University of Idaho
Institute for Interdisciplinary Data Sciences (IIDS)
IIDS Administrative Core

Facilities and Resources

IIDS administers critical university research infrastructure related to genomics, bioinformatics, research computing, and data science. We also offer support for proposal development, grants management, graphic design, training, and professional development for participating researchers. Our goal is to help researchers spend more time on their research by providing a comprehensive set of administrative support functions.

The IIDS Administrative Core provides many pre and post award support functions. We assist with proposal development and submission, compliance support throughout the project lifecycle, and coordination with the UI Office of Sponsored Programs (OSP). We can provide budget and budget narrative development, assistance with proposal guidelines and compliance, coordination of collaborative submissions, assistance with scope of work, senior personnel documents, communication between UI and subawardees or contractors, and graphic design for figures throughout the proposal document.

Upon award, we will coordinate early set-up requests, subaward establishment and the establishment of the grant through our Office of Sponsored Programs. Throughout the lifecycle of the grant, we coordinate re-budgeting and no cost time extension requests, provide graphic design services for presentations and manuscripts, and offer marketing support for project promotion. We also help Principal Investigators manage their award by providing annual projections, assistance with spending plans, salary and effort tracking, summer salary, coordination of subaward invoices and monitoring of purchases for accuracy, allocability and allowability. We provide financial reporting information to assist with interim and final reporting. For major program grant awards, we provide event coordination, website development and maintenance, and data tracking and collection to meet project reporting requirements.