

Meeting Minutes
SRAS Steering Committee Meeting
April 25, 2014

Attendees:

Christie Anderson, Roberto Cardarelli, Alan Daugherty, Jim Geddes, Tanya Graf, Susan Stark, Jay Zwischenberger

Customer Service Survey

The customer service surveys are being sent by email to PIs. As of this meeting, 150 have been sent. Susan has received 18 responses. Only 1 has been negative but the final statement in the response was that the negative experience had been worked out to an agreeable resolution.

SOP Review

The group reviewed the PADR SOP and approved a few minor changes to finalize it. The SOP currently under review is NIH Just-in-Time (JIT) Requests. A Reconciliation Committee has been created to outline best practices University wide. Susan will work with this group to incorporate their recommendations into the SOP under development.

Metrics

Susan is still collecting data. Bill Barr is working to make the information more user-friendly.

Lunch at Leader

The event held on April 24 was attended by 45 people including the SRAS staff. Alan was able to highlight services offered by SRAS along with the website. He also fielded several questions about NIH policies, biosketches and data storage.

Pre-Award Grant Manager

Both candidates have been interviewed. A salary recommendation for the first choice has been sent to HR.

Clinical Trial Update

Susan continues to work to incorporate the clinical trials group into the SRAS. One of the reconcilers has agreed to work overtime in CCTS to assist them and to learn the operations. Susan is creating a JAQ for a new person to assist with activities incorporated from CCTS.

Suggestion

Dr. Cardarelli suggested the creation of a flowchart or other graphical presentation of the steps necessary to complete the University and College requirements for submitting a grant proposal. The group felt this idea was very good. Susan mentioned that the consultants (PwC) that were here last year assisted with developing a flowchart for the pre-award process. She'll share that with the committee as a starting point for one that could be adapted for use on the website.

Proposal

Paula Heron, a GPS in the SRAS, submitted a proposal for consideration regarding the provision of pre-award support for fellowship submissions. The Committee agreed further discussion was needed, related to other trainee support conversations that have been occurring in the College. This topic will be revisited at the next meeting.