Meeting Minutes
SRAS Steering Committee Meeting
August 25, 2015

Attendees
Christy Anderson, Robert Cardarelli, Alan Daugherty, Mary Fern-Waechter, Tanya Graf, Susan Stark, Terri Walters and Mary Vore.

General News
Susan reported that the SRAS is now fully staffed. She walked the group through the SRAS website showing the page with contact information, department assignments and organization chart. She also highlighted the PreAward Process Flowchart that is stored on the SRAS website.

SRAS is now located in the basement of the Kentucky Clinic in the space under the Optical Shop.

Now that the offices are fully staffed, Susan is working to increase communication regarding out of office and manage coverage. She is also working with staff to manage work flow and set priorities based on due dates.

Stacy Carter is working full time with the CCTS application until it is submitted in September. Others within SRAS are covering his responsibilities until the CCTS application is submitted.

Metric Discussion
Susan would like to develop clear metrics for productivity within the SRAS. Alan mentioned, beyond volume, this has been difficult to do. The group suggested proposal per FTE and satisfaction surveys. The previous customer service survey link is being included now on all SRAS outgoing emails. Responses will be shared with staff and the committee. Susan is also working with Beth Yost, the SRAS business partner in UKHC, to see if there are ways to use data compiled by Brad Kidd each month as a possible source of SRAS productivity-related metrics.

Yearly Review of SOPs
SRAS has been conducting the required yearly reviews on their SOPs. From those reviews, the group recommended minor changes to 3 SOPs. Susan presented those changes to the group for discussion and approval. Once the updates are finalized, she will communicate those impacted by the changes.

SRAS Working Within the New IBU Alignment
Christy explained the new alignment of the IBUs. Susan is working with the new IBU leadership.

Consistency in Procurement Form
Tanya presented an outline of the procedure used within the Cardiovascular Research Center to provide a final quality check on procurement documentation. The procedure outlines the proper use of the procurement form and its documentation. The goal of the procedure is to increase to quality of the documentation going to the IBU and then onto SRAS.

Clinical Trial Support Integration
Susan and Alan have realized that they need assistance with coming up with a model to integrate clinical trial research A consulting group is being solicited to assist with this project.

Upcoming Meeting
The group decided to continue to meet quarterly or as needed.

Proposed 8/25/2015
Saha Cardiovascular Research Center
Final Check on Procurement Documentation

Purpose: To outline the process for the final quality checks on procurement documentation prior to the documentation leaving the center.

Introduction: To ensure that all purchases initiated by Center personnel for any funding source managed by or in collaboration with the Saha Cardiovascular Research Center are compliant, all purchasing documentation will be reviewed by a quality control process. Once this final quality check has been completed, the paperwork will be forwarded to the appropriate IBU for processing.

Procedure:

1. Each PI or their designee will complete the procurement documentation for purchases and submit it to the appropriate Saha CVRC administrator. The documentation should be completed and turned in within a week of the purchase.

2. The Saha CVRC administrator will review all documentation.

- The documentation should include:
  - Completed and signed current Procurement Form
  - Itemized invoice, quote or receipt. Document must include: date, vendor name and address, quantity of item(s), description of item(s), total amount due
  - Packing Slip if appropriate
  - Other documentation as appropriate. Examples include but are not limited to:
    - W9 for payments to external individuals
    - Travel itineraries for external presenters
    - List of attendees for meals
    - Worker Status Evaluation form for consultants
    - Conference agenda for registration fee payment
- The documentation packet will be checked for the following:
  - If changes (stickers, white out, scratch outs) are made on the procurement form, they are initialed by the PI or delegate.
  - The form is signed by the PI or delegate.
    - If electronic signatures are used, the date is current.
    - If signed by a delegate, a delegate authorization form is on file.
  - Account number or cost center is included. The account is active and funded. For charges intended for grants, the timing of the charges align within the budget period.
  - The charges are appropriate for the type of account and payment method.
  - The total on the procurement form is supported by/matches the information on the invoice, quote or receipt.

    - Sales tax does not appear on invoices related to grant accounts. Any state of Kentucky sales tax that is paid via procurement card must be edited to a cost center – it cannot be posted to a grant.
    - If a packing slip is not available, the certification statement on the procurement form must be dated.
    - If an expense is split across multiple grants, a brief justification of the split is required in the additional comments section. Any associated shipping cost must be split in the same manner as the expenses.
- Once the quality checks are complete, the Saha CVRC administrator will forward the documentation packets to the appropriate IBU.