



Resource Optimization

Highlights

Between 7/1/11-9/30/11:

HSD

- Lowered the median turn-around time for new, full IRB applications by 10 days

OSP

- Held various trainings with campus partners for 476 people
- Processed 1,714 proposals and 1,637 awards

ORIS/SAGE

- Currently working on 38 different initiatives/projects

OEI

- Held trainings for 157 people
- Developed 23 new trainings and outreaches

OR Central

- Held the Ethical Considerations in Research Collaborations conference for 250 people

Initiatives Completed

Unit	Initiatives Completed in Last 3 Months	Measurement of Efficiency/ Savings Achieved/ Adding Value
HSD	Phased out “Approved in Principle” practice and implemented Limited Activities Determination policy, procedures and forms to align with Federal regulations.	Streamlined process for LAD determinations, better alignment with Federal regulations to decrease compliance risks in this area.
OSP	GIM 38 final draft in review w/Executive Sponsors *GIM 34 final held pending ORIS system implementation *GIM 13 final held pending ORIS system implementation *GIM 23 handed off to GCA for final review *GIM 22 will be eliminated and folded into GIM 13 as guidance/link	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	Compliance Check at time of Award system enhancement – Stage 1	Automates HOLD feature for any award where a compliance issue was raised at submission ensuring eFA s are not processed prior to a compliance check by OSP
ORIS	Budget Versioning/eGC1 Integration	Alignment of SAGE Budget with eGC1
ORIS	UWNetID use with Research.gov	One of 3 institutions partnering with Research.gov to allow federated login using UWNetID
ORIS	Reduced Responsibility Notifications	Enhance SAGE to send notifications based on change in personnel responsibility (RRD pay code)
ORIS	Inclusion of CRBB information in SAGE	SAGE system enhancements to help facilitate CRBB process
ORIS	ORB Updates	Update ORB to auto-subscribe all new OR staff and unsubscribe staff that leave employment
OEI	Spider maps for 45 departments total in 7 different units (Year to date)	Used to determine optimal organizational structure (eventually management span of control increases, usually staff # declines – not ready to measure yet)
OEI	Admin PEI	Provides unit specific and UW common metrics to establish a baseline against which to measure progress – used for annual budget review process
OEI	Compilations of administrative process improvements – 2 compilations, 1 of individual units and 1 of multi-unit initiatives	They use various measures; these are resources for other units to use to get ideas of improvements others are making, that they may be able to adapt to their own use
OEI	State Relations: Examples of administrative process improvements for use in a report to state government	Used in a presentation to state govt. as examples of what UW is doing to cut costs & become more efficient
OEI	UW Educational Outreach: Created a balanced scorecard for the unit	For unit to measure progress to strategic goals
OEI	Office of External Affairs: Facilitated metrics creation for each dept. in the unit for strategic goals	Each dept. to use to measure progress to strategic goals
OEI	Office of Global Affairs: Brainstormed suitable metrics for unit to measure progress to goals	Dept. to use to measure progress to strategic goals.

OEI	EH&S: Created graphs for conference	Supplied info for their sustainability conference
OEI	School of Nursing facilitation	Created criteria for SoN decisions on academic programs & increasing tenured-track faculty involvement
OEI	Investments Office Retreat facilitation	Created criteria for group decision-making & best use of individual contributors' time/increase focus & productivity of unit/individual performers
OEI	HSA – IT survey/focus groups	Assess IT operations in HSA & recommend improvements to increase effectiveness & efficiency while improving service delivery
OEI	UW Libraries: Acquisitions & Licensing project Phase 1 – Data Collection, Analysis & Recommendations	Process improvements, cost savings, greater capacity
OEI	EH&S review	Project management
OEI	HSA payroll improvements team	Mapped current state, identified opportunities for improvements in costs, compliance & increased capacity for department staff
OEI	OMAD: Leadership retreat	Completed strategic plan, priorities & action planning with increased collaboration across division
OEI	School of Public Health: Mapping workshop	Mapping workshop on travel procedures across the School to increase compliance and customer satisfaction

Initiatives In Progress

Unit	Current Initiative Projects	Milestones Achieved as of 9/30/11	Expected Measurement of Efficiency/ Savings Achieved/ Adding Value
HSD	Revision of forms	Exemption form – revised & implemented; Medical Records Review form – currently under revision; Repository & Main 13-11 forms – pending revision, teams/leads identified.	Fewer and shorter review letters needed, increase of Approval and Conditional Approval decisions at first full IRB review.
OSP	Transition mail out function from PCs	Currently in pilot program with new PC position and nine OSP administrators.	This reassignment of responsibilities frees PCs to take on award intake responsibilities as well as award processing for certain types of awards.
OSP	Revise Grants Information Memoranda (GIMs)	*GIM 31 re-drafting content based on OSP comments *GIM (New) reinitiated discussion of policy on International Research	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	SFI Process Improvement	OSP representatives joining the larger effort looking at this process	Streamlining of business practice to gain additional efficiencies, clarify processes and improve compliance management

OSP	Compliance Check at time of Award system enhancement	Stages 2 & 3 are pending	Enforcement of the Parent/child relationships in SPAERC will benefit more reliable reporting
OSP	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. On hold pending resource availability.	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	Create new internal OSP information management plan	Documents reviewed and determination about updating vs. archiving. Nonfederal forms reviewed in depth to determine correct location and what requires updating. On hold pending resource availability.	Up-to-date information and resources to assist OSP staff in their daily work.
OSP	OSP SharePoint Site	Establish Meta data (DONE), Initial document review (DONE) , Development site initiated (in progress)	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 staff.
OSP	Review of options for faculty submission of eSNAP proposals	Discussion re-initiated	Streamlines process and effort for faculty in submitting progress reports to NIH
OSP	HSP/OSP Compliance review & award process	Final policy changes drafted. Documents in review for training and communication plan	Effect changes in policy and process to align w/ federal policy regarding Limited Activities Determination, IRB approvals and distribution of funds involving the use of humans in research
OSP	Check process w/ GCA	Coordination with GCA and processing of eFAs related to checks received (DONE)	Streamlining the process of matching checks with research budgets will significantly reduce the lag time in processing these awards.
ORIS	EH&SAUMS application	Phase I In progress	New solution for the origination and processing of the animal use medical screening
ORIS	EH&S 11 for 2011	In progress	11 process improvements

			identified to be worked on
ORIS	OAW needs evaluation	In progress; completion estimated for April 2012	Identify process improvement opportunity
ORIS	Platform - Needs Evaluation	In progress, due July 2012	Access current landscape, determine possible solutions, determine possible scope Goal: Solution Strategy/Technical Roadmap
ORIS	Research Roadmap Website	In progress	OEI Initiated deliverable. Need to review with Debbie prior to launch. Website built, waiting to finalize RRMap components before review.
ORIS	Researcher LifeCycle	In progress	Build out of the Researcher LifeCycle with input from RRMap Advisory Group identified
ORIS	Required Training	Technical Assessment underway	Build out existing registration tool to automate more administrator activities, improve user experience with alerts, reminders, etc., and manage tracking of completion (attendance, sign-off, certification) of specific required activities
ORIS	Limited Submission Tool	In-flight; looks smaller than originally scoped.	Develop submission tool for improved management
ORIS	Merged Access	In Development	Initial release of "Proposal." Creates a single access list, eGC1 and Budgets inherit defined permissions from Proposal.
ORIS	Misc. Enhancements and Bug Fixes	In Flight - release cycle is every 2 months	Miscellaneous bug fixes prioritized by users and statistics. Miscellaneous systems enhancements prioritized by customers
ORIS	SAGE Mobile Phase I	Implemented Beta release - rolling out to select units	Ability to view and approve eGC1's using mobile devices
ORIS	Inclusion of Small Business Diversity Plan information in SAGE	On Hold - waiting on completion of GIM and final requirements from SBD Office	SAGE system enhancements to add SBDP information to compliance and routing
ORIS	SPAERC User Guide	Completing first draft all chapters	Comprehensive guide for OSP users
ORIS	Approvals Course Interim Offering	Outreach person developing curriculum, to be scheduled mid-October	Address backlog of Approvals requests in absence of trainer
ORIS	Data Management Guide	UW-Libraries is taking lead on project	Collaboration with UW-Libraries to help develop a data management guide for researchers
ORIS	Annual Report	In progress but momentum is slow.	Improvement of the annual report

			from process to data quality.
ORIS	Ad-hoc Requests	Daily cross group activity	Ad-hoc data and report requests via grantrpt
ORIS	Monthly Standard Reporting	In Progress	Proposal, Award, BoR, and custom reports to campus every 1st and 5th business day of the month
ORIS	ODS.RAD Support	In Progress	Support and maintain the views, process and scripts required to load the ODS daily.
ORIS	SAGE Helpdesk/Urgent Web Task	In Progress	Support of the SAGE Helpdesk, as secondary support and support of urgent web team tasks
ORIS	Web Triage and documentation	In Progress	We HD process and support documentation
ORIS	Collaboration Initiative (FB)	In Progress	Effort to bring ORIS together around using fogbugz and initiatives to understand our business and collaborate
ORIS	Knowledge Base Development	In Progress	Starting with Sage Help Desk, ORIS is looking to develop a knowledge base solution/method that will ensure proper collection and maintenance of ORIS for support and organizational growth.
ORIS	RADC	In progress	Refine the Annual report process to surface process and data issues while achieving data requirements for the RADC EDW effort. Ensure quality data driven reporting
ORIS	STAR Phase 2	working to understand and develop	Fed Bios
ORIS	Data Source Analysis - SAGE	Analysis effort complete, dependent on SAGE to digest and execute on data improvement opportunities	Product source profile for SAGE and add to source to target mapping for entry into the EDW
ORIS	Virtual Server Rebuild	In progress	Migrate 3 XenServer VMs to Hyper-V server. Rebuild XenServer with Hyper-V. Load balance 2 Hyper-V servers. This will add capacity and improve stability.
ORIS	SharePoint Deployment: OEI	In progress	Build a SharePoint site for OEI for internal collaboration, document management, workflow and forms/form data management.
ORIS	1461 Online System Improvements	In progress	Revise the cloning code in the 1461 Online system to use the new cloning algorithm that runs in the background, which will eliminate the instability caused by the existing code. Fix issues with pubcookie isapi filter, which causes timeouts because of a

			design flaw. Improve user interface. Ensure preparedness for future system migrations, integrations, etc.
ORIS	Peer Mentor Program	Launched initial investigation	Develop, implement, and promote peer mentor program. Possible supporting effort to establish new interactive forum for UW researchers to share information/best practices on proposal development and award management.
ORIS	Conflict of Interest	Related to FCOI Effort	Develop a tool to support compliance by collecting conflict of interest data for research personnel
ORIS	HSD Home page updates	HSD staff generating vision; ORIS not involved yet	Design, usability test, and implement new entry points for information on compliance activities
ORIS	Budget ID	Initiated	Creation of quality and integrity of a consistent Budget ID across data systems.
ORIS	Data Source Analysis – HR	Initiated	Product source profile for HR data and add to source to target mapping for entry into the EDW
ORIS	Data Source Analysis - OAW	Initiated	Product source profile for OAW data and add to source to target mapping for entry into the EDW, Compliance subject area
ORIS	Data Source Analysis - Student	Initiated	Product source profile for Student and add to source to target mapping for entry into the EDW, student subject area
ORIS	Data Source Analysis - Advance	No official effort has been made to approach Advance to begin analysis	Product source profile for Advance and add to source to target mapping for entry into the EDW, Unfunded subject area
ORIS	Data Source Analysis - Other	Initiated	This is a catch all for all source analysis beyond those identified specifically
OEI	Customer & Employee satisfaction survey administration & facilitation	Surveys designed, vetted and ready to administer	Baseline metrics for each dept. that requests a survey
OEI	OEI website being created, with tools, resources, descriptions of services OEI offers	Splash page designed; website layout designed; content being added currently	Improvement tools, resources, info, contact information for units who want to use OEI's services or who are looking for related info
OEI	Balanced Scorecard	Basic design done; first cut at metrics	Show value added by OEI services

	creation	to be utilized	
OEI	OEI Activities & Improvements tracker	Online database of improvements to date; database designed & most known process improvements are in the database	Online reference tool for units to gather ideas of process improvements they could use.
OEI	UW Libraries: Problem identification 3 day workshop	Identified areas for improvement & redesign of acquisitions & licensing activities	Expected outcomes: decreased costs, invest in people, invest in infrastructure
OEI	Health Sciences Admin: Shared Service Center	Recommendations moved forward to create shared service center beginning with payroll processes	Decreased costs, invest in people, invest in infrastructure, increased compliance
OEI	Global Health: Increased capacity	Scope of work completed	Increase capacity for workloads
OEI	APL: Strategy plan implementation	Strategic plan draft finished	Full execution on strategic plan, including decreased costs, increased capacity, invest in people, invest in infrastructure
OEI	OAW: Strategy planning & implementation	Draft scope sent; awaiting reply	Full execution on strategic plan, including decreased costs, increased capacity, invest in people, invest in infrastructure
OEI	EH&S: Strategy & project planning and implementation - building a culture of safety and improvement	First planning meeting done	Full execution on strategic plan, including decreased costs, increased capacity, invest in people, invest in infrastructure
OEI	UW Libraries: Acquisitions & Licensing Project Phase 2 - Implementation	Data collected, analyzed, recommendations developed	Process improvements, cost savings, greater capacity