

Thomas Jefferson University

Research Administration Center of Excellence

Administrative Town Hall

August 26th , 2014

For Discussion Purposes Only

Agenda

- RACE Proposal Submissions
- Team Assignments
- Community Input Survey Results
- Monthly Survey
- RACE Website
- Purchasing Update FAQ
- Project Timeline

RACE Proposal Submissions



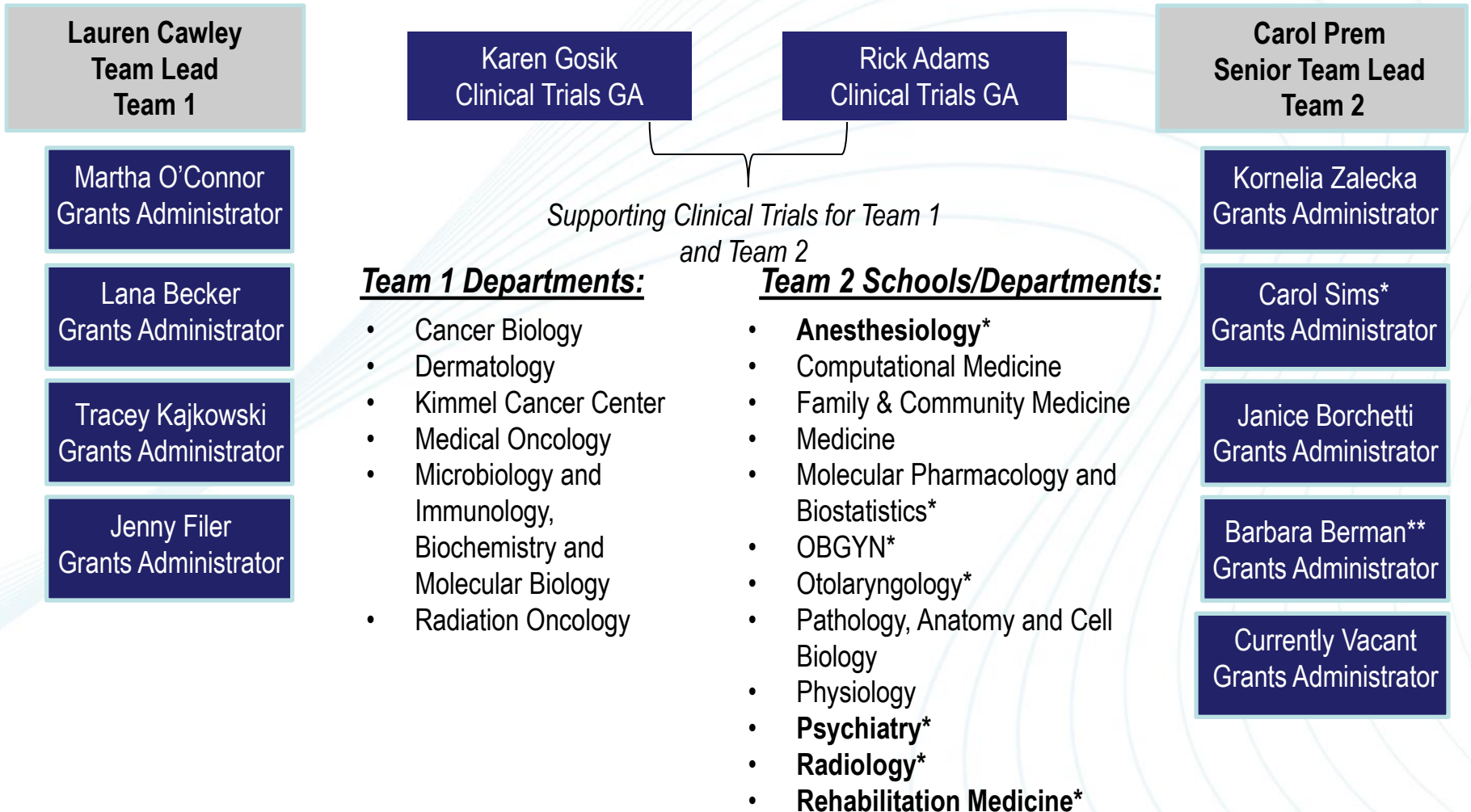
Jefferson™
HEALTH IS ALL WE DO

Team Assignments

Phase 1 Team Assignments



Phase 1 Team Assignments are as follows:



• *These select departments will Go Live in Phase II. Carol Sims will begin support in Phase II

• ** Barbara will move to the JHN Team beginning October 1. She will continue to support the non-SKMC Schools

• Bold indicates new department changes

Phase 2 Team Assignments

Phase 2 Team Assignments are as follows:

Team 3 Schools/Departments:

- CRMEHC
- **JSHP***
- JSPH
- Neurology
- Neuroscience
- Neurosurgery
- **JSN***
- **JSP***

Mike Jones
Team Lead
Team 3

Jennifer Lott
Grants Administrator

Barbara Berman
Grants Administrator

Sofia Cano
Purchasing Coordinator

Diane Glynn
Purchasing Coordinator

Denise White
Team Lead
Team 4

Currently Vacant
Grants Administrator

Team 4 Departments:

- Center for Integrative Medicine
- Emergency Medicine
- Hospital Grants
- Orthopaedic Surgery
- Pediatrics
- Surgery
- Urology

- *These select Schools will Go Live in Phase I
- Bold indicates new School/Department changes

Community Input Survey

Community Input Survey



- Five responses collected in the month of August
- Responses include positive as well as constructive feedback
- All feedback suggesting room for development is answered within 24 hours
- Feedback is reported to corresponding Grants Administrator for purposes of professional development

Monthly Satisfaction Survey

Monthly Satisfaction Survey



Questions Include:

- How effective is the **quality of pre-award services** provided by RACE? Pre-award services may include one or all of the following: identifying funding opportunities, assisting with proposal development, and supporting progress report submissions.
- How effective is the **timeliness of pre-award services** provided by RACE?
- How effective is the **quality of post-award services** provided by RACE? Post-award services may include one or all of the following: budget reconciliation and management, salary distribution, cost transfers, subcontract invoice payments, and closeout processes.
- How effective is the **timeliness of post-award services** provided by RACE?
- How effective is the **quality of clinical trials management services** provided by RACE? Clinical trials management services may include one or all of the following: pre-award clinical trials management, invoicing and A/R management, and closeout processes.
- How effective is the **timeliness of clinical trials management services** provided by RACE?

This survey will be submitted to all Phase I Faculty, Department Chairs and Department Administrators

Monthly Satisfaction Survey



Questions Include:

- Which RACE team are you supported by?
- Are you an administrator or researcher?
- Please provide general feedback on your experience with RACE. We welcome positive feedback as well as opportunities for improvement. If you would like for us to respond to you individually, please include your name and contact information.
- Contact Information (Optional)

This survey will be submitted to all Phase I Faculty, Department Chairs and Department Administrators

Purchasing Update

Purchasing Update FAQ



How has the RACE purchasing cluster affected procurement at TJU thus far?

In the first 3 weeks after Go Live: the RACE purchasers have created 100 requisitions in Ascent and approved an additional 50 requisitions. Additionally the RACE purchasers have placed 5 P-Card orders. The departments currently using the RACE purchasers are: Neuroscience, Dermatology, Cancer Biology, Radiation Oncology.

At a high level, what has changed about using my P Card?

Some of your P Cards have been updated to have RACE in the “Approver” Role. Now that RACE is approving:

- All P Card reconciliations must be completed 3 business days prior to the P Card Approval deadline.
- If reconciliations are late 2 or more times, Purchasing will be notified and escalations steps may be taken (including deactivation of the P Card).
- All purchasing documentation must be sent to racepurchases@jefferson.edu.

Purchasing Update FAQ



How do I properly use Ascent?

Requisition Lines

Requisition Lines

Quantity	UOM	Price	Total	Vendor Name	Line Description
<input type="checkbox"/> 1	<input type="text" value="product desc"/>	EMD MILLIPORE CORPORATION	<input type="text" value="1.0000"/>		
Each					
0.00000	0.00				
<input type="checkbox"/> Consolidate with other Reqs <input checked="" type="checkbox"/> Override Suggested Vendor					
Shipping Line: 1					
Status: Active * Ship To: <input type="text" value="1JHN010100"/>					
Attention To: <input type="text" value="Jones, Michael/Dalva Lab"/>					
Modify Onetime Address					
Add Shipto Comments					
Quantity:	<input type="text" value="1.0000"/>	Due Date:	<input type="text" value="07/30/2014"/>	Price:	<input type="text" value="0.00000"/>
<input type="button" value="+"/> <input type="button" value="-"/>					
SpeedChart:	<input type="text"/>	*Distribute By:	<input type="text" value="Qty"/>		

Accounting Lines

Customize | Find | View All | First Last

AM Business Unit	Profile ID	Tag Number	CAP #	Sequence	Empl ID	Add row	Delete row
AM Business Unit <input type="text"/>	Profile ID <input type="text"/>	Tag Number <input type="text"/>	CAP # <input type="text"/>	Sequence <input type="text"/>	Empl ID <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Purchasing Update FAQ

Below are screen shots of Ascent:

Line Comments

Business Unit: TJU **Requisition Date:** 07/28/2014

Requisition ID: NEXT **Status:** Pending **Line:** 1

Comments

Find First ◀ 1 of 1 ▶ Last

[Use Standard Comments](#) Entered On: 07/28/2014 8:03:15PM + - 1

<< enter any notes here like sales rep contact/quote/promo,etc >>

Send to Vendor **Show at Receipt** **Show at Voucher**

Add Attachments

Comments

Comments

[More Comments](#)

enter justification here and attach order forms and quotes

Send to Vendor **Show at Receipt** **Shown at Voucher** **Approval Justification**

[Find more items](#)

Save & submit

Cancel requisition

Save & preview approvals

Purchasing Update FAQ

Why is justification needed?

It is important for RACE to understand the logic behind the provided grant number to ensure the correct account number is being used for the right reasons. It is important to know that the requestor is personnel directly designated by the PI. It is also important to have justification to ensure that a typing error has not occurred. These measures are taken in order to protect the integrity of TJU.

What is an example of an appropriate justification?

1. For PI lab; allocation based on experimental design “ Federal ID number”
2. For PI lab; allocation based on lab’s FTE
3. For PI lab; allocation based on experimental design 50% to “Fed ID number” and 50% to “Foundation identifier”



Jefferson[™]
HEALTH IS ALL WE DO

RACE Website

RACE Website

The RACE Website features the following documents for your reference:

- Roles and Responsibilities Matrix
- Clinical Research Roles and Responsibilities Matrix
- Service Level Agreement
- Frequently Asked Questions
- Grants Dashboard II
- Standard Operating Procedures & Corresponding Process Flows
- RACE Purchasing Requestor Form
- Archived RACE Town Hall Presentation Decks
- RACE Community Input Link

Project Timeline

Project Timeline

Phase	FY 14							FY 15	
	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-15	Aug-15
Plan									
Assess									
Develop									
Build									
Deploy									

Key Milestones to hit in August:

- Onboard Scientific Writer
- Service Level Agreement meetings between RACE and Phase II departments to begin
- Continuous measurement of Community Input Survey responses
- Distribute P Card memo to Phase II departments



Jefferson™

HEALTH IS ALL WE DO