

Meeting Minutes
SRAS Steering Committee Meeting
June 6, 2014

Attendees:

Christy Anderson, Alan Daugherty, Mary Fern-Waechter, Don Gash, James Geddes, Jeannie Haak, Susan Stark, Teri Walters, Jay Zwischenberger.

Markey Cancer Center Director's Council Meeting

Alan and Susan were invited to attend the Markey Cancer Center Director's Council Meeting on May 15. As a result of that meeting, the Council submitted a request to Alan and Dr. Evers requesting a formal review of the SRAS, including a list of detailed metrics they would like to see reported. The Steering Committee reviewed the metrics list provided by the Council. The discussion focused several aspects of metrics, including them being: 1. Directly related to SRAS performance. 2. Providing insight into functional efficiencies. 3. Generated in a time efficient mode. Alan will follow up with Dr. Evers to discuss the request further.

One item noted in the Director's Council meeting and the SRAS Steering Committee discussion was the makeup of the Executive Steering Committee (ESC) for the College's implementation of IBUs college-wide and what appears to be a lack of faculty input into the group. Christy indicated the ESC was made up of business managers and administrators to deal with cost and compliance issues. The SRAS Steering Committee suggested a committee that included faculty leads for each of the IBUs and the SRAS be convened to provide faculty input to the College's on-going centralized service implementation process.

SOPs

The SOP for Budget Development and Proposal Preparation (non-clinical) was discussed. Additional feedback was solicited following the previous SRAS Steering Committee meeting via the Chairs and Director's meeting by Alan and a targeted email to all the Dept./Central Administrators by Susan. Some additional comments were received and were part of the discussion.

Several topics were raised as part of the SOP review. Re: My NCBI--PIs should be encouraged to keep up with obtaining PMCIDs for their publications since there will be a new NIH Biosketch design 2015 that will require URL links in place of full citations. The Committee mentioned the helpfulness of the Proposal Development Office, while iterating that it was optional and not mandatory. They discussed the benefits of a budget template being posted on the SRAS website that the PI could fill out on their own that would be useful in some situations, such as an R21 proposal, where salaries and supplies need to be balanced. This would remain optional and an SRAS GPS-generated form with initial information in place will remain the primary first-step to the process.

The Committee agreed to move forward with posting the version as discussed with minor edits.

Customer Service Survey

Information is still being collected and most feedback has been positive. Issues are being addressed at staff meetings as they arise to ensure continued optimal service.

Next Meeting

There will be no meetings at the regular Friday time the remainder of the month of June. In order to continue the process to formalize the SOPs, there is a need to meet to discuss the JIT Request SOP that is ready for Committee review. Also, the pre-award process flowchart needs in-person Committee input.