Advisory Council for Research Administration

May 4, 2016
Agenda

• Welcome – Gloria Waters
  • Introductions
• ACRA Charter - Diane
  • Housekeeping – future meetings
• Brainstorm Future Meeting Topics – Susan
• OSP Updates – Diane
  • Staffing
  • Internal processes
  • Executive Dashboard
  • Customer Satisfaction Survey
• Draft Proposal Submission Policy – Diane
  • Signature authority matrix
  • New draft PSF
• Roles & Responsibilities Matrix – Diane
• Building BU’s Research Administration Community
  • Identifying and surveying the research administration community – Diane
  • Brainstorm future forums for the community - Susan
ACRA Charter

Bring together representatives across the research intensive schools and related Central offices to create an engaged and impactful research administration community in support of building streamlined, simplified and compliant ways of supporting the research enterprise.

• GOALS
  • Discuss topics such as process improvement, training, communication
  • Help identify issues and areas for improvement, both locally and centrally
  • Share insights, guidance and feedback
  • Actively work together to develop solutions
  • Dissemination of information discussed at Council
  • Engage and develop the university wide research community

• LOGISTICS & EXPECTATIONS
  • Meet monthly – commitment to regular attendance
  • Co-Chaired by Central and School member
  • Membership appointment initially for one year
  • Ensure some continuity of membership to not lose momentum
  • Staffed centrally to ensure follow-through, management of initiatives & communication
ACRA Communication

• Email: acra@bu.edu
  • Share your feedback
  • Share local issues and questions
  • Propose future agenda items

• Group LISTSERV: TBD
  • to communicate with the entire group

• Website: http://www.bu.edu/research/administration/research-support-offices/advisory-council-for-research-administration/
  • Open to the BU community
  • Separate secure page for members – meeting documents, etc.
Organizational model – Overview of Changes

• Sr. Managing Research Administrator (new role)
  • Will take on award/contract review and negotiation for their team
  • Will have some level of oversight and support of the Award Set-up/Analyst role
  • This role will not have a “portfolio” assignment but will be expected to support the team in all areas
  • We are not replacing the “Federal Contracting” position, but imbedding that work within each team
  • Other RA’s will have proposal review and submission as a primary responsibility
  • Many details to work out

• Award Analyst
  • AA’s now more integrated in the life-cycle teams
  • Explore opportunities for more direct processing of awards
  • Explore opportunities to support aspects of proposal review

• Administrative Coordinator
  • Two individuals focused on supporting proposal and award intake responsibilities in addition to front desk support
  • Creating automatic back-ups for each function

• Subaward Specialists
  • Removing RA from process after NOGA received
  • Sub RA’s have full responsibility for working with PI/DA on need/issuance, etc.

• Manager is being retitled to Associate Director (Pre-Award)
Organizational Model continued

• By having this level of specialization we expect to be more efficient on all fronts
  • Prime example is when awards and other actions take a back seat when we experience heavy proposal deadlines
  • This impacts awards, negotiations, subaward actions and occasionally award set-up
• Will need to rethink how we will best support our Faculty and DA’s from a customer service perspective given they will be dealing with multiple contacts
• Will need deeper coordination/communication within a team (and across teams)
• Will need to revisit portfolio assignments
  • Welcome your thoughts on options to consider
OSP Satisfaction Survey

Timeframe: March 7th – May 3rd
Response Rate: 32% (48 PIs, 39 DAs)
Questions and Feedback