

**Meeting Minutes**  
**SRIBU Steering Committee Meeting**  
**March 7, 2014**

**Attendees:**

Alan Daugherty, Tanya Graf, Susan Stark, Jim Geddes

**Pre-Award Grant Manager Position**

Susan recommended at the last meeting that a Pre-Award Grant Manager position be created. The position has been created and will be posted soon. This position will directly supervise the 7 GPS positions thus allowing Susan more time to focus on the post award group. The long term vision is for this position to be flexible enough to accommodate and change with the addition of the clinical research administration.

**Presentation to COC**

Susan made a brief presentation to the COC. From that presentation, she has received several comments and questions, including a question from John Wilson regarding Customer Service metrics. Alan and Susan will meet with Dr. Wilson to address his questions.

**SOPs Posted**

The SR IBU SOPs were posted last week. The eIAF is the SOP under review this week. Susan has received several comments to the newly created email box. Next week, she will gather feedback from her group and then will update the procedure passed on all of the feedback. Once the review and approval process is finished, we will publish the SOP in the SADR newsletter as the approved document. Next week's SOP outlines the reconciliation process.

**Individual Meetings with Staff**

Susan has completed individual meetings with all of the staff.

**Meetings with OPSA and SPA**

Susan has set up weekly recurring meetings with OPSA and SPA.

**Training Plans**

Susan has established a 1 hour timeframe per week for the next several months to conduct standardized training for all of the staff. Senior staff along with OPSA and SPA have agreed to conduct the training.

**Success Measures/Metrics**

Susan is developing ideas for metrics. She has also been gathering feedback from staff. She will present more information at an upcoming meeting.

**Incorporation of Clinical Research Administration**

Susan met with Marietta Barton-Baxter in CCTS regarding clinical trials. The initial conversation included a discussion of the need for a short term and long term plan.

**Other Issues**

One issue that Susan has identified is the lack of consistency of paperwork coming from other IBUs. Each IBU has its own forms and formats for the handling information. These differences in handling similar pieces of information are creating challenges for the reconcilers.

Next Meeting

Friday, March 14 at 1:00