



Thomas Jefferson University

Research Administration Center of Excellence

Faculty Town Hall

June 18th & 19th, 2014

For Discussion Purposes Only

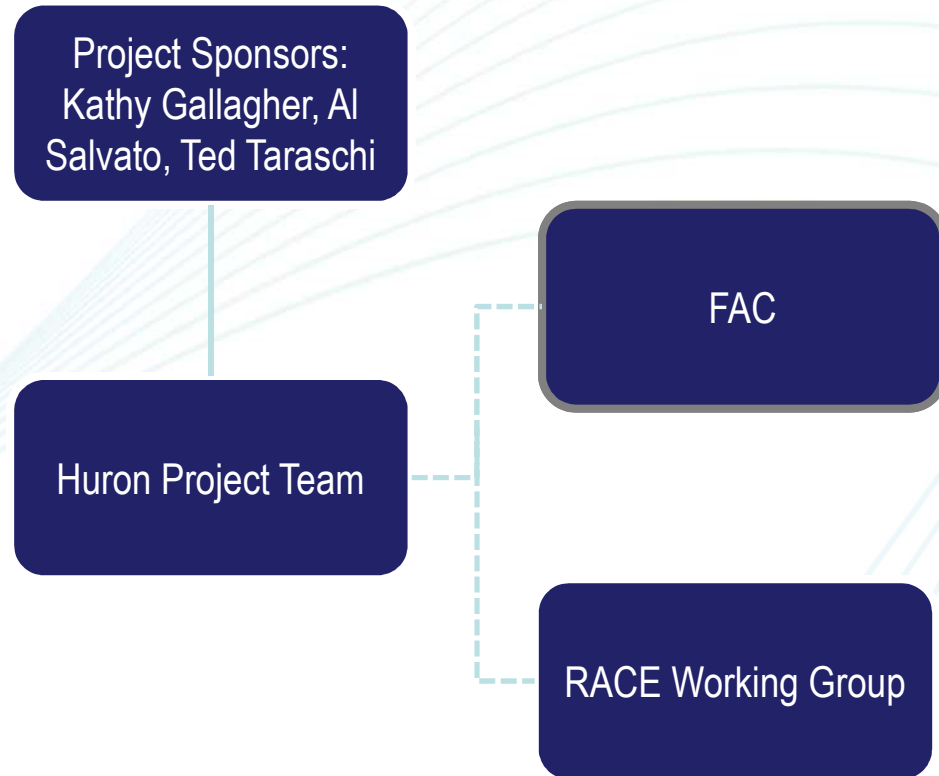
Agenda



- **Project Introduction**
- **RACE Overview**
- **Frequently Asked Questions**
- **Transition Plan**
- **Project Timeline**

Project Introduction

The RACE project structure is as follows:

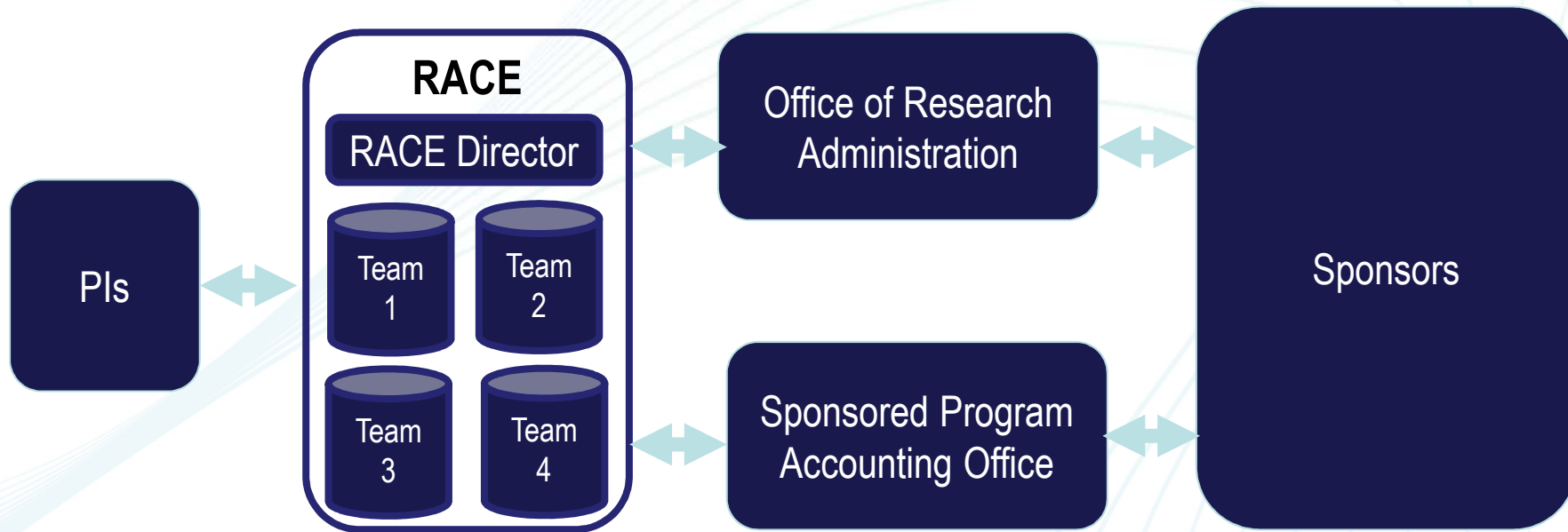


RACE Overview

Research Administration Center for Excellence (RACE)



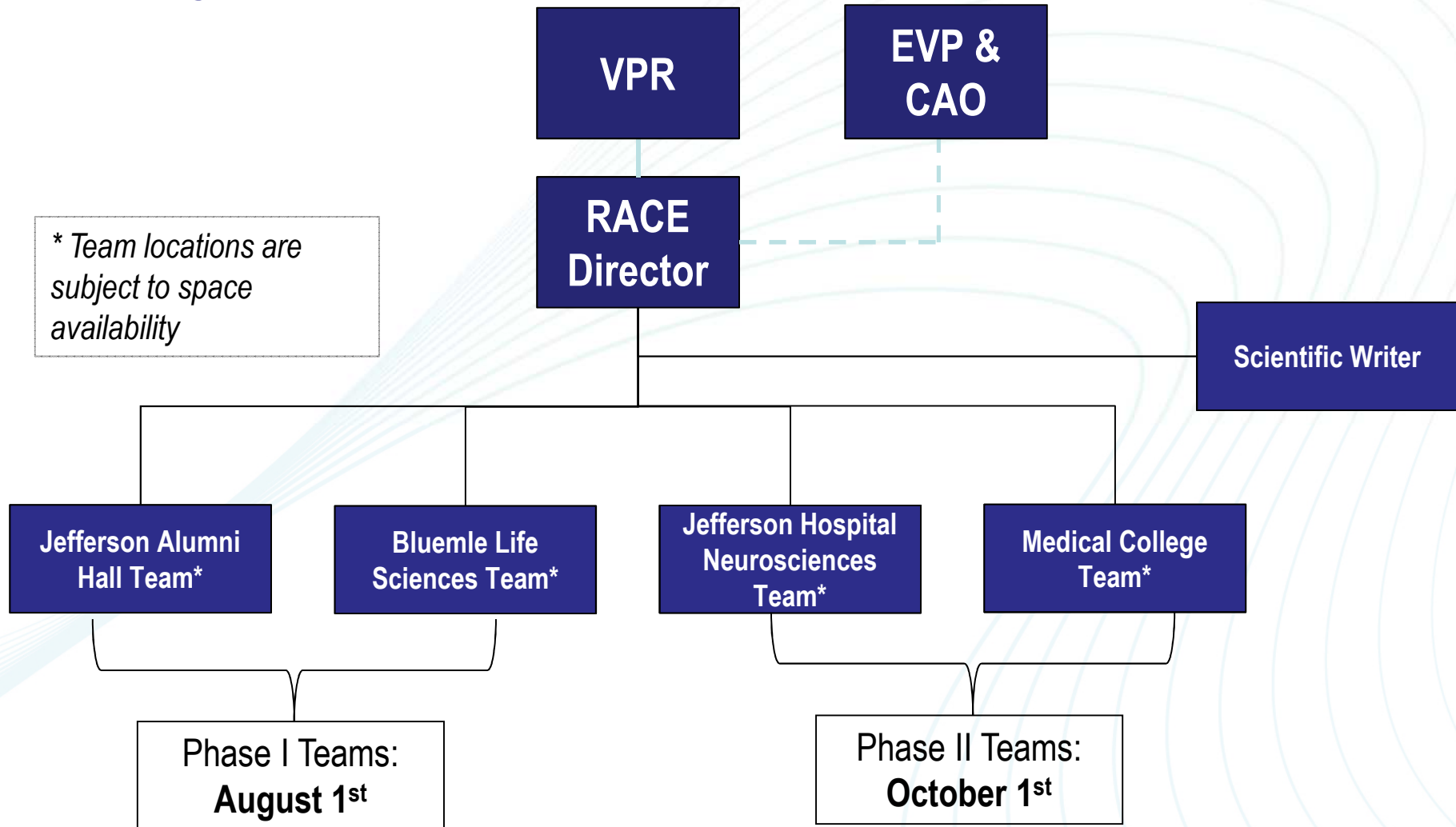
The RACE Director will report to the VP of Research as well as the Executive Vice President & Chief Administrative Officer .



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

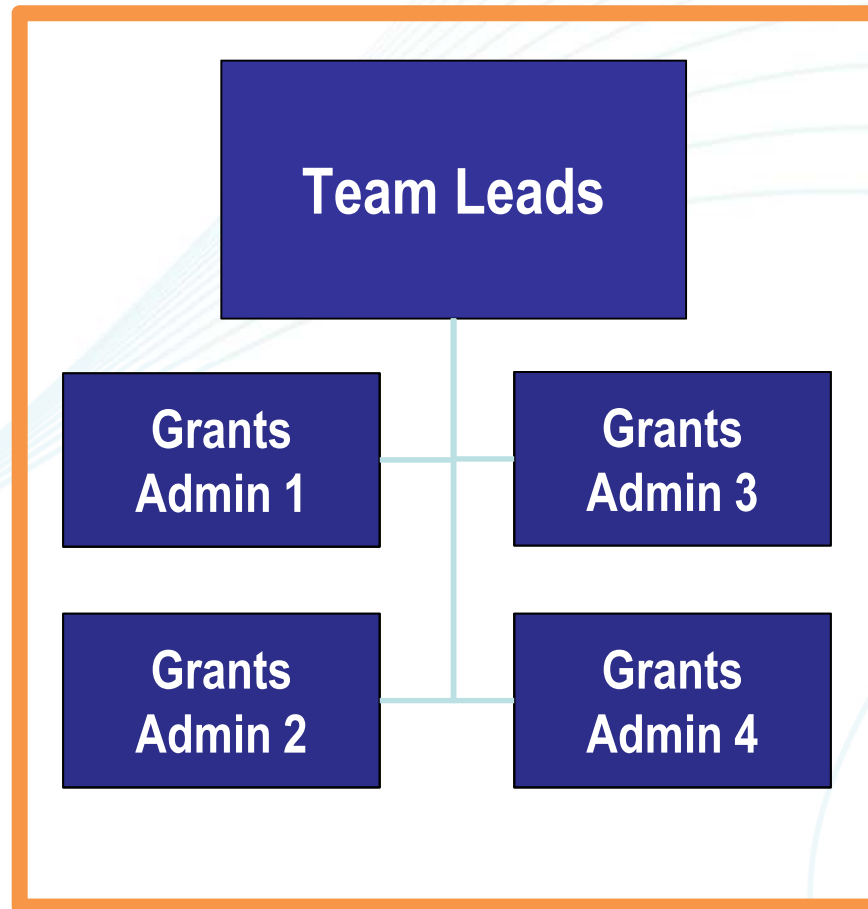
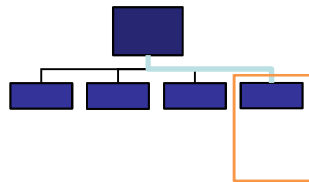
RACE Organizational Structure



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 was engaged through town hall meetings, process discussions and Sr. Administrator meetings. Since December 2013, we have engaged stakeholders in the following ways: a) Faculty through the Faculty Advisory Committee b) Research Administrators through the RACE Working Group process subcommittees c) Research Community through regular Town Hall Meetings

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.

Frequently Asked Questions (continued)



What can I expect my RACE Grants Administrator to assist me with?

Who will help me find program announcements that apply to my scientific background?

Who will help me compile my proposal package?

Who will distribute the correct salary percentage on my grants?

Who will remind me to start my progress report and complete the administrative sections?

Who will review my grant accounts with me each month and keep me informed as to my spending patterns and grant balance?

Who will review my effort reports and make sure they are ready for my certification?

Who will identify when cost transfers need to be made off of my sponsored account?

Who will help to manage my documentation for purchasing? Who will do my purchasing approvals?

Who will help me gather all those materials I need for my subcontract?

PI



RACE



Frequently Asked Questions (continued)



How will RACE coexist with other TJU Research Administration offices?

ORA
Central Research Functions

Responsibilities:

- Negotiates contract / award
- Executes Contracts
- Proposal Submission
- Compliance
- Draft Coverage Analysis

RACE
Shared Service Center

All Pre- and Post-Award Support:

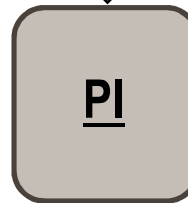
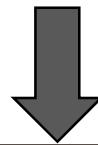
- Proposal Development
- Award Management
- Award Closeout

School/ Department
Department Chair/Department Senior Administrator

Responsibilities:

- Sets Department priorities and carries out vision for the department
- Responsible for overall department operations

Faculty Service



The success of RACE is dependent on strong accountability/communication between other constituencies at TJU. This includes: ORA, SPAO, the School/ Departments, Faculty.

Frequently Asked Questions (continued)



What are the key differences between the responsibilities of ORA and those of RACE?

ORA/SPAO

1) Compliance:

- OMB A-133 Audit coordination
- Subrecipient Monitoring
- Federal Financial Reporting
- Effort Reporting Monitoring
- Invoicing/AR Monitoring for non-deliverable based invoices

2) Initial Draft of Coverage Analyses

3) Contract Execution

4) Expense/Cost Transfer Approvals - Over a certain \$ threshold

5) Proposal Submission

RACE

1) Assistance in Identifying Funding Opportunities

2) Proposal Development - Administrative Components

3) Sponsored Account Management

- Monthly Account Reconciliation
- Annual Budget Input (sponsored awards active and projected data)
- Initiate Cost Transfers on Sponsored Projects
- Review Effort Reports with PIs
- Invoicing/AR Monitoring for deliverable based invoices
- Salary/Expense Approvals
- Account closeout

Frequently Asked Questions (continued)



When will RACE be fully functional?

Phase 1 (August 1 st)	Phase 2 (October 1 st)
<p>Bluemle</p> <p>Cancer Biology Dermatology Kimmel Cancer Center Medical Oncology Microbiology and Immunology, Biochemistry and Molecular Biology Radiation Oncology</p>	<p>JHN</p> <p>Anesthesiology CRMEHC JSPH Neurology Neuroscience Neurosurgery Otolaryngology Psychiatry Radiology Rehabilitation Medicine</p>
<p>Jefferson Alumni Hall</p> <p>Computational Medicine Family & Community Medicine Health Professions Medicine Molecular Pharmacology and Biostatistics* Nursing OBGYN Pathology, Anatomy and Cell Biology Pharmacy Physiology</p> <p style="text-align: right;">*Molecular Pharmacology and Biostatistics as well as OBGYN will be in the JAH team however, implemented during Phase 2</p>	<p>Medical College</p> <p>Center for Integrative Medicine Emergency Medicine Hospital Grants** Orthopaedic Surgery Pediatrics Surgery Urology Purchasing Cluster***</p> <p style="text-align: right;">** Hospital Grants will be in Phase 2, with the exception of those under the Family and Community Medicine Umbrella</p> <p style="text-align: right;">*** The Purchasing Cluster will begin in Phase 1, although the remainder of the Medical College Team will begin in Phase 2</p>

Frequently Asked Questions (continued)



Who is the RACE Director?

Sam Dilanni

- 15 years experience in research administration (including the University of Pennsylvania)
- Currently at Aria Health
- Experience with Research Administration Shared Service Centers
- Beginning at TJU July 21st and will be involved in implementation planning prior to his start date

Frequently Asked Questions (continued)



Who are the Phase I Team Leads?

Team 1

Personnel

- Team Lead: **Lauren Cawley**

Space

- Bluemle TBD

Departments Supported

- Kimmel Cancer Center
- Cancer Biology
- Medical Oncology
- Dermatology
- Radiation Oncology
- Microbiology and Immunology/Biochemistry and Molecular Biology

Frequently Asked Questions (continued)



Who are the Phase I Team Leads?

Team 2

Personnel

- Team Lead: **Carol Prem**

Space

- Jefferson Alumni Hall (3rd Floor)

Departments Supported

- Computational Medicine
- Family and Community Medicine
- Health Professions
- Medicine
- Nursing
- OBGYN (Phase II)
- Pathology, Anatomy and Cell Biology
- Pharmacy
- Physiology
- Molecular Pharmacology/Biostatistics (Phase II)

Frequently Asked Questions (continued)



Who are the Phase II Team Leads?

Team 3

Personnel

- Team Lead: **Michael Jones**

Space

- Medical College

Departments
Supported

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

Frequently Asked Questions (continued)



Who are the Phase II Team Leads?

Team 4

Personnel

- Team Lead: TBD

Space

- Jefferson Hospital for Neurosciences

Departments Supported

- Anesthesiology
- CRMEHC
- JSPH
- Neurology
- Neuroscience
- Neurosurgery
- Otolaryngology
- Psychiatry
- Radiology
- Rehabilitation Medicine

Frequently Asked Questions (continued)



How will faculty support / service be measured?

Metrics enable TJU to monitor RACE performance in key areas:

- Faculty service
- Volume of transactions
- Pre- and Post-award support and management

Metric	Description
PI Satisfaction	PI satisfaction with departmental level support
Specific Service Ratings	Immediate service rating after a major interaction (e.g. new award set-up, proposal submitted)
% of Inquiries Resolved on Initial Interaction	Calls/Interactions with RACE that are resolved on first interaction
Proposals Submitted On Time	Percentage of proposals submitted by internal due date
Complexity of Submissions	Complexity of grants/contracts submitted by individual/team
Number of Proposals	The count of proposal transactions completed by a team/individual within a specified date range (including non-competing continuations and other non-new proposal transactions)
Research Expenditures	Expenditures managed by a team/individual within a specified date range
Portfolio Complexity	The complexity of the portfolio managed by a team/individual

Frequently Asked Questions (continued)



How will faculty support / service be measured (continued)?

Metric	Description
Number of Advance Accounts	Accounts set up without an award in place that are open greater than 90 days
Number of Accounts in Overdraft	Accounts where the project end date is in the past and budget expenses are greater than \$1,000
Percent of Monthly Budget Reviews Complete	All accounts reviewed with a PI in a given month
Number of Late Financial Reports	Financial reports that are submitted past the sponsor due date
Count/Dollar Amount of Cost Transfers	Dollar amount of cost transfers < 90 days prior to current date
Count/Dollar Amount of Cost Transfers	Dollar amount of cost transfers > 90 days prior to current date
Percentage of Effort Reports Certified On-Time	Effort reports certified by institutional due date
Percentage of Effort Reports re-certified	Effort reports that are certified after original certification has already been processed.
Dollar Amount Returned to Sponsor	Accounts where budget > expenses and the project end date is in the past

Frequently Asked Questions (continued)



How will the purchasing process work once RACE is implemented?

The Purchasing Working Group is developing an approach that will allow flexibility and improve some basic controls.

Option 1: Purchase using P Card

- PI or PI's designee (as determined by your dept.'s guidelines and PI) makes purchase using P Card (that primarily designated for grant purchases)
- Justification: In PaymentNet, the purchaser enters a justification:
 - Which lab the purchase is for
 - What is being purchased
 - The allocation method
- Approval: RACE approves grant-related purchases in PaymentNet (after purchase is made)
- Documentation: The order confirmation and the packing slip will be forwarded to a central RACE e-mail by the Purchaser

Frequently Asked Questions (continued)



Option 2: Purchase using Ascent

- PI or designee (as determined by your dept.'s guidelines and PI) makes purchase using Ascent
- Justification: In Ascent, the purchaser enters a justification:
 - Which lab the purchase is for
 - What is being purchased
 - The allocation method
- Approval: RACE pre-approves grant-related purchases directly through the system
- Documentation: Once the item is received, the packing slip is forwarded to a central RACE e-mail (all other documentation is already in the system prior to review, there is no need to forward confirmation)

Option 3: Purchase made by RACE Purchaser

- PI or designee (as determined by your dept.'s guidelines and PI) sends RACE Purchasers a request form via e-mail
- Purchase: RACE completes the purchase and forwards a confirmation to the PI or designee
- Documentation: The packing slip is forwarded to the RACE central e-mail by the person receiving the order

Transition Plan



Meeting Timeframe	Meeting Purpose	RACE Participants	Other TJU Participants
June	<ul style="list-style-type: none"> Review Service Level Agreement and Performance Metrics 	<ul style="list-style-type: none"> RACE Director RACE Team Lead 	<ul style="list-style-type: none"> Department Senior Administrator Department Chair
July	<ul style="list-style-type: none"> Discuss Transition of Active/ Pending Awards to the Team Lead Discuss all files with the Grants Administrator 	<ul style="list-style-type: none"> RACE Team Lead RACE Grants Administrator 	<ul style="list-style-type: none"> Department Grant Administrator/Pis

Transition meetings for the month of June have been scheduled for Phase 1 departments.

Project Timeline



What are the key dates for the implementation of RACE?

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 June:

- RACE Director offer extended to final candidate and Director onboarding
- Additional Team Lead offer for Phase II Team Lead extended to candidate
- RACE Grants Administrator interviews (Week of 6/16, 6/23, 6/30)
- Purchasing positions posted
- Finalize Service Level Agreements between RACE and Phase I departments
- Conduct Faculty Town Hall Meetings
 - June 18th from 12 pm-1 pm in JAH Brent
 - June 19th from 2 pm-3 pm in JAH Solis Cohen



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