



RESOURCE OPTIMIZATION

Highlights and Trends

Between 1/1/13-3/31/12:

CPMG	<ul style="list-style-type: none"> ▪ \$2 million USAID concept note submitted to USAID in collaboration with the Jackson School. PI: Mary Callahan. Results pending. ▪ \$4.1 million P50 grant submitted to NIH. UW as subcontractor to main applicant, PNNL. UW PI: Dave Eaton. Results pending.
OSP	<ul style="list-style-type: none"> ▪ The subcontracts team initiated their new "SMRF" web form intake for subcontract modifications. This provides a central intake for subaward modification requests, and saves time in the subaward modification issuance process. ▪ We initiated the SCRI SAA process: This was in response to a new Joint Master Agreement with SCRI and is to document the staff assignment arrangement upfront rather than merely receiving check payments that are difficult to identify with the appropriate department/staff assigned. ▪ Revised GIM 3. It now provides more accurate budgeting information for depts. when preparing proposal requests. Departments can anticipate either an increase or decrease in FB rates and build that into the budget
HSD	<ul style="list-style-type: none"> ▪ HSD has set targets for Overall Turn-Around Time (TAT) for new, full IRB applications (71 business days) and new expedited applications (21 business days). ▪ HSD no longer calculates TAT metrics on a quarterly basis, but rather semi-annually (in February and August for six month reporting periods). ▪ File Standardization Project so successfully implemented that when UW Internal Audit returned for a follow-up visit in January 2013, there was not a single missing document in all of the files they reviewed.
ORIS	<ul style="list-style-type: none"> ▪ FCOI Training Record Lookup and Manual Entry Phase 1 ▪ Required Training - Phase 1 (Completed Training) ▪ ORIS Portfolio Management Framework
ORC	<ul style="list-style-type: none"> ▪ Outside Work Approval Process for Academic Staff: Form 1460 was fully transitioned from Academic HR to Office of Research, and launched to campus with a new website ▪ Husky SciVal Experts: Quarterly Update ▪ Life Sciences Report written in conjunction with WSU for PharMA ▪ Number of limited submission opportunities rose 52% over FY13Q2 ▪ New process for Research Affiliation Agreements for Campus

Project Category Codes:		
1	Proposal Preparation	Collapses feasibility, research plan and sponsor submission chevrons
2	Pre-Award Administration	Equals sponsor response
3	Post-Award Administration	Collapses project launch, manage award and compliance chevrons
4	Report Preparation	Replacing Enterprise Reporting & Analysis chevron
5	Closeout	Not on FDP's high level list
6	Other	Other

Projects Completed - Last 3 Months

Unit	Project Name	Unit Impact	Campus Impact	Date Launched	Date Completed	Project Description	Category	Compliance	Service	Actual Time Saved	Actual Funds Saved
OEI	School of Dentistry Procurement Improvement	Streamlined purchasing policies and procedures. Cost savings across all units	Standardized purchasing practices and compliance activities supports UW Purchasing goals and objectives	5/31/2012	3/31/2013	Analysis of current state purchasing opportunities. Recommendations for improved processes and centralized purchasing model. Development of implementation plan	6	Improved alignment with UW Procurement policies for purchasing/vendor contracting and relations	Reduced staff time to research and procure items. Project completion survey was returned by the executive sponsor (the project mgr took another position) OEI services were rated high with average rating of 4.67 out of 5 (maximum).		Projected: Substantial savings - up to \$1.3M - in improved sourcing and volume pricing
HSD	File Standardization	Increased efficiency in reviewing files for staff and IRB members; increased compliance with Federal regulations regarding IRB records.		5/1/2012	1/25/2013	Developed and implemented a standardized filing system for all IRBs	6		The new standardized file system ensures that HSD staff, as well as IRB members reviewing studies, will know where to look for necessary materials, increasing the consistency of review and easing the review process		
HSD	Staff FAQ Site	A centralized area for answers to frequently asked questions will reduce HSD staff wait times on answers from the management team		10/29/2012	2/28/2013	Established a centralized location for management answers to HSD staff questions that is readily accessible	6		A centralized place for staff to look up answers to questions will decrease their waiting time, allowing them to move forward on reviews		
HSD	HSD Needs Assessment	Enable HSD to convert to an electronic application system	This is part of HSD's plan to implement an electronic application system, which will greatly simplify the application and approval process for researchers	6/1/2012	3/28/2013	Identify the needs of HSD in order to be able to assess the best e-submission system to implement	6		An e-submission system will greatly simplify the application and approval process for researchers		
ORIS	HSD Needs Evaluation	Discovery of process improvement opportunities, business requirement for future system solution, strengthen business relationship	N/A	2/1/2012	1/31/2013	Identify requirements for an HSD protocol management solution	6	Reduces risk of non-compliance. Project highlighted the requirements that the department needed for a system solution to	Deliverable from project will be used to streamline the market research study (peer institution and market space)	N/A	N/A

								help manage protocol submission and processing.			
ORIS	FCOI Training Record Lookup and Manual Entry Phase 1	Reduces FCOI individual training record verification requests to ORC and ORIS	Reduced campus and external partner burden for verifying FCOI Training status.		3/26/2013	Allow Pis and/or research administrative staff to look up the training that personnel on a grant has taken	6	Reduces risk and empowers researchers to monitor personal and individual research team member FCOI training status to help determine training needed	Self-service access to required FCOI training records.		
ORIS	Email Archive Solution Migration	OSP, HSD, ORC and ORIS are impacted by this project. Those users who run out of storage space on centralized email systems, which is a major problem for departments across campus, will have a place to store and archive their email so they do not have to delete it.	Minimal impact on campus users.	1/21/2013	3/29/2013	The ORIS Exchange Archive Email Server is near end-of-life. A new Exchange server will need to be built, existing mailbox migrated to it, and the old email archive server decommissioned.	6	Minimal impact on researcher compliance.	Improved service to OR units. Enables storage of important email correspondence when centrally hosted email storage limits are reached.	Improvement to data storage and access to information. This solution enables OR staff to archive their email instead of deleting it when they run out of space on centralized email systems.	Decreased maintenance costs for hosting email archiving for OR staff.

ORIS	Backup Infrastructure Rebuild: Phase 1	Impacts all OR family units (OSP, HSD, ORC, and ORIS) by protecting key business data	Impacts campus by protecting key business data.	7/1/2012	1/18/2013	Improve disaster recovery and backup processes with new technology, processes and procedures. Phase 1 deliverables are a local backup environment, hosted in the UW data center, that will provide vast improvements in disaster recovery and backup.	6	Does not affect researcher compliance directly, but does affect system and disaster recovery compliance.	Maximizes backup services and disaster recovery.	Saves time with backup implementations, maintenance, and recovery. Saves significant time by protecting key business data from being lost.	Decreases backup costs. Built very efficiently in a low cost, high benefit, low risk environment.
ORIS	New Virtual Server Infrastructure: Phase I	OSP, HSD, ORC, ORIS, are primarily affected. Better system support, performance and up-time. Increased responsiveness to infrastructure needs will result in solutions being built faster.	The UW research community is affected directly by some systems hosted in this environment, which will result in better service, up-time and performance and scalability. Campus is also affected indirectly by the improved support of the OR family, who supports campus.	11/12/2012	2/28/2013	Plan, procure, design and build a new Virtual Server environment that will significantly increase performance, scalability and reliability.	6	This effort will have little affect on compliance.	Improved infrastructure performance, scalability, redundancy, and capacity. Increased efficiencies and response time for creating new server systems, which will result in better support of OR business units, who support researchers. Improved environment for hosting all systems, internal to OR, and external to researchers.	Internal times savings...d ecreases support costs, streamlines maintenance, and decreases server deployment time. Improved redundancy will result in less potential downtime.	Dollars saved from decreased support costs.
OSP	Revision of GIM3	Receipt of more accurate budgeting information in proposals for multi-year projects.	Depts can anticipate either an increase or decrease in FB rates and build that into the budget. In the past, departments were concerned about the	2/13/2013	4/25/2013	GIM 3 is updated effective April 2013 to allow for use of preliminary fringe benefit rates.	1	Provides more accurate information for departments when preparing budget requests to	Assists department with anticipating costs per project.		

			requirement to use only approved rates for out years, when they could clearly see that the preliminary rate for the subsequent fiscal year would be higher.					sponsors.			
ORC	Murdock Foundation/Advancement		Met sponsor requirement, allowing future funding to be provided to campus researchers.	1/11/2013	3/1/2013	Clarifying expenditures on Radiology Murdock grant. Sponsor required special documentation not provided by GCA. Many expenditures were so old that they were not listed on UW's electronic systems, requiring research on paper documentation.	5	met special expenditure documentation required by the sponsor and to transfer off any unallowable costs.	Performed as a service to UW advancement and Radiology		
ORC	Train Law School Admin on cubes	OEI effort	trained admin of large campus unit	2/1/2013	2/10/2013	Trained new law School Administrator on F2's cube functions and the RAD Cube	6		OEI service to campus		
ORC	Quarterly STARS reporting	Continues funding of STAR program	Program distributes \$1M to campus each year	1/1/2013	1/31/2013	Report on ROI, Intellectual Property, sponsored research, researcher narratives.	6	required by sponsor	managing program oversight on behalf of campus partners (C4C, engr, UW Bothell)		
ORC	Matching/Startup Updates	Reduces time spent on administration	quicker, more accurate turnaround for award letters.	1/1/2013	3/15/2013	Automated multiple processes including "building awards" in the database, award letters, and queries to allow for more efficient follow-up on awards that have yet to be confirmed (i.e. grant awarded or successful recruitment of faculty)	1			120 hrs/yr	\$ 3,000

ORC	OR Fact Sheet		Communication to broad audience on research at the UW	12-Nov	13-Feb	Research Fact Sheet	6	n/a	High-level data for distribution to donors, deans and legislators	n/a	n/a
ORC	Campus Update		easy access for researchers and administrators to resources and data	13-Jan	13-Mar	Communication to researchers and their administrators on research activities and resources	6	Provides access to resources needed to comply with UW policies	Provides resources to help support our researchers and their staff and make information easy to find and accessible	no data	no data
ORC	OW Webpage	Clarity around our role and campus' role for the OW process	Provide process and information in an easy to read format	13-Mar	5/15/2013	Process for approval for outside professional work for compensation	6	Compliance of UW Executive Order 57	Information is easy and accessible	no data	no data
ORC	Research Affiliation Agreement Template and Process	n/a	Tools to researchers and their administrators	12-Dec	5/14/2013	Process for routing of Research Affiliation Agreement Templates	6	n/a	Provides a resources to researchers and administration to handle similar types agreements and provides transparency to campus	no data	no data
CPMG	Dept of Transportation	Consultation on grant development	Assistance on grant application	2/18/2013	3/18/2013	Review grant proposal documents	1		Improve final product	41	\$ 2,460
CPMG	USAID Burma Concept Note	Consultation on grant development	Assistance on grant application	1/1/2013	3/18/2013	Consult on all aspects of grant proposal development	1		Provide project management, proposal development and final review	81	\$ 4,860
CPMG	MRAM Presentation	Increased visibility on campus	Increased awareness of CPMG services	2/14/2013	2/14/2013	Overview of CPMG services	1		Increase campus awareness of resources		
CPMG	SOM Presentation	Increased visibility on campus	Increased awareness of CPMG services	1/31/2013	1/31/2013	Overview of CPMG services	1		Increase campus awareness of resources		

Projects in Progress - Last 3 Months

Unit	Project Name	Unit Impact	Campus Impact	Date Launched	Projected Date Completed	Project Description	Category	Compliance	Service	Projected Time Saved	Projected Funds Saved
OEI	EH&S Strategy Implementation	Clear strategy map & plan to follow to meet goals	Improved service to clients & compliance	5/30/2012	Ongoing	Milestones: Final strategy map & strategy plan completed, 01/13; Moved from planning to implementation: determined 5 project teams, lead & members 01/13; completed charters and developed project plans 02/13; team work begun 03/13; next steps developed 03/13	6	Projected: Increase in appropriate use of PPE & SOPs; decrease in # of noncompliance findings; increase in awareness of compliance expectations (survey results)	Projected: Increase in client satisfaction with EH&S outreach materials; decrease in employee turnover in critical positions; increase in defined client satisfaction with key EH&S services		Projected: increase in # of ADs using reports to manage budgets/exp enditures; spending plans developed; connect budget decisions to strategic goals; cost savings or funds freed up for reallocation to strategic goals; decreased \$ in remaining balance
OEI	ITHS Strategic Planning	Clear strategy map & plan to follow to meet goals	Better service to clients	3/7/2013	Ongoing	Milestones: Leadership meeting 1/25; Scope of Work 3/7	6	Measures of success to be determined	Measures of success to be determined	Measures of success to be determined	Measures of success to be determined
OEI	Office of Animal Welfare Surveys	To be used in strategic planning	Improved service to clients & compliance	5/31/2012	Ongoing	Results developed for all staff retreat	6	Projected: Improved compliance	Projected: Increased customer & employee satisfaction		

OEI	Office of Animal Welfare Strategic Planning	Clear strategy map & plan to follow to meet goals	Improved service to clients & compliance	7/24/2012	On Hold	Milestone: Met with leaders to establish approach; Timeline developed through July 2013	6	Projected: Completed strategic plan with metrics for continuous assessment and goal completion; measures of success to be determined	Projected: Increase visibility of OAW, create plan that will allow stakeholders to buy-in to OAW's vision	Projected: Completed strategic plan with metrics for continuous assessment and goal completion; measures of success to be determined	Projected: Completed strategic plan with metrics for continuous assessment and goal completion; measures of success to be determined
OEI	Washington Sea Grant Administrative improvements		Better service to clients	9/17/2012	Ongoing	Milestones: Completed organizational assessment, developed reorganization plan	6		Increased customer satisfaction		
OEI	HR/Payroll Change Management		Better service to clients	11/13/2012	Ongoing	Continued to develop Change Management Plan & stakeholder analysis/map	6			TBD	TBD
OEI	Applied Physics Lab Strategy Plan implementation	Clear strategy map & plan to follow to meet goals	Improved service to clients & compliance	5/30/2012	Ongoing	Implemented 3 improvement teams & a new OEI-led analysis project of Research Admin area	6	Measures of success to be determined	Measures of success to be determined	Measures of success to be determined	Measures of success to be determined
OEI	School of Law: Faculty Secretaries	Improved efficiencies within the faculty support areas of the School of Law		7/24/2012	4/30/2013	Performing Analysis of roles and responsibilities and developing recommendations for improved workflow and assignments	6		Increased capacity, increased customer service level	Projected .5 to 1.0 FTE increased efficiency	
OEI	APL Research Administrators	Improved efficiencies within research support areas		1/7/2013	6/30/2013	Performing Analysis of roles and responsibilities, workload, supporting tools and technology and developing recommendations for	6	Possible improvements in HR and Payroll compliance	Increased capacity, increased customer service level	Currently being assessed and calculated	

						improved effectiveness and efficiencies					
OEI	UW Police Department	Improved efficiencies within department		6/6/2012	4/30/2013	Implementing 3 recommendations: increased efficiency for Sergeant Reports, Better and faster financial reports and eliminating parallel time and leave reporting processes	6	Possible improvements in HR and Payroll compliance	Increased capacity both for administrators and Supervisor/Sergeants	Projected .5 to 1.0 FTE increased Adminstratorefficiency. 1-2 additional hours/day for Sergeants	
OEI	APL Human Resource Operations	Improved efficiencies within department		10/5/2012	8/31/2013	Analyzing operations and processes, creating benchmarks, identifying opportunities for improvement, and streamlining processes	6	Possible improvement in HR compliance	Increased capacity, increased customer service level	Currently being assessed and calculated	
HSD	Modification Form Adaptation	More complete and correct modifications submitted, easing review	A more readable and understandable form will simplify and facilitate the preparation, submission, review and approval of modifications. In addition, related policy changes will reduce the number of modifications necessary to complete.	1/4/2013	6/30/2013	Re-formatted the mod form to be more user friendly, converted to a smart form PDF, making it easier to fill out. Changed a couple of related policies which make it so researchers will have to fill out fewer of these overall	3				
HSD	IRB Departmental Assignments	Improved internal process for assigning applications to IRBs for review	Departments will know which IRB their studies are going to be sent to, allowing for a single point of contact in HSD. Also, studies will be better matched to IRBs with members	1/18/2013	9/27/2013	Using data from the DORA database, we will assign UW departments to IRBs based on committee expertise and committee workload. A non-public testing phase will begin in the summer of 2013,	2	Assigning applications based on committee expertise ensures that we are in compliance with regulations	Researchers will know who to call with questions related to preparing their studies, what review might look like, etc.		

			having the appropriate expertise to review them.			to be refined for official implementation at the end of September		that require studies to be reviewed by qualified individuals and committees			
HSD	eSubmission Market Study					Assess the current market for electronic submissions systems to ascertain whether we will "build or buy" a system.	6				
HSD	LAD to DOHR	Not clear yet; may increase number of DOHR submissions	An expanded number of studies will now be eligible to get DOHR status, allowing for funding to be released sooner for more studies without IRB review	2/1/2013	4/26/2013	Revised the Limited Activities Determination (LAD) to the Delayed Onset Human Research (DOHR), increasing the number of studies eligible for this status, allowing for more studies to receive funding prior to IRB review (when appropriate)	2		A greater pool of researchers will be able to access funding awards prior to IRB approval (when appropriate).		
HSD	Regulatory Checklist Restructuring	Increased consistency in review and reduced redundancies, allowing for quicker review		10/26/2013	8/31/2013	Regulatory checklists have been reviewed and updated to ensure regulatory completeness	3	More complete checklists ensure that reviews are done completely, IRB determinations are made and documented appropriately, and that what is needed in the file is in the file.			

HSD	SOP Renovation	Increased completeness in SOPs will help with consistency of review, and ensure that HSD staff and IRB members understand all UW policies and procedures in conducting an IRB review		3/6/2013	12/31/2013	Writing and revising the HSD SOPs to ensure that they are complete and correct. This addresses findings from the 2012 audits (OHRP, FDA and internal), as well as our office's need to standardize procedures.	6	Addresses the audit findings from 2012	Having a complete suite of SOPs will help ensure that the UW research community understands the IRB process, enabling them to more easily maneuver through.		
ORIS	Required Training - Phase 1 (Completed Training)	Departments within OR (HSD, OSP, ORC) will have access to training completion records, without the need to call each department separately.	Allows display, by UW NetID, the training completion record for the following training data sources: EH&S, OAW, FCOI, HSD, Sponsored Training, WaNPRC, C4C, CRBB, DCM, and BRI.	12/10/2012	TBD	Provide the ability to display the training completion records for multiple data sources in one place.	6	Transparency of training completion record in one place can help reduce risk of regulatory non compliance	Researcher no longer have to contact multiple units to obtain information about registration, status, and training completion.		
ORIS	SAGE Grant Runner Enhancements		Greater access and visibility to information; easier for collaborative efforts; more efficient technology in preparing grant for submission		Continuing	Build out of SAGE Grant Runner features to support the validation and submission of additional electronic proposals via Grants.gov	2		ease of preparation and of access to information		
ORIS	Unified Content Repository	Reduces the amount of content management systems content owners need to learn, use and manage. Provides structured content to reduce the amount of time spent maintaining and creating content for the research community.	Enables discoverable, cohesive, and future-friendly content for our research community that empowers them with the knowledge they need to minimize research administration burden and increases their research	8/15/2012	6/1/2013	Align unit content partners in a unified content strategy with system that create and maintained structured content the allows us to deliver content and communications to multiple mediums in targeted or personalized manner.	4	Tracks authorship and modification dates of content to help with auditing content for accuracy. Reduces duplicate information.	Digital content storage service with an associated set of data management, search and access methods. Provides system-to-system interface to enable development of rich client user interfaces with less code and more stability.		

			capabilities.								
ORIS	Annual Report (2013 data)	this effort improves the data within the annual report, reduces the time that it takes to produce it. eventually the report should be made accessible on demand. effort include incorporation of institutional master data, institutional business rules and definitions.	this effort will improve the reliability of the data published to campus	2/1/2009	8/31/2013	Continuing effort to surface data required to support the annual report based on two tenants, data driven reporting and repeatable process. each fiscal year includes this improvement effort around process, business rules and data integrity/quality. This year final data is expected to be delivered at the end of the accounting year, 8/31/2013	4	this effort will have little effect on compliance	this effort will increase the reliability and availability of data	this will greatly reduce the time and effort spent gathering data and make it more reliable	this will greatly reduce the time and effort spent gathering data and make it more reliable
ORIS	BoR Prototype	this effort will modernized the existing report, making it more visual, analytical, and it will incorporate best practices and richer data	this is not a campus report per se but it is widely distributed. overall this will improve our reporting image	1/1/2011	9/30/2013	Updates to the BOR report: Definition of award, clean up of historical data for OrgCodes, Sponsors, and Budget ID. The prototype is intended to be delivered in line with the annual report effort but staggered by a month. The prototype will include a blend of OEI and DSS data visualization best practices	4	this effort will have little effect on compliance	this effort will increase the reliability and availability of data	this will greatly reduce the time and effort spent gathering data and make it more reliable	this will greatly reduce the time and effort spent gathering data and make it more reliable

ORIS	RADC CUBE	this effort will make analytical sage data, specifically awards, available to all central offices	this effort will make analytical sage data, specifically awards, available to campus	1/1/2011	7/31/2013	tool for providing analytical data to the UW as a result of RADC Phase 1. This effort includes training and day to day support in the run up to a "loud" roll-out which should be complete by end of FY13	4	this is just a first step in what should, down the road, support and integrated view into awards, expenditures and compliance. Compliance should become less costly to report on and should help ensuring compliance \ngoing.	data access and analysis will help inform process improvement opportunities. as a new service it is already an improvement over our data access abilities today.	data availability should greatly reduce time spent by data users sourcing data and building reports. it will also improve the quality of the data being reported on thereby reducing errors and time spent correcting errors	access to data should improve decision making leading to improved use of dollars
ORIS	VIVO Phase 1	Provides common access rules and data to enable a researcher identity solution.	Should demonstrate that we can reduce the administrative burden necessary to manage digital researcher biosketches and profiles.	7/1/2012	7/1/2013	Pilot effort to explore leveraging VIVO, an open-source higher education solution to researcher profile management, as an institutional research profile source-of-record repository solution and discovery service.	6	Possible solution to forthcoming federal biosketch reporting requirements (SciENCV)	Access to institutional research and Pis		
ORIS	ORIS Portfolio Management Framework	Manage and direct incoming work requests more efficiently	Create opportunity for larger, faster throughput of prioritized projects for partners and clients	5/30/2012	continuing	Create process to control and handle incoming work request	6	Reduces risk by providing a path for projects that are of highest priority and/or of highest value first. Process is	Established work prioritization path and contacts decreases uncertainty. Set cadences of SPOC meetings increases transparency for ORIS and all of its partners.	> Reduces time from work request to product delivery. Exact metrics will need	

								predictable with a path for escalation.		to be gathered.	
ORIS	RADC to EDW Phase1	this effort will make analytical sage data, specifically awards, available to all central offices	this effort will make analytical sage data, specifically awards, available to campus	4/1/2012	7/1/2013	Integrate research data into the EDW to support domain and cross domain business intelligence and strategic forecasting, and to support shared access to transactional data that is needed for day-to-day operations.	4	this is just a first step in what should, down the road, support and integrated view into awards, expenditures and compliance. Compliance should become less costly to report on and should help ensuring compliance \ngoing.	data access and analysis will help inform process improvement opportunities. as a new service it is already an improvement over our data access abilities today.	data availability should greatly reduce time spent by data users sourcing data and building reports. it will also improve the quality of the data being reported on thereby reducing errors and time spent correcting errors	access to data should improve decision making leading to improved use of dollars
ORIS	Update SAGE Budget to include Preliminary Benefit Rates	Fewer calls to help desk asking when new budget rates available for use	More accurate budgets for grants	10/1/2012	5/31/2013	Enhancement to SAGE which will allow preliminary budget rates to be used	1		Researchers can build better budgets		

ORIS	ARRA Migration	this project results in the transition of the ARRA reporting application and reporting responsibility from HR to it's more appropriate owner, OR. If done well, business units should need to do nothing other than participate as SMEs.	none, if done well, the change will be imperceptible to campus.	2/19/2013	5/29/2013	Transition ARRA reporting responsibility and related technologies that support it, from HRIS to ORIS	4		Build infrastructure and streamline processes to maximize service and opportunities to researchers (qualitative or quantitative)		Increase research funds through dollars saved, increased revenue and maximizing opportunities (quantitative)
ORIS	Rebuild Backup Infrastructure: Phase 2	Prevent loss of information/data in the event of a disaster	Minimize "down" time in the event of a disaster	2/1/2013	6/1/2013	Create dynamic, cost-effective, off-site backup replication solution for disaster recovery	6		Ensure data is secured, retrievable, and replaceable in a reasonable amount of time		
ORIS	FIDS Public Facing Report (webpage)	Eliminate manual creation of report	Automation of report		5/31/2013	Automate the existing manual creation/posting of the FIDS public facing report.	4	Posting of regulated data done manually; moving to automated report ensures compliance and accuracy.	Report will automatically pull data that should be posted. Process allows for unit to review for accuracy before posting.	ORIS: 8 hours for end-to-end process	
ORIS	264 Time of Award webpage	Reduces the number of phone calls that OSP receives regarding Time of Award.	Campus will have a reference page that lists the frequent issues that prevents the release of awards.		6/28/2013	Create a new webpage to display situations/compliance that requires campus attention before awards can be released	2	N/A	Creates a self-service reference page for campus that displays examples of situations or compliance issues that needs to be resolved for awards to be released.	Reduction in OSP time for answering most frequently asked questions regarding Time of Award. Allows campus to anticipate issues and action needed to avoid delay in the	

										release of awards.	
ORIS	Advance Budget Number Tool Modification	Update to the SFI question in the Advance Budget Tool needed to stay in compliance with the FCOI regulations.			5/31/2013	Updates to the Advance Budget Number tool content.	6	Updates to the SFI questions displayed in the Advance Budget tool needed to be in compliance with the FCOI regulations.			
ORIS	FIDS View	Allows for consistent and accurate reporting			5/2/2013	Create a data view for FIDS data. Allows ORC to request report	6		Consistent and accurate reporting		
ORIS	AUMS immunization history	Dept will have accurate information for immunization history.	Campus is able to select "unknown" as option for immunization history to correctly reflect actual information.		7/31/2013	Provide users the ability to select "unknown" for immunization history	6	Data gathered from user is correct	Campus is not forced to select an inaccurate date in order to submit an application		
ORIS	Single Patient Emergency Use	Dept will need to maintain a new website regarding Single Patient Emergency Use.	Easy, visible means for researcher to get needed information immediately regarding Single Patient Emergency use, without calling HSD.		TBD	New webpage to display publish documentation for Single Patient Emergency Use for experimental drugs or devices.	6	Allows researchers who administers experimental drugs or devices	Provides campus a way to obtain information about Single Patient Emergency Use for experimental drugs or devices, usually done during emergency situation, when HSD is not open.		

ORIS	Content Management for SOPs	Posting of HSD SOPs to HSD website	Campus will have online access of all HSD SOPs		5/31/2013	New SOPs, created/modified to comply with the HSD audit results, needs to be posted to the HSD website.	6	Updated SOP to address compliance audit findings	Posting of HSD SOPs to HSD website		
ORIS	FCOI Training Record Lookup	Dept are able to perform ad hoc queries to determine whether an individual has completed their FCOI training requirements	Campus are able to determine whether an individual have completed their FCOI training at any time		5/2/2013	Provide UW with a method to manually confirm a participant's FCOI training competition status. In addition, provide Reciprocal Training Partners a method to manually enter a competition record.	6	Reduces compliance risk. Admin and Researchers are able to perform ad-hoc query on FCOI training completion status.	Self service module provides users the ability to confirm their FCOI training status. Provides Childrens' the ability to enter FCOI reciprocal training data manually.		
ORIS	Notification		Administrators will be able to see who has been automatically notified and when		7/31/2013	Keep an audit log on who was notified automatically by the system and when	6		Confirmation of notifications logged and auditable		
ORIS	PHS Training report by ORG code	none	Allow individual to lookup FCOI training completion tracking status by org code.		7/31/2013	Provide the ability to lookup PHS training by OrgCode	6	Reduces compliance risk. Admin and Researchers are able to perform ad-hoc query on FCOI training completion status by OrgCode.	Administrators can easily lookup FCOI training completion records by OrgCode versus individually.	Saves administrator time by reducing the need to lookup FCOI training records individually.	
ORIS	PI Assurance question updates		Reduce confusion		7/31/2013	How the assurance question is displayed is causing some confusion. Needs enhancement	6		Reduce confusion of assurance question		
ORIS	Training Grant	Support of "training grant" project	Comprehensive information about training grant will be available in one place		6/28/2013	New webpage to support OR Central project "Training Grant"	6	Helps ensure compliance by providing the comprehensive information that one needs to administer a training grant.	Self service webpage that displays all the information that a researcher or administrative unit needs regarding training grant		

ORIS	No Cost Extension Update		Reduce confusion - text will be modified to match the FCOI policy		5/28/2013	Updates to the No Cost Extension form needed for FCOI	6		Reduce confusion since FCOI related information on the form will now match the FCOI policy		
ORIS	AUMS required field updates	Contact phone information on the form will be correct	Campus will no longer have to enter incorrect contact phone information if they do not have any, in order to submit the form		7/31/2013	Required field updates required	6	Contact phone information on file for each requestor will reflect the correct information.	Reduce the need for campus to enter incorrect information in the required field, if such information does not exist, in order to submit the form.		
ORIS	HSD Market Study	The Market Study will have no immediate impact to the unit.	The Market Study will have no immediate impact to the unit.	3/4/2013	6/28/2013	Market study to determine solutions used by peer institution and best of breed in the marketplace.	2	The Market Study has no impact on current metrics.	The Market Study has no impact on current metrics.	The Market Study has no impact on current metrics.	The Market Study has no impact on current metrics.
ORIS	OR Biography Page	Campus aware of who is leading Office of Research	Inform campus about AVP/Directors of Office of Research		7/31/2013	Create a new biography page for Office of Research, for Directors and AVP	6		Knowledge of Office of Research Management		
ORIS	Outside Work Webpage		FAQs for Outside Work available to assist in completing 1460 form		5/31/2013	Create a new webpage to provide information about the Outside Work Process	6		Information and instructions for 1460 form made available		
ORIS	Access	Dept can manage their own Learning registration information.	GCA gains access to Learning registration tool		5/2/2013	Extend access to Learning Registration Tool to GCA	6		Allows GCA to perform some self service administration tasks		
ORIS	DORA Enhancements Q1 2012	Compliance with audit findings		4/1/2013	5/31/2013	The DORA expedited agenda must be modified to respond to Audit findings. A development environment and process must be planned and implemented because the FHCRC no longer provides enhancement support for DORA, so this work must be completed by ORIS.	6	Reduce risk of regulatory non compliance	ensure compliance		

ORIS	Announcement Client			4/4/2013	TBD	Allow OR content partners and ORIS staff to create and manage announcement content aligned with OR's content strategy that is stored in ORIS's unified Content Repository	6	Better tracking of announcement content provenance to reduce the burden on users to determine who to contact for more information. Will also help central units better audit their own announcement content.	Sharing of content creation responsibility		
ORIS	Pending FAs Report	Updating of views for OSP and inclusion in QA procedures			7/31/2013	Finalize the Pending FA report and move to production.	6		Updating of views for OSP and inclusion in QA procedures		
ORIS	AUMS - Add Job Description to View and Search	Dept can quickly assess which Nurse in EH&S should be assigned to review the submission.	none		7/31/2013	Add job description to views and search functionality in AUMS	3		Helps EH&S with queue management. Nurse assignment is based on the complexity of the situation, which can be derived from the requestor's job description.		
ORIS	AUMS Form Updates	Dept will need to review additional questions about allergies and respiratory use.	Campus will have to answer a new question regarding allergies and respirator use.		7/31/2013	Add new statement under "Allergies" section	6	For occupational health, question asked provides nurse the needed data regarding allergies and the use of respiratory protection.			

ORIS	Virtual Server Infrastructure: Phase 2	Impacts HSD, OSP, ORC, and ORIS directly by providing improved disaster recovery and preparedness.	Campus will be impacted if a major disaster or outage has a decreased affect of all OR units because this solution allows faster and more complete recovery of OR server systems.	6/3/2013	8/30/2013	Phase 2 of the virtual server infrastructure project has one primary deliverable: to add a replication server in a separate geographical region for replicating critical servers. A new data center location in eastern washington, provided by UW IT, has been delayed until the end of summer. This is a key dependency.	6	Does not directly affect researcher compliance.	Provides improved service to OR staff, and to some researcher systems. Decreases risk, improves stability and up-time.	Does not affect researcher time, but decreases time to recover from major disasters and outages.	Decreases cost to recover from major disasters and outages.
OSP	Proposal Review Criteria	Clear definition of OSP roles and responsibilities in proposal review. This will ensure a baseline consistency between OSP administrators in reviewing proposals and aid in training new proposal reviewers.	Clear campus guidance as to what OSP reviews and looks for in proposal review	3/1/2013	7/31/2013	Develop and implement consistent baseline proposal review criteria	1	Will provide clarity and guidance around issues of proposal submission and compliance in terms of both sponsor and university requirements	Provides a baseline for OSP review on which campus can rely		
OSP	Progress Report Submission	Will result in change to eGC1 routing rules.	Department administration and chairs would be responsible for ensuring accuracy of information prior to submission. Would lessen steps involved in progress report submission.	1/1/2013	HOLD	UW institutional decision on whether to delegate NIH and HRSA progress report submission (RPPR) responsibility to campus.	3	Due to change in progress report format to RPPR, type of compliance information provided to sponsor and when shifts; more time of award review by OSP rather than at progress report stage.	More efficient method of submission of progress report.		
OSP	eFA field definitions and Ownership										

OSP	Revision of NCE Review Guidance and job aids	Clarify action steps for reviewing NCE requests. Better tool for processors who are new to the task.	Clear information provided to campus for which information is needed for a successful NCE request and consistent review experience.	11/1/2012	7/31/2013	Update NCE review process, revise NCE review guidance for OSP to reflect changes in compliance rules, revise NCE web tool, revise OSP website.	3	Will provide clear instructions to OSP processors as to how to remain compliant with UW and sponsor requirements.	Consistent and transparent service to campus.		
OSP	Org code/ OSP Staff assignment tool	Faster and clearer implementation of org. code assignment changes to OSP staff	More efficient customer service as triaging requests to the correct person will become faster.	11/1/2012	6/31/2013	OSP needs a tool that allows flexible staff/org code assignments and communication both internally as well as to ORIS	6		Faster and more accurate triaging of incoming requests.		
ORC	Life Science Project	20K Award - Collaboration with WSU for PharMA	Potential highlighting of life science activities on campus.	1/1/2013	6/30/2013	Reporting on Life Sciences figures (proposals, awards, \$spent, prestigious faculty, etc). Data will go into publication being created by WSU to promote life sciences research in washington state with a focus on the two major research universities.	6				
ORC	Survey of Center and Institutes Directors and their staff	n/a	Collaborative data available to campus	13-Apr	Responses due 5/31, data reviewed and distributed 7/30	Survey of Center and Institute Directors	6	n/a	Will provide data that will allow OR to provide targeted communication and resources	no data	no data
ORC	T32 Training Grant webpage	n/a	Resource to campus	12-Jun	~7/13	Webpage and resources for T32 Training Grants	6	n/a	Resource to campus on a complex process, increase successful training grants		no data till launched
CPMG	UDP (NIH)	Client development	Assistance on grant application	3/11/2013		All services (project management, budget consultation, RFP requirements review)	1		Provide project management, proposal development and final review	51	\$ 3,060

CPMG	CPMG Templates & Primers	Services expanded	CPMG tools available 24/7	11/15/2012		Primary CPMG proposal development tools available as downloads on CPMG website	1		Provide proposal development tools		
CPMG	Corporate and Foundation Relations Roundtable	Visibility broadened	share tools for project management, foster larger collaborations								