

Meeting Minutes
SRAS Steering Committee Meeting
May 16, 2014

Attendees:

Alan Daugherty, Mary Fern-Waechter, Tanya Graf, Susan Stark and Teri Walters

SOP Review

The group reviewed the budget and proposal development and reporting SOPs in detail. More feedback will be solicited on these, as only a minimal amount had been received initially. The JIT SOP was delayed to be reviewed at the next meeting with the hopes that more faculty would be present. In addition to a college-level committee, a Reconciliation Committee has been created University wide to outline best practices for this function. Susan will work to have on-going communication with these groups to incorporate their recommendations into the SOP still under development.

Staffing Update

Related to John Blevin's promotion and the vacancy it created, two positions have been posted -- a 44 level Grant Proposal Specialist and a 46 level Sr. Grant Proposal Specialist. Only one of the positions will be filled, depending on the applicant pools for each. John will help screen the applicants.

Metrics

Susan continues to collect the standard metrics. The Cancer Center has requested a large number of metrics that they would like to see. The group wanted to balance practically to workload in regards to gathering all of the requested information.

Training Feedback

The initial training of all employees is complete. Susan has identified other topics that she would like to cover in the near future, likely early in the new fiscal year.

Customer Service Survey

The customer service surveys are being sent by email to PIs. As of this meeting, 285 have been sent. Susan has received 22 responses. Over 90% of the responses are positive. The negative responses are being discussed with the staff.

Flowchart

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. Susan presented her initial work on the flowchart and will continue to refine the chart for the next meeting.

Next meeting is Friday, June 6, 2014 at 1:00 in BBSRB B303.