Resource Optimization

Highlights and Trends Between 1/1/15-3/31/15

HSD	▪ HSD is currently managing a portfolio of projects to better align our staff with updated business processes, streamline our forms, and implement an electronic IRB system, called "Zipline." For real time information on our projects, see the "Zipline News" section of the HSD website: http://www.washington.edu/research/hsd/topics/Zipline+News
ORC	▪ With ORIS began work on website overhaul
ORIS	▪ Central Learning webpage for OR and OR units creates one website for OR units and provides training available for staff to increase skill set to be more capable in positions and grow professionally. ▪ Addition of "Sponsored Program Activity Type" values to eGC1 and FAs will create more accurate reports that are available as needed and give better guidance on F&A rate to use.
OSP	▪ Subaward Management Process/Systems Improvement: In quarter 3, OSP continued to fully onboard SPAERC and Ariba for subaward management. Many features were developed in SPAERC for better assignment and workload tracking. A series of enhancements were identified and delivered to ORIS for even better usability and the first ever ability to report out on subaward volumes and turnaround times. OSP continues to partner with Procurement and AP in the transition of requisitioning Subaward POs out of PAS into Ariba. A major milestone of Q3 was designing and executing a high touch process for FHCRC as they became enabled. As our largest subrecipient a smooth transition was critical. Lastly, OSP marketing and communications developed and delivered classroom training for campus on using Ariba for requisitioning Subawards. The content has subsequently been handed off to Procurement for integration with their curriculum. ▪ OSP Portfolio Mgmt: OSP spent Q3 analyzing, synthesizing and designing a project management methodology for managing the Action Team recommendations presented to Mary and Joe in Q2. We are implementing Agile Kanban and have been developing the skills to deliver on projects in OSP staff. Additionally, the LABS team began their own Agile Kanban process and portfolio management. We created a single intake method (asklabs@) and assign inquiries and requests according to the Learning and Business Support lines of business: training, systems, reporting and marketing and communications. ▪ Process/Systems/Information Mgmt Improvement: As a preliminary step for two major improvement efforts, OSP has created an inventory of actions/requests received. This inventory will be leveraged by OSP Leadership to work on eliminating scope that is outside the Sponsored Program domain. the inventory will also be leveraged by the Systems and Information management program in prioritizing systems enhancements that automate the intake of actions/requests.

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	Training Grants Guidance website updates	increases positive image for our unit	maintains up-to-date resources	9/1/14	1/1/2015	new JIT instructions, new bio-sketch template, new rebudgeting instructions	lessens burden of research administration	TBD	.5 FTE/yr across campus		3
ORC	Training and Development Webpage	OR page that highlights/lists training	one place to look for Research Administration training	N/A	3/30/2015	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	Limited Submissions Web Matrix	Provides sponsor requirement detail to OSP, Advancement and the limited submissions review committee		1/20/15	1/15/15	OSP administrators and Advancement officers requested a matrix of known sponsors of limited submission opportunities, which would include eligibility and routing data	N/A	N/A	TBD	TBD	1
HSD	Standard Operating Procedures Renovation Cycle 3	Increased completeness in SOPs have increased consistency of review, and have improved HSD staff and IRB members understanding of all UW policies and procedures in conducting an IRB review. The FDA supplement has taken questions formerly routinely asked of PIs as follow up questions to Initial applications and presented them to researchers up front as an addendum to the Initial application, providing staff with more information to complete the review up front.	HSD SOPs offer campus transparency in the review process, as well as guidance for various aspects of the application process. The FDA supplement has taken questions formerly routinely asked of PIs as follow up questions to Initial applications and presented them to researchers up front as an addendum to the Initial application, removing part of the burden of answering follow up questions from	3/6/2013	11/1/2013	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 cycle includes the development and implementation of new supplements for research involving drugs and devices (both FDA regulated and non- FDA regulated).	Addresses the audit findings from 2012	The new supplements associated with the SOP renovation cycle 3 ask specific questions related to potentially FDA regulated IRB submissions up front, cutting out a step in the screening process in which staff formerly routinely asked certain follow up questions to assess	Explicit quantitative numbers regarding time saved as a result of increased consistency and clarity regarding UW review policies are difficult to surmise, however, HSD has recieved significant qualtitative feedback regarding increased consistency and clarity from researchers via email and in person contact at campus outreach events. By utilizing	N/A	2

			the PIs and allowing them to provide more information up front.						applicability of FDA regulations.	the supplement to ask researchers questions pertinent to FDA regulated studies up front, we cut out a set of follow up questions from HSD staff to researchers which formerly was often a part of the review process for FDA regulated studies. The time this step took for studies submitted prior to the FDA supplement implementation varied widely, but since FDA studies are often on the longer end of our turnaround spectrum, it is our interest to cut out as many extra screening and responses for PIs of these kinds of studies as possible.		
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	2/28/2014	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.	By utilizing the supplement to ask researchers questions pertinent to genetics studies up front, we cut out a set of follow up questions from HSD staff to researchers which formerly was often a part of the review process for genetics studies. The time this step took for studies	N/A	2

								submitted prior to the genetics supplement implementation varied widely, but since these studies are often on the longer end of our turnaround spectrum, it is our interest to cut out as many extra screening and responses for PIs of these kinds of studies as possible.	
ORIS	Researchers Making Impact: /research slide show and articles	Inform of UW research accomplishments	Inform of UW research accomplishments	3/1/14	10/9/2014	Highlight five research accomplishments for 2013; to be added to the slide panel of the research home page		Inform of UW research accomplishments	6
ORIS	Grant Runner Opportunity Expansion - Detailed and Subaward Budget		Grant Runner will be able to be used for a SF 424 opportunities that require detailed budgets for the first time, allowing users to benefit from the streamlining inherent in the system for a much wider range of opportunities types.	7/15/14	12/10/2014	Currently, Grant Runner is only usable by NIH opportunities that use SF 424 and modular budget (R01, R03, R21 primarily). 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.		Targets:- Reduce time to complete NIH forms that utilize detailed budget by 15%, when using Grant Runner - Increase overall Grant Runner usage by 50% in the first 6 months, and by 100% within a year after delivery	2
OSP	FHCRC migration from PAS to Ariba	OSP PAS transition team designing and implementing a clear and concise process for transitioning FHCRC	onboarding new system for requisitioning subawards and for receiving invoices from subrecipients. By conducting a	Mar-15	Mar-15	design and implement transition of PAS POs to Ariba with FHCRC, our largest subrecipient			

		closely monitored and highly communicative process we were able to have low disruption as Ariba rolled out.								
OSP	ASKLABS Intake	OSP learn about and begin to use new intake method for LABS requests. LABS design assignment routing and ownership for the primary areas that LABS support: SPAERC, GRANT RPTS, and WEB.	none	Jan-14	Jan-15	Design and implement a single intake and routing for OSP Learning and Business Systems Support (LABS) team questions, ideas and project proposals				
OSP	Sponsor time and time zone as part of due date	new field released to help prepares and reviewers stay in sync around non-standard sponsor deadlines and reduce missed applications.	must enter actual time and zone required for due date to prevent missed deadlines when non-standard	Jan-15	Mar-15	eGC1 preparers will now be asked to provide the specific time of day and time zone for which the applications are due. There will be the ability to record, 'not specified' when that is the case, such as unsolicited proposals.	enforces sponsor deadline awareness			
OSP	OSP Action Team Recommendation Implementation - analysis and planning phase	LABS team reviewed action team recommendations and have drafted a simple project methodology to enable transparency and deliver results, Kanban	none	Dec-14	Mar-15	The OSP Action Teams have drafted recommendations in three main areas: Leadership, Communications and Training & Development. These three teams have unique scopes of work that must be synthesized, planned and resourced in order to be implemented OSP-wide.				
OSP	What Belongs in OSP, phase 2 - inventory creation	Clarity in the kind of actions that are signed and processed by OSP	Clarity in the kind of actions that are signed and processed by OSP and where to	Jan-15	Mar-15	Identify which documents for which sponsored program related transactions should be processed by OSP. o If not by OSP then by whom? o If yes then establish intake process and knowledge base for handling those	To make sure that all documents are signed and processed by appropriate offices	More clarity will allow OSP to provide better service		

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
						actions.					
OSP	Subaward SPAERC Configurations	enables workload tracking and management reporting	enables status reporting	Jan-15	Mar-15	Significant features developed and delivered for usability and improved function of the subaward module following it's adoption in October 14.		enables status reporting to campus			
OSP	ARIBA for Subawards classroom training	decrease question from campus by providing in person, hands-on training	improved understanding and adoption of new technology	Feb-15	Mar-15	Develop and deliver customized training on using Ariba for requesting subawards and receiving invoices.			tbd		
OSP	Implementation of OSP Newsletter	timely and consistent info dissemination of emerging issues important to OSP staff		Jan-15	2/15	design and implement internal newsletter					

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
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	Will be rolled into Compass Portfolio Project Streamline	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	A more unified and comprehensive implementation of	2/4/2014	Will be rolled into Compass Portfolio	Identify gaps between new technology systems and business processes and develop a plan to address	N/A	Planning ahead to facilitate seamless	N/A	N/A	6

		implementation of technology so as not to lengthen and complicate future process improvement efforts after technology is fully developed and implemented	the new IRB review software. Less impact on review turnaround times as a result of a thoughtful and organized implementation.		metrics.	each gap.		technology onboarding will ease researcher's effort during future technology rollout			
HSD	Incorporation of Three Year Approval Periods	With this change, very simple studies that are not Federally Funded will be eligible to be reviewed by HSD staff once every 3 years, rather than once annually. This will give staff more time to focus review time on very complex, federally funded studies.	Less time being spent submitting annual status report--for studies that qualify, a status report will only be required every 3 years.	1/1/2014	FY16Q2	As a part of HSD's overall 'Flexibility Initiative' being implemented, certain Minimal Risk studies have been determined to be eligible for re-review only once every three years rather than annually. This will be rolled out over the course of the next year at the annual review of each eligible study.	N/A	The extention of review period for eligible studies allows researchers to apply for re-review of certain IRB applications only once every three years, rather than completing a status report every year.	N/A	N/A	3
HSD	Revised joint policy with OSP concerning use of DOHR applications	The revision of OSP and HSD policy does not require submission of a DOHR application unless it is explicitly requested from a federal funding agency.	Reduction in the number of DOHRS UW researchers will need to prepare and submit	1/1/2015	FY16Q4	HSD and OSP have revised their policy concerning Delayed Onset Human Subjects Research to only require submission and review of related forms only in cases where a federal funding agency has issued an explicit, documented request for the DOHR review.	N/A	This policy change will require fewer submissions of DOHR application from UW researchers.	TBD	TBD	
		Improved communication within Washington Sea Grant unit	Improved communication processes with stakeholders throughout the State of WA	2/12/2014	9/1/2014	Assess current communication dept. processes, capacity, priorities, requirements; design and implement new processes	Measures of success to be determined	Increased customer service satisfaction	Measures of success to be determined	Measures of success to be determined	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	HSD SOPs offer campus transparency in the review process, as well as guidance for various aspects of	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	Address es the audit findings from 2012	The new supplements will reduce the amount of back and forth that is necessary	*not enough data has been collected on this supplement	TBD	

		in conducting an IRB review.	the application process.			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).		between researchers and review staff.			
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.	*not enough data has been collected on this supplement	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	Will be rolled into Compass Portfolio Project Streamline	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	HSD
HSD	E-IRB Discovery	This planning project	A more unified	2/4/2014	Will be	Identify gaps between new	N/A	Planning	N/A	N/A	6

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
	Process	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	and comprehensive implementation of the new IRB review software. Less impact on review turnaround times as a result of a thoughtful and organized implementation.		rolled into Compass Portfolio metrics.	technology systems and business processes and develop a plan to address each gap.		ahead to facilitate seamless technology onboarding will ease researcher's effort during future technology rollout			
HSD	Incorporation of Three Year Approval Periods	With this change, very simple studies that are not Federally Funded will be eligible to be reviewed by HSD staff once every 3 years, rather than once annually. This will give staff more time to focus review time on very complex, federally funded studies.	Less time being spent submitting annual status report--for studies that qualify a status report will only be required every 3 years.	1/1/2014	FY16Q2	As a part of HSD's overall 'Flexibility Initiative' being implemented, certain Minimal Risk studies have been determined to be eligible for re-review only once every three years rather than annually. This will be rolled out over the course of the next year at the annual review of each eligible study.	N/A	The extension of review period for eligible studies allows researchers to apply for re-review of certain IRB applications only once every three years, rather than completing a status report every year.	N/A	N/A	3

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	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	10/18/2014	6/2015	New layout of the Bridge Fund Program webpage	N/A	N/A	TBD	TBD	6

			information								
ORC	Collaborative Grants Workshop	increases positive image for our unit	provides campus best practices from SMEs on development of budget and science for a multi-PI, multi-institutional grant	12/1/2014	6/2015	1/2 day workshop featuring PIs and grant administrators providing best practices on how to pull a team together, how to write a cohesive scientific narrative for multiple efforts, how to build a realistic budget	N/A	N/A	TBD	TBD	6
ORC	Limited Submissions Backend Integration	Provides success rate data on limited submission proposals	Could provide JIT data for associate deans for research on the limited submissions review committee	3/1/15	6/1/16	Proposed integration of eGC1 data into the Limited Submissions database, so that award status could be tracked for pre-proposals selected to go forward, and thus provide success rate data	N/A	N/A	TBD	TBD	1
HSD	Redefinition and clarification of FDA regulatory applicability	Recent clarification and guidance from the FDA prompted us to redefine and clarify applicability of FDA regulations to research studies at the UW to align with FDA's interpretation. Determining whether something is FDA regulated will no longer be as taxing. The revised policies and SOPs are anticipated to reduce the number of studies at UW which require FDA oversight.	Further clarification for PIs concerning what requires FDA review via our revised policy in our SOP. Additionally, some UW studies which previously would have required FDA oversight will no longer, removing the burden of FDA compliance from PIs whose studies previously would have needed to be reviewed for FDA compliance.	3/9/2015	4/15/2015	Clarification and alignment of UW policy with FDA guidance concerning what studies and what activities within a given study are FDA regulated including revision of HSD SOPs, worksheets, and supplements regarding FDA regulation.	Alignment with FDA guidance ensures UW policies and procedures are in line with FDA's interpretation and understand of how FDA regulations should be applied.	Revisions of the materials (SOPs, worksheets, supplements), UW PIs use to determine if their studies are FDA regulated were completed and posted promptly for a smooth transition in interpretation of FDA applicability.	TBD	TBD	2
HSD	Pregnant Partner HIPAA Authorization Template	Creation of this template assists researchers in creating complete and appropriate HIPAA authorization forms for use with pregnant partners of research	This new template eliminates the UW researcher work required to customize the main authorization template for each	2/1/2015	5/1/2015	In collaboration with UW Medicine's Privacy Office, HSD has created a special HIPAA authorization template, for use with pregnant partners of research subjects. This is in response to researcher	N/A	Creation of this template will eliminate extra work for UW researchers when submitting	TBD	TBD	

		subjects and standardizes the forms received in this instance.	new study.			request. About half of UW industry clinical trials needed an authorization form for this purpose.		HIPAA authorization forms for pregnant partners of research subjects			
HSD	External IRB Review Process	Streamlining of the external IRB review process will reduce bottlenecks and confusion between the UW IRB and other regulatory offices involved in the process. This process is also being completed with future technology changes in mind, planning ahead for seamless technology onboarding.	Ease of complexity for external IRB review and possibly reduced turnaround times for the overall external IRB review process	12/1/2014	8/1/2015	Redirect external review process to remove unnecessary back and forth between UW IRB, external regulatory offices, and the research community	N/A	Redirect external review process to remove unnecessary back and forth between UW IRB, external regulatory offices, and the research community. This process is also being completed with future technology changes in mind, planning ahead for seamless technology onboarding.	TBD	TBD	2
ORIS	VIVO Pilot	Reduces reliance on central office to provide information or bridge gaps regarding missing information	Provide a cost effective modern profile system for researchers and give easier access to publications and collaboration opportunities	2/19/14	Summer 2015	Proof of Concept of platform which will host profiles for the research community from research organizations to individual researchers. Will allow future integrations with other common tools in higher Ed and sponsor agencies.					1
ORIS	EH&S Annual Health Assessment	This will streamline the current paperbase system.	Nurses and/or applicants can create user profile and submit online application. Nurses are able to review	10/5/14	Summer 2015	New tool to capture Annual Health Assessment information for EH&S. Includes assessment entry, administrative review/notifications, and reporting components. The					6

			application, generate electronic notifications, create reports and downloads as needed			request is that the tool look and function same as the AUMS application.					
ORIS	SQL 2014 Migration	Availability of new reporting solutions and features.	Better infrastructure to enable more robust reporting	12/1/14	Summer 2015	Build new SQL 2014 Infrastructure and migrate existing databases and solutions.			Estimated 50 hours per year saved due to the new features available for developing reporting solutions, and the decrease in support effort required to support the latest version of MS SQL.		6
ORIS	DevOps: Automation & Configuration Management	Automated environment configuration will provide stability, consistency, and streamlined development operations, resulting in quicker delivery of software.	Automated environment configuration will provide stability, consistency, and streamlined development operations, resulting in quicker delivery of software.	10/1/14	Spring 2015	Implement a cross-platform configuration management solution for application hosting environments.			Estimated 300 hours per year savings from automating environment configuration and centralizing Linux server management.		6
ORIS	Learning Registration Tool for OR and OR units		Provide centralized online registration tool for learning opportunities for research administration.	12/1/14	Spring 2015	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	One central learning registration tool with automation for emails, wiatlists, sign up sheets, electronic evaluations streamlines staff effort managing course logistics. Time savings quanative measure pending.		3

							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.			
ORIS	Web Analytics Strategy	Reduction in ORIS time spent in providing customized web analytics	Provide easy way to get analytical data and to understand how to interpret the data	1/2/14	Summer 2015	Web analytics software has the potential to provide valuable data that OR units could use to measure the success of projects, identify how many users are impacted by problematic content or lack of content on certain topics, and provide the ORIS UX team with abundant high-level data for research and design purposes. The current web analytics software (Google Analytics) is not being used to its full extent or maintained in a systematic way. It also lacks certain functionality out-of-the-box that OR units have requested. In addition, Google Analytics users have difficulty finding and interpreting the data. With a better understanding of how web analytics software				6

						works and a standard way of using it at ORIS, we have an opportunity to develop our web products in a way to integrate better with web analytics.					
ORIS	Research Website Redesign - Discovery	Prepare OR and related units for Research Website Redesign		4/1/15	Summer 2015	This project aims to conduct a comprehensive evaluation of the work needed to consolidate OR and sub unit sites (OSP, HSD, ORIS) into one, user focused website, consolidating content.					6
ORIS	Pre- Post-Award Budget Status View	Reduce time spent on answering inquiries from researchers and research administrators regarding status of grants during the project lifecycle	Allow researchers and research administrators visibility as to where their grant is during the lifecycle of the grant	4/1/14	Timeline in development	Researchers and Research Administrators are lacking clear information and visibility into what is happening to their project during the award lifecycle. This causes increased phone calls and emails between campus, OSP, and GCA. There are existing reports available to inform users what is going on but these tools lack the details necessary to provide administrators with timelines, turnaround times, details of what is needed to be done to move their project through the pipeline. The lack of visibility causes unnecessary churn and phone calls that derail all parties from getting their work accomplished.					6
ORIS	ORIS systems integrations to Workday (HR/P modernization system)	ORIS software products will be updated to integrate with the new data model associated with the implementation of Workday Human Resources/Payroll system.	Campus users will continue to be able to utilize ORIS software products with the implementation of Workday Human Resources/Payroll system.	11/3/14	Spring 2016	Update ORIS software products to integrate with the new data model associated with the implementation of Workday Human Resources / Payroll system.					6
ORIS	CoMotion API Platform	CoMotion will benefit from a streamlined data	Researcher will be able to submit a	4/1/15	Summer 2015	In partnership with CoMotion, Develop an API					6

		intake webform, through the API, and input into their backoffice solution. Data accuracy will improve. Additionally the API, at a future date, will be leveraged to supply CoMotion data to the Researcher Portal.	record of innovation. Will provide accessible data for researcher and CoMotion Staff.			that will allow data to automatically flow from the researcher (input) to the CoMotion Backoffice System (Output).				
ORIS	Competing Proposal: Review Activity report	Improved monitoring of proposal review protocols, with goal of improving turn around times for proposal review and routine adherence to newly established proposal review guidelines.	Improved proposal review turn-around times by OSP, and a more consistent experience with regard to proposals reviews	7/9/14	Summer 2015	Background OSP now reviews proposals with set criteria, and without documented standard procedures. As of publication of GIM 1 (May 2014) and training sessions around proposal review and procedures, using newly documented criteria, guidance and procedure expectations, OSP has set internal and external expectations that need to now be tracked. Problem Statement OSP does not have a way to review the success of adoption of standard procedures with respect to eGC1s/Proposal Review and Procedures. Upon implementation of the new policy, criteria, and guidance, OSP would like to check that there is uniform adoption across the office by OSP Proposal Reviewers as well as standardization on what OSP is receiving from campus for competing proposals (e.g. required attachments). Objectives Create a report that can be pulled by OSP Management at any time for post-implementation review of adoption of standard use of	Risk of missing deadlines	Improve consistency in service to campus.	Improve turnaround time by reducing ambiguity. This report will help establish the initial baseline. Targets for improvement will be set thereafter.	

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									criteria and procedures.			
ORIS	Subaward Volume Report	OSP subaward management will have added visibility to the pending subs and their aging, to identify early problems in processing of subawards and to load balance the pending subs amongst available staff.	Improved subaward turn-around times by OSP.	1/20/15	Spring 2015	To develop a report which can be used to manage workload and inform management on the status of action items in subawards team, to drive service level agreements and business rules that promote automation		Enables data driven decision making for service levels and appropriate workloads per administrator/ analyst.	Reduce number of days to issuance; Reduce number of days to execution. This report will initially help establish the baseline. Thereafter targets will be set for improvement, as needed.			3
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.	5/16/14	Timeline in development	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 status history.				2
ORIS	Federal Reporting Program Phase 3	Greatly reduce time and energy necessary to produce a standard, required external report. Greatly improve the quality and repeatability of the report while make the data vailable for other uses and analysis	Provide a new report/output to campus that provides rule based repeatable data	1/15/15	Summer 2015	Hoping to accomplish line out outputs						3
ORIS	HSD Zipline Electronic System	The system will provide an electronic workflow as well as digitized documents.	The system will provide an electronic appication form and submission process. The are currently on paper.	1/13/12	Winter 2016	An electronic IRB submission sytem to replace the current hybrid paper/electronic tracking DORA system.	Increased ease for researchers, IRB staff and boards to comply to federal regulations through use of moderm tools.	The system provides transparency to users of the system allowing for immediate submission status.	The electronic system will save many non-value added process steps related to the handling of paper files.	The electronic system will save researchers time and expenese associated with the handling of papser files.		2
ORIS	MyResearch Portal	Reduce number of	Ease of finding	11/15/14	on going -	Applications, such as,						6

		inquiries from researchers and research administrators	information needed to manage grants and awards throughout lifecycle		projects will fold into the Portal via subsequent phases	Training Transcript, Group lookup, and pre/post status apps and others, will co-exist in a researcher portal framework.					
ORIS	Browser Support Service Implementation	Improve OR Unit experience with SAGE Suite, Research Website and Portal by ensuring alignment between which browsers we are developing our products for, the browsers included in the standard build we are installing on workstations and the guidance we are giving to our users on which browsers to use.	Improve campus experience with SAGE Suite, Research Website and Portal by ensuring alignment between which browsers we are developing our products for and the guidance we are giving to our users on which browsers to use.	11/10/14	Winter 2016	Implement a browser support service.		Improve user experience with SAGE Suite, Research Website and Portal	Save time by significantly reducing browser specific issues with Internet Explorer 9 among SPAERC users.		6
ORIS	Training Transcript-Other Person Lookup	Allows campus to access research related training records easier by providing a one stop application.	Will give access to information, give visibility and encourage collaboration, and create process efficiency by providing a single application to access all by OAW training records in one place.	10/15/14	Summer 2015	Allows a logged in user to look up another person's training records. Students cannot be found unless they are UW employees. OAW training records will not be viewable by person's other than the logged in user.					6
ORIS	Standardize SAGE Suite system documentation tools	Save ORIS time by making the user guide easier to maintian.	Save time for system users by allowing them to search help content.	6/6/14	Spring 2015	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	Addition of "Sponsored Program Activity Type" values to eGC1 and Fas	OSP, GCA and OR will benefit from stronger data collection and reporting capabilities based on the more detailed activity types and their associated	Campus SAGE users will have better clarity on the F&A rates to apply, based on the new activity type definitions	04/15/15	Summer 2015	The existing eGC1 'Funding Purpose' and Funding Action 'Type of Award' are being replaced by a new 'Sponsored Program Activity Type' field. This will result in the ability to report more	Better accuracy of F&A rate application as a result of	Updates web content to better guide users around selection of the appropriate	Significant time savings for OR in generation of the annual HERD report Reduction in calls/requests to OSP for		1

		uniform guidance categories. GCA and OSP also anticipate more clarity and accuracy in reporting of F&A rates as a result of these changes. Will eliminate data based on estimated assumptions.	and support web content mapping the definitions to the rates. Will give campus the ability to have accurate data reported on demand.			accurately on awards and expenditures by activity types and categories defined by Uniform Guidance. With these changes, campus will also benefit from more clear guidelines on F&A rate definitions based on the new activity types. Additional fields will be mapped to the new activity types to allow for automation of the HERD reporting and facilitate revisions to the Annual Report. This is join effort by the SAGE Team, The Federal Reporting Team, and the Web Team, along with sponsoring business partners OSP GCA, and OR.	the new activity types and definitions. Improved accuracy of HERD reporting based on the new fields and mapping of types to R&D categories.	F&A rate, based on the new activity types	clarification on F&A rate selections
OSP	OSP Action Team Recommendation Implementation- design and implementation phases	LABS team introducing OSP action team members to Kanban. We will iterate through learning kanban and preparing cards through June, kicking off our first Sprint the first week of July.	N/A	Apr-15		design a project management methodology ebst for managing three distinct but often overlapping sets of projects			
OSP	What Belongs in OSP, phase 3 - System opportunities business case development	systems support for actions that can be automated; reduce need for human "triaging"	transparency to status of action requests	Mar-15	Jul-15	identify, document and prioritize actions that can be automated; develop business case for systems development			
OSP	ARIBA Adoption and PAS PO Migration - New features for inteake and assignment & Manual BPOs	onboarded new features for better intake and assignment of incoming andd transitioning subaward requisitions via ARIBA; desinging a manual BPO process to enable those subs unwilling or unable to enable in order to succesfully reitire PAS as planned.	learning a new system for requesting subawards and receiving invoices	Nov-14	Sep-15	adoption of new technology (Ariba) for the intake and and invoice payment portions of the subaward lifecycle; migrating > 1000 active subawarrd POs into Ariba BPOs; supporting campus.	N/A	none yet,still onboaring	N/A

OSP	FA process improvements, phase 3, development of SOP and method for maintaining it as we iterate through PI with GCA;	Decrease the number of times FAs are sent to OSP	Faster turn-around time in processing FAs	May-15	Jun-15	development of SOP and method for maintaining it as we iterate through PI with GCA; enable OSP leaders to use the Pending FA report to idenfity early as Fas are returned in order to address issues in near real time rather than waiting for monthly mtg with GCA	n/a	faster processing of FAs	tbd	
OSP	ATA Analysis	assess the invoice rejection reasons in order to inform content for campus as they ansorb the invoice rejection resolution process as it moves away from OSP	absorbing the invoice rejection/reconciliation reposnsibilities with the roll out of Ariba from OSP	Apr-15	May-15	assess the invoice rejection reasons in order to inform content for campus as they ansorb the invoice rejection resolution process as it moves away from OSP				
OSP	How to Prepare Basic Budget' course uplift		improved and uptodate info for preparging basic budgets	Mar-15	Apr-15	facilitate the updating and improving of the How to Prepare a Basic Budget				
OSP	Subaward updates on OSP web	updated web content and subaward status reporting	better understanding of how to requistion subawards and visibility to status of request	Apr-15	Apr-15	Update OSP web to reflect emerrging understanding and new fetaures in Ariba that relate to Subawards. Began posting subaward status updates on OSP web				
OSP	Preliminary Benefit Rates Updates to Gim 3 and Facts & Rates Table	understanding new rates	understanding new rates	May-15	May-15	plan and execute preliminary Benefit Rates Updates to Gim 3 and Facts & Rates Table				
OSP	deleted Student Aid Fas for annual reporting	ensures annual report definintions are accurate by deleting Fas not to be included		Apr-15	Apr-15	manually deleting studetn fin aid Fas ensures annual report definintions are accurate				
OSP	HAI subaward report	develop unique report for analyzing HAI subaward activity in preparation for audit		Apr-15	Apr-15					
OSP	GIM 2 signature delegation			Apr-15	Apr-15					
OSP	PC workload analysis	design and execute workload reports in order to design appropriate workloads		Apr-15	Apr-15					
OSP	OSHU subaward analysis	design and execute subaward volume		May-15	May-15					

		reporrts with OSHU									
OSP	Subaward Fundamentals uplift	review and update the subaward fundametals CORE course		Apr-15	May-15						
OSP	Subrecipient contact info - Ariba	designed and requested Subrecipient contact info report from Ariba		Apr-15	May-15	designed and requested Subrecipient contact info report from Ariba in order to do outreach					
OSP	ASSIST rollout training for OSP Staff	readiness for ASSIST rollout of R01's in advance of 6/5 deadline		Mar-15	May-15	design and execute ASSIST proposal review training for OSP staff in aligment with them going live with R01 options					
OSP	updated Sponsored Activity Types	better defined sponsor activity types aligned with Annual Reporting and Federal Reporting		Jun-15	Jun-15						
OSP	Research Admin systems and information mgmt working group	regular three way communication btw ORSI/OSP and campus regarding systems and info mgmt needs		May-15	Sep-15						
OSP	training evaluation and tracking	consistent documentation and evaluation of the training new ees are provided in OSP and a more effective hand-off from the trainers to the managers.	more consistent support from new employees; reduced error	Jan-15	May-15						
OSP	reclassification of GCCs to CA7s	enables higher level duties for key OSP staff		Jan-15	Jun-15						