

Thomas Jefferson University

RACE

Town Hall Meetings

April 14 & April 15, 2014

For Discussion Purposes Only

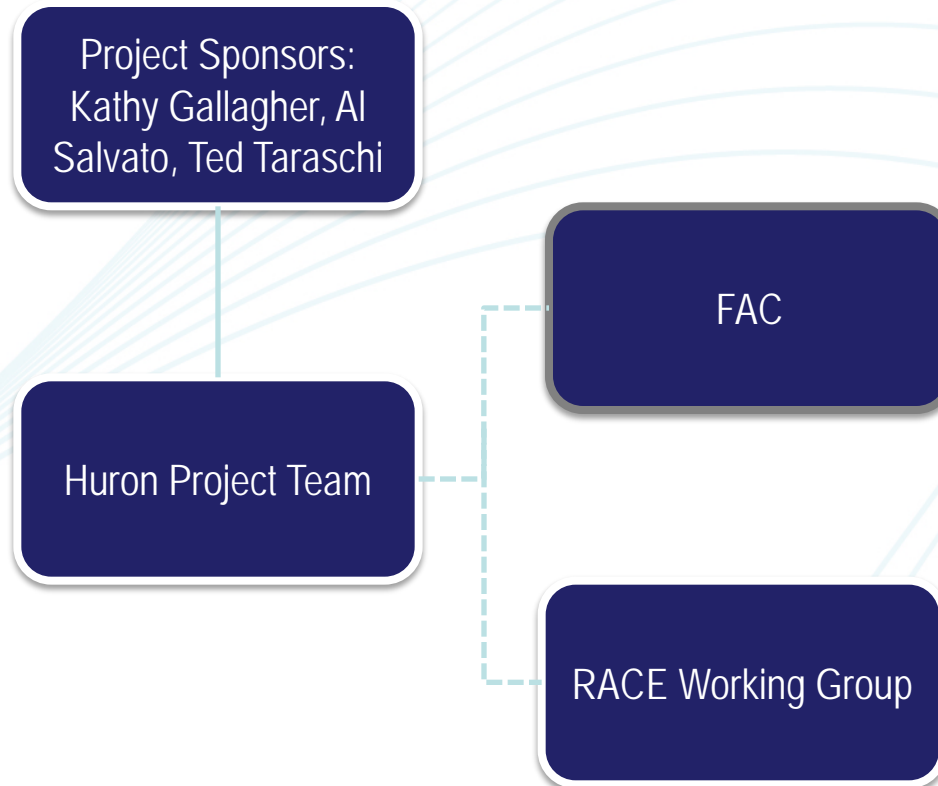
Agenda



- Project Introduction
- RACE Overview
- Frequently Asked Questions

Project Introduction

The RACE project structure is as follows:

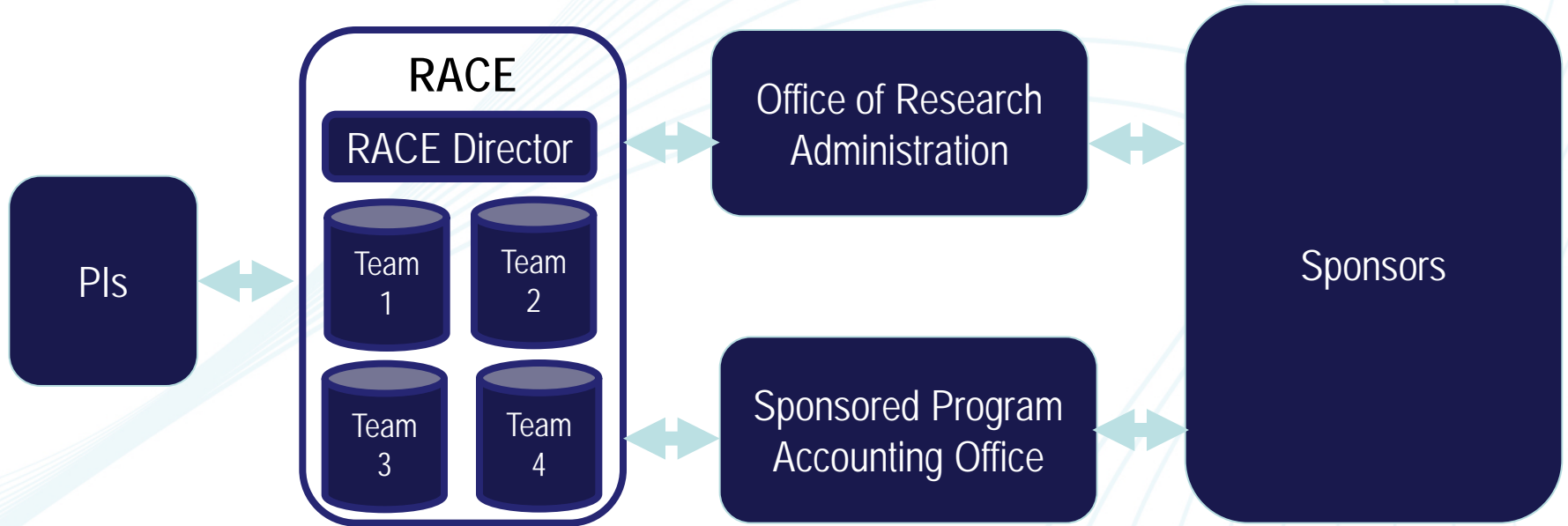


Project Overview

Research Administration Center for Excellence (RACE)



The RACE director will report to the VP of Research as well as the Executive Vice President & Chief Administrative Officer .



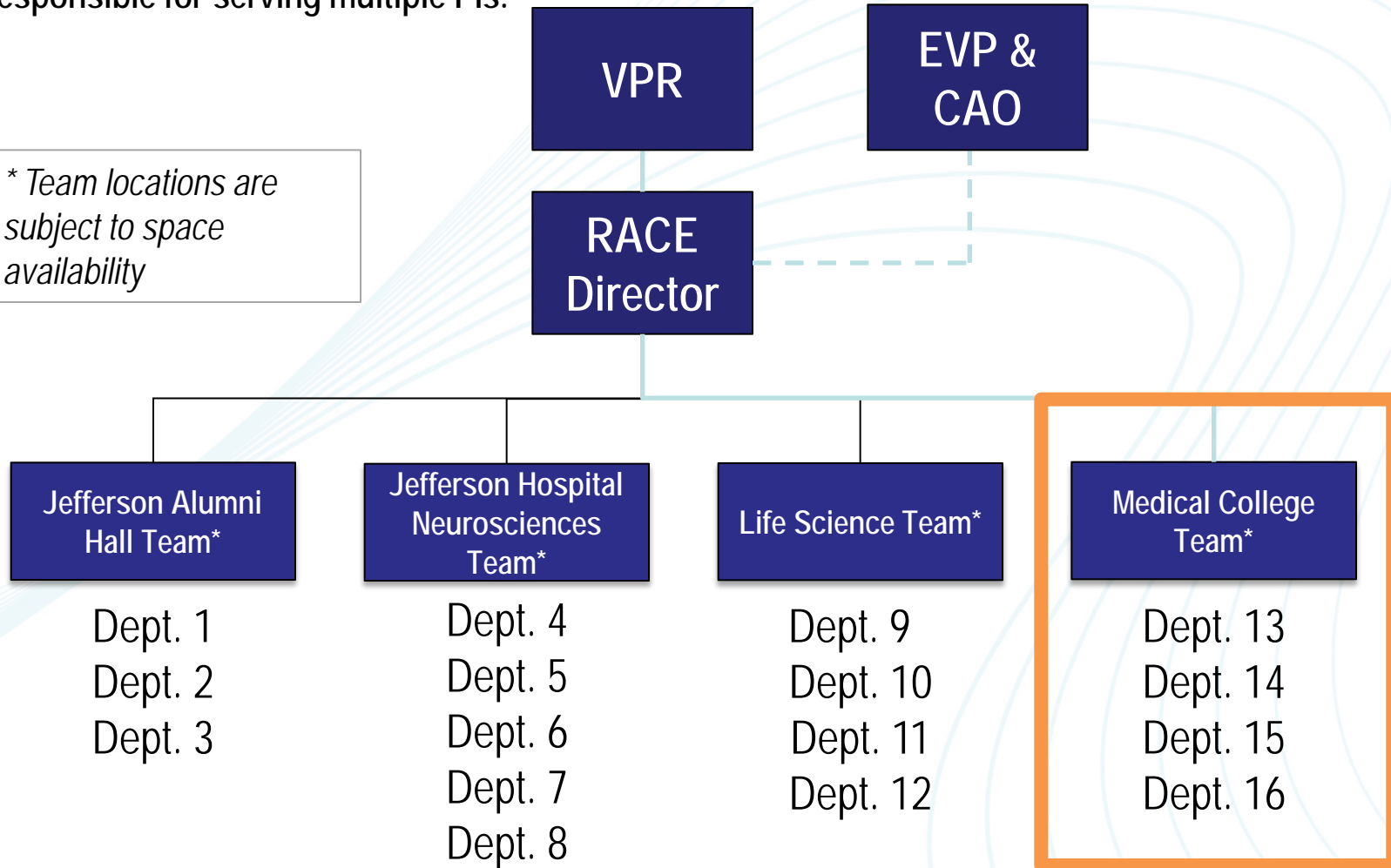
Research Administration Center of Excellence (RACE) will be separate from ORA and SPAO and be focused on providing exceptional local research administration support to researchers.

RACE Overview

RACE Organizational Structure

Teams within RACE will serve multiple departments. Grants Administrators within each team will be responsible for serving multiple PIs.

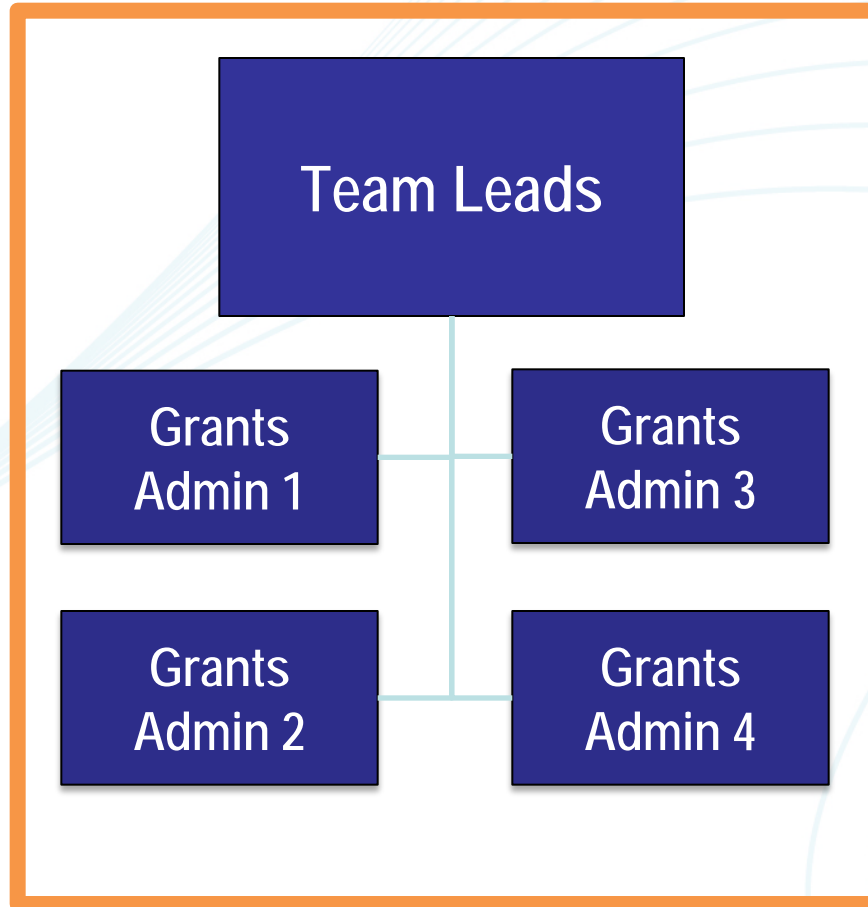
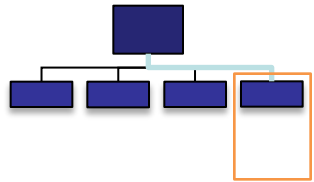
** Team locations are subject to space availability*



RACE Overview

RACE Organizational Structure

Teams within RACE will serve multiple departments. Grants Administrators within each team will be responsible for serving multiple PIs.



- Team staffing will depend on research volume for departments served
- Grants Admins and Team Leads will be responsible for pre-and post-award for their PIs
- Grants Admins will be assigned by PI, not sponsor or award type
- Teams will be physically situated close to their PIs

Frequently Asked Questions



What is RACE?

RACE, the Research Administration Center of Excellence, is a shared service center that will provide faculty-centric research administration support across TJU by standardizing processes and restructuring positions.

Why are we launching RACE?

A shared service center for departmental research administration is an important step towards: 1) enhancing service for all researchers across campus, 2) ensuring consistent processes and procedures across departments, and 3) providing our grants management staff a clear career path and an opportunity to grow their careers here at Jefferson.

How has the Jefferson campus been involved?

Prior to December 2013, the campus has been engaged through town hall meetings, process discussions and JUP Sr. Administrator meetings. Since December 2013, we have engaged stakeholders in the following ways: Faculty through the Faculty Advisory Committee b) Research Administrators through the RACE Working Group c) Project Sponsors

Frequently Asked Questions (continued)



When will the RACE positions be posted?

Target dates for RACE positions to be posted:

- 1) Director: Posted March 19
- 2) Team Leads: will be posted April 21st
- 3) Grants Administrators: early June

What are the job titles and grades for the positions within RACE?

- 1) Level 1 Grants Administrator – J62
- 2) Level 2 Grants Administrator – J63
- 3) Team Lead – J65
- 4) Director – J69

Frequently Asked Questions (continued)



What is the timeline for the implementation of RACE?

Milestone	Target Date(s)
RACE Working Group Meetings	March 19 – May 21
Director Position Posted	March 19
Team Lead Positions Posted	April 21
Grants Administrator Positions Posted	Early June
Training Kick-Off	Early July
RACE Phase I Teams Go-Live	Early August
RACE Phase II Teams Go-Live	Early October

Frequently Asked Questions (continued)



Where is RACE located?

There will be four RACE locations (pending confirmation of space availability): Jefferson Alumni Hall, Jefferson Hospital for Neurosciences, Bluemle Life Sciences, and Medical College.

What duties will be completed by RACE versus what duties will remain in the department?

The details regarding division of specific duties are being addressed in the RACE working groups. Full details on specific roles and responsibility divisions will be shared at the May RACE Town Hall meetings.

Who can apply to positions in RACE?

Anyone inside Jefferson as well as outside can apply to open positions in RACE. We value the grants administration talent here at TJU and want to retain our best people. It is our goal to fill open RACE positions with as many qualified internal candidates as possible.

Frequently Asked Questions (continued)



How is RACE incorporating clinical research operations?

The RACE project team is working with key stakeholders across campus to finalize which business operations within clinical research will be supported through RACE. We will give you an update on the clinical administration roles and responsibilities that will be part of RACE at the May RACE Town Hall meeting.

I have questions about the positions that are being posted or what jobs I might qualify for. Is there anyone I can speak to for further guidance?

The Talent Acquisition team will be available to support you throughout this process. Danielle Finelli, Talent Acquisition Specialist, has been assigned to lead the project.



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