



## Office of Research

iSTAR metrics: FY11 Q1

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January 5, 2011

### Resource Optimization

#### *Highlights*

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#### **HSD**

In the last 3 months:

- Trained 33 people in Navigating the IRB process classes

#### **OSP**

In the last 3 months:

- Processed 1902 awards
- Reviewed 1824 grants and contract proposals
- Held various trainings for 183 people on campus

#### **ORIS/SAGE**

In the last 3 months:

- ORIS/SAGE trained 13 people in SAGE
- Streamlined the subcontracts process
- Revised and streamlined electronic award intake process – Phase I for NIH and NSF awards

### Initiatives Completed in Last 3 Months

Unit	Initiatives Completed in Last 3 Months	Measurement of Efficiency/ Savings Achieved/ Adding Value
HSD	Revision of HSD Web site, launched 9/13/10	Revised structure/content makes it easier for researchers to locate the information, forms, contacts, and systems they need.
HSD	Case Report Guidance and Process	Established consistent guidelines and a streamlined process for more efficient review of Case Reports.
ORIS	Subcontracts released on 10/29/10	Automate and streamline the process needed to establish subcontracts, and track invoicing, to ensure timely closeouts. Improvements benefit campus and a cross-unit partnership and collaboration with GCA that is developing completely new business process and system functionality.
OSP	Revise and streamline electronic award intake process – Phase I for NIH and NSF awards	Moved this function to the Program Coordinators to be more in line with job responsibilities. This move replaced an outdated, inefficient and multi-stepped process, resulting in faster routing of awards to the appropriate individual to process. In a sample of 40 awards from the front desk process, 9 of the 40 awards (22.5%) lagged over 1 day from receipt of award to assignment to the correct individual. From a sample of 40 awards under the new process handled by the PCs, just 3 of 40 awards (7.5%) lagged over 1 day to correct assignment.
OSP	Rewrite affiliation agreement with Seattle Children's and develop a new process for subcontracts and joint personnel agreements	Streamlined the process by introducing a strengthened master agreement that eliminates the need to negotiate terms for each collaboration.
OSP	Adjusted award processing to incorporate changes to SPAERC that enable automated capture of F&A costs for subcontracts.	Automation of what was previously a time-consuming manual task for GCA and recovery of future F&A costs that were unrecovered under the prior process.

### Current Initiative Projects

Unit	Current Initiative Projects	Milestones Achieved to Date	Expected Measurement of Efficiency/ Savings Achieved/ Adding Value
HSD	Revision of IRB application	We are 90% of the way through the process of beta-testing the revised application. We received 22 beta-test applications. We are receiving significant and structured feedback from beta-testers that will be used to make further revisions to the form before it is implemented.	Increase approvals at first IRB review by 30 to 40%.
HSD	Revision of Exemption Form	Active revision underway.	Revised form will help researchers more efficiently identify the appropriate exemption category for their research and reduce the amount of time HSD staff spend corresponding with researchers to determine the appropriate category.

HSD	Application Intake Process Improvement	Planning underway for restructuring of front desk staff tasks and centralizing intake tasks to one dedicated staff person.	Streamlined and more efficient intake process that frees up front desk staff to respond to phone inquiries and allows for faster and more accurate intake data entry and processing.
ORIS	Royalty Research Fund (RRF) database overhaul	Reports have been designed and are being tested. September will deploy	Overhaul the RRF database to further streamline the RRF process, saving time for campus.
ORIS	The Budget Module	Testing Budget 2.2 currently. Target release is January 2011	Data input is able to be pulled out thus allowing metric measures and data to be utilized by other applications
ORIS	Document Imaging and Management System [DIMS]	Are in final stages of the RFP selection process, and a decision is expected in Fall QTR	Begin phased use of a new Document Imaging and Management System [DIMS] being purchased through a cross-unit project led by FM/SFS/OR/ and the Admissions offices of all three campuses.
ORIS	UW research centers web page overhaul	Centers search page pending	Create a streamlined, user-friendly page for UW research center listings
ORIS	Content Management	Continued assessment of strengths and risks for available cms products; recommended multi-tool approach, selecting a "best-in-class" option based on the specific criteria for each project	Implementation of a fully capable content management approach to handling online information that reaches the end user through applications, informational sites, and downloadable materials
ORIS	Adobe B1 Form set	NIH revisions to form set Adobe B1 necessitated modifications to capture the changes. Will release in Winter quarter 2011.	Research community will be able to complete form sets and submit as required.
ORIS	SAGE Budget Versioning and Locking	Project is currently in analysis stage with development work ongoing in parallel	Will allow successive versions of budget to be captured and locked in allowing audit trail for what has been approved in routing.
OSP	UW Technology Control Plan Revision and Policy Statement	Overall process and template is complete and awaiting approval. Project profile aspects are in progress.	Standardized security policy and guidance for CUI; flexible and dynamic security measures per project. Will enhance security compliance UW-wide and offer researchers more direction on adequate security for restricted projects.
OSP-NEW	Revise Grants Information Memoranda (GIMs)	Each GIM assigned to an OSP manager for assessment.	Updating of GIMS will provide more clear, consistent and current guidance to campus. New format will call out process separately from policy and give better

			direction to campus for both.
OSP-NEW	Revision of OSP closeout process to improve institutional compliance with sponsor requirements.	Discussion of OSP's role in closeouts process and identification of gaps in process. Planning for revised process to address gaps.	This project begins to clearly document OSP's role in the closeout process which will benefit both OSP staff and campus. The infrastructure put in place will also assist in compliance with sponsor requirements concerning closeout.