

## SRAS Steering Committee Minutes

August 30, 2018

Attendees: Beverly Baesler, Roberto Cardarelli, Alan Daugherty, Beth Garvy, Jim Geddes, Larry Goldstein, Susan Stark, Teri Walters.

### 1. Timely receipt of proposal and eIAF materials by SRAS staff

Susan reported that vast majority of proposal and eIAF materials are submitted to SRAS staff in a timely manner. However, concerns do arise in regards to late submissions. Late submissions may occur when expectations are not effectively communicated that stress the need for SRAS staff to review proposal materials.. Successful submissions can also be affected by missing pages and incorrect formatting – errors that can otherwise be caught and fixed if provided to SRAS with sufficient time for review. Susan noted that several incidents have occurred in the past few months.

Committee members had a number of questions and suggestions, including:

- Policies concerning timely submission should be simple, available, and enforced.
- Committee members asked if it may be feasible for a SRAS staff member to be available to remain past normal business hours. Susan noted that most sponsor deadlines are 5 p.m. Also, SRAS staff routinely work outside normal business hours. It was felt that such an approach would not correct the larger issues such as missing documentation.
- Alan spoke to the Cayuse system, currently in use at UK, and how Ohio State took advantage of the option it offers to “lock down” financial and administrative sections, and allowing for passing the responsibility of final proposal submission to the PI.

Committee members also inquired into how policies are currently communicated by SRAS to principal investigators (PIs) and if such materials could be provided. Susan described how standard operating procedures (SOPs) are easily accessible and posted on the SRAS website. However, within current SOPs, there is no specific language that prescribe the timing for materials to be provided by PIs in advance, as there was not support for prescribing such deadlines at the time of SOP adoption. NIH has standard deadlines for major funding mechanisms that have remained the same for a long period of time. Based on this information, several committee members spoke to emphasizing the need to align College of Medicine policy to that of [university policy](#) that requires submission by PIs 3 days prior to final submission. Alan and Susan will work on communication plans for abiding by the 3 day deadline and if the university agrees, allow for PI submissions via Cayuse, likely following the upcoming October 5 R01 deadline.

### 2. Consideration of a change to timing and structure of the Research DA meetings

Based on participation, topics presented, and securing non-COM university department speakers, Susan proposed a change to Research DA meetings.

Quick Background: The DA administrative meetings are held once per month. Topics rotate among three shared service units, HR/Payroll, Accounting/AP, and Research Administration, so each shared service unit presents once per quarter.

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Current Research DA meetings include a ZOOM component for attendees to join meetings online/remotely. Alan proposes eliminating the ZOOM option to create more interactive meetings that foster meaningful dialogue.

Susan noted that OSPA has been helpful in responding to providing presenters and resources. However, challenges continue in requesting speakers from many non-COM university departments, RFS in particular.

SRAS meetings are open to many audiences within COM. The SRAS Steering Committee members provided suggestions including determining what meetings should concentrate on, basing relevant topics on departmental concerns, and encouraging Susan to speak directly with departments and chairs for further potential topics. *(Note: This issue is under discussion as part of the continuing Huron post-award support project.)*

### 3. BEST Update – GMS role – pilot plans

A post-award pilot, initiated as a result of previous work by Huron Consulting Group, will focus on the role of newly created Grant Management Specialist (GMS) position. The goal of the GMS position is to support post-award functions and seek to create more robust positions that can support standard best practice for all COM departments and centers. Committee members asked for an inventory of post-award activities:

- Susan responded that a group met for four months last fall that put together a list of roles and responsibilities related to post award. The group included Susan, Julie Combs (SRAS Post-Award Manager), Teri Walters, Beverly Baesler, Tonya Knox, Darin Cecil, and Kelley Secret. Alan asked that Susan share these materials with the committee. *(Note: Materials were emailed to the Steering Committee on September 6.)*
- Susan also reported that support was given to pilot the GMS role by the DA Council via Sandi Jaros, with agreement from SCoBIRC and the Dept. of Neuroscience to participate. The two GMS positions will be filled in lieu of the two vacant SRAS Post-Award Analyst Associate positions, using only funding available in the current SRAS budget.

*(Note: Two GMS positions were posted and a qualified candidate was not found through that search. Both positions were reposted through September 18.)*

Committee members inquired into how consistency of DA roles will be retained. Concern was noted that DA roles are sometimes undefined, including around post-award responsibilities. Between the post-award roles and responsibilities document and an approved Service Level Agreement (SLA), details of specific responsibilities and who is responsible for each one, with prescribed standards and metrics, would aid in alleviating inconsistencies.

### 4. SRAS Staffing Update

A brief snapshot of positive and challenging staffing news for SRAS:

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- Brandon Campbell (Grants Proposal Specialist) has successfully completed his probationary period.
- In-person interviews for the Grants Proposal Specialist continue this week for the currently vacant position. (*Note: Update – the two final candidates withdrew from the search, as they both accepted other positions. The position has been reposted through September 19.*)
- Lauren Brown, Grant Proposal Specialist Senior, pay grade 46, has submitted her resignation to accept a promotion to Research Office Director with the College of Pharmacy. She will leave SRAS on September 30. For this vacancy, a Grant Proposal Specialist, pay grade 44, and a Grant Proposal Specialist Senior, pay grade 46, will be posted. Only one position will be filled, however, depending on the candidate pools. Recent applicant pools have been limited in meeting the qualifications for the position.

Currently, select members of SRAs have had an opportunity to participate in a limited work-from-home schedule. This work-from-home option has so far been successful. Alan and Susan are working towards obtaining laptops and docking stations (in place of standard desktop computers) for all SRAS staff members to facilitate this option for more staff, as well as make them more mobile for going to departments to provide support.

#### 5. Reports and related enhancements

Two reports were provided for committee members by Susan, with some data compiled from the reporting generated by Mary Gay Whitmer, Pre-Award Manager, over the last seven regular R01 proposal cycles. These include information on detailed vs. modular budgets – numbers are exactly even, with 78 for each, despite the college-level push to submit more detailed budget proposals. The other report showed that of a total of 183 submissions, 154 of the eIAFs met the three-day deadline for completion, or 84%. (Note: The issue with Ophthalmology being misspelled and appearing on multiple lines has been corrected.)

Respectfully submitted,

Daniel Cradic and Susan Stark

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Count of eIAF Late ?					
Row Labels	Late eIAFs	Total eIAFs			
7H016 Spinal Cord & Brain Injury Research		5			June-16
7H018 Graduate Center for Toxicology	1	17			October-16
7H025 Cancer Center-Core Support	3	16			February 2017
7H030 Sanders-Brown Center on Aging		10			June-17
7H041 Center for Environmental Disease		9			October-17
7H051 Cardiovascular Research Center	2	11			February-18
7H081 AMR Anatomy & Neurobiology	2	3			June-18
7H084 Physiology		1			
7H100 Neuroscience		3			
7H150 Behavioral Science	5	12			
7H180 Biochemistry	2	20			
7H357 Internal Medicine & Divisions - Endocrinology	1	1			
7H358 Internal Medicine & Divisions - Gastroenterology		1			
7H363 Internal Medicine & Divisions-Pulmonary		2			
7H373 Internal Medicine & Divisions - Biomedical Informatics		2			
7H400 Microbiology & Immunology		11			
7H500 Obstetrics & Gynecology	2	4			
7H700 Molecular & Biomedical Pharmacology (Pharmacology and Nutritional Sciences)	4	22			
7H750 Physiology		13			
7H850 Surgery/General	3	5			
7H851 Surgery/Department	1	2			
7H852 Neurology		2			
7H860 Surgery/Otolaryngology	2	5			
7H950 Rehabilitation Medicine	1	1			
7H460 Family Med		1			
7H665 Peds		1			
7H854 Ophthalmology & Visual Science		3			
<b>Total eIAFs</b>	<b>29</b>	<b>183</b>			

Count of Budget Type	Column Labels							
Row Labels	6/6/2016	10/5/2016	2/6/2017	6/5/2017	10/5/2017	2/5/2018	6/5/2018	Grand Total
Detailed		14	17	13	11	11	12	78
Modular		14	16	11	15	12	10	78
(blank)								
<b>Grand Total</b>		<b>28</b>	<b>33</b>	<b>24</b>	<b>26</b>	<b>23</b>	<b>22</b>	<b>156</b>