool and includes our standard billing and progress report templates.

5) Administrative/Legal

a) Relocations: If an Investigator relocates to another institution, or if an Investigator is added to a Network

i) It is your responsibility to provide:

- Leducq with all updated information regarding their new institution (including Institution title, effective change date, updated email address, contact information, etc.)
- A signed addendum provided by Leducq establishing institutional change and forfeit of responsibilities from the previous institution.
- Updated budgetary information

Leducq Contact Information:

For scientific questions, please contact:

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Chief Scientific Officer
265 Franklin Street, Suite 1902
Boston, MA 02110
Office: 617-341-8144 (direct)
Office: 617-459-4688 (main line)
dmilan@leducq.com

For financial reporting and budget questions, please contact:

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For administrative questions, please contact:

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Updated: April 30, 2019