

Contracts and Grants Office
Gevirtz Graduate School of Education

University of California
Santa Barbara CA 93106-9490
education.ucsb.edu/contracts-grants

April 4, 2019

Re: Gevirtz School Notes from the 4th Floor – April 2019
To: GGSE all-academic <all-academic@education.ucsb.edu>,
GGSE all-staff <all-staff@education.ucsb.edu>,
GGSE all-students <all-students@education.ucsb.edu>
From: George Yatchisin george@education.ucsb.edu

Notes from Jill Sharkey, Associate Dean for Research and Outreach

SPOOF Change

After consideration of the long and often unreasonable 45-day timeline, we have decided to change our goal for timing of [SPOOF](#) submission. Our new goal is that at least 90% of contract and grant proposals will be submitted through SPOOF **at least 30 days from project deadline**. More time is better, so as soon as you think about applying for a contract or grant, please submit a SPOOF. This will get your proposal in the queue and set our team and you up for success.

Reimbursement Data

Great news! The staff has been working on improving reimbursement time to 22 business days (1 month) and have been super successful. We implemented a time-to-reimbursement study on October 1st and tracked each step of the reimbursement process. As of March 15th, 286 reimbursements had been processed. Of these, 34% had to be returned for more information before they could be processed. Average days from complete submission to reimbursement were well within 22 days (October=11, November=15, January=15.5) except December, which averaged 23 days (excluding holidays) due to the volume of reimbursements combined with staff vacations. We will continue to monitor performance by month and note any trends such as holiday delays.