

MEMORANDUM

To: VSoE Faculty and Staff

From: Maja J Mataric
Senior Associate Dean for Research



Nichole Phillips
Director of Research Administration

Date: March 14, 2011

Subject: Satellite Accounts for co-PIs

VSoE faculty and staff,

The Viterbi School of Engineering strongly supports collaborative research. However, in order to accurately track sponsored research activity (including accurate accounting for merit reviews), as well as to give faculty the necessary autonomy over budgets, it is best if all faculty members on a sponsored project budget receive satellite accounts for their parts of the budget. USC already requires this for interdisciplinary collaborations, namely those involving faculty in different schools: a master account is established in the school of the Principal Investigator's (PI) primary appointment and satellite accounts are then established in the schools of the co-PI(s) primary appointments.

Effective on March 15, 2011, the Viterbi School of Engineering will require that for all new grants satellite accounts be created for all co-PIs in the grant. The accounts should reflect the understanding that exists between the PI and the co-PIs, as well as with the funding agency, in terms of effort, student support and timeline. This should apply both at the time of the award, as well as post-award, in case changes in the direction of the grant are made, with the approval of the funding agency. PIs, co-PIs and research administrators should ensure that the satellite accounts are set-up properly in their respective home departments. Viterbi administrative staff are already trained in setting up satellite accounts and are ready to help implement this policy. Sr. Associate Dean for Research Maja Mataric will provide guidance and assistance in case of complex grants (such as center grants) that may be subject to different funding agency requirements.

While not required, we encourage implementing this practice for existing awards as well, especially where junior faculty are involved.

Questions regarding the process should be sent to Nichole Phillips at nicholep@usc.edu or at 213-740-3237.