

Meeting Minutes
SRAS Steering Committee
January 7, 2016

Attendees

Beverly Baesler, Alan Daugherty, Jim Geddes, Susan Stark, and Teri Walters.

1. Need for development of documentation for facilitating consistency of processes

Alan initiated a discussion regarding the lack of clarity of roles across/amongst the SRAS, IBUs, and DAs and other dept. administrative staff. Susan indicated there have been productive discussions with the new leadership structure in the IBU, particularly with Amy Longeway in her new role as Manager of the Finance IBU. However, there are communication gaps and continuing inconsistency with expectations on how tasks related to the procurement process are to be completed. It's highlighted in the SRAS, as they have a standard reconciliation process based on a certain set of expectations, which are met by some departments and not by others. There has been no mechanism to change processes to make things consistent across the board. Much of the discussion was a repeat of concerns that have been on-going for quite some time.

In an effort to initiate documentation that would provide consistency of process for research-related issues, a document was started to promote the larger discussion of how to facilitate standardization. (It incorporates a portion of the department-level review guidance document that was shared at the last SRAS Steering Committee meeting for use by the CVRC.) Susan shared this document, "COM Requirements for Provision of Compliant Grant Expense Documentation." The intent is to rapidly facilitate development of documents that have a goal of getting to a consistent process for all grant-related procurement transactions across the spectrum of PI/purchaser, DA, IBU, and SRAS. This is analogous to the SOPs and Service Line agreement that were recommended that the original PwC consultant group.

Alan and Jim will investigate other forums in which to share this document for review and comment. While this Executive Steering Committee for IBUs committee has not meet for an extended period, it is schedule to convene in the coming month

2. Clinical Research Administration

Alan and Susan provided an update on the clinical trial centralized administrative support integration project. A consulting contract has been negotiated with Huron Consulting Group to providing guidance on selection of an Enterprise Clinical Trial Management System and development of a staffing model to support certain financial and administrative functions for clinical trials centrally at the college-level. The Committee will be provided with further details and will be more involved in this project once a start date is identified.

3. Late eIAFs and voluntary cost share

Susan brought to the attention of the group continuing issues with late eIAFs and last minute proposal submissions. While not a very frequent problem, it occurs often enough that she wanted to bring it to the group's attention. Alan indicated there is no University push to not submit proposals if the standard

internal deadlines are not met, and until there is, it is likely not something the College should do independently. Jim expressed his concerns with seeing more voluntary cost share that he's being asked to approve and noting the lack of a College policy on what is and isn't appropriate. He drafted a policy on this and shared it at a Basic Science and Center Chair/Director meeting, but it didn't receive whole-hearted support. He will follow up with this group another time and see if any progress can be made to come up with some standards on when this type of cost share would be considered by the College.

4. SRAS Staffing Issues

Susan provided staffing updates:

- a. Barbara Kelly, Account Clerk III/Reconciler, has accepted a position to work for the HR IBU, in the payroll area. It's a promotion opportunity and also the Coldstream work location is much more convenient to her home in Georgetown. Her position has been entered in Position Management as of January 5.
- b. April Bridenbecker, also Account Clerk III/Reconciler, is being promoted into a new position to be shared 50/50 between the SRAS and Physiology/CVRC. The 50% in SRAS is a new position, a level 41, to provide mid-level post-award support. Her exact start date to move into this new position hasn't been determined. Her current position was posted before the holidays, and the applications are under review by Susan and Gina Vessels, Post-Award Manager.
- c. Sandra Holley, Budget Analyst, has submitted her resignation. She is leaving UK to pursue other opportunities. The position was posted before the holidays and there is a good candidate pool, with applicants being reviewed by Susan and Gina.

5. SOP review

The SRAS staff has been going through a review of all its SOPs. Some have only had minor editorial changes and Susan has facilitated getting the new/edited versions posted to the website (viewed the website in the meeting). For those that have proposed changes that impact what PIs or DAs may need to do, or how the interactions would occur with the SRAS, the same process will be followed as when the SOPs were new. In the Weekly Research Update, one SOP will be highlighted, with feedback requested on a specific timeline. Then, Susan will review comments received, involve other SRAS as needed, and present the SOPs to the Steering Committee for final review and approval before they are posted. This will be done primarily via email communications.

A next meeting date/time was not discussed – but Alan and Susan will make those arrangements for March, to stay on a regular quarterly meeting time schedule.