

Contracts Administrator: Assignment of a university designated contracts administrator is a requirement of the DUAL program. The selected individual will be the institution's counterpart to the USA DUAL Program Contracts Administrator and will be the primary interface for coordination and resolution of administrative (contract and legal) and initial agreement of bid and budgetary issues. The designated administrator will also serve as a primary point of contact with USA's DUAL Review Board.

Project Director: Assignment of a university designated DUAL project administrator (generally a faculty member sponsoring the DUAL program) is a requirement of the DUAL program. The selected individual will be the institution's counterpart to the USA DUAL Program Director and will be the primary point of contact for coordination and resolution of all administrative matters related to assigned DUAL projects.

The Project Director will have budgetary control over funds distributed by USA for DUAL Projects and will have authority for distribution of these funds to departments/projects assigned to the institution. The project Director will also serve as the coordinator with all university departments interested in the DUAL program, and serve as a primary point of contact with the USA's DUAL Program Director and with USA's DUAL Review Board.

In cases where there is a single DUAL project in work, the Project Director may elect to act as the Faculty Sponsor and also be responsible for matching/selecting students for available DUAL projects. In this case the Project Director will have the responsibilities of the Faculty Sponsor and should work closely with the assigned student/s to ensure the progress of DUAL projects.

In cases where there are two or more projects and/or departments involved, the DUAL program requires the appointment of a Faculty Sponsor for each individual project and/or department.

Faculty (Project) Sponsor: Assignment of a university designated Faculty Sponsor is a DUAL program requirement for *each* DUAL project in work, when more than a single project and/or more than one university department is involved. The Faculty Sponsor will have primary responsibility for matching/selecting students for available DUAL projects. The selected faculty member will be the institution's counterpart to the USA DUAL Project Mentor/Sponsor and will be the principal point of contact with the USA Mentor/Sponsor to verify that work done on the institution's grounds is in-line with the effort at the USA facilities. The faculty sponsor will also be responsible for

generating and maintaining monthly budgetary data and activity reports related to her/his project.

Bidding: After a contract has been signed you can place bids on all projects available. Generally, new projects are posted 2 months prior to the beginning of the Spring, Summer and Fall classes.