

**Meeting Minutes**  
**SRIBU Steering Committee Meeting**  
**March 21, 2014**

**Attendees:**

Christie Anderson, Alan Daugherty, Don Gash, Jim Geddes Tanya Graf, Susan Stark

**SOP Review**

The eIAF SOP has made its way through the review process and should be posted on the website on Monday and the official guidance.

The Reconciliation SOP is taking longer to review. Susan reported that it may be 2-3 more weeks before the review is complete.

The RPPR SOP is open for comments now.

The next SOP for review is Project Account Data Record (PADR).

**SR IBU Steering Committee Makeup**

Susan brought up adding another administrator to the steering committee. It was suggested that one administrator from a clinical department and one administrator from a basic science department be added to the group. Alan and Susan will follow up with discussions of specific individuals that might be interested.

**Public Access Policy**

Susan was made aware this week that several faculty do not understand the very basics of the Public Access Policy. The group suggested that it be discussed at COC. Slides explaining the policy are available on the COM Research site.

**Customer Service Survey Options**

Susan talked with Stephen Welch regarding options for a customer service survey. Susan is still researching questions to include in the survey while Stephen is looking at options like Survey Monkey to compile the data.

**Pre-Award Grant Manager Position**

The position posted on March 20. Since the position is listed at a 46, the individual in it cannot supervise other 46. Susan will remain the direct supervisor of the 2 46s.

**Training Plan**

Susan has completed the staff training plan. Basic training will be conducted weekly through the end of April. The need for more detailed training will be re-evaluated after this initial training is complete. A copy of the training plan schedule will be distributed to the Steering Committee.

**Metrics**

Susan reviewed metrics by GPS. The group liked the report and asked if it could be sorted by department number and communicated to departmental chairs.

**Rearranging Staff Office Locations**

Susan announced that the all of the office changes had been completed.

**Draft Department Chair Report**

Susan presented an example of a high level report for department chairs showing budgets for each faculty. The group liked the report and thought it would be very useful, especially for NIH funded investigators. The group suggested that the report be color coded differently.

**Clinical Trial Component**

Susan continues to meet with Marietta. As a transition plan, the group suggested hiring a person with COM funds that could work and be trained within the CCTS and could then transition to Susan's group in the future.

### **Name Change**

After speaking with the Dean, Alan suggested that the wording of "IBU" be dropped from the title of this group. Alan asked that the group think of new names for the group to have ready for a decision next week.

### **Advisory Committee**

The group decided to disband the advisory committee. In place of the advisory committee, the group suggested that Susan host a quarterly "user committee". The invitation list would include PIs planning to submit or PIs who have just submitted. The goal of this event would be to highlight the services of the group and gain feedback for improvements. Susan will explore getting the first of these meetings on the calendar for late April.

### **Next Meeting**

Friday, March 28 at 1:00 p.m.