



**Resource Optimization**

**Highlights and Trends**

Between 7/1/14 – 9/30/14:

HSD	<ul style="list-style-type: none"> <li>▪ HSD is increasingly embracing a flexibility initiative in an effort to reduce the burden of review for researchers with non-federally funded studies. In this quarter, Exempt Category 7 (for non-federal research) has been newly implemented, and we are already seeing an across the board reduction in the levels of review required for particular studies.</li> <li>▪ On track to deploy Zipline, the new IRB application system, for FY16Q3.</li> </ul>
ORC	<ul style="list-style-type: none"> <li>▪ Researchers Making Impact for a World of Good - Slider panel on research home page highlighting 6 ground-breaking research accomplishments.</li> <li>▪ Updated Stats and Rankings Webpage - includes the annual report, and most commonly used charts and graphs with citations. Also includes the most recent academic rankings.</li> <li>▪ Training Grant Guidance: post award - Development of guidance and tools for training grants, specifically post award guidance for administrators.</li> <li>▪ Began the Research Administration Training and Development webpage and new registration system project with ORIS.</li> </ul>
ORIS	<ul style="list-style-type: none"> <li>▪ Implemented existing Form C in new Grant Runner infrastructure</li> <li>▪ Federal Reporting Program: Phase 2 - 2014 Annual Report reduced redundant reporting between STAR and ARRA, HERD, and annual reporting; thereby reduced costs while increasing data quality.</li> <li>▪ Began work on Research Portal view for PIs to view pre and post-award status .</li> <li>▪ Began work on MyResearch Training Transcript - Self Lookup, which will provide a one-stop shop for accessing training completion records.</li> </ul>

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	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	10/1/13	9/1/2014	Development of guidance and tools for training grants, specifically post award guidance for administrators	lessens burden of research administration	TBD	2 FTE/yr across campus		3
ORC	SciVal User Survey	provides data on user experience of the tool	increases visibility of the tool	6/15/2014	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	3/1/2014	7/31/2014	Stats and Rankings webpage with the annual report, and most commonly used charts and graphs with citations. Also includes the latest academic rankings.	one location for accessing this data will save time for people needing access to stats and rankings		1 FTE/yr across campus	\$50-\$75k	6
ORC	Researchers Making Impact For a World of Good	highlights of research accomplishments	None/indirect	5/1/2014	10/15/2014	Slider panel on research home page highlighting 6 ground-breaking research accomplishments	N/A	N/A	N/A	N/A	6
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
RAPID	APL - HR (project closed; up to unit to implement)			3/13/2013	7/9/2014	Partnered with APL HR to identify opportunities for improvement in key human resource processes & recommend improvements					6
RAPID	APL - Time & Leave	time & \$ capacity		7/15/2013	7/9/2014	Formed time & leave work				if	6

	(project closed; up to unit to implement)	savings, if implemented				team, evaluated 5 different solution options to replace paper timesheets				implemented, est. \$52,200/yr - capacity svgs	
RAPID	APL - Strategic Planning (project closed; up to unit to implement)			11/9/2011	7/9/2014	Strategy map & plan to meet goals; identified an implementation strategy for the APL strategic plan & formed work teams to support, recommendations presented to APL leadership					6
RAPID	APL - Research Admins (project closed; up to unit to implement)	time & \$ capacity savings, if implemented		1/7/2013	7/9/2014	Evaluated Research Admin. Workloads & capacity, identified & recommended opportunities for improvement in Research Admin. work			if implemented, est. 374 hr/yr capacity savings	if implemented, est. \$96,120/yr - capacity svgs	6
RAPID	APL - Recruitment Improvement (project closed; up to unit to implement)			5/30/2012	7/9/2014	Led process mapping of current hiring process and identified specific areas for improvement					6
RAPID	APL - Communications (project closed; up to unit to implement)	Increased communication within unit. Better understanding of unit objectives.	Increased communication to external stakeholders.	10/0/2013	7/9/2014	Facilitated a comprehensive inventory of APL's internal communications events & products, & development of a communications survey for staff					6
RAPID	Training for Emily & Meg	Clear understanding of duties, regularly occurring projects, procedures, software, etc. currently owned by retiree	None	6/1/2014	7/10/2014	Training for RAPID staff on all procedures & recurring projects currently done by staffer who retires 7/10/2014		Better service on internal projects			6
RAPID	Writing SOPs for processes	Clear understanding of duties, regularly occurring projects, procedures, software, etc. currently owned by retiree	None	6/1/2014	7/10/2014	Documentation of all procedures & recurring projects currently done by staffer who retires 7/10/2014		Better service on internal projects			6
RAPID	Wash. Sea Grant - Cont. Process Improvement/ Project Mgmt	Increased efficiency and effectiveness.	Increased service to WA State stakeholders	7/18/2014	7/18/2014	Formed project team to create action plan, identify key drivers for work plans, design work plan to meet strategic needs, integrate use of project management materials for project planning, align work plan	TBD	TBD	TBD	TBD	6

						timeline with annual reporting timelines					
RAPID	NCCI Conference Committee	Better understanding and networking with international professional association.	Better understanding and networking with international professional association.	8/1/2013	7/20/2014	n/a					6
RAPID	C 4 C - Customer survey	Enable C4C to obtain feedback on service to clients/customers	Improved service to clients & compliance	8/12/2013	7/30/2014	Conducted first-ever survey of C4C clients to gauge satisfaction and areas for improvement, analysis and reporting to senior leaders - to be used in planning		Increased customer service satisfaction			6
RAPID	ITHS Leadership Development	Increase effectiveness of ITHS leadership team.	Better service to ITHS stakeholders.	3/7/2013	7/31/2014	Conducted leadership team assessment, determined recommendations, worked with leadership on development needs		Increased stakeholder satisfaction			6
RAPID	Wash. Sea Grant - Reorganization	Increase effectiveness of WA Sea Grant leadership team.	Better service to Wa Sea Grant stakeholders.	9/17/2012	7/31/2014	Examine the program's core functions, management structure, and staff resources, identify areas for immediate and long-term improvement, redesign structures as necessary and create new models for successful completion of on-going and project-based program needs.		Increased stakeholder satisfaction			6
RAPID	ORIS internal customer survey	Identification of areas to improve customer satisfaction	None	3/31/2014	9/30/2014	Conducted survey of OR customer satisfaction with ORIS services+analysis & reporting for senior leaders		Increased customer satisfaction			6
RAPID	OR Customer survey	Identification of areas to improve customer satisfaction	Greater customer satisfaction	3/1/2014	9/30/2014	Conducted survey of customer satisfaction of the 4 OR units+analysis and reporting for senior leaders		Increased customer satisfaction			6
HSD	Standard Operating Procedures Renovation Cycle 4	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	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. This particular	Addresses the audit findings from 2012	A clearer SOP on closures should lead to more studies being closed sooner, and resulting in fewer necessary status reports.	For Researcher Community: .84 FTES saved; For HSD: .30 FTES saved	*salaries of PIs vary widely for all applications submitted across HSD from student PIs to highest paid Faculty, \$	3

						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				savings is proportional to salaries and FTEs saved	
HSD	Removal of Modification table section from Status Report Form	Removal of a table which is not required by regulations 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.	6/15/2014	6/30/2014	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	Researchers will be able to complete renewal paperwork with less effort and no follow up questions surrounding the Modification table.	For Researcher Community: 3.26 FTEs saved; For HSD: .81 FTEs saved	*salaries of Pls vary widely for all applications submitted across HSD from student Pls to highest paid Faculty, \$ savings is proportional to salaries and FTEs saved	3
ORIS	Grant Runner Enhancement: Form C	ORIS developers will be able to support form changes or additions more easily and quickly	Campus users will see more NIH forms available for use in Grant Runner, at an expedited pace	12/15/2013	8/7/2014	This work migrates the remainder of the Grant Runner Form C forms to the new infrastructure, to reduce maintenance burden in supporting two platforms. Design improvements and bug fixes will also be delivered, along with the infrastructure changes.			Targets: - Reduce by 3-5 days the developer time in bringing new Grant Runner forms online - Reduce by 50% the number of production support calls to help desk to clarify Grant Runner processes or errors - Reduce by 10% the admin time to prepare a proposal using Grant Runner		1
ORIS	Federal Reporting Program: Phase 2 - 2014 Annual Report	Reduce redundant reporting between STAR and ARRA, HERD, and annual reporting;	none in this phase	7/31/2013	8/31/2014	Standardize and consolidate data in a way that allows for multi-dimensional reporting.	Continue to comply with	Reduce redundant reporting and costs while	Reduce time spent by merging with other reporting	Increase analytical data available for	1

		thereby reduce costs while increasing data quality.					STAR reporting and HERD membership requirements; comply with FAR requirements and the UWs Master Subcontracting Plan	increasing data quality	activities; reduce ORC time spent calculating HERD survey values and in doing activity reporting such as annual reporting, BoR reporting.	decision making	
ORIS	Stats and Ranking				8/4/2014	Revamp of the Stats and Ranking webpage needed					6
OSP	Master Agreement tracking in SPAERC	Make it easier to find Master Agreements in SPAERC	N/A	Fall 2013	2014	Define master agreements. Ensure all master agreements on the M: drive are uploaded to SPAERC. Develop an OSP internal process for handling master agreements	N/A	N/A	N/A	N/A	2
OSP	PO transfer from PAS to ARIBA - interim process for OSP subaward team	As UW Procurement is implementing a new procurement system ARIBA, OSP is involved in transferring a number of Pos from PAS to ARIBA. This is a temporary additional business process.	Campus will have multiple systems and processes to follow during the interim time which may cause some confusion.	Jan. 2014	2014	Create temporary parallel process for transferring PAS POs to ARIBA	N/A	The temporary process will most likely cause confusion and delays in processing subaward actions in the short term.	N/A	N/A	6
OSP	Revision of OSP subaward business process	New business process should streamline the intake and processing of subaward actions	Faster subaward turnaround time and more streamlined intake process	Jan. 2014	2014	To clarify and streamline subaward business process in OSP taking into account new ARIBA BPO intake mechanism	Clear process should allow faster and more streamlined compliance	Consolidation of all subaward intake needs and streamlining of the OSP process will improve campus experience	TBD	TBD	6

OSP	Subrecipient database in SPAERC	There is a need to collect information about subrecipients	Possible access and management of subrecipient compliance information	Summer 2014	2014	Requirements for tracking subrecipients and audit requirements	reviews There is a need to track subrecipient compliance information consistently and systematically	N/A	TBD	TBD	6
OSP	Animal Use and Sponsored Programs - overall process refresher	No change for proposal review. Subaward SOPs have been created for specific regulatory compliance areas, including animal use, as a result of discussions with compliance offices, including OAW.	Small changes to requested information at the proposal stage for OAW use; will result in a request for changes to the format of the response section to the animal use question .	9/1/14	Oct 2014	Review with OAW the overall process during the grant lifecycle and re-emphasize current processes while identifying any gaps and working on developing processes, long term.	Increase the level of information we are requesting at the time of proposal , for OAW use when it carries out side-by-side review; created a subrecipient risk assessment, which includes new SOP on issuing a subaward when the subrecipient will be	ORIS and OSP are working to develop a report or other exposure for OAW to SPAERC JIT data. This will increase OAW's ability to notify campus of the need for materials for animal compliance review.	Anticipate this will shave one week off of review turnaround for OAW side-by-side review		

							carrying out animal use work.				
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**Completed Projects in Process of Data Collection**

Unit	Project Name	Unit Impact	Campus Impact	Date Completed	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	Estimated savings of \$40,800 - \$81,600 per year	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	The expansion of Exempt categories allows researchers who would otherwise have to undergo IRB review to apply for a UW only category of Exempt, avoiding the IRB review process.	TBD	TBD	2
HSD	HSD Organizational Changes	More balanced workload for minimal risk committees will	Faster turnaround time for minimal risk studies.	6/30/2014	FY15Q2	HSD is dissolving one Full Board IRB (Committee C), converting those staff to a	N/A	An increased number of Minimal Risk	TBD	TBD	6



		allow for reviewers to provide a better, more complete review of minimal risk studies	Facilitates development of working relationships between administrators assigned to particular departments and researchers.			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, ensuring Full Board committee resources are only used when required by regulation		committees will make it easier for researchers to get their Minimal Risk studies approved, and reduce the turnaround time for reviews of each study			
HSD	Modifications for Research Team Policy Change	More specific criteria for when a research team member change regulatorily 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	3
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	Addresses the audit findings from 2012	The new supplements will reduce the amount of back and forth that is necessary between researchers and review staff.	TBD	TBD	2 & 3

						development and implementation of new supplements for research involving drugs and devices (both FDA regulated and non- FDA regulated).					
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 application has been submitted.	TBD	TBD	2
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	8/4/2014	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	
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		Improve service to campus by providing better help			6

						unified structure for the users, with a consistent way for us to maintain the content.		documentation.			
ORIS	Learning Registration Tool for OR and OR units	Saves time spent answering phone calls or emails from researchers and research administrators searching for available courses. Trainers spend less time managing courses, materials and logistics, as registration tool offers automation for several functions.	A central learning program with courses offered from ORIS, OSP, HSD, MAA, GCA, all in one place allows researchers and research administrators to find courses needed faster thereby improving service to campus.		1/31/2014	New functionality: Event driven communication/alert, Administrative tools, generating custom documents (evaluation survey, sign-in sheets, etc.)		An improved registration tool and publication of our learning offerings allows for a streamlined experience for researchers and research administrators. Also, a centralized site for learning allows them to find the courses they need, faster, improving our service to campus. We will be able to present courses in a number of ways, calendar, list and topic, so that users can choose how they find their courses, and we can customize a more interactive and functional website with these capabilities.	One central learning registration tool with automation for emails, waitlists, sign-up sheets, electronic evaluations streamlines staff effort managing course logistics. Time savings quantitative measure pending.		3
ORIS	2014 Annual Report - online	Create a easy to retrieve report showing basic funding metrics	Decrease or eliminate requests to staff for basic	2/1/2014	12/1/2014	Create a Status and Ranking pdf from the FY2014 Annual Report that is available		Fully defined, automated, business rule	Targets: Looks to completely reduce time taken to		6

			funding metrics			online.		driven Annual Report available to campus in a self-serve format	generate report. Literally 100s of hours across offices while vastly improving the quality of the data within.		
ORIS	Pre- Post-Award Budget Status View		Using the Researcher Portal Framework users will be able to see a real time view of the status of their proposals and grant projects. There will also be light integration with GCA's Grant Tracker system enabling a view of post award expenditure transactions. The availability of the pre/post award information to the users will drastically decrease calls and questions to OSP and GCA, and route questions to the correct central administrative group; significantly reducing time spent tracking down information and allowing users to be more proactive with the administration of their proposals and awards.	4/1/2014	2/26/2015						6
ORIS	Grant Runner Opportunity Expansion - Detailed and		Adding the 424 R&R detailed budget and subcontract forms	7/15/2014	2/10/2014	Currently, Grant Runner is only usable by NIH opportunities that use SF 424 and modular budget		Users of detailed budget will now be able	Targets:- Reduce time to complete NIH forms that utilize detailed		2

	Subaward Budget		to Grant Runner. This will allow users using Grant Runner the ability apply for a much larger set of grant opportunities using the S2S technologies, streamlining the process, reducing data entry errors, and allowing many more users to gain these benefits. It is not unreasonable to increase the Grant Runner user base by 100% due to these improvements			(R01, R03, and 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.		to take advantage of the defaulted institutional information provided by Grant Runner.	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		
ORIS	Portal Framework Application										6
ORIS	Group lookup of Training Records		Researcher will be able to look up entire staff to view training needed or taken			Provide ability to look up training records by group					6
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	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

			less time in retrieving their research related training completion records.								
ORIS	Active Directory Upgrade	Computer system security will increase significantly		11/4/2013	12/31/2014	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.		Enables new back-end system services, increased network security, and more efficient computer-systems management.	An estimated 30 hours per year of time saved on computer-system and network security management activities. Also an estimated 80 hours of time saved on the initial set up of new security services.		6
ORIS	VIVO Pilot	There is an opportunity to align the VIVO Program with an internal ORIS VIVO intranet site. The intranet site would provide a test bed to develop new VIVO features and gain immediate feedback from users without taking time away from researchers and administrators. The intranet site would also give visibility to the program across all of ORIS which will lead to collaboration outside of the program team.	The output of the VIVO Pilot Project will be the framework for the VIVO program. The program will provide an initial release with a baseline of features followed by prioritized subsequent releases of additional features.	Spring Quarter 2014	Summer Quarter 2015	The VIVO Pilot Project is comprised of two goals. Goal one is to provide a functional UW VIVO proof of concept. This proof of concept will be comprised of three instances those being Development, Quality Assurance and Production. These instances will have ten profiles populated with a baseline of user data, publication and grants. The second goal is to provide an outline for a VIVO Program. This outline would include phases, features, resourcing, hosting, costing, among other information	The VIVO Pilot does not provide service. It does however identify the service that the VIVO Program will provide.	The VIVO Pilot does not save time. It does however identify the time that the VIVO Program will save.	VIVO is open source software. After major software is developed the cost should be significantly less than products such as SciVal. There are many factors to this reduction of cost such as licensing, time spent with support and the minimal features that SciVal provides. There is also an opportunity	1	

										to partner with groups such as the library to split cost on items such as publication subscriptions .
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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	Researcher's Guide: Phase 1 - review site, update links, prep for page overhaul	increases positive image for our unit	provides one place for policy resources, forms, links to other campus units	6/15/2014	12/15/2014	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	Training and Development Webpage and Registration Tool	OR page that highlights/lists training	one place to look for Research Administration training	N/A	1/15/2015	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	N/A	easy look-up and access to recharge centers for location of facilities and equipment available for use	11/2013	6/2015	webpage that has profiles of shared services available to campus	N/A	N/A	TBD	TBD	6
ORC	Bridge Funding Database	Save staff time in preparation of metrics and reporting	Improved reporting turnaround time	1/2014	6/2015	Database for all bridge cycles from December 2006 forward	N/A	N/A	TBD	TBD	6
ORC	Bridge Funding webpage update	New layout will improve clarity reducing phone and email questions	New layout will make it easier to find needed information	10/18	2/2015	New layout of the Bridge Fund Program webpage	N/A	N/A	TBD	TBD	6
RAPID	Global WACH	if recommendations are implemented and successful, will allow Global WACH to be financial viable past	Increased ability for Global WACH Faculty to be awarded grants based on	8/1/2014	2/1/2015	Facilitate strategic planning process & strategic plan - confirm mission, vision, values, assess original aims, development of priorities,	TBD	TBD	TBD	TBD	6

		2017	affiliation with Center			goals, activities, metrics, research framework, funding model, action planning & implementation plan					
RAPID	OSP-Action Teams	Increased unit effectiveness.	Increased service to UW community.	8/14/2014	12/19/2014	Assist in facilitating action teams to generate actionable ideas from results of employee survey & external consultant data; work with leadership to build capacity & infrastructure including resourcing & staging	TBD	TBD	TBD	TBD	6
RAPID	Lean Project Management	Collaborative UW project that will yield multifaceted training program for all RAPID clients and staff.	UW training program on Lean Project Management, free and available to all faculty and staff.		TBD		TBD	TBD	TBD	TBD	6
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	TBD	TBD	TBD	TBD	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	TBD	Assess, design and implement curriculum planning process		Increased student satisfaction			6
RAPID	KRP- Now Kenyan Research and Training Center (KRTC)	Formal structure and funding model	Improved ability to obtain funding, improved infrastructure and operations	5/1/2014	TBD	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	Increased research funding	6
RAPID	EH&S Retreat and SMT Strategic Development Planning	Reboot and re focus strategic initiatives and efforts. Increased awareness of cost structure, core services, and resource allocation	Increased cost efficiency and service effectiveness	7/15/2014	TBD	Build infrastructure for PPMG for EH&S including formation of the Project Prioritization Management Group, meeting schedule. Bridge the gap for managers	TBD	TBD	TBD	TBD	6



						and staff between their project work this past year and the EH&S strategic plan, develop strategic focus for continuing the strategic plan into 2017, create list of all current and planned projects and improvement efforts across EH&S					
RAPID	RAPID website revision	easier use & upgrading by RAPID	increased user satisfaction	6/24/2014	TBD	Upgrade tools & rebrand tools & website		increased customer satisfaction from more intuitive website			6
RAPID	ORIS leadership - project mgmt system, comm structure, mgmt coaching	Increased effectiveness of ORIS leadership team. Increased unit effectiveness. Position unit for future success.	Better service to UW stakeholders.	11/7/2014	TBD	Assist ORIS leadership team to create and deploy mechanisms to drive infrastructure improvement, adoption, and sustainability of strategic operational framework which includes enterprise alignment and transitioning to new tools.	TBD	TBD	TBD	TBD	
RAPID	Rec Sports	Strategic alignment to UW and increased service to customers.	Increased service to UW community.	8/12/2014	2/28/2015	Facilitate strategic planning process & strategic plan - mission, vision, values, environmental analysis, data collection & analysis, development of priorities, goals, activities, metrics, action planning & implementation of plan	TBD	TBD	TBD	TBD	
RAPID	ITHS - focus groups	Partnering with research clients to move forward important work.	Better enrollment in clinical research trials.	8/1/2014	12/31/2014	Facilitate 3 focus groups of Pis and Research Coordinators to determine root causes of poor enrollment in clinical trials and determine ideas for improvement.	TBD	TBD	TBD	TBD	
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	A more unified and comprehensive implementation of the new IRB review software. Less impact on	2/4/2014	10/3/2014	Identify gaps between new technology systems and business processes and develop a plan to address each gap.	N/A	Planning ahead to facilitate seamless technology onboarding will ease	N/A	N/A	6

		complicate future process improvement efforts after technology is fully developed and implemented	review turnaround times as a result of a thoughtful and organized implementation.					researcher's effort during future technology rollout			
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 and staff development	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 community in to the operational practices of OSP.	Oct. 2013	ongoing	Define technical and personal skill set per role in order to develop training plans based on office role.	N/A	The project will potentially provide a greater consistency of service to campus in terms of daily processes and practices.	N/A	N/A	6
OSP	Uniform Guidance (OSP participation in enterprise level effort)	This updating will impact OSP in that we anticipate that GIMs, and some processes and perhaps systems will be revised due to federal changes.	Broad; the degree of impact is currently unknown by the institutional group	Feb. 2014	ongoing	This multi-unit collaborative effort is to analyze the revised uniform administrative requirements for sponsored programs, assess updates to policy, procedures and systems, and make institutional changes, as needed. A communication plan is in place, led by OR.	The project is to ensure consistency in UW policies, procedures, and supporting systems with the new uniform administrative requirements, effective early 2015.	The updating will ensure that campus has the most up to date information, tools, and supporting processes/systems to administratively handle federal sponsored program funding.	N/A	N/A	6
OSP	OSP reports	Provide OSP managers summaries of basic operational data. Regular internal reports should help OSP	Continuous search for improvement opportunities in OSP will enhance campus'	Fall 2013	ongoing	To develop and maintain a set of operational reports for OSP management that cover all OSP activity areas	N/A	Regular review of operational data should reveal	N/A	N/A	4

		manage its workload better and identify areas for improvement.	experience.					possible process improvement opportunities			
OSP	Definitions of Types of Sponsored Program Activities	Clear definitions will allow more accurate assignment of types to awards and applications	Clear definitions will allow more accurate assignment of types to awards and applications and better reporting	Fall 2013	2015	Clarify definitions, expanded and consistent options for Sponsored Program Activities	N/A	Improved reporting to sponsors	N/A	N/A	6
OSP	OSP Intake, phase 1	Clear understanding of all the business that flows into OSP and a plan to streamline inconsistencies	N/A	Summer 2014	FY15	Identify all the business that flows into OSP, options to streamline the process	N/A	N/A	N/A	N/A	OSP
OSP	New employee and visitor orientation	More consistent knowledge in OSP	Should result in consistency in service.	Spring 2014	ongoing	Outline of orientation for new staff and visitors to OSP. Checklist for new employee orientation.	N/A	N/A	N/A	N/A	OSP