

ADVISORY COUNCIL FOR RESEARCH ADMINISTRATION (ACRA)

Wednesday, May 4, 2016

12:00 – 2:00pm

OSP Conference Room 201, 25 Buick Street

Attendees: Diane Baldwin, Cynthia Bradford, Jean Daley, Gillian Emmons, Susan Foster, Kevin Gonzales, Michael Gooley, Gretchen Hartigan, Aline Hillman, Tess Kohanski, Marla Krauss, Richard Lally, Suzette Levenson, Renna Lilly, Fredric Majnoun, Jen Marron, Linda Martin, Kate Petcosky, Suzanne Rocha, Erin Ryan, Robert Schaejbe, Marianne Taylor, Gloria Waters, Liz Wilson

MINUTES

Agenda Item: ACRA Charter Review & Administrative Overview

Review of charter, no questions or comments. New email address, listserv, and website for members discussed.

Agenda Item: Brainstorm: Pre and Post Award Topics for Future Meetings

In no particular order:

- Effort Reporting
- Communication
- *Training*
- On-Boarding
- Compliance (IRB, IACUC, FCOI) – Challenges navigating the BU system / Process / Faculty Support
- *Subawards/Subcontracts* – Incoming and Outgoing
- Clinical Trials (specific to Med School) – possible small sub-group
- Carryforward
- No-Cost Extensions
- Post-Docs – new policy
- *Best Practices* – specific to sponsor type (ie. Foundation Grants vs. Federal Grants)
 - or specific to award type (ie. R01, T32, etc...)
- How to manage a T32
- Cost-Sharing
- Departing Faculty

* represents highlighted possible first topics*

Agenda Item: OSP Updates

Staffing updates and new internal processes were discussed, both new proposal processes and future forthcoming award processes. Comments included that the OSP Org Chart is a helpful tool to share with departments.

Agenda Item: Executive Dashboard

The new Executive Dashboard was shared with committee members, all agreed it was great to have monthly cumulative view and are excited to share with faculty. Suggestions included addition of trending, and supplying lists of frequently found issues to each department. Look to leverage data and inform training, FAQ's, etc.

Agenda Item: Customer Satisfaction Survey

Survey questions and results were shared. Diane follows up directly on any dissatisfied feedback. This information is then used as topics at OSP Lesson Learned meetings, so all OSP staff can discuss and learn for the future.

Agenda Item: Proposal Submission Policy

Comments/Feedback

- Engagement of OSP needed earlier for large proposals
 - Add language around large solicitations
- What do we need to do for implementation?
 - Email warning for missed 7-5-3 day deadlines
 - Provide risks to faculty – level of OSP review decreases
 - Communication from Deans is highly important
 - This has been an unenforced policy for so long, there needs to be significant communication that this is serious and the risks involved.
 - Example of Risks: If proposal review is limited due to last minute submission to OSP, and the proposal is submitted with wrong fringe rates/F&A, and is ultimately awarded – adjustments will be made at award stage to account for any deficiencies.
 - All DA's need a copy of the policy – Hold a future meeting, open to all DA's, to review and discuss – slated for June.
- Do we track late submissions vs. success rate? At BU no, but NIH has provided communication around this. Committee Member consensus is that it would be an effective tool to track internally at BU! We will follow-up.

Agenda Item: Draft Proposal Summary Form

The new PSF will combine 3 forms into one: Current PSF, Export Control Checklist, and International Activity Form. Signature authority matrix to be refined, so it is clear who can approve for each School/Dept.

Comments/Feedback:

- Need capability for large project titles
- Use new SAP terms on form
- Confusion around definition box

When a clean draft is ready we will send it out for input, edits, etc.

Agenda Item: Roles & Responsibilities Matrix

New R&R matrix was shared, which outlines PI vs. Dept. vs. OSP responsibilities.

Comments/Feedback:

- Important to have a consistent experience
- Progress Reports/RPPR's missing from provided documentation (DB explained that is found on another tab in the spreadsheet, to be shared at a future date).

Agenda Item: Building BU's Research Community

Committee discussion surrounding future internal forums and also representation at external forums is important (ie. NCURA, COGR, SRA).

Brainstorm for future forum methods (in no particular order):

- Certificate Program
- Webinars (NCURA, SRA, etc.) - save and share with community, encourage DA's to attend.
- Tea Time – small groups where a specific topic is introduced
- Social Media – Blogs, Twitter
- Networking – informal luncheons. Important for face to face recognition
- 'Office' hours for OSP/PAFO, where anyone can pop in and casually ask questions
- Internal Newsletter
 - Committee Members saw value in this approach.
 - Keep it short and simple
 - Monthly?
 - Tips and tricks; Spotlight and RA/DA
 - Use actual links for provided information, so updated information can be found in the future.
- Events at BU
 - Bring in an expert to present on a specific topic
 - Get to know our audience, identify, and target events towards pre or post.

Regular ACRA Meetings:

Diane will provide a few choices for dates/times to have a standing monthly meeting.

If interested in hosting, please email Suzanne Rocha (rochas@bu.edu) so we can assign a date.

We ideally need:

- A room with a table that can hold 25
- Audiovisual capability
- A room that allows food
- 2 hour availability
- White board space (optional)