

Meeting Minutes
SRIBU Steering Committee Meeting
March 14, 2014

Attendees:

Christie Anderson, Roberto Cardarelli, Alan Daugherty, Michael Dobbs, Don Gash, Jim Geddes Tanya Graf, Susan Stark

Access

All staff in the SR IBU now has access to all of the appropriate OPSA databases.

SOP Review

The group reviewed the SOP for eIAF including the comments received from around the College. Susan will incorporate the comments and suggestions and post the finalized document to the website. The Reconciliation SOP is open for comments now. The group will review the comments for this SOP at the meeting on Friday, March 21. The SADR newsletter on March 18 will include the RPPR SOP, opening it up for review and comment.

The turn-around for final review and posting of this SOP will likely be longer than two weeks. Because of the amount of detail it contains, coupled with the staff handling this process being non-exempt, there is more content to be reviewed and it must place during regular work hours.

The group discussed the possibility of creating a Sharepoint site to store the SOPs.

Metrics

Susan presented various types of information that could be used as metrics for the pre-award group. The group opted for a more detailed list of metrics listed by person to be monitored for a short period of time – possibly 6 weeks. For the post-award group, Susan presented possible metrics but explained that the method of collecting those metrics was still very unclear. Christy suggested a way to pull transaction information per person from a computer system instead of by hand calculations.

Pre-Award Grant Manager Position

The position is still not posted as of March 14. The expectation is that it will be posted early next week.

Rearranging Staff Office Locations

Susan has reviewed office placement for both the pre and post award group. She will announce to the group the week of March 17 her proposal for the group.

Digital Measures

As part of the NIH Public Access policies, researchers are required to have a myNCBI account. The group discussed the possibility of linking the myNCBI account to Digital Measures. Dr. Geddes would like to get a group together to discuss the purpose and usefulness of Digital Measures. Christy offered to find out who was the driver of digital measures.

Staff Sharing

A dept. who has a former staff member now working in the SR IBU had asked if they could borrow their previous staff member to assist with the annual budget preparation process. Given that several depts. are in a similar situation, due to positions being eliminated and their former staff are also working in the SR IBU, the SR IBU couldn't function if all of these staff were allowed to go back and work in their former departments, even for a short period of time. The request was turned down.

Next Meeting
Friday, March 21 at 1:00