

Thomas Jefferson University

Research Administration Center of Excellence

RACE Town Hall

July 28th, 2014

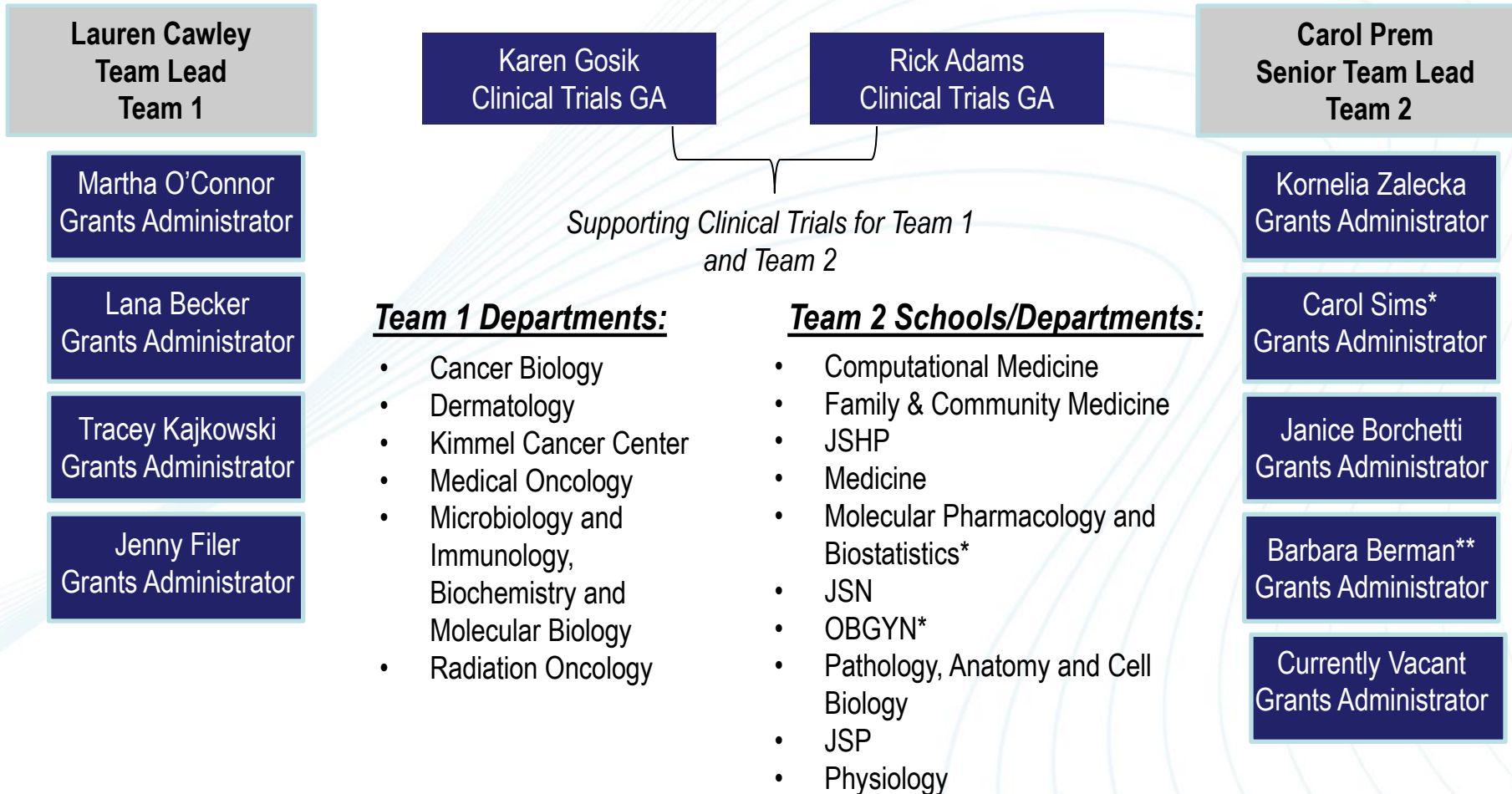
For Discussion Purposes Only

Agenda

- **Team Assignments**
- **RACE Website**
- **Community Feedback**
- **Go Live Plan of Action**
- **Scientific Writer**
- **Purchasing Update**
- **Communication Plan**

Phase 1 Team Assignments

Phase 1 Team Assignments are as follows:



*Molecular Pharmacology & Biostatistics , and OBGYN 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.

Phase 2 Team Assignments

Phase 2 Team Assignments are as follows:

Team 3 Schools/Departments:

- Anesthesiology
- Center for Research in Medical Education and Healthcare
- JSPH
- Neurology
- Neuroscience
- Neurosurgery
- Otolaryngology
- Psychiatry
- Radiology
- Rehabilitation Medicine

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

RACE Website



The website currently has the following documents posted:

- Roles and Responsibilities matrices
- Service Level Agreement
- Frequently Asked Questions
- Team Assignments for Phase 1
- Archived Town Hall Presentations

The screenshot shows the RACE website homepage. At the top left, there is a breadcrumb trail: "HOME >> OFFICE OF RESEARCH". Below this is a navigation menu under the heading "RESEARCH HOME" with links for "RACE Home", "Roles & Responsibilities Matrix", "Clinical Roles & Responsibilities Matrix", "Service Level Agreement", and "RACE FAQs". The main content area features the title "Research Administration Center of Excellence" and a description: "The Research Administration Center of Excellence (RACE) is a shared service center that will provide faculty-centric research administration support across TJU." Below the description are sections for "RACE Vision" (with the tagline "Handling the business of research so faculty can perform the research") and "Community Input" (with a link to provide feedback). On the right side, there is a vertical list of five blue buttons: "PHASE I TEAM ASSIGNMENTS", "FACULTY TOWN HALL", "JUNE RACE TOWN HALL MEETING", "MAY RACE TOWN HALL MEETING", and "APRIL RACE TOWN HALL MEETING".

HOME >> OFFICE OF RESEARCH

RESEARCH HOME

- RACE Home
- Roles & Responsibilities Matrix
- Clinical Roles & Responsibilities Matrix
- Service Level Agreement
- RACE FAQs

Research Administration Center of Excellence

The **Research Administration Center of Excellence (RACE)** is a shared service center that will provide faculty-centric research administration support across TJU.

RACE Vision

Handling the business of research so faculty can perform the research

Community Input

Please provide feedback on your experience with RACE [here](#).

Feel free to share positive experiences as well as any suggestions to further improve business processes

- PHASE I TEAM ASSIGNMENTS
- FACULTY TOWN HALL
- JUNE RACE TOWN HALL MEETING
- MAY RACE TOWN HALL MEETING
- APRIL RACE TOWN HALL MEETING

Community Feedback



The research community has the opportunity to provide feedback on the quality of research administration support received. Please use the link provided on the RACE website, and in the signature of each RACE Grants Administrator and Team Lead, to provide suggestions for development as well as positive recognition.

Section on website-

Community Input

Please provide feedback on your experience with RACE [here](#).

Feel free to share positive experiences as well as any suggestions to further improve business processes

RACE E-mail Signature-

John Smith

Grants Administrator; Research Administration Center of Excellence (RACE)

Thomas Jefferson University

John.Smith@jefferson.edu

(Phone) 215-xxx-xxxx

[Please provide feedback on my service here:](#)

Go Live Plan of Action



Where are the Phase 1 RACE Grants Administrators specifically located?

- Team 1: Bluemle 5th Floor Suite 504
- Team 2: Jefferson Alumni Hall Suite 349

How often do faculty meet with RACE Grants Administrators?

RACE Grants Administrators are available to meet with faculty at least once a month. Each GA is mobile and can meet faculty at his or her convenience.

How often do department administrators meet with RACE Grants Administrators?

RACE Grants Administrators are available to meet with administrators in the departments at the request of either party. Communication between RACE and the departments is key to providing quality faculty support.

How can I get in contact with my RACE Grants Administrator?

You may call or email your RACE Grants Administrator during normal business hours. In the case you need to reach someone in RACE outside of normal business hours you can contact Sam Dilanni, the RACE Director for assistance at extension 3-6124 or Samuel.Dilanni@jefferson.edu.

Will my RACE Grants Administrator have time for me?

The workload is balanced appropriately considering the number and complexity of the active accounts that each PI has as well as the number of proposals historically submitted by the department and the PIs in that department. If a GA becomes overwhelmed, there are other team members that are available to help. Workload will be monitored on a regular basis.

Scientific Writer

Purpose: RACE will employ a PhD-level Scientific Writer to provide editorial review of grant applications prepared by faculty members from all the Jefferson Schools. Services provided include:

- Review of Specific Aims and general study design for clarity of presentation in communication of concepts
- Grantsmanship advice
- Editorial review for language and clarity

Qualifications of applicants being interviewed include:

- Strong past grant portfolio and/or science research experience
- Established experience editing proposals of different types
- Demonstrated success rate of edited proposals – expectation to provide examples (with consent of PIs)
- Ability to provide relevant writing samples
- Excellent verbal communication skills
- Strong people skills

Scientific Writer

Long-Term Strategy: RACE aspires to provide these services in the future through a science writer team:

- Review of proposals for consistency with funding announcement guidelines and funding agency priorities
- Assistance with development of multi-investigator and multi-disciplinary grant applications and research programs
- Editorial review of applications for style and thematic consistency of projects and cores
- Individual projects are reviewed for clarity and quality of scientific presentation

Purchasing Update



Ascent- The RACE project team has met with Bob Burkeholder's team to discuss the rerouting of purchases made on sponsored accounts in Ascent. *Beginning August 1 (for Phase I departments), all purchases made on 08x accounts will be routed to RACE for approval.*

P Card- P Cards primarily used for transactions on sponsored accounts have been identified and rerouted to RACE for approval.

RACE Purchasing Coordinators- The RACE requisition form has been finalized and a generic e-mail account has been set up for use by the RACE Purchasing team (racepurchases@jefferson.edu). An announcement with a reminder of the process and a copy of the form will be sent to all Phase I departments.

Communication Plan



Communication	Audience	Status
Website Promotion	All Faculty and Administrators	Complete
Final Service Level Agreements	Phase I Department Chairs and Senior Administrators	Complete
RACE Meet & Greet	All Faculty and Administrators	Complete
Roles and Responsibilities Matrices	All Faculty and Administrators	Target Date: Week of 7/28
RACE Promo on Campus TV Screens	Campus	Target Date: Week of 7/28
Go Live Communication	All Faculty and Administrators	Target Date: 8/01
RACE Services “Placemat”	Senior Administrators	Target Date: Week of 8/04
Website Updates: <ul style="list-style-type: none"> - SLA - SOPs/Process Flows - R & R Matrices - Metrics 	Campus	Ongoing
RACE Director Meetings	Department Chairs	Ongoing



Jefferson™

HEALTH IS ALL WE DO