



Thomas Jefferson University

Research Administration Center of Excellence

June Town Hall Meeting

June 10th & June 12th 2014

For Discussion Purposes Only

Agenda



- **Purchasing Process**
- **Team Structure and Space**
- **Service Level Agreements**
- **Recruitment Detail**
- **Transition Plan**
- **Training Plan**
- **Project Timeline**

Purchasing Process

Purchasing Process



- The Purchasing Working Group is developing an approach that will allow flexibility and improve some basic controls.
- This approach has three components:
 - Departments and PIs will still be able to use P Cards
 - Departments currently using Ascent will still be able to do so
 - RACE will have a cluster of staff that will support grant-related purchases (executing transactions requested by departments)
- The new model will include more specific guidance and monitoring of documentation.
- In the future, we expect that Coupa (electronic marketplace) will provide more direct purchasing capability for departments and PIs.
 - This will potentially reduce the necessity for PCards.
 - That system still needs to be developed and fully tested.

Team Structure and Space

Team Structure and Space

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 (Phase II)

Team Structure and Space

Team 2



Personnel

- Senior Team Lead: **Carol Prem**

Space

- Jefferson Alumni Hall (3rd Floor)

Departments Supported

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

Service Level Agreements

Service Level Agreement Detail



What does the Service Level Agreement include?

RACE Guiding Principles-

- **Faculty Service:** Excellent service to faculty is at the core of everything we do. When problems arise, we focus on finding solutions, rather than placing blame.
- **Communication:** We value open, genuine and honest communication. We provide clear, transparent communications to our faculty and key stakeholders.
- **Integrity and Respect:** We maintain a mutual respect for each other and those we serve. Integrity is fundamental to all of our transactions and we keep the “big picture” for TJU in mind and resist the temptation to protect our local interests.

Service Level Agreement Detail Continued



What does the Service Level Agreement include?

RACE Goals-

- High level of **expert and professional support** for all researchers on campus
- **Clear roles and responsibilities** for RACE staff members and their faculty
- **Comprehensive and ongoing training** for RACE staff members to ensure employees remain engaged and are constantly learning and growing
- **Professional and attainable career path** for RACE staff to ensure we attract and retain the highest quality talent
- **Streamlined and standardized processes** that support researchers and the increasingly complex and competitive research environment
- **Tailored solutions** to research administration questions and issues that best meet the needs of TJU and faculty

Service Level Agreement Detail Continued



What does the Service Level Agreement include?

RACE Roles and Responsibilities Matrix - A snapshot of the matrix is shown below (the full matrix is contained in the Service Level Agreement):



Role	Corresponding RACE WG Business Process	Responsibility				
		PI	College/ School/ Dept./ Other	RACE	ORA	SPAO
Identify Funding Opportunities (Pre-Award)						
Meets with PI in order to gauge interest in Funding Opportunity Announcements	ID Funding Opportunities			x		
Creates, collects, and disseminates funding opportunities campus-wide	ID Funding Opportunities			x		
Identifies specific funding opportunities for faculty based on research area and key	ID Funding Opportunities	x		x	x	
Corresponds with sponsors regarding specific funding opportunities	ID Funding Opportunities	x				
Makes final decision on pursuit of funding opportunity	ID Funding Opportunities	x				
Conducts periodic meeting with PI to discuss funding horizon and funded awards	ID Funding Opportunities			x		
Maintains system access and system requirements for each potential sponsor	ID Funding Opportunities				x	
Proposal preparation (Pre-Award)						
Manages planned applications for faculty via ePTF working files/ Cayuse	Proposal Development			x		
Prepares and maintains ePTF record for proposals due	Proposal Development			x		
Prepares proposal - compiles administrative components	Proposal Development			x		
Prepares proposal - budget/ budget justification	Proposal Development			x		
Prepares proposal - technical/scientific	Proposal Development	x				
Approves proposed cost sharing	Proposal Development		x			
Obtains documentation from proposed subcontractors	Proposal Development			x		
Drafts Letter of Intent if applicable	Proposal Development			x		
Maintains Biosketch and Current/Pending Support, documents in common files for use in future proposals	Proposal Development			x		
Completes, reviews, and routes proposal for approval	Proposal Review, Approval, and Submission			x		
Approves proposal	Proposal Review, Approval, and Submission	x	x			
Submits proposal to sponsor	Proposal Review, Approval, and Submission				x	
Award Reporting (Pre Award)						
Prepares all administrative components of Just in Time or other pre-award requests from the sponsor	Award Reporting			x		
Verifies CITI certifications for human subject training is active	Award Reporting			x		

Service Level Agreement Detail Continued



What does the Service Level Agreement include?

Performance Metrics will enable TJU to monitor RACE performance in three main areas: faculty service, volume transactions, as well as pre- and post- award support and management.

Examples of performance metrics included in the SLA:

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)
Proposals Submitted On Time	Percentage of proposals submitted by sponsor 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

Recruitment Detail

Recruitment Detail



Are the Grants Administrator positions still open?

The positions for RACE Grants Administrators (both GA I and GA II) have been posted and interviews will occur during the weeks of 6/16, 6/23 and 6/30. Please contact Danielle Finelli should you have any questions related to these positions.

Transition Plan

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.

Training Plan

Training Plan



RACE training will be held over one week in July and will cover the following topics:

1. Introduction to Research/RACE
2. The Lifecycle of a Sponsored Award
3. Compliance Background and Consequence of Non-Compliance
4. Role of Customer Service vs Compliance
5. OMB Uniform Guidance
6. Self-Management, Team Management and Personal Effectiveness
7. Proposals for Sponsored Awards
8. Budgets
9. Proposal Review Process and Other Institutional Committees
10. Terms and Conditions/ Award Acceptance
11. Award Set up
12. Account Reconciliation/ Billing/ Reporting
13. Award Closeout
14. Effort Reporting Overview
15. Clinical Trials (Pre- and Post-Award)

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 June:

- RACE Director offer extended to final candidate and Director onboarding
- Additional Team Lead offers for Phase II teams extended to candidates
- 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
- Finalize clinical trials management roles and responsibilities between RACE, ORA and Departments



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