



## ADMINISTRATIVE SERVICES AVAILABLE TO DGHI MEMBERS AND DGHI AFFILIATES

The following is a list of services that DGHI provides to DGHI Members and Affiliates. Some services (\*) will be available **exclusively** to DGHI Members. Others will be available to a broader constituency, but DGHI Members would get priority in the event that DGHI cannot attend all requests for a particular service. The list is subject to change and will be updated periodically, with the input from DGHI Members.

Duke Faculty interested in learning more about, or requesting, the services provided should call or email the designated contact person at the Institute (see attached listing).

### Grant & Research Support

*Given the central role that Research will play at DGHI, our vision is to offer a state-of-the-art grants management office, with a specific specialization in international grants and contracts. Institute Members have the option of submitting and managing their grants through DGHI: under current rules, all Indirect Cost Recovery (ICR) will remain in the home school of the faculty but DGHI will receive virtual credit for its administrative efforts. DGHI works interchangeably with ORA and ORS (depending on the PI's affiliation) and with the IRBs on both sides of campus, and must abide by their respective rules (e.g. deadlines for submission) as any other department. Faculty should be advised that, if the grant is submitted through another Duke entity, DGHI is limited in the support and advice it can provide for that specific grant.*

*The DGHI grant office can assist with grants from different sponsors (federal, state, private foundations, multinational organizations) and will work with each PI to determine the appropriate course of action and key milestones for successful grant application or grant implementation.*

The following services will be provided:

- Direct communication about grants, funding and collaborative opportunities
- Pre and post-award grant management (including budgeting advice)
- Set-up and management of subcontract awards, including transfer of funds
- Peer-review of proposals (to benefit junior faculty in particular who can receive advice from faculty with wide grant proposal experience)\*
- Pairing junior faculty with experienced faculty (e.g. who have been members of NIH study sections) to assist in the development of compelling proposals
- Literature review and other technical advice/support for writing grant proposals\*
- Advice on IRB applications\*
- Guidance assembling project teams\*

- Guidance on development of laboratory support to meet NIH standard\*
- Access to SOP library for international projects
- Award close-out
- Guidance on audits

## **Financial**

*DGHI is offering its DGHI Members support in managing accounts for projects developed in collaboration with DGHI, but funded from sources other than sponsored research. The DGHI finance office will seek to minimize the administrative burden to faculty, while ensuring compliance with Duke policies and guidelines. If the Institute does not have prior experience in a given task, DGHI might research best practices at Duke and in other peer institutions. DGHI Members will also have access to DGHI's Director of Development for advice on fundraising.*

The following services will be provided:

- Managing accounts pertaining to a DGHI-related special project (financial reconciliation, payments, reimbursements)\*
- Advice on fundraising\*
- Processing donations resulting from the faculty's fundraising\*

## **International Services**

*For faculty working in global health, the international scope of their research or educational and training programs is often critical. DGHI understands the challenges and plans to assist Duke faculty with administrative support, or simply advice, regarding common tasks concerning international travel or international visitors. Priority will be given to projects/initiatives within the DGHI scope, or funded through DGHI.*

*In addition, DGHI is an active participant in the University-wide Administrative Support for Global Programs initiative, which seeks to improve/strengthen Duke's central support to international programs.*

The following services will be provided:

- Advice on IT-related issues when traveling overseas\*
- Information on visa/legal requirements for faculty planning a trip/stay overseas\*
- Processing of visas for foreign visitors (submission and follow-up of visa request through the Duke International Office)
- Advice on how to hire foreign nationals at Duke
- Advice on how to budget items so as to facilitate payment
- Advice on how to prepare a subcontract agreement with an international partner/individual on a grant
- Information regarding support structure at Duke for foreign nationals (International House, language classes, etc)

## **Special Events**

*DGHI recognizes the need and advantage of creating a community of GH scholars at Duke. The Institute plays an active role in organizing events and venues that will promote GH at Duke, position Duke as a leading academic institution committed to GH and help create the formal and informal multi-disciplinary linkages that will strengthen GH opportunities.*

The following services will be provided:

- 'Chalk-Talk' series\*
- Advice on organizing events and reaching the global health community at Duke and abroad\*
- Invitations to participate in all DGHI-sponsored events at reduced or no cost (if applicable)\*
- Potential co-sponsorship of special events, conferences, seminars, etc.
- Access to meet with DGHI special guests
- Access to DGHI vendors and special negotiated rate

## **Communication**

*One of DGHI's strategic goals is to facilitate access to current information on GH. Duke faculty may use DGHI's communication media (e.g. webpage, facebook account, email and print newsletter) to promote or communicate their own GH-related work. On occasion, Institute Members may want to seek DGHI's help in preparing for media interviews or in advertising positions or opportunities to the GH community within and outside of Duke.*

The following services will be provided:

- Assistance with media relations and coverage of peer-reviewed research publications or presentations\*
- Posting news about events, honors, grants, publications, programs or research findings, and advertisement of positions on DGHI website and/or newsletter
- Feature articles on faculty's research in print newsletter and website
- Help in writing articles for the general audience versions on faculty research to aid in outreach and information dissemination
- Assistance in garnering internal Duke coverage (print/video/podcast) of research findings or new Institute programs

## **Education and Training**

*DGHI can play an important support role for GH faculty inside and outside the classroom, in the context of an educational program at Duke, or in the field overseas.*

*The following services will be provided:*

- Connect students from different departments and faculty together for chalk-talk research discussions\*
- Identify and prepare individual or small groups of students to participate in faculty GH research or projects, at Duke or abroad, as individuals or as small groups
- Assist with the development of GH courses and curricula
- Disseminate and compile bibliographies and online resources on GH topics

- Connect faculty with DGHI visitors and guests who would be willing to give guest lectures or meet with students informally
- Speak to DGHI Members' classes or groups to ensure students are fully informed of DGHI services, opportunities, and activities
- Communicate with and screen potential partners for educational programs (e.g. student or faculty exchange programs)



## Key contacts at DGHI

General Number (919) 681-7760  
General Email: [globalhealth@duke.edu](mailto:globalhealth@duke.edu)

### Administration, Finance and Grant Support

Bax, Anne	Associate Director for Finance and Administration	681-7712	<a href="mailto:anne.bax@duke.edu">anne.bax@duke.edu</a>
Sorrell, Tammy	Administrative Coordinator (Faculty Svces, Space, HR)	681-7711	<a href="mailto:tammy.sorrell@duke.edu">tammy.sorrell@duke.edu</a>

### Development

Josh Bond	Director of Development	681-7863	<a href="mailto:joshua@duke.edu">joshua@duke.edu</a>
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### Research

Bartlett, John	Associate Director for Research	681-8043	<a href="mailto:bartl004@mc.duke.edu">bartl004@mc.duke.edu</a>
Deal, Kelly	Associate in Research	681-7159	<a href="mailto:kelly.deal@duke.edu">kelly.deal@duke.edu</a>

### Special Programs

Seaford, Geelea	Assistant Director for Ext. Relations and Special Projects	681-7718	<a href="mailto:geelea.seaford@duke.edu">geelea.seaford@duke.edu</a>
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### Communication

Green, Marsha	Assistant Director for Communications	681-7717	<a href="mailto:marsha.green@duke.edu">marsha.green@duke.edu</a>
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### Education and Training

Croucher, Lisa	Assistant Director for Education and Training	681-7716	<a href="mailto:lisa.croucher@duke.edu">lisa.croucher@duke.edu</a>
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