Research Administrator #1	
How many days a week/month can you telework or do you work remotely on a more permanent basis?	
What is your title? How many are in your office?	Associate Director of Finance and Grants
How long has your institution allowed teleworking/working remotely?	
How long have you teleworked/worked remotely? Do you have any comments/advice/i/ssues regarding research administration and teleworking/working remotely?	1 an proud of You.
Do you have any commensuration regarding research administration and relevolving working remotely r	I am proud or you.
Research Administrator #2	
How many days a week/month can you telework or do you work remotely on a more permanent basis?	My leam is allowed to work up to 2 days per week remotely. This is only after they've been on the team for 6 months and only as ton go as their work performance a satisfactory. I have one staff member who is a full me
What is your title? How many are in your office?	Director of PreAward Shared Services for the School of Medicine. I supervise 5 full time preaward
How long has your institution allowed teleworking/working remotely?	apociations of total. This is decirated and settinal levels an an institutional level on a certain HR has is all recently crees an
How long have you teleworked/worked remotely?	This is decided on a deptiunit level; on an institutional level, our central HR has just recently open up the policy on working remotely to allow more flexibility.
	Although (both personally work inventedly given my supervisory duties, I. Ve had the option to work from home as needed provisor antifusor. I we had the option to work from home as needed both at my current and provisor institutions are linguished the last of 7 yes.
Do you have any comments/advice//issues regarding research administration and teleworking/working remotely?	Make it clear to employee that working enoughly in the same as working on campus and that it is a privilege that can be steam any, not a right of direct expectations on an expension of the contraction o
Research Administrator #3 How many days a week/month can you telework or do you work remotely on a more permanent basis?	1 day per week (Thursday) unless I have a meeting scheduled
What is your title? How many are in your office?	t corp per meets (missassy) uters at meeting sourceasts. Director, OCOS-12 FTEE 10 Procedur, OCOS-12
How long has your institution allowed teleworking/working remotely?	2010
How long have you teleworked/worked remotely? Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?	- 15 years 1gt sours 1gt s
50 you have any commencemental regarding research administration and according norming removally i	gue at most mote conte at norm water to at a returned.
Research Administrator #4 How many days a week/month can you telework or do you work remotely on a more permanent basis?	Currently, I work remotely twice a week. Our Export Controls staff works primarily remotely.
What is your title? How many are in your office?	I am a Serior Compliance Analyst, and we have two Export Controls analysts, one other compliance
	analyst, a four-person training team, and also communications staff.
How long has your institution allowed teleworking/working remotely?	Teleworking has been on a case-by-case basis, and depress's significantly on which school, department, or basis soul in an understand significantly on which school, department, or basis soul in an individual soul in, as well as job doubles job doubles good to be a soul or soul
How long have you teleworked/worked remotely?	For almost two years
Do you have any comments/advice//issues regarding research administration and teleworking/working remotely?	If an individual's job duties can be performed remotely, and it is appropriate, I think it works well as an option
Research Administrator #5	
How many days a week/month can you telework or do you work remotely on a more permanent basis? What is your title? How many are in your office?	1 day week plus exits a days month fineeded due to doctors appointmente, etc. Assistant Director, 2 person office
How long has your institution allowed teleworking/working remotely?	6 months, it's not a formal policy but a per department policy
How long have you teleworked/worked remotely? Do you have any comments/advice/issues regarding research administration and teleworking/working remotely?	4 months
Do you have any comments/advice/hssues regarding research administration and teleworking/working remotely?	Our institution just recently discossed a mose formal policy change where they would NOT allow remote work. They must defend that "Out of steep registrations in those states, the product of the control
	which can bring complications, exposures, and costs' as a reason not to do any remote options for employees in state or out of state. I don't put the understand the information and the cost of the
	as I am trying to find a workanound so I can continue working remote I fiday/week.
Research Administrator #6	
How many days a week/month can you telework or do you work remotely on a more permanent basis?	There is no limit, however it must be requested and approved.
What is your title? How many are in your office? How long has your institution allowed teleworking/working remotely?	Grant Administrators: 100 in the Grants and Contracts: Administrators including me
	my previous university positions, I was able to telework for the last 16 years.
How long have you teleworked/worked remotely?	I've only utilized this once in my new job in the best year. In my previous surleversity positions, I frequently elemented for those last 25 year, and periodically for beginning the position of the property of the position of the property of the position
Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?	requestly streewares to its user-last x years, an up-institutely or about y years prior. I prefer not to work those unless live the during non-business bourly-weekends. There are too
	I prefer not to work at home unless I have to during non-business hours/weekends. There are too many distractions at home or working elevatives, but that is only because I work in a stress-free, quiet office at my loss in your present possible. In what present possible, and during harves work on the present possible. In which present possible, and during harves work to the present possible to the present possib
	quiet critic at my join. In my previous position, I raid in more extractions also advantances at work then home, so liverious groation in a form of the control of the cont
	It is very helpful to have the telework option in case a plumber, electrician, or a delivery person
	It is refer to implicate the same was the designation of the same distribution. It is refer to started the same same that the same same same same same same same sam
	leave for caregiving for my parents, and others could use this for their childran eneeds, however, life corrust and domenon man on these member bid leaves on the Heleand's cortino would be a better
	occurs and someone may not have enough sick leave, so the telework option would be a better choice for them.
	There is a need to musure that the work the employee is olding at home is secure and the compariser/defined with an electric compariser/defined with an electric compariser/defined with an electric compariser defined with a compariser defined with a compariser defined with a compariser defined with a comparison of the
	to not bring electronic infections to work on a USB drive or via email or via a emit or via to emit or to the three towners composed (e.g., 6 to to my PC) spread through their bring three (may be repeated three) their brings composed (e.g., 6 to to my PC) spread through their brings.
	Working from home or in a non-business office setting in lieu of coming into the office can be very beneficial overall. Howing options and flexibility as well as trust goes a long way for employee morale
	beneficial overall. Having options and flexibility as well as trust goes a long way for employee morale and productivity.
	An extreme example to support having a telecommuting policy/option is if a pandemic breaks out
	and home quarantine is necessary and telework helps continue workflow.
Research Administrator #7	
How many days a week/month can you telework or do you work remotely on a more permanent basis?	My office allows working from home one day a week, after you have been employed for a year. There are 25 Research diministration in the office, and howed ourseand would half like advantaged of the office and the second of the
	policy. In the summer, if sentended to up to 3 days a week. We currently have 1 Research Administrator warning remetals 10Tils Cell the files. She likes not of state. We will soon to the
	As working remotely half time as the is moving out of state as well. You can also request to work from home for your way are asset on remote to the allowed as the issue of the probability of the part from the form of the part from the par
	My office allows working from home one day a week, after you have been employed for a year. There are 20 Research Administrations in the office, and it would agrees about half late advantage of the Research Administration with the office and it would agree as the second of the office and it would agree as the second of the office and it would not be a second of the office and it would not be a second of the office and the
	assumer and you will not se bounded excusively on work that days since your cross is six yet less or the day would be set interned at work.
What is your title? How many are in your office?	There are 28 Research Administrators in the office, and I would guess about half take advantage of the policy.
How long has your institution allowed teleworking/working remotely?	
How long have you teleworked/worked remotely? Do you have any comments/advice/lissues regarding research administration and teleworking/working remotely?	In my opinion, the only issue with working remotely is to have a good enough internet connection that
	you feel like you are working in the office. The employee should have the exist same level of access (in all points and the price of the office of the offic
	In my position, the only laste with working remotely is to be an an apod enough internet connection that you feed like you are sowning in the office. There employee their oble were be exact same feed for a feed access (to all offices, proteins, etc.) do not not that they do in the office. Proce calls should be forwarded to the cell of tomes place, if they carried to the source season, beginning the source season seaso
	calling it work from home. Once we identified those and made it clear what the expectation was, those
Research Administrator #8	
How many days a week/month can you telework or do you work remotely on a more permanent basis? What is your title? How many are in your office?	generally lance a week. Sub-Award deministrate although in the new year, my role is changing. We have around 25 n my
	little section.
How long has your institution allowed teleworking/working remotely? How long have you teleworked/worked remotely?	It is done by Business Centers and all BC's are different-mine 3 years ago. 3 years 3 years
Do you have any comments/advicel/issues regarding research administration and teleworking/working remotely?	3 years We have to have a reason every time we want to telecommute. Mine is because of apts after work that I carrol get is sixed. If we far easy. There needs to be an agreement updated once a year and sixed to great the sixed of the sixed of the sixed of the sixed of the sixed once and the sixed of the
	sest Learning agent as senter liver to an emay. Here it recess set on an appetition of good order a great and the personn enests have check insplayed with the Suppressor. It is best care of the form of the suppressor it is best and for the suppressor it is best on the suppressor it is best of the suppress
	sick was or parents, etc., vialo, werein log in I, can see my oressop, so they mede a secure way to access the climinarity Via uslo have to be take person and se when sepacifyee a before to be used on the the parents of the person and the person
	computers, proces, etc. so the university codes not mare to incur selected.
Research Administrator #9	
How many days a week/month can you telework or do you work remotely on a more permanent basis? What is your title? How many are in your office?	We are not allowed to telecommute. Assistant Director Park Assistant Cherch Accountant 4 in the Office of Research and Sponsored
	Assistant unleted or Prior water Contract. 4 in the Unite or research and Sporsoned Programs (full life or nor efficie).
How long has your institution allowed teleworking/working remotely? How long have you teleworked/worked remotely?	nis nis
Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?	na In a previous position (not grant related), it was just being clear on the projects being worked on and providing a status upon return.
	providing a status upon return.

Research Administrator #10			
How many days a week/month can you telework or do you work remotely on a more permanent basis?	I am able to work remotely on an as needed basis. I do have lots of meetings throughout my days so it makes it difficult to work remotely often. I do have to be employees that work remotely to flow of the sime. One of them lives in Dayfona, FL. She comes into the office for 1-2 days every other week. We schedule routher meetings with her during those days.		
	time. One of them lives in Daytona, FL. She comes into the office for 1-2 days every other week. We schedule routine meetings with her during those days.		
What is your title? How many are in your office?	Assistant Vice President for Research. There are 10 in my office, not counting myself.		
How long has your institution allowed teleworking/working remotely?	The University allows it, but it is left to each individual unit if they want to allow it in their offices.		
How long have you teleworked/worked remotely?	For about 4 years		
Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?			
DO you have any commensatoric masses regarding reasons summinustrial and acceptainty morning removes y	In my opinion, working remotely is not for everyone as not everyone is as disciplined. There are pros and costs. As a side note, I have implemented alternate work schedules, which seems to work well and also give the employees good flexibility. I have employees working the following schedules: 7,00 - 4,00,7:30 -4,00,8:00 -500 (Landard schedule) and 8:30 -6:30.		
Research Administrator #11 How many days a week/month can you telework or do you work remotely on a more permanent basis?			
How many days a week/month can you telework or do you work remotely on a more permanent basis?	It's flexible; for example, my husband is currently undergoing dialysis so I'm working from home more frequently, about 1x a week whereas before I was 1x every month or every other month		
What is your title? How many are in your office?	frequently, about 1x a week whereas before 1 was 1x every month or every other month Manager, grants and contracts. 4 grant administrator, one project coordinator who keeps us organized, 1 Principal grant administrator, 1 research information technology specialist who tracks sub-monitoring, access to EPIC and REDCAP, and EPIC research billing functionalities, and does ordine training-livideos		
How long has your institution allowed teleworking/working remotely?	Online trainings/videos Always, or at least the last 9 years I've been here		
How long have you teleworked/worked remotely?	I have PTSD from my last job so it's hard for me to work from home. I'm insanely old school so if I'm not at my desk I feel like I'm slipping. BUT, reality is kids aren't in school at the same time as office hours, so to handle everyfring sometimes you just have to fiex.		
Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?	It's been really helpful as we move to more and more online systems/tracking/databases. Without a computer I'm nearly useless.		
	My boss has always taken the position that if we can flex, we should take advantage of it when we need it. Don't abuse it, but know it is there. It's an excellent benefit that doesn't cost much to offer and		
	keeps people happy and healthy.		
Research Administrator #12			
How many days a week/month can you telework or do you work remotely on a more permanent basis?	We have a prelly liberal telecommute policy. And it may become even more liberal as we deal with space-office sharing issues. I have a team of 5 ranging in this from entry level to senior (no Lead at this time), but the policy is the same regardless of title or seniority.		
What is your title? How many are in your office?	And one of my staff works remotely as was the plan when we hired her. (she had been working as a contract employee to help us with overload so I was very familiar with her work ethic)		
How long has your institution allowed teleworking/working remotely?	Everyone has one telecommute day every week, almost as a matter of right. They must wait 6 months after hire and must be in good standing (no issues with their work). In my 3 years here, there has been only one employee who was not allowed to telecommute at all, and he is no longer at our		
How long have you teleworked/worked remotely?	institution. We have just recently piloted the process for adding a second telecommute day each week. However,		
	the second day must be earned on a quarterly basis. We are extremely metrics driven so they must meet or exceed the goals in one quarter to earn the second day in the next quarter. The traffic is sincerely as bad as LA – and, alsa, nothing as effective as Metro – so the team works extremely hard to earn that second day and save a minimum of an extra 2 hours in traffic each week!		
Do you have any comments/advice/issues regarding research administration and teleworking/working remotely?	Having said all of that, there are some restrictions:		
	If they are out of the office for more than one day in a week (holiday, sick days, vacation, or any combination thereof), there is no telecommuting at all that week		
	If an important meeting is scheduled on their telecommute day, they must adjust their schedule		
	Telecommuting plan of Monday/Friday is always forbidden (even if they have to adjust their schedule to attend an important meeting). Because we have our standing meetings on Tuesdays and/or Thursdays, the allowed plans are either Monday/Wednedday or Wednesday/Friday		
Research Administrator #13	and/or i nursoays, the allowed plans are either Monday/Wednesday or Wednesday/Friday		
wants results; no responses			
Research Administrator #14			
How many days a week/month can you telework or do you work remotely on a more permanent basis?	For a full staff in the soonsored projects area, all staff with the exception of managers have the online		
	For a list staff in the oponeous or princis are a, at staff with the exception of managers have the option by work premoting or a geneficial of day any evene. Our unit is broad mit of the staff and the staff of th		
What is your title? How many are in your office?	Sr. Director, Research, Innovation & Impact. 70+ staff members.		
How long has your institution allowed teleworking/working remotely?	Our institution has had an "atternate work policy" for many years, but the Sponsored Projects unit created something within the past year.		
How long have you teleworked/worked remotely?	I do not (this has more to do with personal preference), but our department has been doing it department-wide for about a year.		
Do you have any comments/advice/lissues regarding research administration and teleworking/working remotely?	I statistic dut in preawand, on the proposal reviews/birmission team, and back in the "old days", a remote work policy was never an option because facility and their support staff needed to come to our office for signatures and assistance, and we needed to maintain a presence during office hours. Now, since lebrichogy has changed so much loadou what we do. Ps. don't need to get a "west "signature that often anymore, and we have to be more strategic about face-to-face interactions with faculty. We somewore was already control to service the office. I which see an one commodative with reservice work.		
	serious to the surface of the surfac		
	that it meant that staff would just stay home and watch TV or the kids (or otherwise not work). We have never nur into this issue. With clear expectations of staff, it's easy to see who desidosen't meet performance standards whether they are in the office full-time or not. If someone isn't working out, it isn't because remote work was an option.		
Research Administrator #15			
How many days a week/month can you telework or do you work remotely on a more permanent basis?	Currently work 1 day/week telework with max of 2 days/week allowed.		
What is your title? How many are in your office?	Sponsored Programs Analyst II. 3		
How long has your institution allowed teleworking/working remotely?	2 years.		
How long have you teleworked/worked remotely?	1 year.		
Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?	Do not telework on grant deadline days or week of deadlines due to obvious reasons. Plus every PI would want to personally have a conversation with me during this time and I refuse to give my cell number out.		
Research Administrator #16 How many days a week/month can you telework or do you work remotely on a more permanent basis?	I telecommute two days per week. For me, I've found that doing this every-other-day works best for me and my coworkers (not gone two days in a row). I aim for I'ue & Thu telecommute, but have the flexibility to change that so needed (say, I have an in person meeting on a Thu, etc.)		
What is your title? How many are in your office?	Research Advancement Administrator. I'm a departmental RA. I'm environment administrator for my school (department). That shuckers is adually unusual; most schools/department don't have only one RA. We have a central-university SPO.		
How long has your institution allowed teleworking/working remotely?	structure is actually unusual; most schools/department don't have only one RA. We have a central-university SPU. I'm not sum, but the been here 2 years and it is been allowed the whole limit, filely before that it, is eartafyll encouraged for many positions University-wide to telecommute one day per week for sustainability issues (reduced vehicle emissions, etc.)		
How long have you teleworked/worked remotely?	2 years		
Do you have any comments/advicell/ssues regarding research administration and teleworking/working remotely?	A youth is mainly pagedess and so much of our work is done electrocically that don't feel it is been by office is mainly pagedess and common feel outside to you will be computed will be used when you see the page of the a portion of personal cell phone, intermed service, etc. I personally just carry my University provided laptop home and have not received nor asked for rembusement for any cell phone. I reterned service I use when all home. I have heard that University provided the page of		
	exclusively/ Can't vouch for that, but I've heard that. So much of white we do receding is all destrocts anyway. There's always Zoon/Skype for meetings, bo. I know some of my faculty are "old school" and only want to talk to me in person that they'll ease things for when fin in the office, but really, live not excounted extrous status, exclusively with my every referred any mode, but person worked on the fine.		
Research Administrator #17 How many days a week/month can you telework or do you work remotely on a more permanent basis?	(Ne not encountered serious issues. Espocially with my every-other-day in office, things have evided out fine. We've offered a one-day-a-week work at home option for my staff of 22 for about a year and a half. The staff have to sign a flexible work agreement officecument. I've statched a sample, the provide a		
	The staff have to sign a flexible work agreement document. I've attached a sample. We provide a university-owned laptop.		
What is your title? How many are in your office? How long has your institution allowed teleworking/working remotely?			
How long has your institution allowed teleworking/working remotely? How long have you teleworked/worked remotely?			
Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?	It's been very successful for us and the staff appreciate the flexibility. Our university also has a great		
	It's been very successful for our and the staff appropriate the Seobility. Our university also has a great Office of Work-Life that helps with making these arrangements I actually participated in a panel this fall where several managersdirectors from across campus discussed how we made these type of accommoditions for our staff. Touc can see me about their resources (and my photol) at this link highs-livewus Joed-univorsk-life flexible-verifyrence-evol.		

Research Administrator #18		
	I work remotely 50% of my work week (my work week is 4 days). This is a permanent arrangment with	
How many days a week/month can you telework or do you work remotely on a more permanent basis?		
What is your title? How many are in your office?	my supervitor. Associate Director of Sponsored Research, We have 1 director and me (.75 FTE for my position described of Sponsored Research.) Associate Director of Sponsored Research. We have 1 director and me (.75 FTE for my position described on the sponsored of the sponsored Research.)	
How long has your institution allowed teleworking/working remotely?	spirear actions 4 suppowers). Unsure	
How long have you teleworked/worked remotely?	15 months	
Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?	We are set up such that I can do everything remotely with our current technoline tools. But coming in 2 dearways allower may no behalf for the first May transfer and the set of the May transfer and the May t	
	paperies for the proposal process, but do create paper files for awards. In terms of tools, our office	
	has a home-grown preaward grant managment database (with support from our II). Our institution also has invested in a lot of the chin institution on the goodie platform, which is wonderful (we have	
	google administrators who support the platform on our campus). So we have video conferencing	
	dividance easily unique to remember to do when I am onate (see create) page file for Dr. X's that have components I want to remember to do when I am onate (see create) page file for Dr. X's	
	new awardf; file new amendment to paper file for Award XVXX). These tools truly do make it possible for me to skay organized while working from anywhere (and allowed the institution to hit me, and	
	experienced research administrator who lives in a rather rural area of New Hampshire that I love, and so didn't superior the research the I love a copie to the love of the I love a copie to the I love and the I love and the I love a copie to the I love and the I love and I love to the I love and I love to the I love and I love a copie to the I love and I love to the I love and I love and I love to the I love and I	
	do it two times a week so I truly don't mind it. This has been a WONDERFUL situation for me. I wish	
Research Administrator #19	15 months We are set up such that I can do everything remotely with our current techvionine tools. But coming in 2 displaceds allows me to sorteducile tools to loce meetings and does with any apper files. We are considered to the considered of t	
wants results; no responses		
Research Administrator #20 How many days a week/month can you telework or do you work remotely on a more permanent basis?		
What is your title? How many are in your office?	nounce Associate Director and there are eleven staff in the sponsored research group (Dir., Assoc Dir., Assot	
	Associate or extent at la train at an extension state of production (section by color) (in, Assoc. Cri., Asso. Dr. If all project encontract officials, buyer and and contract officials, for and in the law for program projects or centrelay, three grant analysis responsible for year and proposate and swards with government agencies and foundations, one individual responsible for NFS automations and swards with government agencies and foundations, one individual responsible for NFS automations and swards with government agencies and foundations, one individual responsible for NFS automations and	
	with government agencies and foundations, one individual responsible for NSF submissions and sweets and submissions and sweets for submissions and sweets for such an obtain of all of the submissions and sweets for such a submission of the submissions and sweets for such a submission of the submissions and sweets for submissions and submissions are submissions and sweets for submissions and sweets for submissions and submissions are submissions and submissions and submissions are submissions are submissions are submissions and submissions are submissions are submissions are submissions are submissions a	
How long has your institution allowed teleworking/working remotely?	awards (vacant position) and two data resisted cens. This allowed only on a case yeased cens, and the provide from your supervisor and HR, and a contract	
	must be sign to guarantee your hours and effort.	
How long have you teleworked/worked remotely? Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?	n/a If like to be able to use numerous other institutions as a benchmarking tool, but UC Berkeley is the	
	To like to be able to use numerous other institutions as a bendmanking tool, but UC Benkeley is the only one It livour of that als for some investigations of the control	
Research Administrator #21		
How many days a week/month can you telework or do you work remotely on a more permanent basis?	I don't personally work from home on a set scheduler (personal choice	
	doesn't really make it all that feasible). However, all of my staff are currently able to take one	
	I don't personally work from home on a set schedule (personal choice—I'm allowed b, b, et my role doesn't really mise a call that feasible, however, all of my state for currently allow to be comediated by not work as on as they pass of months on the pict, and as late pict as long as there are no performance sous Some orthoore not bus plot probably sous (bid) of my staff do.	
What is your title? How many are in your office?	I'm the Director of Engineering Research Administration, which is a centralized unit in the School of Engineering that supports the department-size RA no let or our whole school (~200 faculty, \$100M), I have 35 staff 2.75 of whom are research administrations.	
	Engineering with appear size respect size review and on invite action ("2001 SOLDIF), \$1,00(M), I have \$55 staff, 27.5 of whom an elevent administrators.	
How long has your institution allowed teleworking/working remotely?	My institution has been supporting remote work for a few years, but there are only some colesiunits on openius that are alte in supporting semiliar year. The control units rend in how more elierability surround this, as	
	My restatution has been appointing remote work for a few years, but there are only some rotelevants on campus that are able to support less the central units tent of the warmen feetballing scale. they are not faculty-facing, and many of those units have 2+ remote days (as well as some 100% remote employees); in my unit, one deviewed is about all the rote has been able to withdrand or soft.	
How long have you teleworked/worked remotely?	remote employees). In my nut, one dayweek is about all the role has been able to withstand so tar. My unit has been supporting it for bods three years. My unit has been supporting it for bods three years. My unit has been supporting it for bods three years.	
Do you have any comments/advice/rissues regarding research administration and teleworking/working remotely?	inly use inast certain appointing it in adouts are expension. One of the biggest issues with remote workfolkecommuting is the perception of	
	One of the biggset issues with mode workfelecommularing is the perception of presence-interpositiveness. Many remote amangements of not verifice a flat flat will be because employees don't resister that they actually have to OV-Excommunicate to be able to give the impression of the same level of accessibility, Some recommendations:	
	same level of accessibility. Since commendations:	
	- make sure distance conference calls always have people on video (not just audio)	
	utilize some kind of messaping system that shows clearly when people are aways/available (Slack, etc.), and make usup people are response on that	
	make it clear to staff that WFH days are still work days, and that they should always make those	
	days available for meetings establish a does furnament of inter on communications (so., 24 rescorse time to any email or vicice	
	establish a clear turnaround time on communications (eg., 24 response time to any email or voice mail, weekly follows, on any outstanding planes, weekly updates in your tracking system so someone logging in knows shall sa gragen, or, etc.	
	here a shared electronic vortisions for your visit has allows others/managers to access work in progress activity, or the allow see well-securities) greating progress activity, or the allow see well-securities) greating	
Research Administrator #22	progress activity, or be able to see where something is pending	
Research Administrator #22 How many days a week/month can you telework or do you work remotely on a more permanent basis?	Emory has a good televork processfoolicy so check their website. We don't have a golicy but I have a	
	new employee who is our plot and she is giving to work 2 days a week immede due to a special meets child. We see the control of the control	
	working balance.	
What is your title? How many are in your office?		
How long has your institution allowed teleworking/working remotely?		
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Do you have any comments/advice//issues regarding research administration and telew			
	vorking/working remotely?	This is currently a loaded issue within my department. I loved working remotely and really miss it, but I also storgly believe that managers should have a physical presence to help set the brue and culture also storgly believe that managers should have a physical presence to help set the brue and culture and an eavy weigh or my relation to help erhate employees. However, we've also not into loadings in the produces a designation of the article explored in only an ordinary or and so we are sublinging to exclude a degratement methods got in day or what it work level who have a do not a sea of the set	
		For those of us that live far away, being able to work from home one day a week is a strong benefit	
		and an easy way for my institution to help retain employees. However, we've also run into situations in	
		struggling to schedule all-department meetings on days on which everyone is here, and so we are	
		looking to only allow employees to work from home the same day, i.e. Wednesday. We have also had	
		advantage of only allowing employees to work from home on a Wednesday instead of a Monday or	
		Friday. On a more personal note, I've noticed that the less engaged employees tend to increase their	
		but increases existing issues for others. Expectations need to be clear, including whether employees	
		are expected to attend on-site meetings when they occur on work from home days, answer their work phones, etc. Providing a brief report of work done while working from home may be another.	
		requirement.	
Research Administrator #27			
How many days a week/month can you telework or do you work remotely on a more per	rmanent basis?	Everyone in my office has one work at home day per week.	
What is your title? How many are in your office? How long has your institution allowed teleworking/working remotely?		Director, Office of Sponsored Programs. There are four of us in the office, plus one student worker.	
How long has your institution allowed teleworking working remotely?		I'm not sure if they do, globally, at my institutuion. It's something they are working towards and is part of our strategic plan because we're running very low on office space. But my office has had it in place for almost three years.	
		for almost three years. Almost three years.	
How long have you teleworked/worked remotely? Do you have any comments/advice/issues regarding research administration and telew	national consistence and a second a second and a second a	Almost three years. It's important to make sure that people are actually working when they are at home, without	
Do you have any continents/advice/issues regarding research administration and revew	iorking/working remotely?	micromanaging them. There's trust involved. You also want to be sure that your staff has the ability to	
		micromanaging them. There's trust involved. You also want to be sure that your staff has the ability to work from home with the technology they have there – for example if they have a very old laptop then you may need to purchase them a new one through the office's budget to make sure it can support	
		the latest versions of any software you use. Obviously being paperless is a huge thing you can't	
		work from home if all of your files are physically at the office. And some people have different communication styles, one of my staff for example really needs to ask me questions in person, she's	
		you may need to purchase termin nev on erroring into once is budget to make sale it can support the latest versions of any software you use. Obvolusly being papeless is a high bring — you can't work from home if all of you files are physically at the office. And some people have different communication styles, one of my safe for example really needs to ask me questions in person, the's not a phone person, and she's not great at testing. So facetiming or google hangoust might be the way to help someonic like this communication.	
Research Administrator #28			
How many days a week/month can you telework or do you work remotely on a more per	rmanent hasis?	We do not have a set policy in place. The expectation is still that staff are in the office M.F. That being	
, , , , , , , , , , , , , , ,		We do not have a set policy in place. The expectation is still that staff are in the office. Mr. That being saids we undestited that there are reserved why a staff member may not be able to make it to the office, but still may be able to swork (bad driving conclions due to ice or soon, sick child or school delay, needing to be allower while a registration is there, etc.) one do office fixed life your fixed for work remodely in those cases as long as they have access to all the systems they need and are accessible via phone or skylen.	
		delay, needing to be at home while a repairman is there, etc.) so we do offer flexibility for staff to work	
		remotely in those cases as long as they have access to all the systems they need and are accessible	
What is your title? How many are in your office?		Director, SPS Contracting, We have about 10 staff in Contracting, but have unwards of 76+ in all	
		Director, SPS Contracting. We have about 10 staff in Contracting, but have upwards of 75+ in all areas of Sponsored Program Services combined.	
How long has your institution allowed teleworking/working remotely?		This first came about probably within the last 3-4 years.	
How long have you teleworked/worked remotely?		I've had the capability for the last 3 years, once I had a laptop that could be taken home and could remotely connect to our systems. Not all staff have laptops, so if a desktop computer person wants to	
		The had the capability for the last 3 years, once I had a laptop that could be taken home and could remotely connect to our systems. Not all staff have laptops, so if a desktop computer person wants to work remotely, they have to check out a laptop, which isn't convenient for the times when you can't plan ahead to have to work from home.	
Do you have any comments/advice/fissues regarding research administration and telew	anrking/working remotels/2	I am very interested to hear what you find out and how many SPS offices have teleworking policies in	
50 you nave any commensuative inspect regarding research administration and telew	County Working remotety?	place and if it's becoming more of the norm to allow staff a set number of days per week/month to	
		place and if it's becoming more of the norm to allow staff a set number of days per week/month to work remotely. I think it would also be good to find out if this policy applies to all staff on day one or if some unknessities offer the teleworking option only after they've been with the unkrestly for 6 months,	
		some universities offer the teleworking option only after they've been with the university for 6 months, 12 months, or more.	
Research Administrator #29			
How many days a week/month can you telework or do you work remotely on a more per	rmanent basis?	One day per week	
What is your title? How many are in your office? How long has your institution allowed teleworking/working remotely?		17 FTE	
How long have you teleworked/worked remotely? How long have you teleworked/worked remotely?		10+ years 6 years	
Do you have any comments/advice/lissues regarding research administration and telew	arking/working remotely?	o years You really have to have a good electronic file process, especially for post award. We are still paper based, so there are times when I come in on my TC days because I need to review physical documents.	
		based, so there are times when I come in on my TC days because I need to review physical	
		We have a six month probationary period for new employees. Additionally anyone with performance	
		issues is not eligible for TC.	
		We have set TC days, ie mine is every Wednesday. It is understood that this is not an entitlement. If a	
		We have set TC days, ie mine is every Wednesday. It is understood that this is not an entitlement. If a meeting is scheduled that day, or we are short staffed due to vacation, the expectation is that I will come in to the office.	
		There is a clear understanding that when on TC, employees are prohibited from also caring for a child. Sadly there were some who abused TC in order to save on childcare costs, so we had to	
		child. Sadly there were some who abused TC in order to save on childcare costs, so we had to implement zero tolerance.	
Research Administrator #30			
How many days a week/month can you telework or do you work remotely on a more per	rmanent basis?	Eve been teleworking two days a month and am about to increase to one day a week beginning in	
What is your title? How many are in your office?		January. Conflict of Interest Decrees Manager Conservationer office in 12 appells but for COI appellicable. The	
		January of all felected Program Manager. Our compliance effice is 12 people, but for COI specifically, I'm Cher coil, fail-lime generative not their project general part of their time on COI work. If it been informally allowed store we started, but formal televork arrangements only started in early 2018. It was part of a larger effort to formalize featuble scheduling in general, so some people don't televork but do have formal arrangements in place to allow them other flexibility like four ten-hour days, working earlier or later than started office hours, etc.	
How long has your institution allowed teleworking/working remotely?		It's been informally allowed since we started, but formal telework arrangements only started in early	
		telework but do have formal arrangements in place to allow them other flexibility like four ten-hour	
		days, working earlier or later than standard office hours, etc.	
How long have you teleworked/worked remotely?		days, working earlier or later than standard office hours, etc. I started here in 2012 and was able to informally request work-from-home days on an as-needed basis from the beginning. I think my more regular two-days-a-month schedule started sometime	
		I started here in 2012 and was able to informally request work-from-home days on an as-needed basis from the beginning. I think my more regular two-days-a-month schedule started sometime around 2016 but couldn't swear to that.	
How long have you steleworked/worked remotely? Do you have any comments/advice/ifssues regarding research administration and teleworks.	vorking/working remotely?	I started here in 2012 and was able to informally request work-from-home days on an as-needed basis from the beginning. I think my more regular two-days-a-month schedule started sometime around 2016 but couldn't swear to that.	
	orking/working remotely?	I started here in 2012 and was able to intormally request work-from-home days on an as-needed basis from the lepinning. If think my more regular two-days-a-month schedule started sometime around 2016 but couldn't swear to that. The biggest hurdle to me working from home more regularly, other than institutional processes, was the propensity for our faculty to show up at the last minute with things due immediately. (I suspect	
Do you have any comments/advice/lissues regarding research administration and telewine	vorking/working remotely?	I started here in 2012 and was able to informally request work-from-home days on an as-needed basis from the beginning. I think my more regular two-days-a-month schedule started sometime around 2016 but couldn't swear to that.	
Do you have any commentate/vicell/ssues regarding research administration and telew Research Administrator #31 not allowed, no responses; would like results of the		I started here in 2012 and was able to intormally request work-from-home days on an as-needed basis from the lepinning. If think my more regular two-days-a-month schedule started sometime around 2016 but couldn't swear to that. The biggest hurdle to me working from home more regularly, other than institutional processes, was the propensity for our faculty to show up at the last minute with things due immediately. (I suspect	
Do you have any commentatavicellisuses regarding research administration and fellow Research Administrator 811 not allowed: no responses; would like results of the Research Administrator 812	poll	I started here in 2012 and was able to intormally request work-from-home days on an as-needed basis from the lepinning. If think my more regular two-days-a-month schedule started sometime around 2016 but couldn't swear to that. The biggest hurdle to me working from home more regularly, other than institutional processes, was the propensity for our faculty to show up at the last minute with things due immediately. (I suspect	
Do you have any comments/advicell/suses regarding research administration and telewine Research Administrator #91 not allowed; to responses, would like results of the particular and administrator #92 not allowed; to responses, would like results of the particular	poll	I started here in 2012 and was able to intormally request work-from-home days on an as-needed basis from the lepaning. I think my more regular two-days-a-month schedule started sometime around 2016 but couldn't swear to that. The biggest hurdle to me working from home more regularly, other than institutional processes, was the propensity for our faculty to show up at the last minute with things due immediately. (I suspect	
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Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?	Yes. I have a wildly different experience with remote work than some of my colleagues do, and it's all because of two variables: communication and adherence to policy. If remote workers communicate	
	well with supervisors and keep remote work self-contained/cordoned off from personal responsibilities, it works. If they mix the two streams, fail to communicate well, or fail to take	
	appropriate personal, sick, professional development, or unpaid leave as strictly appropriate to local HR policies, it doesn't work. The rules matter, and those who don't observe them and communicate	
	Yes. I have a saidly different experience with render work than torin of my colleagues do, and it all because of his valuebles communication and attender to buylly. Frender workers communicate well with supervisors and keep remote work self-contanted/cordened off from personal and appropriate personal self-contained or the sel	
	To those wishing to telecommute, I have the following advice: examine your molivations carefully: if you're wanting this for work-related reasons, great. Articulate them: if it's anything else, rethink it.	
	them. It it's anything else, rethink it. Assuming your motivations are work-related, articulate them clearly. Many folks in our line of work	
	Assuming your motivations are work-related, articulate them clearly. Many folks in our line of work legitimately need a door that closes at the very least or somewhere to hole up offsite and get review work done at best. We have that it common with faculty, so the folks who supervise us (often faculty	
	Build both your case for remote work and the alliances that affect the decision methodically. If your supervisor is the only person supporting your legitimate case, it may or may not be enough to protect the time and focus you need.	
	Ultimately, these three pointers cast a case for remote work in a light much like writing a good, solid grant proposal: know your audience, assume nothing, justify everything, and make your case for	
	grant proposal: know your audience, assume nothing, justify everything, and make your case for support airtight.	
Research Administrator #37 How many days a week/month can you telework or do you work remotely on a more permanent basis?	I have telecommuted full-time since 08/05/2019	
What is your title? How many are in your office?	My job this is Financial Analyst 2 but am basically a grant post-award analyst. Not sure how to answer how many in my office. When I worked at the office, I was located remobely from the other people in my department. Working from home has just changed how far renote. There are probably 12 administrators in my department. Only one other person is research admin.	
	how many in my office. When I worked at the office, I was located remotely from the other people in my department. Working from home has just changed how far remote. There are probably 12	
How long has your institution allowed teleworking/working remotely?		
How long have you teleworked/worked remotely?	processing applications. 5 months	
Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?	I live in southwest and work in the northwest doing grant post-award. Someone in a related	
	I live in southwest and work in the northwest doing grant post-award. Someone in a related department has worked from Hawaii for 5 years, Another person in the related department recently moved to the mildwest. I don't think a new hire would be able to work remodely. Also, someone who isn't able to work independently and prioritize work load would probably not be a successful	
	telecommuter. I think success is dependent on the individual's wiring.	
Research Administrator #38 How many days a week/month can you telework or do you work remotely on a more permanent basis?	I wis a second the action to be be a second of the second the second the second the second to the se	
, and the state of	I give my staff the option to telecommute 1x/week or in the case of those with family or medical needs, the option of a flexible schedule to accommodate school closure schedules, sick todders, standing apportiments, etc. My departmental unit consists of 15 people and I'm the manager of the research admin team of 4 total.	
What is your title? How many are in your office?	My departmental unit consists of 15 people and I'm the manager of the research admin team of 4	
How long has your institution allowed teleworking/working remotely?	total. At my institution, it is up to individual business units to allow employees to telework but the Institution has allowed it for a few years. Some units/positions must be open/available 8-5, M-F and so have	
How long have you teleworked/worked remotely?	I give my staff the option to telecommute 1x/week or in the case of those with family or medical needs, the option of a flexible schedule to accommodate school closure schedules, sick toddlers, standing appointments, et. I work from home once a week on the day with the worst tamffic, Thursday, and it is a real relief to not have to fight it on that day. I've been doing it for a year.	
	standing appointments, etc. I work from home once a week on the day with the worst traffic, Thursday, and it is a real relief to not have to fight it on that day. I've been doing it for a year	
Do you have any comments/advice/fssues regarding research administration and teleworking/working remotely?	My comments:	
	Be honest with your time and don't abuse the privilege Research Admin at the Departmental level requires a lot of face time, so I would keep it at 1 diwk and	
	Research Admin at the Departmental level requires a lot of face time, so I would keep it at 1 d/wk and also limit the # of people telecommuting on Fridays to manage perception. When faculty come through the office it is to easy to say no one's working.	
	If it is done permanently or frequently, it can create distance between the teleworking employee and the rest of the team. It takes effort to preserve the sense of belonging but is doable in the right	
	environment.	
Research Administrator #39		
How many days a week/month can you telework or do you work remotely on a more permanent basis?	My institution encourages flexible work schedules, but the arrangements are in the purview of each individual department, in our department we are permitted to telework one day a week beginning after the first six monits of employment.	
What is your title? How many are in your office?	the first six months of employment.	
	Research Operations Program Manager, our department has 13 staff members, but our College has many more. The policy applies across the College.	
How long has your institution allowed teleworking/working remotely? How long have you teleworked/worked remotely?	Not sure exactly but for quite some time. Two years	
Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?		
Research Administrator #40		
How many days a week/month can you telework or do you work remotely on a more permanent basis?	My organanization just formalized a work-form-home policy this month that allows working remotely up to 2 days a week. Previously, it was entirely up to the supervisors and was midity discouraged by upper management. Thankfully, I have a very understanding supervisor who approved me to work- from-home one day a week. She and i voucid work out which day would be best. Normally I work from	
What is your title? How many are in your office?	My organanization just formalized a work-from-home policy this month that allows working remotely up to 2 days a week. Prevously, it was entirely up to the supervisors and value milely discouraged by the supervisor of the supervisor of the supervisor and the supervisor and the supervisor of from-home one for a week. She and found with out which work of which would be best. Normally I work from home on Fridays. My title a Research Funding Analyst and I work in a Post Award Office of 2 people.	
What is your title? How many are in your office? How long has your institution allowed televentring/working remotely?	My title is Research Funding Analyst and I work in a Post Award Office of 2 people. The formal policy was just published this month.	
What is your title? How many are in your office?	My title is Research Funding Analyst and I work in a Post Award Office of 2 people. The formal policy was just published this month.	
What is your title? How many are in your office? How long has your institution allowed televoring/working remotely? How long have you decelerated/worked model/?	My title is Research Funding Analyst and I work in a Post Award Office of 2 people. The formal policy was just published this month.	
What is your title? How many are in your office? How long has your institution allowed televoring/working remotely? How long have you decelerated/worked model/?	My title is Research Funding Analyst and I work in a Post Award Office of 2 people. The formal policy was just published this month.	
What is your 656? How many are in your office? How long has your institution allowed fell-enviroley remotely? How long have you descended/you demotely?	My title is Research Funding Analyst and I work in a Post Award Office of 2 people. The formal policy was just published this month.	
What is your stile? How many are in your office? How long has your institution allowed televerking remotely? How long has you institution allowed televerking/evoking remotely? Do you have any comments advice flesues regarding research administration and felevorking/evoking remotely?	My title is Research Funding Analyst and I work in a Post Award Office of 2 people. The formal policy was just published this month.	
What is your 656? How many are in your office? How long has your institution allowed fell-enviroley remotely? How long have you descended/you demotely?	My title in Research Funding Analyst and I work in a Petal Award Office of 2 people. The formal policy was jump published film month. I have been working remotely for 2 years now. My advice to in make your area where you are works were an in profite and format will work and the profit and format will work and from his many productively suffered because I only had one science. When I set up a second from home this my productively suffered because I only had one science. When I set up a second from home this my productively suffered because I only had one science. When I set up a second from the I set up to the I would be a produced to the I would be	
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Do you have any comments/advice/lissues regarding research administration and teleworking/working remotely?	We are required to use a lation with order is aciding station or similar along private and stations with the station of the st	
Research Administrator #44		
How many days a week/month can you telework or do you work remotely on a more permanent basis?	minimum 4 days – 1x/week, but if I need to, I can flex more, if needed with notifying my supervisor	
What is your title? How many are in your office?	Research Administrator III (this is the highest level before management), 4 people in the office, without the supervisor	
How long has your institution allowed teleworking/working remotely?	officially 3 years, individual arrangements were always in place	
How long have you teleworked/worked remotely?	since I started 10 months ago, but I was part of the pilot program before I left BCH 3 years ago. I returned to them early this year for this position, because it gave me the opportunity to flex my	
	returned to them early this year for this position, because it gave me the opportunity to flex my hours/location.	
Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?	institutional policy that is not very restrictive, remote desktop capabilities are key (firewall sign in),	
Research Administrator #45	mobile email access, drive access (which you get with remote desktop)	
How many days a week/month can you telework or do you work remotely on a more permanent basis?	I don't currently telework.	
What is your title? How many are in your office?	Associate Director for Pre-Award Administration. When full staffed, there are 18 people in the Office of	
	Sponsored Research.	
How long has your institution allowed teleworking/working remotely?	Our department is in discussions about allowing teleworking. Right now, we can do it if we get prior approval from our supervisors and most of the discussions have been around teleworking due to bad weather.	
How long have you teleworked/worked remotely?	n/a	
Do you have any comments ladvice/lissues regarding research administration and teleworking/working remotely?	These seems to be the perception among senior leadership that we need to physically be here in order to be responsive to the researcher's knower. Dated on my experiences unifing a other institutions, that is not the case since many of the researchers I worked with were themselves televorking. Having done an information of my own among the research administrations in my office, most had the ability to belevork at their prior employers. I am curious how many people advertise the ability to belevork as one of the benefits of working at their institution.	
Research Administrator #46		
How many days a week/month can you telework or do you work remotely on a more permanent basis?	I wasted to regly to your email on the research admin Issters. I work for Indiana University and I am a 100% remote regime your out officer of Secsor Administration, I client start as 100% remote, but when my husband's pid (Army) flook us out of state, I pothed the idea of working revoking to start as staff, when my husband's pid (Army) flook us out of state, I pothed the idea of working revoking to the staff, position opening up, they decided to other dise.	
What is your title? How many are in your office?		
How long has your institution allowed teleworking/working remotely? How long have you teleworked/worked remotely?	I have been the "guinea" pig for how this could work and so far the last 1.5 years it's been great! We	
How long have you teleworked worked remotely?	do almost everyfiling online (ne user Kiasi Coesus), emal and we have Skyple for business. I can VPN into the servers it inced anything on outlews. All my prior modis are routed through the emit of the property of the prop	
Do you have any comments adviced its uses regarding research administration and teleworking/working remotely?	I have Baak to the office about once a quarter in an ideal world just to catch up on some face time and any tech sussess that can't be handled remotive [LE a borden mothor]. If a owned by affirmeding via Sipps video, where my lace is no the conference some screen. Anytime to that identicably, and some screen of the state of the conference some screen. Anytime to that identicably, and the screen of the state of the screen of the state of the screen of the state of the screen	
Research Administrator #47		
How many days a week/month can you telework or do you work remotely on a more permanent basis?	Each one of us has a permanent file subhelde of outling remotely one day a week. A couple of us have alternative work schedules as weld due to yavag critiserine (e.g. school kau pickripporf so come into the office at 8am, or work from 7:50am-4pm instead of the normal business hours of 8:30am- 5pm, etc.).	
What is your title? How many are in your office?	Research Services Business Analyst. We are a team of six full time employees.	
How long has your institution allowed teleworking/working remotely?	Our institution does a healthy, positive promotion allowing flexible and alternative work schedules.	
	This has been in action more actively in the past few years. Our department does an annual review of all atternative work arrangements that's submitted through our HR and approved by our supervisors.	
How long have you teleworked/worked remotely?	I've been at my institution for 3-4 years now and I've had remote days for the whole duration. I work remotely every Friday — Our team is also allowed to work remotely on days affected by weather such as snow.	
Do you have any comments/advicell/ssues regarding research administration and teleworking/working remotely?	An of the states sorrounding alternative work sumagements relies on the total level of the supervisor and their levels of the supervisor and their learn. See a long safe there are level and levels and expectations, we've the desuccessful experience with first suchedules. Most feedback surrounds the fact that working remotely increases productively due to lose disduration in the office. It learns and all-arround positive working	
Research Administrator #48		
How many days a week/month can you telework or do you work remotely on a more permanent basis?	telework up to 4 days a month	
What is your title? How many are in your office?	Director; 3	
How long has your institution allowed teleworking/working remotely? How long have you teleworked/worked remotely?	1 year	
Intow long have you treeworkeerweeworkeer remoterly. Do you have any comments/advice/fissues regarding research administration and teleworking/working remotely?	I year or said double soon. I think it will require a lot more shruchure and organization as the numbers of the said required to the said organization as the numbers of the said organization as the numbers of the said or s	
Research Administrator #49		
How many days a week/month can you telework or do you work remotely on a more permanent basis?		
What is your title? How many are in your office?		
How long has your institution allowed teleworking/working remotely?		
How long have you teleworked/worked remotely? Do you have any comments/advice/ifssues regarding research administration and teleworking/working remotely?	While a remote work assignment could be "home" and occasional, I know of an IT guy who used to work here on campus but now works in another country. He's very conscientious and it has worked just fine using technology.	
Suggested Website and Documents	Janes and Grant and J.	
https://policy.unt.edu/sites/default/files/05.022 WorkHoursFlexArrange.Posted 0.pdf		
https://www.uky.edu/hr/work-life/flexible-work/remote-work		
https://hr.gatech.edu/flexwork-arrangements		
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