

Thomas Jefferson University

Research Administration Center of Excellence

Administrative Town Hall

September 24th , 2014

For Discussion Purposes Only

Agenda

- Introduction of New Scientific Writer
- RACE Proposal Submissions
- Team Assignments
- Community Feedback
- Purchasing FAQ
- Project Timeline
- ORA Proposal Submission Deadline Policy

RACE Scientific Writer Michael Kane

RACE Proposal Submissions

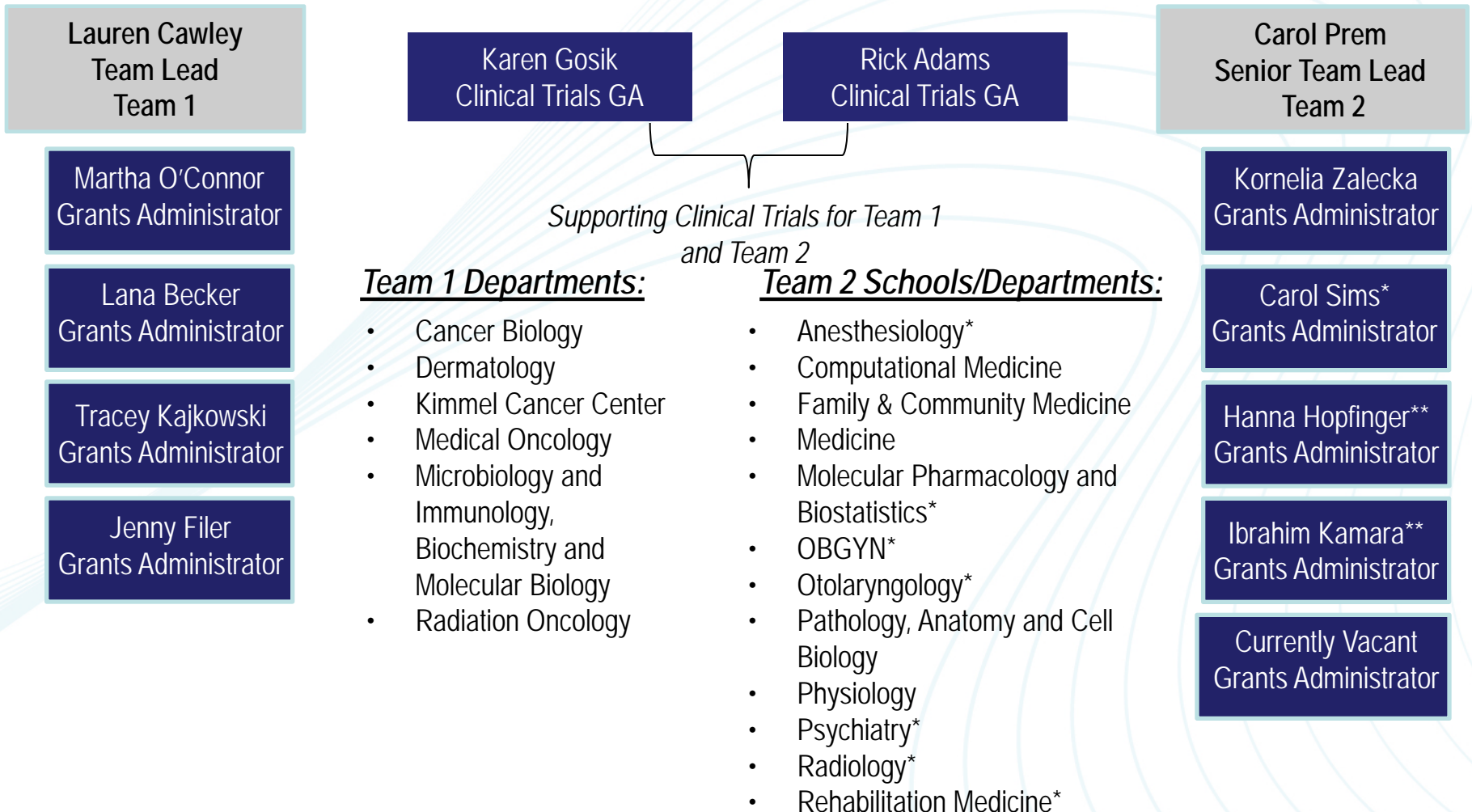


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Team Assignments

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
- ** Hanna Hopfinger's tentative start date is September 29th; Ibrahim Kamara's tentative start date is October 8th

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

Currently Vacant
Grants Administrator

Sofia Cano
Purchasing Coordinator

Diane Glynn
Purchasing Coordinator

Denise White
Team Lead
Team 4

Denise Clifton**
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
- **Denise Clifton's tentative start date is October 13th

Community Feedback

Community Feedback

The RACE Project team will collect feedback based on the results of three surveys:

1. Community Input Survey

- Consistently measures feedback through website and RACE Grants Administrator signatures

2. Monthly Satisfaction Survey

- To be sent to faculty and administrators on 9/30/14

3. Purchasing Survey

- Measures effectiveness and timeliness of RACE Purchasing Services
- To be sent to faculty, administrators and designated requestors on 10/31/14

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

Purchasing FAQ

Purchasing FAQ



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

Since Go Live: the RACE purchasers have created 217 requisitions (100 in September) in Ascent and approved 330 requisitions. Additionally the RACE purchasers have placed 58 P-Card orders. The departments currently using the RACE purchasers are: Neuroscience, Dermatology, Cancer Biology, Radiation Oncology, Trans. Medicine, Pathology/Anatomy.

Purchasing FAQ

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 by the 23rd of the month, prior to the P Card Approval deadline which is on the 26th of the month.
- 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.
 - According to Jefferson’s P Card Policy proper documentation is **one document** for a transaction to include:
 - What was ordered
 - The price it was ordered at
 - Where it is to be delivered/ proof of receipt
 - The vendor specifications
 - The business purpose for the transaction
- It is requested that the transactions are reviewed on a weekly basis.

Purchasing FAQ



Why are these changes in requirement happening now?

With the RACE Go Live, TJU has identified further opportunities for improvement as they relate to maintaining institutional integrity. RACE looks forward to collaborating with faculty and designated requestors in order to protect TJU and maintain compliance.

What is RACE doing to make sure the order gets to my Lab?

RACE Purchasing Coordinators are sending Purchase Orders, following up with the vendor, reviewing receipts in Ascent, as well as following up with departments for packing slips.

Is RACE processing the Purchase Orders?

Race is a separate entity from Supply Chain Management who processes the Purchase Orders. RACE does not dispatch nor set up Purchase Orders.

Where do I go for assistance?

If you need assistance please contact Michael Jones, the RACE Purchasing coordinators, or Email RACEPurchases@jefferson.edu.

Purchasing 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"



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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	Sep-15
Plan	█									
Assess	█	█								
Develop		█	█	█						
Build				█	█	█	█			
Deploy							█	█	█	█

Key Milestones to hit in September:

- Onboarding of Scientific Writer
- Service Level Agreement meetings between RACE and Phase 2 departments
- Continuous measurement of Community Input Survey responses

ORA Proposal Submission Deadline Policy



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