

Contract Assignment Guidance

The Workload manager is responsible for monitoring the unassigned tasks in ERA Agreements throughout the day. They perform the following before making any assignments:

- Review the current workload of all team members. Workload includes the following: current state of active tasks, total number and complexity of tasks, rush tasks, additional duties or other projects and any upcoming awards that need to be managed.
- The unassigned tasks are reviewed to determine the agreement type (IAG, CFG or SFG)
- Complexity of the agreement and any time considerations (e.g. rush, start date, etc) are also reviewed prior to assignment
- The Workload manager assigns tasks to team members considering the following factors:

1. Level of complexity

- GCS workload average is between 20-30 tasks – NDA's, awards with federal wide research terms and conditions, JPL RSA's, LOU from NAU or U of A, simple modifications, Subaward modifications, FDP Subawards
- GCO workload average is between 25-35 tasks – FDP agreements, non-complex federal agreements, MTA's, DUA & BAA's, awards on behalf of ASUF, non-complex RFP reviews, modifications, SBIR/STTR agreements, Subawards using ASU template, Subcontracts, Clinical Partners, USAID Subawards
- GCO Sr. workload average is between 15-25 tasks– Awards with Educational Institutions, non-profits, Federal Agencies; Master Agreements(PI or Department specific), Complex RFP reviews, High Profile Agreements, ATP/PCA agreements, International Agreements.
- GCO Principal workload average is between 10-20 tasks- Master Agreements (Institutional wide), Teaming Agreements, Intellectual Property Agreements, Specialized Opportunities agreements, Review & manage Non-sponsored Agreements when needed.

2. Subject Matter Experts - DUA/BAA, Native American, export issues, Clinical Partners, Specific Sponsors(USAID, NASA, Starbucks, Adidas, SRCCO, etc.)

3. Rush or time critical tasks

4. Bandwidth to manage the agreement (balance workload between all team members)

5. Past or current experience with the Sponsor or Subrecipient

6. Training opportunity (fits with GCO's training and advancement)

GCO's are responsible for managing their tasks from assignment through task completion. They will only be notified of a task assignment if the task is considered a "Rush"