



Resource Optimization

Highlights and Trends

Between 4/1/14 – 6/30/14:

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| OSP | <ul style="list-style-type: none"> ▪ OSP completely overhauled GIM 1 to establish the expectations with respect to proposal preparation and review responsibilities, reiterate the role of authorized official for OSP, and to set the review criteria used by OSP when reviewing competing proposals. The revised GIM was published in early May and internal review guidance and training also accompanied this new policy language. ▪ The Prepare Proposal section of the OSP website has been enhanced with much more additional information on proposal components and how to prepare each section. Select items of cost are explained and additional University resources are hyperlinked throughout. The new pages provide comprehensive descriptions and explanatory information to support compliance and risk reduction, as well as support streamlining the proposal development process. |
| HSD | <ul style="list-style-type: none"> ▪ HSD has begun the planning stages for implementation of the new E-IRB system, Zipline! The planning piece of EIRB implementation allows us to ensure an optimal business processing environment prior to implementation of technology so as not to lengthen and complicate future process improvement efforts. ▪ HSD completed an office-wide redistribution of Minimal Risk review teams. This was in response to observed increase in Minimal Risk workloads due to changes in research submitted for review and HSD's recent effort to utilize regulatory flexibility to administer Minimal Risk review and ensure Full Board committee resources are only used when regulatorily required. Redistribution included dissolving one Full Board IRB (Committee C), and converting those resources to a Minimal Risk Subcommittee as well as adding two additional Minimal Risk Subcommittees, EK and ED. |
| ORIS | <ul style="list-style-type: none"> ▪ OR Newsletter sign up provides one page for campus users to manage their OR newsletter subscriptions. ▪ Build Initial Cloud Infrastructure to support RTP servers and create the foundation for hosting enterprise applications which will be more efficient and cost effective. ▪ RADC to EDW Phase1 completed to integrate research data into the EDW to support domain and cross domain business intelligence and strategic forecasting. EDW integration makes data available to campus. |
| RAPID | <ul style="list-style-type: none"> ▪ Continued work with a client in South Africa which included on-site meetings with leadership and staff, leadership coaching, action planning; a new scope of work is being drafted for ongoing work. ▪ RAPID delivered survey results to leaders for 3 different groups (2 employee satisfaction and 1 customer satisfaction survey). |

| 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 | Compliance | Service | Annualized Actual Time Saved | Annualized Actual Funds Saved | Category |
|-------|---|--|--|---------------|----------------|--|--|---|---|---|----------|
| ORC | Manage Your Subscriptions | OR staff can easily sign up for OR newsletters | Campus users have a single page to sign up for OR newsletters | 2/1/2014 | 6/30/2014 | Web page to subscribe and manage OR subscriptions | n.a | n/a | n/a | n/a | 6 |
| ORC | Uniform Grant Guidance Webpage | Guidance documents for the grant reform regulations "Uniform Grant Guidance." | Guidance documents for the grant reform regulations "Uniform Grant Guidance." One location for information and updates from the Office of Management and Budget | 2/1/2014 | 3/11/2014 | Guidance documents for the grant reform regulations "Uniform Grant Guidance." Page includes timelines for release of policies and procedures | policies and procedures to comply with OMB | One webpage with documents and guidance | n/a | n/a | 6 |
| RAPID | APL - Strategic Planning (communications) | Clear strategy map & plan to follow, to meet goals | Improved service to clients & compliance | 5/30/2012 | 6/30/2014 | Build an infrastructure that allows the Lab to be successful in implementing the strategic plan. | | --closed due to client nonresponse-- | | | 6 |
| RAPID | APL - HR | Improved efficiencies within the department | None | 3/13/2013 | 6/1/2014 | Redesign APL onboarding form, improve hiring process. | | --closed due to client nonresponse-- | | | 6 |
| RAPID | APL - Time & Leave | Improved efficiencies within the department | None | 7/15/2013 | 6/30/2014 | Time & Leave reporting improvements | | --closed due to client nonresponse-- | | | 6 |
| HSD | Single Patient Emergency Use | Significant reduction in time HSD staff spend coaching physicians through emergency process; eliminates involvement of IRB chairpersons in emergency use process | Centralizes and simplifies this process making it easier for physicians to use an investigational drug, device or biologic for treatment while ensuring compliance with FDA requirements and UW policies | 1/1/2013 | 2/28/2014 | Revised policies to eliminate need for IRB concurrence for single patient emergency use; created detailed instructions for each type of use; created a new template consent form; centralized all related documents accessed by a big red button on the HSD home page linking to a landing page with all necessary documents | Ensures physicians who wish to use an investigational drug, device, or biologic for clinical treatment of a single | Clarifies and simplifies the process; significantly reduces difficulty and eliminates major logistic obstacles to processing single patient emergency use approval. | Researchers: 92 hours saved/year = .043 FTEs HSD: 24 hours saved/year = .01 FTEs | Researchers: approx. \$4,600 annually, HSD: approx \$750 annually | 2 |

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| | | | | | | | patient are in compliance with FDA requirements and UW medicine policies. | | | | |
| HSD | Modification Form Adaptation/ Smartform Creation | More appropriately completed modification submissions, reducing follow up info requests and speeding review process. | Providing a simplified form to facilitate easy, complete preparation and faster review of Modifications. | 1/4/2013 | 1/31/2014 | Re-formatting the mod form; (1) converting to a smart form PDF, (2) eliminating unnecessary questions and information requests. . | Clearer and more straightforward Modification Form submissions decrease compliance investigations, particularly relating to minor research changes. | Lessened paperwork requirements and easier forms for customers, more completely submitted modifications facilitates reduced waits for approval. | Researchers: 205.5 hours = .098 FTEs | *salaries of Pls vary widely for all Modifications submitted across HSD from student Pls to highest paid Faculty, \$ savings is proportional to salary times FTEs saved | 3 |
| HSD | IRB Member Recruitment Retention Plan | Increases HSD's ability to meet IRB quorum for each meeting and therefore provides more stability and work capacity for Full Board research review. | Stability and increased capacity for Full Board review benefits researchers undergoing the Full Board review process. | 3/1/2013 | 4/14/2014 | Work with School of Medicine (SOM) leadership to develop and implement a sustainable strategy for providing a stable number of UW faculty for IRB membership. It is based on increasing the value to departments of having their faculty members on IRBs. | N/A | Increased stability and work capacity of Full Board IRB meetings increases predictability of review times and reduces overall turnaround time. | N/A | N/A | 2 and 3 |
| HSD | Standard Operating Procedures Renovation | Increased completeness in SOPs will help with consistency of review, | HSD SOPs offer campus transparency in the | 3/6/2013 | 12/31/2013 | Writing and revising the HSD SOPs to ensure that they | Addresses the audit | A clearer SOP on closures should lead to | *a survey of length of studies after the policy | ** | 3 |

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| | Cycle 4 | and ensure that HSD staff and IRB members understand all UW policies and procedures in conducting an IRB review. | review process, as well as guidance for various aspects of the application process. | | | 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. This particular cycle includes a revision to the SOP Closure, clarifying when a study can be closed (i.e. it no longer involves human subjects), increasing the likelihood that studies will be closed sooner, rather than later, thus eliminating possibly unnecessary status reports | findings from 2012 | more studies being closed sooner, and resulting in fewer necessary status reports. | changes compared with before shows a median reduction of study length of 110 days, approximately 13% reduction in the amount of time a study needs review. **This metrics will be reported in FTEs and Salary saved in FY15Q1. | | |
| HSD | Expedited Review Eligibility Worksheet - Standard Operating Procedures 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 submitted on the incorrect form. | Gives PIs the ability to self-determine if their studies meet the criteria for expedited review, enabling them to submit the appropriate application and significantly reduce mis- directed applications (which have much longer review times). | 3/6/2013 | 8/19/2013 | 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 (expedited) application, or a full board application. | N/A | Reduces the need for researchers to rely on HSD staff to determine if their study meets the criteria for expedited review. | Researchers: 1512 hours saved/year = .73 FTEs | *salaries of PIs vary widely for all initial applications submitted across HSD from student PIs to highest paid Faculty, \$ savings is proportional to salary times FTEs saved | 2 |
| HSD | Updates to Regulatory Affairs (HSD Compliance) SOPs and forms | Reduced reporting requirements free up time for other review work; centralized single point of contact on "significant" compliance issues simplifies process for review staff. | Greater clarity around what needs to be reported and to whom, reduced reporting requirements, established single point of contact on "significant" compliance issues, clarifies process for researchers and ensures necessary compliance offices | 10/1/2013 | 2/28/2014 | Numerous updates to Regulatory Affairs (HSD Compliance) policies and forms. Includes: combining two old forms into one, updating Status Report forms to be in line with new policies, streamlining the reporting process,, eliminating reporting requirements for most "minor non-compliance" issues, as well as some Adverse Events, | Centralizes all reporting needs into one location (SOP Reporting by Researchers), clarifying what | Simplifies and clarifies regulatory processes for researchers, UW compliance offices and research subjects | Pre/Post policy change comparison shows a 51% reduction of Problem Report submission requests. For Researchers, we estimate a total of 1780 hrs saved/year = .86 FTEs | Researchers: \$84,105 | 3 |

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| | | | are informed and engaged more quickly. | | | consolidating information found in numerous previous SOPs into a single document, making it easier for researchers to understand what they need to report, among others. | researchers need to do in order to remain in compliance; streamlined processes enable HSD to support other UW compliance offices in meeting regulatory requirements | | | | |
| ORIS | DevOps: Standards, Policies, and Project Dependencies | Provides foundational infrastructure for applications such as HSD Team Manager. | Foundational infrastructure for application such as HSD Team Manager, used by campus to look up HSD team assignments. | 12/2/2013 | 4/15/2014 | Establish the ORIS Server Support Policy and the ORIS Cloud Hosting Policy. Establish Standards for Operational and Non-Operational resources. Define service levels, and define current Roles and Responsibilities for Unix-based administration. Evaluate and develop solutions for shared RTP, UCR, and HSD Team Manager project efforts: Design and Implement Naming Conventions and Organizational Structure for ORIS sub-domains, Unix servers, and groups in the GWS; integrate Shibboleth with NGINX; implement a solution for current UCR database services. | | | Estimated savings of 2 hours per month of System Administration time. | | 6 |
| ORIS | Build Initial Cloud Infrastructure | Provides an efficient and cost effective | Provides an efficient and cost | 3/17/2014 | 4/15/2014 | Build out Cloud Infrastructure to support | Provides infrastructure | | Decreases the cost of | | 6 |

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| | | foundation for hosting applications that support OR Units. | effective foundation for hosting applications that support campus. | | | RTP servers and provide the foundation for hosting Enterprise Applications. | | for hosting applications in the Cloud. | | hosting systems by at least \$500 per application. | |
| ORIS | Prepare Proposal Part 2 | Informs campus of GIM 1 guidelines alleviating phone calls/emails to support unit | Communicate information to campus regarding GIM 1 | | 6/3/2014 | Create additional content to the prepare proposal website to support the post publication of GIM 1 | | | | | 1 |
| ORIS | OR Newsletter sign up | Makes OR subscription management more efficient by allowing users to self manage | Campus users now have a single page to manage their Office of Research subscriptions. | 5/1/2014 | 6/26/2014 | A single location to manage subscription for all of OR's newsletters and publications | | Provide easier access to manage Office of Research subscriptions. | | | 6 |
| 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 | 6/30/2014 | 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. | | 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 | | 4 |

Completed Projects in Process of Data Collection

| Unit | Project Name | Unit Impact | Campus Impact | Date Complete | Date Metrics Available | Project Description | Compliance | Service | Annualized Actual Time Saved | Annualized Actual Funds Saved | Category |
|-------|--|---|--|---------------|------------------------|--|--|---|--|-------------------------------|----------|
| RAPID | OEI/RAPID First 3 Year Customer Survey | baseline to gauge progress | | 2/15/2014 | After next survey | Survey, analysis and reporting of customer satisfaction in first 3 years of OEI (RAPID) existence | | Increased customer satisfaction | | | 6 |
| RAPID | School of Law Library | Improved efficiencies within the department | Better service to clients | 4/18/2014 | TBD | Assess current staffing roles and workflow, recommend improvements to workflow & staffing | | Increased customer satisfaction | | | 6 |
| RAPID | UW Police Department | Improved efficiencies within the department | None | 4/22/2014 | TBD | Eliminate paper time & leave sheets, streamline DAR/NAR reports, phase in Telestaff as the only system of record, eliminate shadow systems | Possible improvements in HR and Payroll compliance | Increased capacity both for administrators and Supervisor/Sergeants | Projected .5 to 1.0 FTE increased Administrator efficiency. 1-2 additional hours/day total for 4 Sergeants | \$81,600 | 6 |
| HSD | Exempt Category Expansion-- Category 7 | Less time needed to review studies that qualify as exempt under new category | More studies will qualify as "exempt" from the IRB review process, meaning shorter turnaround time for initial applications, no annual status reports and no required modifications for qualifying studies | 5/30/2014 | FY15Q2 | As a part of HSD's overall 'Flexibility Initiative', being implemented over the next year, the creation of Exempt Category 7 will increase the number of studies that qualify for exempt review | N/A | | TBD | TBD | 2 |
| HSD | HSD Organizational Changes | More balanced workload for minimal risk committees will allow for reviewers to provide a better, more complete review of minimal risk studies | Faster turnaround time for minimal risk studies. Facilitates development of working relationships between administrators assigned to particular departments and researchers. | 6/30/2014 | FY15Q2 | HSD is dissolving one Full Board IRB (Committee C), converting those staff to a Minimal Risk committee and adding two additional Minimal Risk committees, EK and ED, in response to the observed increase in Minimal Risk workloads and turnaround times due to changes in types of research received and the office-wide effort to utilize regulatory flexibility to administer Minimal Risk review as often as possible, | N/A | An increased number of Minimal Risk committees will make it easier for researchers to get their Minimal Risk studies approved, and reduce the turnaround time for reviews of each study | TBD | TBD | 6 |

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| | | | | | | ensuring Full Board committee resources are only used when regulatorily required. | | | | | |
| HSD | Removal of Modification table section from Status Report Form | Removal of a table which is not regulatory required removes a major source of extra back-and-forth between reviewers and researchers during the annual renewal of IRB approval. | Researchers will no longer have to transcribe their records of all Modifications in the previous year. For researchers with dozens of protocol changes each year, this will substantially reduce time taken to fill out the annual Status Report form. | 6/30/2014 | FY15Q1 | HSD management team and administrators revisited the necessity of the Modification table and determined that the cost to researchers and staff were no longer worth the benefits of acquiring the extra, non-regulatory required information. | N/A | Researcher's will be able to complete renewal paperwork with less effort and no follow up questions surrounding the Modification table. | TBD | TBD | 6 |
| HSD | Standard Operating Procedures Renovation Cycle 3 | 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. | HSD SOPs offer campus transparency in the review process, as well as guidance for various aspects of the application process. | 3/6/2013 | FY15Q3 | 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. This particular cycle includes the development and implementation of new supplements for research involving drugs and devices (both FDA regulated and non- FDA regulated). | Address es the audit findings from 2012 | The new supplements will reduce the amount of back and forth that is necessary between researchers and review staff. | *not enough data has been collected on this supplement | | 2 and 3 |
| HSD | Genetic Supplement Creation | Reduces the need for back and forth genetics information requests between the reviewer and researcher | Reduces the need for extra back and forth information requests from reviewers; clarifies up front what information researchers need to provide for genetics research review | 12/1/2013 | FY15Q3 | Updated and clarified questions related to genetics research , moved genetics questions from the HSD website to an application supplement for researchers to include upfront with genetics applications | Updated questions are correctly aligned with policies and regulations, reducing possibility of non-compliance | Providing genetics questions in a supplement allows researchers to provide necessary information upfront rather than waiting for them to be asked by HSD staff after an | *not enough data has been collected on this supplement | TBD | 2 |

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| | | | | | | | nce | application has been submitted. | | | |
| HSD | Modifications for Research Team Policy Change | More specific criteria for when a research team member change regulatory requires HSD review via submitted Modification reduces unnecessary paperwork for researchers and extraneous IRB review. | Policy changes will reduce the number of necessary Modification forms required of researchers and increase time available for research activities | 1/4/2013 | FY15Q2 | Policy changes outline minor research team modifications which do not require IRB review | Clarification of what research changes require Modification Form submissions decrease compliance investigations relating to minor research changes | Lessened paperwork requirements for customers. | TBD | TBD | |

Projects in Progress - Last 3 Months

| Unit | Project Name | Unit Impact | Campus Impact | Date Launched | Projected Date Completed | Project Description | Compliance | Service | Annualized Projected Time Saved | Annualized Projected Funds Saved | Category |
|------|--|---|--|---------------|--------------------------|---|--|---------|---------------------------------|----------------------------------|----------|
| ORC | Guidance for NRSA Institutional Training Grants Post Award Content | increases positive image for our unit | provides one place for policy resources, tips and tricks from campus SMEs, forms, best practices, and access to listserv | 10/1/2013 | 9/1/2014 | development of guidance and tools for training grant administrators | lessens burden of research administration | TBD | 2 FTE/yr across campus | | 3 |
| ORC | Researcher's Guide | increases positive image for our unit | provides one place for policy resources, forms, links to other campus units | 6/15/2014 | 11/15/2014 | listing and categorization of policy resources, forms and links to other campus units that support proposal development, submission, management and close-out | lessens burden of research administration | TBD | .5 FTE/yr across campus | | 3 |
| ORC | SciVal User Survey | provides data on user experience of the tool | increases visibility of the tool | 7/1/2014 | 9/30/2014 | survey to collect data from SciVal profile holders | increased awareness of improved tools | | 0 | | 6 |
| ORC | Stats and Rankings Webpage | revamp of stats and rankings page currently on ORC page | easier access to most commonly used charts | 3/1/2013 | 7/31/2014 | identify and develop (if needed) set of most commonly used charts with citations | one location for accessing this data will save time for people needing opt access stats and rankings | | 1 FTE/yr across campus | \$50-\$75k | 6 |
| ORC | Researchers Making Impact | highlights of research accomplishments | None/indirect | 10/30/2015 | 8/15/2014 | side panel on research home page highlighting 6 research accomplishments | N/A | N/A | N/A | N/A | 6 |
| ORC | Training and Development Webpage | OR page that highlights/lists training | one place to look for Research Administration training | N/A | ? | new webpage centralizes variety of Research Administration training from a number of units in OR as well as GCA and MAA | N/A | TBD | TBD | TBD | 6 |
| ORC | Shared Research Facilities | | | | | | | | | | |

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| ORC | OR Subscription webpage | OR page to manage subscriptions | one place to sign up for OR pubs and listservs | 2/11/14 | 6/30/14 | new webpage centralizes variety of OR publications and listservs | resource for internal and external audience | | .25 FTE/yr across campus and off campus | \$12k | 6 |
| ORC | Bridge Funding Database | Consolidate budget information with Bridge and matching. Greater accuracy and efficiency expected. | Greater transparency and ease of reporting. | 1/15/14 | 6/1/15 | Excel spreadsheet with all bridge cycles. Will be incorporated with access databases for matching funds | n/a | TBD | TBD | TBD | 6 |
| RAPID | OR Customer Survey | Identification of areas to improve customer satisfaction | Greater customer satisfaction | 3/1/2014 | 8/1/2014 | survey of customer satisfaction of the 4 OR units + analysis and reporting for senior leaders | | Increased customer satisfaction | | | 6 |
| RAPID | ORIS Internal Survey | Identification of areas to improve customer satisfaction | None | 3/31/2014 | 8/1/2014 | survey of OR customer satisfaction with ORIS services + analysis & reporting for senior leaders | | Increased customer satisfaction | | | 6 |
| RAPID | College of Education Academic Planning Process | Reliable curriculum plan, increased ability to effectively budget and plan, streamlined, efficient new process with reduced staff time, handoffs, errors, and total process time | course predictability, streamlined process, increasing student satisfaction with process | 10/23/2014 | 1/30/2015 | Assess, design and implement curriculum planning process | | Increased student satisfaction | | | 6 |
| RAPID | ITHS - Leadership Development | Increase leadership team effectiveness | Increased alignment and effectiveness in leadership team | 1/10/2014 | 9/30/2014 | Conduct leadership team assessment, determine recommendations, work with leadership on development needs | Measures of success to be determined | Faculty and staff satisfaction | | | 6 |
| RAPID | Wash. Sea Grant - Reorganization | Staff has clearer roles & responsibilities; director time freed up for fundraising | Better service to clients | 9/17/2012 | 7/31/2014 | Examine the program's core functions, organizational structure and key processes; identify areas for immediate and long-term improvement; redesign processes as necessary and create new models for successful completion of on-going reporting needs. | Measures of success to be determined | Increased customer satisfaction | Free Director time to raise funds | | 6 |
| RAPID | Wash. Sea Grant - Cont. Process Improvement/ Project Management | Continuous process improvement & project management | Better service to clients | 1/1/2013 | 7/18/2014 | Form OEI and Sea Grant staffed project team to create action plan, identify key drivers for work plans (data needed for reporting, | Measures of success to be determined | Increased customer service satisfaction | | | 6 |

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| | | | | | | Sea Grant priorities), design work plan to meet strategic needs, integrate use of project management materials for project planning, align work plan timeline with annual reporting timelines | ned | | | | |
| RAPID | Wash Sea Grant - Communications | Improved communication within Washington Sea Grant unit | Improved communication processes with stakeholders throughout the State of WA | 2/12/2014 | TBD | Assess current communication dept. processes, capacity, priorities, requirements; design and implement new processes | Measures of success to be determined | Increased customer service satisfaction | | | 6 |
| RAPID | C4C - Customer survey | Enable C4C to obtain feedback on service to clients/customers | Improved service to clients & compliance | 8/12/2013 | 8/30/2014 | Conduct first-ever survey of C4C clients to gauge satisfaction and areas for improvement, analysis and reporting to senior leaders | Measures of success to be determined | Increased customer service satisfaction | | | 6 |
| RAPID | ITECH-SA - Employee/Leader Development | Improved efficiencies within the department, increase customer and employee satisfaction | Improved efficiencies within the department, increase customer and employee satisfaction | 3/1/2014 | TBD | Plan and execute a full-day leadership development session; follow up on survey results and what has been done to date; assist in continued development of infrastructure to make organizational improvements. Work with leadership, groups and units to identify any further interventions that may be necessary/helpful; work with individual leaders on their organizational and personal leadership challenges; work with team leadership and team as needed. (Drafting a new scope of work) | Measures of success to be determined | Faculty and staff satisfaction | | | 6 |
| RAPID | Kenya Research Program (KRP) Strategic Program planning and proposal development | Formal structure and funding model | Improved ability to obtain funding, improved infrastructure and operations | 5/1/2014 | 9/30/2014 | Work with KRP leadership team to develop mission, vision and strategic goals, facilitate discussions on resource requirements, governance structure and funding plan. Develop Program Proposal | | more efficient and effective operations | | | 6 |

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| HSD | Documentation of IRB outcomes | The documentation of all regulatory and policy requirements will be standardized across HSD, ensuring compliance and consistency in documentation, and clarifying file content and structure for review | Researchers will receive more consistent communications about their IRB reviews, outcomes, and determinations, reducing the need for back and forth with review staff. | 9/19/2013 | TBD | We are designing, testing and implementing a new system to streamline and standardize the documentation of review outcomes and regulatory requirements in HSD files and in communications to researchers. | A standardized documentation system will ensure that the UW IRBs are in compliance with all Federal and state regulations and UW/HSD policies | N/A | N/A | N/A | 6 |
| HSD | E-IRB Discovery Process | This planning project will allow us to arrive at optimal business processes prior to implementation of technology so as not to lengthen and complicate future process improvement efforts after technology is fully developed and implemented | | 2/4/2014 | 10/3/2014 | Identify gaps between new technology systems and business processes and develop a plan to | N/A | Planning ahead to facilitate seamless technology onboarding will ease researcher's effort during future technology rollout | N/A | N/A | 6 |
| ORIS | Standardize SAGE Suite system documentation tools | Save ORIS time by making the user guide easier to maintain. | Save time for system users by allowing them to search help content. | | | We currently have system documentation in significantly different structures in two versions of Drupal. We want to have a unified structure for the users, with a consistent way for us to maintain the content. | | Improve service to campus by providing better help documentation. | | | 6 |
| ORIS | FIDS Refresh pending Business (formerly PHS Def) | Will minimize risk of an audit finding by having the FIDS system match University policy. | Investigators will have all SFI required to be included on a disclosure included. | 5/16/2014 | | Update FIDS system to match the GIM 10 definition of PHS Investigator. | Reduced risk of an audit finding. | Reviewers will have visibility to an Investigator's PHS Investigator status and | | | 2 |

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| | | | | | | | | status history. | | | |
| ORIS | Pre- Post-Award Budget Status View | | | 4/1/2014 | | | | | | | 6 |
| ORIS | Grant Runner Opportunity Expansion - Sept 2014 | | Grant Runner will be able to be used for a much wider range of NIH opportunity types. | 7/15/2014 | | | Currently, Grant Runner is only usable by NIH opportunities that use SF 424 and modular budget (R01, R03, R21). By adding the RR detailed Budget and Subaward Budget forms, the Grant Runner tool can be utilized by a much wider range of opportunity types, with the goal of achieving wider efficiency gains in NIH proposal preparation. | Users of detailed budget will now be able to take advantage of the defaulted institutional information provided by Grant Runner. | Targets: - Reduce time to complete NIH forms that utilize detailed budget by 15%, when using Grant Runner - Increase Grant Runner usage by 50% in the first 6 months, and 100% within a year after delivery | | 2 |
| ORIS | Grant Runner Print Preview Enhancements | | This relieves a big pain point identified by campus users of Grant Runner, by allowing them to print all Grant Runner forms at one time. | 7/15/2014 | | | Campus has identified that the individual form-by-form printing of the Grant Runner forms is inefficient and difficult to distribute. Providing them with a single, combined PDF will relieve them of this burden | | Targets: - Reduce by 50% the time it takes users to generate a single, routable report to their PI. | | 2 |
| ORIS | MyResearch Training Transcript - Self Lookup | 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. Campus will spend less time in retrieving their research related training completion | 3/7/2013 | 9/16/2014 | | Provide the ability to display the training completion records for multiple data sources in one place. | | SUMMARY Total Estimated Time Savings for RTP: 1. HSD = Net Time Savings = 39 hours / year 2. ORC = Net Time Savings = 78 hours / year 3. Campus = Net Time Savings = 15.4 hours / per look up. Campus look up is typically tide to renewal events or audit events. | | 1 |

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| | | | records. | | | | | | | |
| ORIS | Active Directory Upgrade | | | 11/4/2013 | 9/30/2014 | Upgrade Active Directory domain to 2012 (currently on 2003). Requires new Domain Controllers (DC) to be built, migration of roles to the new DCs, and decommissioning of old DCs. | | | | 6 |
| ORIS | PMF Tool Solution Phase 1: Effort Tracking | Will benefit ORIS by allowing for better ROI calculates. Also measuring our effort will allow us to have good baselines for operational improvement projects. | No direct impact but will put the necessary structure in place to allow for us to better manage our work and serve our customers in the future. | 8/15/2013 | 9/30/2014 | Implement a structure to log efforts against projects in FogBugz and a cube to combine this data will SharePoint and allocations. Run a beta for project effort logging in FogBugz. | | This improvement will help ORIS better serve it's customers. Having data on how much time is spent on projects will allow us to adjust allocations to make sure we are working on the highest impact projects. | | 6 |