

Meeting Minutes

SRAS Steering Committee

April 4, 2014

Attendees:

Alan Daugherty, Jim Geddes, Susan Stark, Mary Fern Waechter, Jay Zwischenberger.

The name change announcement to Sponsored Research Administrative Services was distributed earlier in the week. There has been minimal feedback. The group looked at the associated changes to the website.

The Lunch at Leader event was also announced this week, with the first one coming up April 24. The announcement was reviewed on the website. Alan asked that it also be included on the main SRAS page of the website.

SOP Review – The group reviewed the RPPR SOP. A couple of comments were offered to ask the GPSs to provide further advance reminders about the need for PIs to be aware of the steps needed ensure publication compliance with the NIH Public Access Policy within the RPPR. Susan will shared an updated version with the pre-award staff and then this finalized version of the SOP will be posted to the website.

Meeting frequency was discussed. Alan and Susan both thought the group could meet less frequently, as a number of the items that had to be addressed on a priority basis had been resolved. Alan will be out of town the next two Fridays, so the group will meet next on Friday, April 25. Everyone was asked to keep the Friday time reserved on their calendars for now and at the meeting on April 25, there will be further discussion on the frequency of the meetings going forward.

For now, the only weekly Committee feedback that is needed is related to SOP review. Because that will continue on a weekly basis for several more weeks, Susan will email the SOP due for Steering Committee review on Fridays, with similar yellow and red highlighting, and note any items of concern for feedback.

Susan has talked with Stephen Welch and plans to set up the customer service survey via an email link starting next week. She'll provide specific target points for the staff to provide the link in emails to PIs for their feedback and will have a mechanism to monitor how many times the requests are distributed.

Susan shared metrics – monthly with the rough figures from the OSPA database and specific pre-award details by GPS and dept. for the last week. The Committee would like to see trends on the pre-award side by GPS and dept. Susan will work on a way to provide this.

An update on the College Grant Manager Position was provided by Susan. Plans are underway to have phone interviews with candidates the week of April 7.

Alan provided an update on the clinical trials inclusion. Discussions continue with Marietta Barton-Baxter of CCTS and Tim Tracy, Dean, College of Pharmacy, who is in a lead role on the transition of the grants management services from CCTS to the COM SRAS.