

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

MEMBERSHIP

SCHOOLS

CAS Marla Krauss (Proposal Development Specialist, Dean's office), Michael Gooley (Grants Administrator, Chemistry), Cynthia Bradford (Proposal Development Specialist, Biology)

MED Kate Petcosky (Director - OPD), Aline Hillman (Administrative Director, Pulmonology Center), Liz Wilson (Director, Research Administration - Medicine)

SPH Susan Foster (Associate Dean, Administration), Suzette Levenson (Assistant Dean, Finance and Administration)

ENG Jennifer Marron (Assistant Dean, Grants Management), Richard Lally (Associate Dean, Administration)

PHO Robert Schaejbe (Director)

SSW Erin Ryan (Senior Grants Administrator)

SAR Jean Daley (Research Admin), Linda Martin (Associate Dean)

SED Marianne Taylor (Senior Grants Administration, Research & Development)

CENTRAL

OSP Diane Baldwin (Associate Vice President), Renna Lilly (Director, Pre-Award Services)

PAFO Gretchen Hartigan (Assistant Vice President), Gillian Emmons (Comptroller)

VPR Kevin Gonzales (Research Administration Specialist)

Staffed by Suzanne Rocha (Senior Research Administrator, OSP)

Tess Kohanski (Research Reporting and Data Analyst, OSP)

Co-Chairs Diane Baldwin (OSP) & Susan Foster (SPH)

INAUGURAL MEETING May 4th, 2016

25 Buick Street | Suite 200 | Room 201

STAY CURRENT

AGENDA

- I. Introductory Remarks & Kick-off, Gloria Waters
- II. Charter Review
- III. Administrative Overview
- IV. Brainstorm: Pre- and Post-Award Topics for April Meeting
 1. PAFO Related
- V. OSP Updates
 1. Staffing Update
 2. Internal Processes
 - (1) Executive Dashboard
 - (2) Customer Satisfaction Survey
- VI. Proposal Submission Policy
 1. Signature Authority Matrix
 2. Draft Proposal Summary Form
- VII. Roles & Responsibilities Matrix
- VIII. Building BU's Research Administration Community
 1. How do we identify members of the research administration community?
 2. Exploring potential forums for research community

For up-to-date information, meeting minutes, calendar and further resources, visit the Advisory Council's [website](#).

