The Faculty Council on Research met on Thursday, December 12, 2002, at 9:00 a.m. in 26 Gerberding Hall. Chair Asuman Kiyak presided.

**PRESENT:** Professors Booth, Heath, Kiyak, Ruzicka, Sarikaya, Tolnay, Troll  
Ex-Officio Camber, Kahl, Parks, Zuiches

**ABSENT:** Professors Gordon, Kartsonis, Stewart, Vance, Vitaliano, Vogt  
Ex-Officio Sjavik, Stygall, Blake, Dworkin, Ghosh, Hogan

**Guests:** Michael Vitiello, Gretchen Davis, Tim McAlister

**Synopsis:**
1. SAGE Initiative Presentation and Demonstration (Vitiello)
2. Announcements/approval of agenda and minutes
3. Rose Report: Implementing the Recommendations
4. A/B Salary option

Kiyak called the meeting to order at 9:00 a.m.

**Approve agenda**
The agenda was approved.

**Approve minutes**
The November minutes were approved.

**SAGE Initiative Presentation and Demonstration**
Guests Michael Vitiello, Gretchen Davis, and Tim McAlister attended the meeting to present the new SAGE initiative to council members.

The SAGE initiative, which is a project of the University Initiatives Fund (UIF), creates an integrated grant and contract information system that aims to enhance the ability of UW faculty, administrators, and staff to obtain and administer research grants and contracts. SAGE is an acronym for "System to Administer Grants Electronically."

In its current stage of development, SAGE consists of three modules that handle the GC1 form electronically. These three modules:

- Create the GC1 application form electronically
- Route eGC1 grant applications electronically to obtain the proper approvals
- Build a comprehensive grants database from the information contained in the GC1

Features of the electronic GC1 module include drop-down menus and "choosers," Help menus, validation of data fields, database interface, and efficient revision management.

Benefits of the electronic routing and approval module include ease of use by remote users, real-time tracking of where the GC1 is in the approval process, flexibility in the hierarchy of rules and approvers, and an enhanced audit trail.
Benefits of the database module include improved accuracy and completeness of data, elimination of redundant data entry, improved tracking of files and records, decreased space needs for paper records storage, and improved reporting capabilities.

The SAGE initiative was developed after consultation with more than 1600 UW users via surveys, task groups, focus groups, demos and feedback sessions, and extensive testing. Participants included faculty, research staff, department staff, and unit staff, as well as administration offices (Grant and Contract Services, Grant and Contract Accounting, etc.).

The major development phase of the basic SAGE system is complete. Next steps include:

- User testing by Grant and Contract Services and departmental users
- Deployment to campus-wide use
- Support deployment
- Development of additional modules

While the first three modules of the SAGE system are essentially a pre-award system, the SAGE team will continue to develop additional modules such as sorely-needed post-award accounting; e.g., a "financial desktop" for the administration and accounting of grants monies. An online Human Subjects compliance module should also be in place by June 1, 2003. When the SAGE system is complete, the entire grant process from pre-to-post-award will be integrated electronically.

Vitiello described the electronic GC1 module as a flexible and versatile application that allows the P.I. to do such tasks as cut-and-paste from stored word processing documents, include URLs for Web site referral, and attach CVs or other grant documents in electronic form.

The routing module assigns a unique tracking number to each eGC1, then emails a hyperlink to each administrator whose sign-off on the application is required. P.I.s will be able to track the eGC1 through the approval process using the approval flow history.

The eGC1 and routing modules for the SAGE system will be deployed approximately March 1, 2003. Because SAGE is a Web-based system, all training and resource materials will be housed on the Web.

Vitiello, Davis, and McAlister asked for volunteer beta testers and for general feedback from FCR. Several members volunteered to be testers. It is important that users support the continuing development of the SAGE initiative, especially in these tight financial times, by letting the administration know how helpful it is.

Mehmet Sarikaya stressed the immediate need for the financial accounting module. He cited a case in his own work where a granting agency decided to stop funding his grant because the lag in UW accounting showed the grant monies half spent and half encumbered, when in fact everything had been spent. After receiving this information, the granting agency, which did not recognize encumbrances as having been spent, assumed the research was not being done. In reality, all the money was spent and the research was nearly complete – it was the cognitive disconnect between the UW and agency accounting methods that created the appearance that the grant money was not being used. This would not have happened had the UW accounting system showed what had actually been spent.
Kiyak will send a letter in support of the SAGE initiative, on behalf of FCR, to urge that the entire SAGE initiative be developed as envisioned, and that this be done as quickly as possible.

**Rose Report: Implementing the Recommendations**
Kiyak reported that the Rose Committee, which is recommending the formation of joint Faculty/Administration councils to replace the existing faculty councils, has asked FCR to test the new idea by being the first Faculty Council to undergo the change in organization. The new Council might have as many as twenty members, and all members – including administrators – would be voting members.

Kiyak asked Council members to look at the Rose Committee proposal and be thinking about which of the listed units should be represented on the new joint Research Council. Heath commented that the list includes some committees that may or may not currently exist – Norm Rose was trying to include on the list every University committee he could find, and may have included some that are now defunct.

**A/B Salary Option**
Kiyak has invited Steve Olswang to speak to the Council on the A/B salary option. This is a way to split a faculty member's salary between state money and grant money, which could have some positive impact on faculty salaries. The Faculty Council on Faculty Affairs has formed a subcommittee to study this salary option, and has asked FCR to join with them in investigating it.

FCR members should be sure to attend Olswang's presentation and the discussion surrounding this option. (Scheduled for January 30)

**Royalty Resource Fund/Intellectual Property Revenues**
At the January 16 FCR meeting, Mac Parks will present information on the Royalty Research Fund that is sure to be of interest to members.

Parks also said a fairly extensive package of revisions to the UW's Intellectual Property policy is in the offing. This revision is aimed at simplifying the administration and distribution of intellectual property revenues, and clarifies the Washington State ethics laws on the use of University property in individual creative endeavors. Parks will have more to say on these changes at the next FCR meeting.

Kiyak suggested that FCR have an additional meeting on January 30, to address a long list of agenda items. She also asked that Council members consider an 8:00 a.m. start time for meetings, to accommodate the conflicting schedules of several members. The answer to this proposal will be determined via email with the Recorder.

The meeting was adjourned at 10:45. _Minutes by Linda Fullerton, Recorder._