



CELL-MET ERC

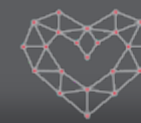
Administrative Director

Robert Schaejbe

*Assistant Director, Operations & Financial Administration
Photonics Center*

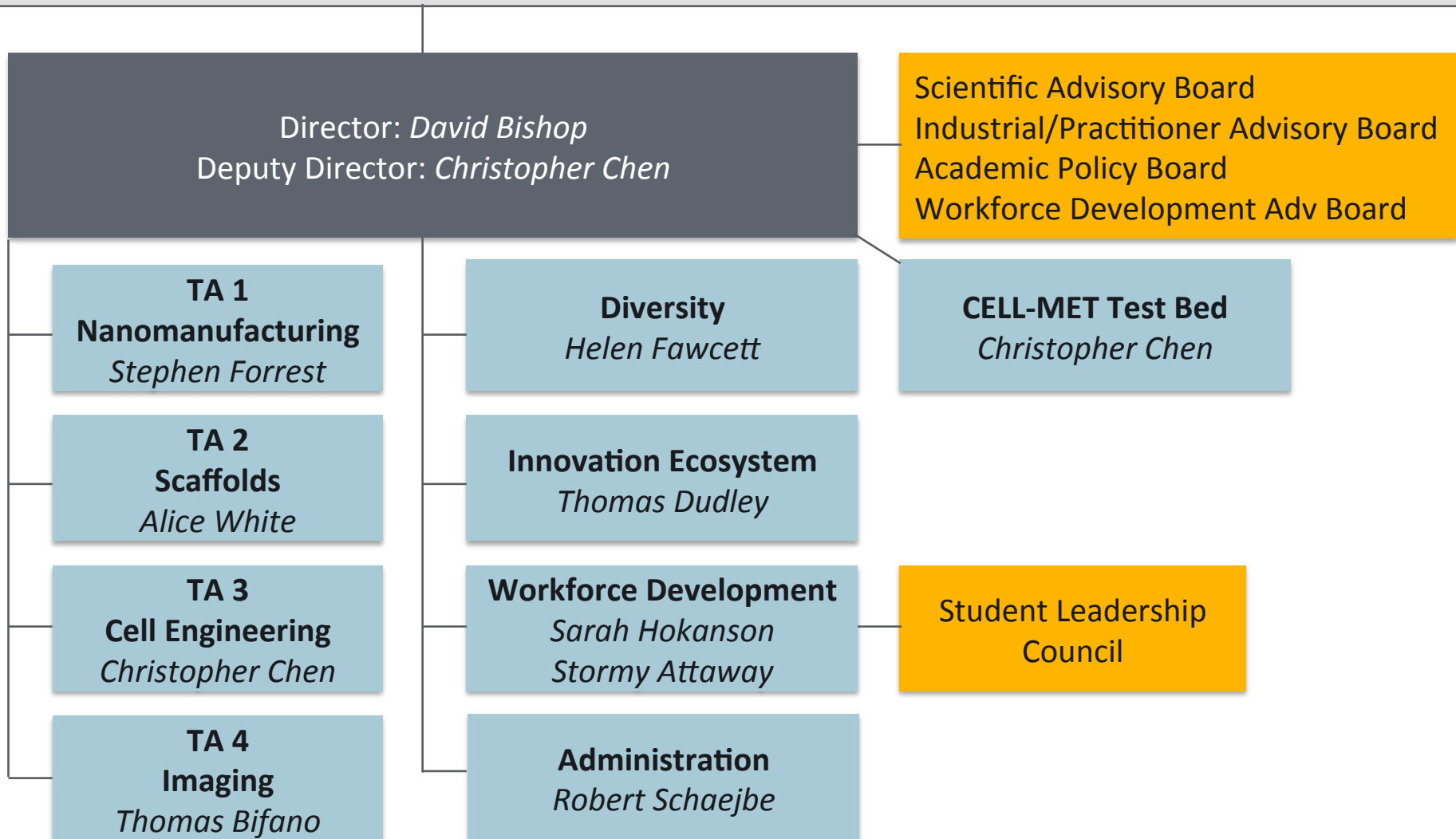


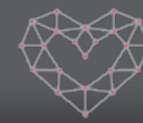
CELL-MET



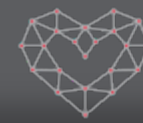
Council of Deans

Kenneth Lutchen (BU), Alec Gallimore (UM), John Volakis (FIU)

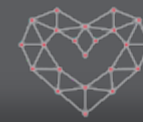




- **Support CELL-MET's strategic goals, coordinate meetings: Boards, Councils, NSF site visits, retreats, etc.**
- **Operational management, financial management, and support of strategic initiatives:**
 - data collection and reporting
 - I/T, website, publicity and other communications
 - cost-sharing among partners
 - industry revenues and in-kind commitments
- **Coordination with central offices and affiliated departments at Boston University, partners, and affiliated institutions**
- **Support non-technical components such as Innovation Ecosystem, Workforce Development, and Diversity/Culture of Inclusion, e.g. administration of IPAB projects, REU and RET recruitment, safety training**
- **Review subaward invoices with component leads and expedite payments. Execute Leadership plans to augment subawards: coordinate NSF Prior-Approval requests with Sponsored Programs, follow-through for modifications**

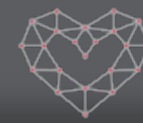


- 1. IP Agreement and Membership Agreement documents are nearing completion, have been reviewed by Industrial Liaison Officer (ILO) with minor suggestions. ILO consultancy visit is 11/7/17**
- 2. Subcontracts are in process at Sponsored Programs. Center ByLaws with IP and Industry Membership Agreements will be included as attachments**
- 3. Administrative Officer consultancy visit to be scheduled**
- 4. Two Admin-component positions have been posted at HR. Positions start with a focus on CELL-MET organization, data coordination, collection, and management among the team, and use with ERCWeb**
- 4. Existing Photonics Staff carry out routine administration, similar to other large, interdisciplinary programs. Monthly financial reports will be provided to component Leads**
- 5. Individual meetings with component leads on budget and strategies**



6. **CELL-MET website is up and running** <http://sites.bu.edu/cell-met/>

7. **Calendar of CELL-MET events:**
 - Kick Off Meeting: 10/26/17 - 10/27/17, at Boston University**
 - Strategic Plan Submission: 12/31/17 (90 days from award)**
 - CELL-MET Retreat: 5/24/18, at University of Michigan**
 - Reporting Year Close: 12/31/18 (60-90 days prior to site visit)**
 - subject to NSF approval**
 - Annual Report Submission: 2/14/19 (5 weeks before site visit)**
 - First Site Visit: 3/21/19 – 3/22/19, at Boston University**



- **Manage inputs to NSF's ERCWeb Data Entry for NSF's governmental perspective on the performance of Centers**
- **CELL-MET training and orientation to the important ERC glossary that governs the data processes, pertain to our own ecosystem, and demonstrate participation, function, progress, and outcomes. Examples include Center-based funding and related faculty awards, demographics, industry participation, and publications**
- **Coordinated data collection is conducted routinely throughout the year and impacts affiliated faculty and department administrators. The objective is to maintain readiness for periodic reporting to the Leadership**
- **Complete, annual data sets should be available 4-6 weeks before the annual report is due. The Leadership Team needs time to consider results during preparation of the annual report**



Photonics: Asst Director

- **Work with Photonics Center (PHO) leadership & Central Offices**
- **Develop and administer PHO policies**
- **Supervise PHO staff for financial management, events planning, website and communications, research administration, I/T systems, facilities and safety program**

CELL-MET: Admin Director

- **Support CELL-MET leadership team, data collection, financial management, and events planning**
- **Liaison with OSP, PAFO, and NSF**
- **Subaward Management**
- **Oversee I/T and data systems for secure CELL-MET cyberinfrastructure**



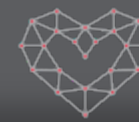
Photonics: Team Associates

- **Administrative Manager**
- **Communications & Events Manager**
- **Operations & Safety Manager**
- **Facility Coordinator**
- **Sr. Research Administrator**
- **I/T Specialist (CoE)**

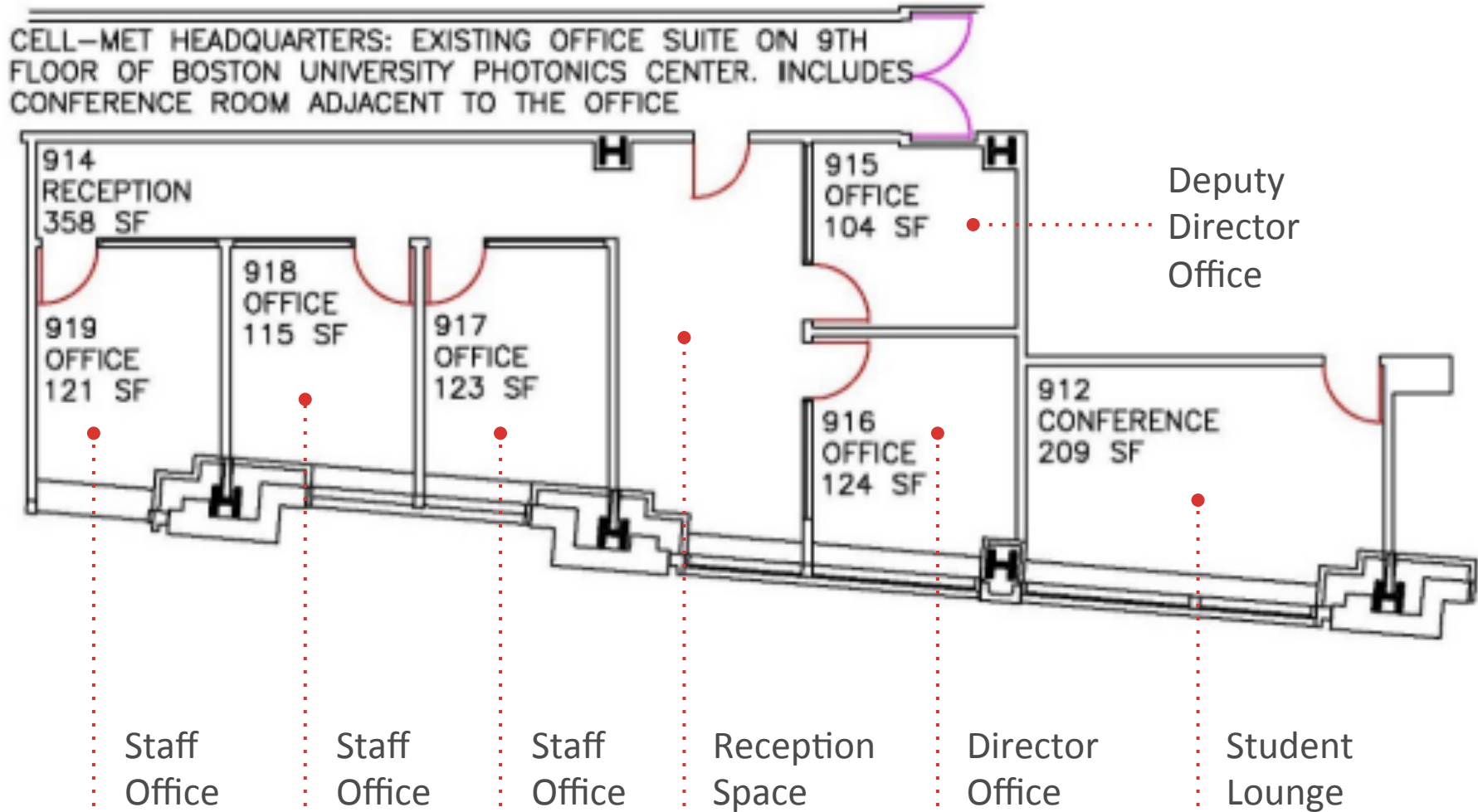
CELL-MET: Admin Manager

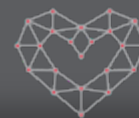
- **POC for CELL-MET activities, major role for data coordination and collection. Liaison with Photonics Team Associates and Partner Administrators. Supervise Administrator and data entry to ERCWeb**
- **Support Annual Report and other dissemination products**
- **Assist with arrangements for Center-related travel, exchange visits with partners, compliance-related topics**
- **Assist Diversity Director in culture of inclusion and recruitment, Innovation Director with IAB membership recruitment**

Headquarters Space – Photonics Center



CELL-MET





EMERGENCY INSTRUCTIONS



This flip chart serves as a quick reference in the event of an emergency. Refer to the appropriate section for relevant information. For additional information on safety policies or procedures, contact Environmental Health and Safety at (617) 638-8830 (BUMC) or (617) 353-4094 (CRC), or visit www.bu.edu/ehs.

To directly view this flip chart online, visit www.bu.edu/ehs/flipchart.

Please note this document serves Boston University's Charles River Campus (CRC), Boston University Medical Campus (BUMC), and Boston Medical Center (BMC). The distinction is necessary due to the geographic separation of the two campuses and the associated implications on emergency response.



EH&S *Cares...*



**Boston University
Environmental Health and Safety**

**University of Michigan
Occupational Safety and
Environmental Health**

FIU EH&S

- The entire leadership team is personally committed to operating the center safely
- Safety training will be an important part of all CELL-MET activities and events
- The CELL-MET safety Director is Dr. Helen Fawcett
- BU, UM and FIU have professional, well-run, well-funded EH&S organizations that will support CELL-MET



CELL-MET

Thank You