

New SPS Feature: Admin Salary Checkbox

The screenshot shows the SPS system interface. At the top is a dark blue navigation bar with links: Search, Main, Personnel, Facilities, Budget, Protocols, and Validate All. Below this is a search bar with the text "Go directly to this proposal" and a "Go" button. The main content area has a "Proposal Information" section with tabs for "Roster", "Other Info", and "Workload". The "Roster" tab is active, showing a table titled "Duke Personnel".

Duke Role	* Name	* Duke Org	Key	OSC	FCOI Inv	VA	Multi-PI	Admin Sal	* Project Role
PD/PI	Bohs, Laurence N.	6024500000 - Biomedical Engine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PI
x	Lasley, Susan E.	6008701000 - Office of Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Administrative Coordinator

Below the table are two buttons: "+ Add Personnel" and "+ Add TBD".

Use this checkbox, located on the Roster tab, to indicate when administrative/clerical duties are integral to the project. If the Admin Salary checkbox is selected, make sure those duties are clearly described in the budget justification because that will assist ORS with the review of your proposal.

Using the Admin Salary checkbox will also help with award set-up and post-award management of administrative salaries.

Uniform Guidance Communication: <https://finance.duke.edu/research/forms-resources/ug/UG2-ClericalAdministrative.pdf>