

Meeting Minutes
SRAS Steering Committee Meeting
July 21, 2016

Attendees

Bev Baesler, Roberto Cardarelli, Alan Daugherty, Beth Garvy, Susan Stark

eIAF Process –

- 1) Voluntary Cost Share – The GPS will ask for chair/director email approval in advance of routing any eIAF that includes voluntary cost share. The email approval will be attached to the eIAF.
- 2) Human subjects and inclusion of subinvestigators on eIAF, if they are listed as study personnel, the GPS will ask if others listed meet the definition, per AR Does not have to be all human subjects.

Clinical Trial Project Update- RFP for a Clinical Trial Management System (CTMS) has been released. Responses are due August 13.

SOP on Transfer of Faculty to the University of Kentucky. Updates were discussed. Dr. Cardarelli mentioned inclusion of the responsibility within a department for department staff, usually the administration, to alert the new PI that there is a process for grant transfers. He also mentioned it was important that the SOP be clear that any transfer is still at the sponsor's discretion. More specifics should be included about the specifics of timing and sharing of the relinquishing statement from the PI's previous institution. There was also discussion around the paper option in place of the eIAF if the incoming faculty member doesn't have a linkblue yet. There are some situations where a department can make arrangements for this to be obtained before their arrival. Susan will edit the SOP as requested and share the updated versions with the committee via email before it is posted to the SRAS website.

Blue Ridge Institute for Medical Research - Dean's Request- Dean DiPaola wants information to be reported in a more consistent basis through this mechanism, which is gleaned from NIH data. As much of the NIH auto populates by what someone puts in their personal profile and proposals, changes need to be made at proposal stage. The GPSs could recommend these changes in order to conform to the limits of how NIH data translates to the Blue Ridge rankings. Dr. Daugherty will work with the SRAS staff on how best to capture this information as PI's prepare proposals.

Internal Audit Participation-Sanders-Brown Center on Aging has been going through an audit, per Internal Audit's process to select units on a random basis. Mariann Forsythe (pre award) and Julie Elliott (post award) were both interviewed and discussed how they have interacted with Sanders-Brown. Susan received very positive feedback from the Office of Internal Audit. They did come back and ask Mariann about departing investigators MOU's. A benefit from being a part of these audits is to find ways to make processes and procedures better. Per Bev Baesler, who's their administrator, the report from the audit will be done by the end of the quarter.

Staffing Update- Analyst position and one Reconciler position were restructured to create two Associate Analyst positions within the post award team. These two positions were filled in June. Kelly McHone joined us with extensive financial and grant experience in the College of Agriculture. Dee Beegle, who also has grant post award experience, previously worked in the Colleges of Arts and Sciences and Nursing. Mariann Forsythe has notified us of her planned retirement for September 2017. Gina Vessels, Post Award

manager has given her notice that she will be leaving SRAS at the end of September 2016. The goal is to have that position filled before she leaves to have overlapping for training.

Other Business-Our customer service survey link continues to be included at the bottom of SRAS email signatures. There was a positive comment about Julie Elliott that was shared. Another comment brought up was responding to emails in a timely manner. Both Dr. Garvy and Dr. Cardarelli mentioned that especially at deadline time, the GPSs should respond to PIs as soon as possible to let them know their email has been received and that they are working on whatever is being requested. Please let Susan Stark know if you feel you are not getting a response back in a timely manner.

Susan mentioned that the SRAS is supporting a community service project by collection donations for a local organization that helps out underprivileged middle school-aged children with much needed school supplies. They will be collecting through mid-September.