

Do you have any comments/advice/issues regarding research administration and teleworking/remotely?						We are ree to use a laptop with either a docking station or similar at our physical work stations and then use Pulse Secure when accessing University networks. We also use Zoom meetings quite regularly for conference calls with faculty, whether that is a new award meeting, a pre-award/postal meeting, or similar. Our institution has also switched over to VOIP (Voice-over IP) for our phones, and we all have a headset where we can make/receive calls directly through our computers.					
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 (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 BSH 3 years ago. I returned to them early this year for this position, because I gave me the opportunity to flex my hours/location.					
Do you have any comments/advice/issues regarding research administration and teleworking/working remotely?						institutional policy that is not very restrictive, remote desktop capabilities are key (firewall sign in), mobile email access, drive access (which you get with remote desktop)					
Research Administrator #45											
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/advice/issues regarding research administration and teleworking/working remotely?						There seems to be the perception among senior leadership that we need to physically be here in order to be responsive to the researchers. However, based on my experiences working at other institutions, that is not the case since many of the researchers I worked with were themselves teleworking. Having done an informal poll of my own among the research administrators in my office, most had the ability to telework at their prior employers. I am curious how many people advertise the ability to telework 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 wanted to reply to your email on the research administrator. I work for Indiana University and I am a 100% remote employee in our Office of Research Administration. I didn't start as 100% remote, but when my husband's job (Army) took us out of state, I pitched the idea of working remotely to the staff. While I wasn't taken up immediately on it (and did a brief stint at UNC-Chapel Hill), after 1.5 years and a position opening up, they decided to roll the dice.					
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 do almost everything online (we use Kuali Coeus), email and we have Skype for business. I can VPN into the servers if I need anything on our drives. All my phone calls are routed through my email/computer, so I still have my same "desk" number even at home. To date, there haven't been any issues and 99% of the campus community (we cover 3 campuses across the state) have no idea that I'm currently a resident of Wilmington, NC. I travel back to the office about once a quarter in an ideal world just to catch up on some face time and any tech issues that can't be handled remotely (IE a broken monitor). I do weekly staff meetings via Skype video, where my face is on the conference room screen. Anytime I've had technology issues, our IT staff has been able to remote into my computer and fix whatever comes up! I know IU has other staff across the country (high-level director type positions embedded in DC for example), however I'm the first in the sponsored programs office. As a result, a lot of our staff has started working remotely 1-3x a week, with little to no issues.					
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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 flex schedule of working remotely one day a week. A couple of us have alternative work schedules as well due to young children (e.g., school bus pick/dropoff so come into the office at 10am, or work from 7:30am-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 alternative 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 – as long as there are clear set of boundaries and expectations, we've had successful experience with flex schedules. Most feedback surrounds the fact that working remotely increases productivity due to less distractions in the office. It's been an all-around positive working structure that everybody appreciates!					
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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?						1 year					
How long have you teleworked/worked remotely?						1 year					
Do you have any comments/advice/issues regarding research administration and teleworking/working remotely?						our staff will double soon. I think it will require a lot more structure and organization as the numbers increase; our small office has a certain level of trust and commitment from years of working together that will have to be cultivated with the new people coming in; some of the people are from outside the university while others will transfer into our department. Either way there will be an adjustment period. I think that organizational development concept. From, Storm, Norm, Perform					
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?											
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Do you have any comments/advice/issues 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											
https://policy.unt.edu/sites/default/files/05_092_WorkHoursFlexArrange_Postel_o.pdf											
https://www.iu.edu/hr/work-life/flexible-work/remote-work											
http://hr.gatech.edu/flexwork-arrangements											
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