



Resource Optimization

Unit	Initiatives Completed in Last 3 Months	Measurement of Efficiency/ Savings Achieved/ Adding Value
HSD	Consolidation of Submission Intake Tasks. In late December we transitioned all submission intake tasks (e.g., stamping, highlighting, tracking of incomplete submissions, data entry, distribution to IRB staff) away from the front desk to a dedicated, full-time "Submission Intake Coordinator."	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 deployed in September	Streamline RRF process, saving campus time
ORIS	Budget Module 2.2 released January 2011	Improves preparer usability of budget and eGC1; creates efficiencies that target specific dollar amounts in support of limited amount grant and contract
OSP	UW Technology Control Plan Revision and Policy Statement	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	Award Intake	Moved intake of unilateral federal awards from front desk to assigned Program Coordinators. The timeframe from receipt on an award and assignment of award was cut so that award turnaround time overall is reduced.
OSP	Subcontract F&A Automation	New process by which new outgoing subcontracts are set up in SPAERC. Moved this task from OSP Reviewers on Teams A, B, and C to Subcontracts team in order to streamline with the Purchase Order process for subcontracts. Each FA with outgoing subcontracts takes less time to prepare as detailed subcontract info is not required on eFA
OSP	Subcontracts Business Process Documentation	Documentation of subcontracts business process for new subcontracts (exclusive of intake and closeout of subcontracts).
OSP	OSP Internal Document Archiving	To consolidate and organize information in preparation for new SP site. All documents on drives have been organized and metadata created for each. 1 drive is locked down except for management and second phase (SP site structure and document content review) has started.

Unit	Current Initiative Projects	Milestones Achieved to Date	Expected Measurement of Efficiency/ Savings Achieved/ Adding Value
HSD	Revision of IRB application	Beta-testing is complete. 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	Beta-testing of the new form is 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.
ORIS	SPAERC/SERA Maintenance <ul style="list-style-type: none"> • Adobe B1 Form set released January 2011 • Budget F&A changes released January 2011 	Planned release March 2011	<ul style="list-style-type: none"> • Research community will be able to complete form sets and submit as required with new NIH revisions released winter 2011 • Creates efficiencies with budget tool flexibility on types of F&A rates allowed; supports new negotiated rates
ORIS	The Budget Module – Versioning & Locking	Release late Spring/early Summer 2011	Will allow successive versions of budget to be captured and locked in allowing audit trail for what has been approved in routing.
ORIS	SAGE Mobile Application	Release late Spring/early Summer 2011	Allows preparers to track proposal status in real time to permit reviewers to approve from proposal and to view actions taken on history and comments page; saves time by allowing remote access to proposal status
ORIS	The Budget Module – Bridge	Defining scope and requirements	Will allow more efficient, accurate, timely flow of information between research administrative support units
ORIS	Document Imaging and Management System [DIMS]	Hiring Project Manager and Business Analyst Spring 2011	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	Budget Reviewer	Deployment 2011	Modification supporting reviewers' use of budget details imported into eGC1; supports phasing in of compliance review requirements of budget elements
ORIS	Center for Commercialization systems implementation	Deployment 2011	Upgrade of C4C internal system to better manage technology disclosure, IP protection, licensing, and revenue receipt/distribution
ORIS	RADC Block I	Moved to ODS; data is now in usable form	Brings efficiencies to research administration by alleviating reporting issues, bringing transparencies to data and processes, and providing users increased access to data
ORIS	Compliance	Training registration charter drafted and being finalized	Provide clarity regarding required training and registration process; reduce risk of non-compliance of

			required training; reduce risk of non-compliance
ORIS	EH&S needs assessment	Analysis completing Feb 2011	Identify and prioritize business needs to define the technology need of the organization; create understanding of processes of units day lighting problem areas, gaps, and quick win opportunities
ORIS	UW research centers Browse and Search	Solr (enterprise search platform) approach being documented and analyzed	Promote interdisciplinary research collaboration by making expertise and center efforts centrally available and searchable
ORIS	Research Site reorganization	In process	Increase site usability by creating one entry point for all research related information; creates ease of locating information while decreasing time required to do so
ORIS	OSP GIM migration to CMS	Migrating GIMs to CMS 2011	Improve availability of critical research administration policy, procedures, and guidance; increases ease of updating information in timely manner
ORIS	SAGE Splash Page redesign	Design complete pending stakeholder approval	Provides increased access for user of critical information by alignment with SAGE system layout and providing easily accessed information links,
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
OSP	Integrate & streamline office operations for co-located OSP & HSD units	Consolidation of support & front desk: Effective October 2, 2010 OSP and HSD consolidated their separate front-desk operations into a single service operation for both units. Going forward, the roles and processes performed by front desk will continue to be evaluated and revised to ensure the best support for both units. Other support functions have also been consolidated and/or streamlined across both units including: facilities, supplies, purchasing, and HR.	Resulting in better cost efficiency (less FTE to staff the front desk) and integration of previously duplicated effort (phones, mail, etc.) Additionally, it provides a single, physical point-of-contact for the customers/visitors of both units.
OSP	Transition mail out function from PCs to front desk	Planning complete, including phased approach to transition. On hold pending completion of OSP & HSD front desk consolidation.	This reassignment of responsibilities frees PCs to take on award intake responsibilities as well as award processing for certain types of awards.
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	Create new internal OSP information management plan	Documents reviewed and determination about updating vs. archiving.	Centralized location for OSP staff to access up-to-date information and resources to assist in their daily work.

		SharePoint site configuration planning.	
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.
OSP – NEW	Closeouts	Participation by EIO, GCA and C4C participants confirmed and first meeting of new working group to be set for end of January/beginning of February. Agenda to discuss streamlining close of budget processes and create guidance document for researchers.	Examine OSP's current closeout activities to determine opportunities for OSP to assist in improving institutional compliance with sponsor closeout requirements; standardize and communicate OSP's closeout process for improved transparency.
OSP – NEW	Budget Review Criteria	Working group complete; developed RACI matrix setting out laws, regs, policies and responsibilities; shared RACI matrix with ORIS Budget Module working group; developing guidance now for use on website and for internal training	Identify OSP 's role and what should be reviewed by UW for sponsored program budgets; define and document scope of OSP budget review, depth of review, criteria for acceptance, and process to complete review which will aid in clarity of communication to campus and improve the on boarding of new OSP staff.
OSP – NEW	OSP Sharepoint Site	Working group meeting weekly to modify SP structure and finalize document reviewer checklist.	OSP will have a consolidated and organized information management structure to communicate business policies and processes both internally and externally to campus; this will assist in the development of clear and consistent communication to campus, standardization of OSP business practice and on boarding of new OSP staff.