

Meeting Minutes
SRAS Steering Committee Meeting
July 21, 2014

Attendees:

Christy Anderson, Alan Daugherty, Don Gash, Jim Geddes, Tanya Graf, Susan Stark, Mary Fern Waechter and Teri Walters

Backup Documentation

Alan presented a draft document to assist in developing a consistent process for acquiring procurement back up information needed to satisfy the requirements of funding agencies. The list will be reviewed and modified to ensure compliance with the goal of finalizing by the September COC meeting.

Research Project/Paper

Alan presented the college's SRAS and IBU structure at the recent meeting of the University's Research Management Group (Office of the VPR and campus-wide Research Deans). The Research Dean for the College of Business suggested that they send a masters or higher level student to the College of Medicine to review the IBU process, suggest improvements and use the findings as a research project.

Staffing Update

Mariann has been placed in the 46 position and a 44 will post soon to fill the position that she vacated. The position vacated by Merna Brown has been posted.

SOP Review

The group reviewed and finalized three SOPs:

- Non-competing renewal
- Report preparation
- No cost extensions.

Metrics

Susan has now set up a system in which each employee uploads information about daily transactions and then the information is pulled to a spreadsheet that automatically tallies the data. She will continue to monitor the workloads of each group.

At a recent OSPA meeting, the following numbers were presented for the time period January 1-June 30, 2014:

University wide eIAFs processed – 3022

College of Medicine eIAFs processed – 1522

University wide accuracy rate – 96.2%

College of Medicine accuracy rate – 97.45%

Customer Service Survey

The customer service surveys are still being sent by email to PIs and dept. staff. The group has sent over 500 surveys included as a link in emails related to SRAS interactions. The number of positive responses still remains about 85%. Negative responses are discussed in staff meetings or in small groups of the staff, depending on the area of concern noted in the survey.

Clinical Trial Research Integration Committee

The first meeting of this committee is scheduled for Wednesday, July 23.