



Resource Optimization

Highlights and Trends

Between 10/1/13-12/31/13:

OSP	<ul style="list-style-type: none"> ▪ A selection of FA fields was opened up to GCA and new business rules were established between OSP and GCA offices to make the FA processing more efficient. A combined training and Q&A session was held. ▪ Developed revised job aids for OSP staff for clearer instructions. The job aids cover topics such as how to reuse Admin. Actions in SPAERC and how to use SPAERC locations consistently.
HSD	<ul style="list-style-type: none"> ▪ HSD held a total of seven informational sessions (including at UW Bothel, UW Tacoma, Harborview Medical Center and South Lake Union) to give researchers engaged in human subjects research an opportunity hear directly about changes to HSD policies that would impact them. Approximately 400 members of the UW research community attended one of the sessions. In addition, we have posted a recording of one of these sessions on our website. To date, the recording has been watched by more than 100 researchers
ORIS	<ul style="list-style-type: none"> ▪ Budget Extension replaced the current budget extension web page content resulting in better design, easier to follow instructions, more accurate and updated information and better tools. It also reduces the time spent by ORIS, OSP, and the researcher when seeking help and information. ▪ Researcher Profiles: VIVO Proof-of-Concept was completed. Will provide a single system that will enable reduction in duplicate profile systems and time spent aggregating researcher profile data for fostering interdisciplinary collaborations and reporting needs. Expected to line up with SciENCv Federal biosketch requirements and to be a means for researchers to discover potential collaborators. ▪ Update Grant Runner web service end points for S2S so that campus maintains the ability to successfully transmit NIH applications.
ORC	<ul style="list-style-type: none"> ▪ OEI completed large projects with a client in Africa which included on-site meetings with leadership, staff retreat and formulation of continuing projects for the next year, to enable the client’s strategic planning and change management. ▪ OEI had surveys for 3 different groups in process during the quarter (2 employee satisfaction and 1 customer satisfaction survey), which will be used as input to strategic planning and change management. ▪ November saw the highest level of OEI website hits and page views since its inception; website use was strong for all of FY2014 Q2.

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
ORIS	July Maintenance Release	Improvements to OSP business process and tools	Improvements to researchers business process and tools		7/31/2013	AUMS enhancements, SPAERC enhancements,	6	No impact on current metrics.			
ORIS	HSD market study	No immediate impact	No immediate impact	3/4/2013	7/30/2013	Determine solutions used by peer institution and best of options in marketplace	2				
ORIS	Staff assignment tool				8/21/2013	OSP will create an Access tool that allows flexible staff/org code assignments and communication both internally as well as to ORIS. May require ORIS advice for integration to OSP contact page (web)	1				
ORIS	Funding Announcements	Improve OSP's ability to effectively communicate funding announcements information, by separating out the funding content from general announcements.	Campus users will find it easier to locate funding-specific announcements, since they are now in a single location on the OSP's Find Funding web page.		8/21/2013	Create a new location where all funding announcement are listed and can be searched	1		Earlier visibility to new funding opportunities	TBD	
ORIS	SAGE grant runner enhancements Form C	OSP Grants Coordinators experience a smooth transition from form set B to C, with few submission errors	Researchers are able to continue submitting NIH applications system-to-system, after the forms-C changeover; Addition of enrollment data form gives us study participant data for future reporting use.		8/27/2013	Update existing GrantRunner forms to comply with Forms C requirements; Add 2 new enrollment forms, as required by Form C.	1		- 100% of in-progress applications at time of go live are reviewed to assure submission will go through under the correct form set - Sustain a low level of submission failures related to GrantRunner system issues.		
ORIS	Forms Repository		Will aid users in locating their specific form of interest.		8/31/2013	Create a new location where all forms are listed and can be searched	1		Users are finding and accessing the site with regularity,		

									as measured by the number of hits to the page.		
ORIS	Husky SciVal Announcement	Provides ORC one place where they can post SciVal update and site improvement effort. One place that ORC can direct people to for all SciVal information.	Provides a central location for real time information on SciVal updates and site improvements. Faculty and their administrators have one place that they can always go to and where they can direct people to, to get information and updates.		8/31/2013	Add an announcement box on the SciVal Page, Husky SciVal Experts section	6	None	Central location for real time information on SciVal updates and site improvements, that is self service and available 24/7.		
ORIS	Using data to track MultInvestigator grants	Understand complex grants by investigator	None		9/1/2013	Communicate to campus the number and award totals of multi-investigator awards, by year, comparison by FY year (including % change over FY).	4		Provide useful information to ORC for Mary in support of a conference she is attending in September		
ORIS	Unified Content Repository: Phase I	Will enable content storage and retrieval functionality for content administration applications ("self-service"), content display, knowledge management, search, and reporting for all OR units. Will help ORIS obsolete legacy content management systems helping reduce technology maintenance and security footprints.	Will enable structured data and higher quality meta-data for OR's digital content. This will provide enhanced filtering and audience targeting for the Researcher Portal concept.	8/15/2012	9/6/2013	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.	6	* Unit Content Editor/Writer compliance increased due to better audibility of content because of the centralized nature of the content storage & tracking of content provenance will enhance find-ability for responsible business offices	* Campus researchers will spend less time searching for necessary materials as we will increase relevancy in search results and have better navigation schemes due to both smaller content chunks and better meta-data	TBD	* Reduction of systems operations costs as we will migrate 15 disparate content management systems into 1

									attributes at finer-grained level than we currently have		
ORIS	HSD Solution Implementation & support Model			8/1/2013	9/12/2013	Provide the resource model for the HSD solution build out and support. Create a high level implementation plan.	2		This effort is pre-work that supports the implementation of an electronic submission system for HSD that may increase our ability to adhere to compliance in review of human subjects research applications.		
ORIS	New Virtual Server Infrastructure: Phase 2	Impacts HSD, OSP, ORC, and ORIS directly by providing improved disaster recovery and preparedness.	Campus would be impacted if a major disaster or outage affected OR-Hosted servers, because OR Staff would not be able to perform their job functions and therefore would not be able to serve campus. This project enhances the availability of OR-Hosted servers to prevent such impacts.	7/22/2013	9/23/2013	Add hardware replication to the OR-Hosted virtual server infrastructure to increase availability and reduce potential downtime.	6		Estimated increase in availability of OR-hosted services from 99.5% to 99.9%.		
ORIS	Maintenance Release Sept. 2013				9/26/2013	eGC1 enhancements, SFI list page text changes, FA process enhancements,	6				
ORIS	Decommission and/or virtualize old servers	Impacts HSD, OSP, ORC, and ORIS directly by eliminating the risk of old server hardware failing and causing down time.	Campus would be impacted if an older server fails and causes down time for the OR, which would affect OR staff's ability to perform their job	7/29/2013	9/27/2013	Decommission and/or virtualize old OR-Hosted servers that are at or near end-of-life. This project reduces risk of outages and greatly improves the availability of OR-Hosted	6		Estimated increase in availability of legacy OR-Hosted servers from 99.0% to		Estimated savings of 66% in server hardware costs due to

			functions and serve campus.			server systems.			99.9%.		virtualization.
ORIS	HSD Contact page	This project will allow HSD to automatically direct inquiries to the right IRB review team, and be able to answer questions more efficiently and effectively.	Campus researchers will be able to quickly and directly contact the designated HSD team and save time in contact searching or being forwarded multiple times	6/1/2013	9/30/2013	Create an HSD Contact page that list specific contacts	6	Increase the consistency of answers given to researchers	- Reduction in number of steps required to obtain answer to a question - Increased continuity for researcher from initial inquiry to submission, by connecting them with the appropriate IRB team at an earlier stage.		
ORIS	Pending FA report				9/30/2013	Finalize the Pending FA report and move to production.	1				
OEI	School of Law Lecturers	Improved efficiencies within the faculty support areas of the School of Law	None	6/13/13	9/13/13	Performed analysis of roles and responsibilities, and developed recommendations for improved workflow and assignments, which were implemented	6		Increased capacity, increased customer service level	.75 FTE	
OEI	HR/Payroll Change Management	Improved efficiencies	Better service to clients	11/13/12	7/31/13	Developed change management plan and stakeholder analysis/map	6			TBD	TBD
HSD	Expedited Review Eligibility Worksheet - SOP Renovation (Cycle 2)	This worksheet makes it easier for staff to identify submissions that have been made incorrectly, reducing the amount of work involved in reviewing a study	Gives PIs the ability to self determine if their studies meet the criteria for expedited review, enabling them to submit the appropriate	3/6/13	8/19/13	Implemented as a part of the SOP Renovation project, Cycle 2. For the first time, HSD has a tool that helps researchers self-determine if they should submit a minimal risk	6		Reduces the need for researchers to rely on HSD staff to determine if their study		

		incorrectly submitted	application and significantly reducing mis-directed applications (which have much longer review times)			(expedited) application, or a full board application.			meets the criteria for expedited review	
OSP	Revision of internal Budget Extension review guidance and job aids, new Budget Extension request letter template	Clarify action steps for reviewing Budget Extension requests. Better tool for processors who are new to the task. Time saved on streamlined process is redirected to JIT review and processing.	Consistent service provided to campus at the time of a Budget Extension request	11/1/13	7/1/13	Update Budget Extension review process, revise Budget Extension review guidance for OSP to reflect changes in compliance rules, revise Budget Extension web tool	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.	Avg. 18 BE requests for NSF per month*15 minutes per email=4.5 hours per month of PC time. Removing NSF question from the web tool was the main process change. Saved time is used to move certain JIT review and processing to PCs.
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.	11/1/12	9/1/13	OSP needs a tool that allows flexible staff/org code assignments and communication both internally as well as to ORIS	6	N/A	Faster and more accurate triaging of incoming requests.	Avg. 25 assignment changes per year * avg. 3 hours to implement =75hours per year of LABS time. Goal is to spend less time implementing assignment changes.
OSP	Regular review and maintenance of pending FAs	OSP managers receive regular reports on all the pending FAs which will allow them to manage the work-load better and	Processing time of FAs should go down	9/1/12	9/1/13	The purpose of this project is to provide OSP managers with a comprehensive list (in Excel) of all the FAs that are "in the house of OSP"	3	N/A	Better understanding of the status of each FA and	

		trouble-shoot as needed				for easier follow-up and management of team workload			possibly faster processing time for some FAs		
OSP	A-133 Certification Process for incoming subcontracts	New processes established for A-133 compliance, providing A-133 status information to pass-through entities	Support incoming subcontract process	8/1/12	7/1/13	To provide status information to pass-through entities in response to enquiries	6	Communication to pass-through entities regarding compliance with A-133	N/A		
OSP	Expanded use of FDP subaward template for new subawards	Provided up to date process for use of standard template for all federal grants and cooperative agreements. Updated to use most current version of FDP template.	Streamlines the development of subcontracts for federal grants and cooperative agreements. Approx 80% of activity.	12/1/12	7/1/13	Developed procedure for and training of subcontract team to use FDP subcontract template for new subawards	6	Ensures that we are compliant in the terms that we are flowing down to our subcontractors by using standard T&C's and attaching full prime award.	Provides for consistent and more efficient process for campus.	Significantly reduces amount of time spent on developing subcontract.	
OSP	Expanded use of FDP subaward template for subaward modifications	Provided up to date process for use of standard template for all federal grants and cooperative agreements. Updated to use most current version of FDP template.	Streamlines the development of subcontracts for federal grants and cooperative agreements. Approx 80% of activity.	21/1/12	7/1/13	Developed procedure for and training of subcontract team to use FDP subcontract template for modifications	6	Ensures that we are compliant in the terms that we are flowing down to our subcontractors by using standard T&C's and attaching full prime award.	Provides for consistent and more efficient process for campus.	Significantly reduces amount of time spent on developing subcontract.	
OSP	New Time-of-Award Web page	Empower campus units to manage these issues pro-actively through information sharing.	Make transparent the reasons OSP could hold an award, causing a delay in budget set up.	1/1/13	7/1/13	Document all situations/compliance that need campus attention before the award can be released. JIT included.	3	Assists campus users to meet their compliance requirements before the award is received so that it can be processed without delay.	Clear understanding of what campus can do proactively to ensure their award it processed in a timely manner.		
OSP	Forms Repository Web Page	One-stop shopping for all research administration forms.	One-stop shopping for all research administration forms.	5/1/13	8/1/13	Create a new location where all forms are listed and can be searched	6	N/A	One-stop-shopping for all research administration forms managed by		

									OSP.		
OSP	Funding Announcements - new location on website	Ensure that announcements on the OSP Homepage are not diluted by numerous funding announcements	Create a single location for all non-federal funding announcements can be posted and archived.	1/1/13	8/1/13		6	Compliance news will no longer roll off the Announcements box on the OSP Home page in a few days; instead, non-federal announcements will appear in a different location.	Gretchen		
OSP	NIH ASSIST System Web Page	Provide one-stop shopping for information on the new ASSIST system. Provide best practices.	Prepare campus units to use this new NIH system for complex PHS applications.	4/1/13	9/1/13	Ø Take a lead role in communication of ASSIST program to internal OSP staff and external UW users by email via MRAM list for proposals require submission via ASSIST by September 25, 2013. Ø Create a website for NIH ASSIST program at UW	1	N/A	Provide clear instructions to campus about these new required forms.		

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Definitions					
Compliance					
Service					
Time					
Funds					

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	UW Police Department	Improved efficiencies within the department	None	6/12/13	12/31/13	Implementing 3 recommendations: increased efficiency for Sgt. 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	.75 FTE	
OEI	Applied Physics Lab Human Resource Operations	Improved efficiencies within the department	None	3/13/13	11/30/13	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	TBD	
OEI	ITHS Strategic Planning	Clear strategy map & plan to follow, to meet goals	Better service to clients	3/7/13	10/15/13	Leadership retreat ideal state conducted; project ideas that address future state goals submitted and evaluated	6	Measures of success to be determined when dashboard is developed	Measures of success to be determined when dashboard is developed	TBD	TBD
OEI	Washington Sea Grant Administrative Improvements (reorganization)	Staff has clearer roles & responsibilities; director time freed up for fundraising	Better service to clients	9/17/12	12/31/13	Reorganization implementation timeline developed	6		Increased customer satisfaction	TBD	
OEI	Applied Physics Lab Strategy Plan Implementation	Clear strategy map & plan to follow, to meet goals	Improved service to clients & compliance	5/30/12	Ongoing	Rollout strategic plan communication plan to staff, create infrastructure for strategic plan implementation, prioritize initiatives & create a strategy map for the 3 year action plan rollout, determine, plan & implement 1-2 demonstration projects.	6	TBD	TBD	TBD	TBD
OEI	Applied Physics Lab Time & Leave			7/15/13	Ongoing	For Payroll, Project Budget Reporting & Effort Reporting dimensions, requirements analysis, gap identification and analysis, recommendations and implementation plans	6	TBD	TBD	TBD	TBD
OEI	Office of Animal Welfare - Strategic Planning	Clear strategy map & plan to follow, to meet goals	Improved service to clients & compliance	3/27/13	Ongoing	Meeting on 11/1 w/leadership which needs to prioritize people/processes/ systems in order to get to future state	6	TBD	TBD	TBD	TBD

OEI	Office of Animal Welfare - continuous process improvement	Improved efficiencies within the department	Better service to clients	9/30/13	Ongoing	current state processes documented	6	TBD	TBD	TBD	TBD
OEI	School of Law Library	Improved efficiencies within the department	Better service to clients	9/4/13		Peer review research begun	6	TBD	TBD	TBD	TBD
OEI	ITECH-South Africa Survey	To be used in helping leadership understand how to embed employee development/morale as part of a people strategy/employee development	None	7/15/13	11/15/13	Employee survey developed & completed, analysis begun	6	TBD	TBD	TBD	TBD
OEI	ITECH-South Africa Internal Staff Strategy	Development of people strategy & employee development	None	7/15/13	12/31/13	Results from survey being compiled to present to senior leaders in South Africa	6	TBD	TBD	TBD	TBD
OEI	C 4 C - Customer survey	Enable C4C to obtain feedback on service to clients/customers	None	8/12/13	12/31/13	Survey being developed in consultation with C 4 C, to determine customer/client satisfaction with C 4 C services	6	TBD	Increased customer service satisfaction	TBD	TBD
OEI	OEI - First 3 Yrs - Customer Survey	Enable OEI to obtain feedback on service to clients/customers	Improved service to clients & compliance	7/9/13	12/31/13	Survey of OEI's first 3 years to determine customer satisfaction & fine-tune OEI services	6	TBD	Increased customer service satisfaction	TBD	TBD
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, reducing the amount of wait time for researchers, and increasing the amount of time available for research	1/4/13	12/31/13	Re-formatting the mod form to be more user-friendly, converting to a smart form PDF, making it easier to fill out, and eliminating irrelevant and unnecessary questions and information. Changing a couple of policies which make it so researchers will have to fill out fewer of these over all.	6		A newly formatted mod form should lessen the number of incorrect and incomplete modifications submitted, making it easier for the review process to be completed, resulting in a reduced turnaround	A) Mods eliminated due to policy changes: .3 FTE B) Changes to format: .5 FTE	A) \$1250/month B) \$4167/mo

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 having the appropriate expertise to review them.	1/18/13	12/31/13	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 began in the summer of 2013, and is being refined over the fall, for an official implementation by the end of the calendar year. Attached to this are the Minimal Risk and Full Board contact widgets for the HSD website	6	Assigning applications based on committee expertise ensures that we are in compliance with regulations that require studies to be reviewed by qualified individuals and committees	Researchers will know who to call with questions related to preparing their studies, what review might look like, etc.		
HSD	SOP Renovation (Cycles 3 & 4 and Misc)	Increased completeness in SOPs will help with consistency of review, and ensure that HSD staff and IRB members understand all UW policies and procedues in conducting an IRB review	HSD SOPs offer campus transparency in the review process, as well as guidance for various aspects of the application process	3/6/13	12/31/13	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.	TBD	TBD
HSD	Form Naming System	Both internal and external forms will be easier to find using the search function on the HSD website, or scanning the list of Forms.	Forms and other tools will be easier to find using the search function on the HSD website, reducing the need for calls and emails to HSD	8/8/13	10/21/13	Developing a naming system for all forms (including applications, checklists, worksheets, etc), which groups them by type, action necessary, and other relevant info. This will allow for a user to type what they are looking for intuitively into the HSD search function on the website and find it (or to more efficiently scan the list of forms), replacing our current approach has a higher-than-acceptable failure and frustration rate.	6		It will be significantly easier to find relevant forms, SOPs, tools and other documents using the current search features or lists on the HSD website	TBD	

HSD	Documentation of IRB outcomes	The documentation of all regulatory and policy requirements will be standardized across HSD, ensuring compliance in documentation requirements, and making it easier for anyone looking at a file to understand its contents and provide review	Researchers will receive consistent, clear, communications about IRB reviews, outcomes, and determinations, reducing the need for back and forth with review staff.	9/19/13	1/31/14	We are designing, testing and implementing a new system to streamline and standardize the documentation of review outcomes and regulatory requirements in the IRB files and in communications to researchers.	6	A standardized documentation system will ensure that the UW IRBs are in complete compliance with all regulations and policies (Federal, State and UW).		TBD	TBD
OSP	Proposal Review Criteria, Phase 1 - Essential Review Criteria + responses from managers	The objective of this project is to put together a workgroup of OSP staff members which will document the specifics of an OSP review of applications, raise issues of inconsistencies to OSP management, highlight possible policy and process issues and suggest system changes.	Clear campus guidance as to what OSP reviews and looks for in proposal review	3/1/13	12/1/13	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	N/A	N/A
OSP	Creation of a new Budget Extension website	Making Budget Extension requirements and review process transparent to campus will save time on providing customer service.	Clear information provided to campus for which information is needed for a successful Budget Extension request and consistent review experience.	11/1/12	10/1/13	Update Budget Extension review process, revise Budget Extension review guidance for OSP to reflect changes in compliance rules, revise Budget Extension 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.	Avg. 18 Budget Extension requests for NSF per month*15 minutes per email=4.5 hours per month of PC time. Removing NSF question from the web tool was the main process change. Saved time is used to move certain JIT review and processing to PCs.	N/A

OSP	FA field definitions and ownership, OSP vs. GCA, Phase 1	Fewer FAs being sent back-and-forth between OSP and GCA	Faster processing of FAs and therefore availability of funds to departments	4/1/13	11/1/13	To work with GCA to find ways to improve FA processing time. This may include possible system enhancements, better OSP internal guidance, minor process changes, education.	3	N/A	Faster availability of funds to researchers	156 FAs returned to OSP by GCA in one month (Oct. 2012) and avg. 5 hours of delayed processing per FA. Goal is to reduce the # of times FAs are returned.	N/A
OSP	Guidance for SPAERC use - Location assignments for SPAERC action items	Clear revised instructions to staff RE how to use SPAERC locations to make sure that recordkeeping in OSP is consistent and clean.	N/A	2/1/13	11/1/13	Update the guidance for assigning action SPAERC action items at different statuses to File, e-Shelf, OSP Shelf or to an individual task-list. This is an internal to OSP project only.	6	N/A	N/A	N/A	N/A
OSP	GIM 19. Update policy and procedure to add additional guidance for submission of waiver requests.	Will assist OSP manage work-load during rush times	Clear expectations to campus on timing of submission of waiver requests, as well as information needed to be submitted with requests.	4/4/13	12/1/13	Update policy and procedure to add additional guidance for submission of waiver requests.	1	N/A	Clear expectations will make it easier for campus to plan application process and assist in review and approval process.	N/A	N/A
OSP	RPPR Phase II pilot	OSP will be able to learn about the new RPPR for non-SNAP awards process before it is released to all awardees. It will result in questions that OSP will forward to NIH.	Possibility to try out RPPR for non-SNAP awards before it is released to all awardees and provide feedback to NIH.	11/1/13	2/2/14	Implementation of RPPR for non-SNAP awards will be mandatory by August 1st of 2014. This is a pilot that allows a handful institutions to try out the RPPR early and provide feedback to NIH.	3	N/A	Allows both OSP and UW campus to provide feedback to NIH about their new progress report mechanism.	N/A	N/A
OSP	New subcontracts intake process	This will allow OSP subcontracts team to receive information from campus more efficiently and process the	Clearer and faster processing of subcontracts	7/7/13		Develop new system requirements for new processes	6	Will make sure that all subcontracts are compliant with sponsor	Clear expectations and instructions will avoid	N/A	N/A

		subcontracts faster						regulations	confusion		
OSP	Collecting and analyzing audit information from existing subrecipient entities	Obtaining and assessing up to date audit and financial information from current subrecipient entities	Help ensure UW is not doing business with inappropriate entities	4/4/13		Collect financial information from existing subawardees (in a-133 format or other format), analyze the information and develop a system for archiving it	6	Collecting missing information on subcontractors in order to be compliant with A-133 requirements	N/A	N/A	N/A
OSP	New OSP subrecipient monitoring process, institutional level	Required compliance information available to OSP staff as they perform their regular compliance checks on subcontractors	Help ensure UW is not doing business with inappropriate entities	4/1/13		Enhance subrecipient monitoring process to ensure full compliance with requirements	6	Developing a new process to make sure that subcontractors are appropriate entities to do business with and will be able to adhere to sponsor requirements flowed down by UW.	N/A	N/A	N/A
OSP	What comes to OSP and why? OSP Assessment	Clarity in what is processed by OSP and how	Clarity in what is processed by OSP and how. If not processed by OSP then who.	7/1/13	12/1/13	The purpose of this project is to define which documents should be coming to OSP for signature and which should not. To re-assess the role of OSP office by soliciting feedback from UW community, OSP staff, other universities and sponsors, revising policy, revising OSP mission statement.	6	To make sure that UW stays compliant with all requirements by having appropriate signatures and compliance checks at different points of research administration process	Clear instructions as to what to do with different kinds of research related agreements.	N/A	N/A
OSP	Role Based Training	This project will have a direct impact on OSP in several areas. Most directly it will impact the training of new employees and those seeking promotion. It will also have a positive affect on the interview/hiring process	Possible impacts to campus include: a faster ramp-up time for new employees, increased consistency in OSP's execution of daily tasks and approaches, and increased transparency for the research	10/1/13	ongoing	Define technical and personal skill set per role in order to develop training plans based on office role.	6	N/A	The project will potentially provide a greater consistency of service to campus in terms of daily	N/A	N/A

		and staff development	community in to the operational practices of OSP.						processes and practices.		
OSP	SPAERC location File clean-up	Internal clean-up effort to allow further enhancements to SPAERC	N/A	10/1/13	1/1/14	Clean up the SPAERC location File from any item that is IN OSP status.	6	N/A	N/A	N/A	N/A
OSP	Standard non FDP subcontract template and process	Develop standard template and process to be used for federal contracts and all subcontracts under non federal prime awards.	Clearer and faster processing of subcontracts	12/1/13	12/1/13	Develop standard template and process to be used for federal contracts and all subcontracts under non federal prime awards.	6	Will make sure that all subcontracts are compliant with sponsor regulations	Clear expectations and instructions will avoid confusion	N/A	N/A
OSP	Master Agreement tracking in SPAERC	Internal clean-up effort to identify all Master Agreements and make sure that OSP staff is able to find them as needed in SPAERC	N/A	10/1/13		<ul style="list-style-type: none"> • Define Master Agreements • Ensure all relevant master agreements on the M: drive are uploaded to SPAERC. • Search master agreements (run a report) in SPAERC and ensure that they are searchable using the term "Master Agreement". • Rename any master agreements as necessary. • Develop an OSP internal process for handling Master Agreements 	6	N/A	N/A	N/A	N/A
CPMG	Online tools and templates	as CPMG closes its doors, the project management tools remain available	proposal development tools and templates available24/7	1/1/2013	12/15/2013	an overview, timeline, templates and tools for managing the proposal development process					
ORIS	Required Training - Phase 1: Completed Training	RTP will automate manual processes for HSD and ORC. This automation could reduce work effort by over 39 hours per years. See Metrics: Time for details.	RTP will provide campus with a single location to access the research-related training completion records. rather than having to visit multiple websites hosted by each of the compliance units. RTP aggregates the training records from the compliance units data sources into a single data base.	12/10/2012		Provide the ability to display the training completion records for multiple data sources in one place.	1			HSD: .005 FTE; ORC: .1 FTE; Campus: .02 FTE	

			Campus will spend less time in retrieving their research related training completion records.							
ORIS	Rebuild Backup 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 occurs, because the incident will have a decreased affect on all OR units because this solution allows faster and more complete recovery of OR server systems.	12/2/2013		Now that the new backup infrastructure is in place and operational, we will create a dynamic, cost-effective, off-site backup replication solution for disaster recovery. The new solution will be hosted in a geographically redundant data center, which will not be available until sometime around Fall 2013. UPDATE: We will prepare the server and host it in another data center on campus until the geographically redundant data center is available (timeline is unknown).	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.	
ORIS	HSD Micro-Mini Data Cube	HSD will be able to create the "Monthly Incoming Workload" report much more efficiently and frequently, which allows them to balance submission workloads across teams	Campus may benefit from better utilization of IRB team resources, resulting in possible faster submission review times	7/1/2013		Migrate a small subset of DORA SQL data to SQL Analysis Services cube for reporting.	6		Direct access to data resulting in better self-service reporting	TBD
ORIS	SAGE Grant Runner Enhancements - Forms Handling	ORIS developers will be able to support form changes or additions more easily and quickly	GrantRunner users will see expansion of forms at an expedited pace			Improve the SAGE Grant Runner forms handling infrastructure to allow for easier maintenance and scalability	1			TBD
ORIS	Update Grant Runner web service end points for S2S			11/15/2013			6			
ORIS	Org Code Data for Awards (EDW Master Data)			4/1/2012	1/31/2013	Create process and control to manage sponsor data in SAGE	6			

ORIS	LAMP Testing Environment: Phase 1	Impacts ORIS by providing the tools to build testing environments for web application testing. Indirectly Impacts OSP, HSD and ORC by enabling more efficient QA of ORIS web applications, which in turn will provide better and faster solutions to the OR family.	Indirectly impacts campus by providing higher quality products that can be tested more effectively and efficiently.	6/1/2013	10/31/2013	Build the tools and infrastructure to enable new testing environments that duplicate the web production server infrastructure.	6			Estimated 30% decrease in QA time for web application testing.	
ORIS	ORIS Active Directory Cleanup/Re-Organization			9/3/2013	11/15/2013	Cleanup and Re-Organize the ORIS Active Directory Domain. Revise, re-organize, decommission, and cleanup scripts, GPOs, and OUs.	6			Savings of up to 30% system administration time when managing active directory objects and policies.	
ORIS	OAW Request for Proposal			7/1/2013	11/29/2013	RFP limited to IACUC and supporting IACUC Functions	6				
ORIS	Infrastructure Team Run Book			8/14/2013	11/29/2013	Assess options for developing a "Run Book" containing organized documentation for the Infrastructure Team. This will include information about systems, application, processes, procedures, policies, etc. supported by the Infrastructure Team.	6			Up to 20% decrease in time to resolve highly complex technical issues involving multiple server systems.	
ORIS	DORA Enhancements: Compliance Data			9/2/2013	12/13/2013	Add functionality to DORA for tracking compliance related activities for the HSD Compliance Team.	6	Provides the ability to report on types of issues that arise and be able to proactively develop and deliver training to increase compliance and reduce the number of future	Creation of a new general Problem Report that aligns with the DORA Application changes reduces the burden placed on the	TBD	TBD

								incidences.	researcher to self-determine if it is an "AE" Adverse Event form or a "ROOP" Report of Other Problems form.		
ORIS	ORIS Portfolio Management Framework	Current OR central reporting will be updated in accordance with the new project definitions and alignment structures. Single Points of contact will be required from Business Units and regular prioritization meetings will be managed between business units and ORIS SPoC.		5/30/2012	12/20/2013	Build out project intake, planning, execution and reporting processes based on ORIS strategic plan and alignment with OR Mission, Vision and Goals.		6	this effort will result in transparent near and longer term plans and clear service expectations for collaborating with ORIS on delivering solutions.		
ORIS	Federal Reporting Program: Phase 2 - Reporting engine & STAR Metrics	Reduce redundant reporting between STAR and ARRA and thereby reduce costs while increasing data quality. Both	Ensure consistent reporting across STAR and ARRA while at the same time making new analytical reports available to campus	7/31/2013		Standardize and consolidate data in a way that allows for multi-dimensional reporting.		3	continue to comply with STAR reporting membership requirements	TBD	