

OSR STRATEGIC PLAN 2008 2nd QUARTER PROGRESS REPORT
(Covering April – June, 2008 Activities)

Goal 1, Strategy A, Action Step 1: Hire a Manager of Research Administration (Report by J. Simpson, S. Huard, and K. Cataneo)

T. Broadbent hired on 4/21/08; left 6/30/08.

Goal 1, Strategy A, Action Step 2: Examine Current Org Structures w/in OSR. Reorganize if appropriate. (Report by K. Cataneo; Project Scheduled to Begin 5/1.)

Postponed to 4th quarter.

Goal 1, Strategy A, Action Step 3: Revisit OSR management team model. (Report by K. Cataneo; Project Scheduled to Begin 5/1.)

Postponed to 4th quarter.

Goal 1, Strategy B, Action Step 2: Define role/responsibility distinctions between Res Admin GCAs I and III. (Report by V. Sosa)

Postponed to 4th quarter.

Goal 1, Strategy C, Action Step 1: Participate in institution-wide risk assessment. (Report by J. Simpson)

Vicki Escalera (Internal Audit) has scheduled work on the compliance matrix to begin in October. In the meantime, Julie will re-review the OSR-specific compliance issues in the matrix, and discuss next steps with Kathy Cataneo prior to October.

Goal 1, Strategy D, Action Step 1: Develop, communicate, and implement standards for Res. Admin Group's proposal review and processing. (Report by V. Sosa; Project Scheduled to Begin 4/1.)

Postponed to 4th quarter.

Goal 1, Strategy D, Action Step 2: Reach agreement w/ 7 BSCs re who does what. (Report by K. Cataneo; Project Scheduled to Begin 4/1.)

Postponed to 4th quarter.

Goal 1, Strategy D, Action Step 5: Define respective roles, responsibilities w/UNH Foundation. Reach agreement w/ respective CEOs. (Report by K. Cataneo; Project Scheduled to Begin 10/1.)

Postponed to 4th quarter.

Goal 1, Strategy D, Action Step 7: Develop and implement transition plans for LOC drawdowns to other USNH campuses, Controller's Office. (Report by G. Giarrusso)

Completed 4/1/08.

Goal 1, Strategy D, Action Step 8: Review org name to determine if it appropriately reflects OSR's identity and services. (Report by K. Cataneo; Projected Schedule to Begin 6/1.)

Postponed to 4th quarter.

Goal 2, Strategy A, Action Step 4: Identify individual(s) and other resources to develop (or revise) each needed policy and develop timeline to create each draft or revision. (Report by K. Cataneo, G. Giarrusso, J. Simpson, V. Sosa)

Julie, VP Eighmy, and AVP Varn met with AAUP representative Dale Barkey to review proposed changes to the UNH Misconduct in Scholarly Activity policy. The AAUP agreed to all the changes, and proposed two more. Julie forwarded these to USNH legal counsel, Ron Rodgers, for review. Julie is scheduled to meet in July with VP Eighmy, Tracy Birmingham (representative from GCO [General Counsel's Office] as AVP Varn has changed focus in his position), and Dale Barkey to review the GCO's response to the proposed changes.

Goal 2, Strategy A, Action Step 5: W/ consideration to external and internal UNH requirements and other institutions' policies, draft new or revised policy and Web FAQs. (Report by K. Cataneo, G. Giarrusso, J. Simpson, V. Sosa)

No progress to report.

Goal 2, Strategy A, Action Step 6: Vet draft policies, revise as needed, gain approval. (Report by K. Cataneo, G. Giarrusso, Julie Simpson, V. Sosa)

No progress to report.

Goal 2, Strategy B, Action Step 1: Create inventories of current OSR sponsored programs procedures. (Report by K. Cataneo, L. Hentges, G. Giarrusso, J. Simpson, V. Sosa, S. Huard)

Postponed to 4th quarter.

Goal 2, Strategy B, Action Step 2: Conduct gap analyses of needed procedures. (Report by K. Cataneo, L. Hentges, G. Giarrusso, J. Simpson, V. Sosa, S. Huard; Project Schedule to Begin 7/1.)

A procedures manual for proposal and award file management was significantly revised and implemented during this quarter. This manual has utility for all of OSR, but especially for the Research Administration and Financial Management Groups.

Goal 2, Strategy B, Action Step 3: Prioritize order in which to create needed procedures. (Report by K. Cataneo, L. Hentges, G. Giarrusso, J. Simpson, V. Sosa, S. Huard, V. Sosa; Projected Schedule to Begin 10/1.)

Goal 3, Strategy A, Action Step 1: Reinstate "Notice of Award" to PDs and their admin and financial staffs. (Report by S. Huard, V. Sosa)

Postponed to 2009.

Goal 3, Strategy A, Action Step 2: Conduct new award "kick off" meetings for PDs and their admin/finan staff. Include FMG. Articulate award terms, responsibilities, service expectations. (Report by V. Sosa; Project Scheduled to Begin 4/1.)

Postponed to 4th quarter.

Goal 3, Strategy B, Action Step 1: ResAdmin GCAs meet in PDs offices/labs to resolve specific pre-or post-awards problems. Include FMG billing partner when appropriate. (Report by V. Sosa)

GCA's averaged 6 constituent visits each during the 2nd quarter of 2008. On average, each GCA had 1.33 visits with PD's; 2.67 visits to departments; and 1.56 visits with BSC or RC-unit representatives. Susan Sosa had the highest number of PD visits meeting with J. Hartter, J. Carroll, A. Lyon, J. Porter & L. Davie; Melissa McGee had the highest number of department visits meeting with Car54, Physics, Carsey and meeting with

IOD on three separate occasions; and Jahnay Pickett had the highest number of BSC visits and overall constituent visits meeting with NHPTV, 4-H, ISS, NHEP, Cooperative Extension, and COLSA.

Goal 3, Strategy B, Action Step 2: Each Res Admin GCA meets at least once per year w/ at least 1 UNH dept. in her/his portfolio. (Report by V. Sosa)

See Goal 3, Strategy B, Action Step 1.

Goal 3, Strategy B, Action Step 3: Each Res Admin GCA meets at least once per year w/ each BSC customer. Include billing partners if appropriate. (Report by V. Sosa, G. Giarrusso)

See Goal 3, Strategy B, Action Step 1.

Goal 3, Strategy C, Action Step 1: Deploy ResAdmin staff to meet proposal demands. (Report by V. Sosa; Projected Schedule to Begin 4/1.)

Resadmin staff was organized into teams to provide for depth and coverage to better meet customer demands related to proposal submission. Though refinement and reevaluation are planned, this action step has been completed.

Goal 3, Strategy C, Action Step 2: Provide grants.gov training and support until InfoEd PD module is in place. (Report by L. Hentges)

Lynnette teamed with Phil Hammond, Information Technologist for COLSA, to design and present two "Introduction to Grants.Gov" sessions targeted to address specific COLSA needs.

Assistance was provided to Res Admin GCAs, faculty and staff re use of new Adobe forms and other related software issues.

Comprehensive Q and A sections were created for the e-proposal/grants.gov page of the OSR Website by compiling information from a wide variety of sources (grants.gov, sponsors, national list serv for grants administrators, other university websites).

Goal 3, Strategy D, Action Step 1: Strategize w/ deans & dept. chairs re funding priorities for and how to target services to their faculty. Develop & implement plans. (Report by L. Hentges)

Lynnette:

- Met with CHHS faculty who requested follow-up after attending NIH AREA presentation.
- Conducted two additional NIH AREA presentations open to faculty campus-wide.
- Finalized plans with Center for the Humanities for "Finding Funding" development series for humanities faculty.
- Provided information/advice to supplement faculty presentations at 1st "Finding Funding" series event - *You Can, Too: A Faculty Panel on Successful Grant Requests*
- With Kathy Cataneo, hosted the Foundation Center's Proposal Writing Seminar, which was attended by 60+ faculty and staff from all parts of campus and was supported by the Deans of CEPS, CHHS, COLA, COLSA and WSBE. (2nd "Finding Funding" series event)
- Teamed with Susan Sosa (GCA for CHHS) to present overview of the Foundation Center's Proposal Writing Seminar to CHHS and COLA faculty who could not attend Seminar.
- Worked with Taylor Eighmy, Interim VP for Research, and his staff to plan, compile and create supporting documents, and conduct NSF CAREER Program annual panel forum/information session for assistant professors.

Goal 3, Strategy D, Action Step 2: Enhance OSR web resources re resubmissions; finding mentors & collaborators; funding for other-than-research activities, & tools for successful applications. (Report by L. Hentges)

Deferred until third quarter.

Goal 3, Strategy E, Action Step 1: Update and maintain website list of whom in OSR to contact for what service. (Report by K. Cataneo, L. Hentges, B. Reid)

Completed during first quarter.

Goal 3, Strategy F, Action Step 2: Implement and maintain training program for current and new OSR staff on aspects of customer service. (Report by K. Cataneo; Project Scheduled to Begin 7/1.)

Goal 4, Strategy A, C, D: Develop, implement, and maintain training programs for OSR staff and customers. (See specific action steps below.)

Goal 4, Strategy A, Action Step 3: ID individual and resources to articulate and develop training programs for all OSR staff to enable all to achieve and maintain required competency levels including compliance awareness. (Report by J. Simpson, G. Giarrusso, K. Cataneo)

Julie submitted a PDQ to HR for the Training Coordinator position (50% time, 2-year term position) in May. After approval of the PDQ, Julie posted the position on-line, reviewed applications, conducted initial interviews with 8 candidates, and organized second interviews for 4 candidates with Kathy Cataneo and Suzanne Huard. Julie hired Jonathan Higgins into the position, effective June 30th.

Goal 4, Strategy A, Action Step 4: ID individual and resources to deliver training programs to OSR staff, establish a schedule, implement and maintain. (Report by J. Simpson, G. Giarrusso, K. Cataneo)

Postponed to 4th quarter.

Goal 4, Strategy C: Conceptualize approach to and raise awareness of sponsored programs responsibilities of PDS and their admin/fin staffs. (Report by J. Simpson, G. Giarrusso)

Postponed to 4th quarter.

Goal 4, Strategy C, Action Step 2: ID individual and resources to articulate and develop training programs for PDs and their admin/fin staffs. (Report by J. Simpson, G. Giarrusso, K. Cataneo)

See Goal 4, Strategy A, C, D.

Goal 4, Strategy C, Action Step 3: ID individual and resources to deliver training programs to PDs and their admin/fin staffs. (Report by J. Simpson, G. Giarrusso, K. Cataneo)

Postponed to 4th quarter.

Goal 4, Strategy C, Action Step 4: Update OSR's website with training materials. (Report by J. Simpson, G. Giarrusso; Projected Schedule to Begin 7/1.)

Postponed to 4th quarter.

Goal 4, Strategy D: Conceptualize approach to programming and raise awareness of OSR services and responsible conduct of research, compliance w/ in UNH community. (Report by J. Simpson, G. Giarrusso)

Goal 4, Strategy E, Action Step 3 & 4: Schedule and conduct training sessions with NH agency personnel. (Report by K. Cataneo)

Kathy Cataneo, Dianne Hall, and Sharon DesJardins conducted an extremely productive information session with the NH Department of Education Deputy Commissioner and 12 staff.

Goal 5, Strategy B: Implement TEAM OSR. (Report by Diana Markham)

Some TEAM OSR members have rotated off (Julie Simpson, Kathleen Stilwell, Lisa Scigliano, and Pat Hansen). New members are Diane Gingras, Lynnette Hentges, Karen Maria, and Bev Reid. Diana Markham and Dianne Hall are the new co-chairs.

TEAM OSR forwarded a revised draft purpose/mission statement to Executive Director Cataneo for consideration.

Goal 5, Strategy B, Action Steps 1, 2, and 3: Recommend and engage in team building activities/training, Help foster formal and informal communication w/in OSR, and Promote team effort towards shared goals, reduce division and competition. (Report by Diana Markham)

Team OSR has made several recommendations for 2008 activities, including a follow-up survey, implementing a suggestion box with guidelines, working on social events, office communications, and hallway wall exhibits.

Goal 5, Strategy B, Action Step 4: Recommend and implement strategies to create more connections between ResAdm and FMG. (Report G. Giarrusso, V. Sosa; Project Schedule to Begin 4/1.)

Postponed to 4th quarter.

Goal 5, Strategy C, Action Step 1: Strive to achieve adequate, appropriate staffing levels for workloads. (Report by K. Cataneo)

Given the downturn in FY07 and FY08 awards, OSR has had to find more creative ways to address workloads. One way has been to reduce demand by moving non-UNH responsibilities out of OSR, namely the letter-of-credit drawdowns and financial reporting for the other USNH campuses and the relinquishment of responsibility for NHPTV as it has moved organizationally out of UNH. In addition, OSR has contracted with experienced grants administrators to assist us with peak and transition periods.

Goal 5, Strategy C, Action Step 2: Strive for highest standards in hiring staff. (Report by K. Cataneo)

More rigorous standards have been set and implemented for hiring the best qualified staff. More input and involvement from constituent groups have been employed for search committees, e.g.

Goal 5, Strategy C, Action Step 5: Make faculty aware of need for timely submission of Grants.gov proposals. (Report by V. Sosa, L. Hentges)

Lynnette continues to convey this message at each grants.gov session she conducts.

Goal 6, Strategy A: Conduct annual eRA assessment process. (Report by S. Huard)

Completed in January 2008 for calendar 2008.

Goal 6, Strategy B, Action Step 1: Implement InfoEd PD module for on-line proposal development, electronic approval routing and submission. (Carry forward from 2007 w/ NSF pilot. Report by S. Huard)

We have worked at understanding the electronic routing processes and laid out a generalized approach to implement. (April 08)

Goal 6, Strategy B, Action Step 2: Develop an electronic award closeout process. (Report by S.Huard, G. Giarrusso; Phase II of Project Scheduled to Begin 5/1.)

- Completed BSC review process and reported results to BSC directors. (4/15/08)
- Project launched. (6/16/08).
- OSR functional team created. (6/16/08)

Goal 6, Strategy B, Action Step 3: Develop an award notice for PDs and BSCs summarizing key award terms/conditions. (Report by S. Huard, V. Sosa)

Goal 6, Strategy B, Action Step 6: Provide OSR staff and constituents with electronic access to key documents. (Report by S. Huard, J. Simpson, G. Giarrusso)

- IRB/IACUC archived protocols are being scanned and indexed into an Xtender application. (Apr-Jun 2008).
- Application for subaward agreements in production. (Feb 2008)
- Business process for subaward agreements nearing completion (Apr-May 2008)

Goal 6, Strategy B, Action Step 9: Enhance procurement efficiency and compliance via e-procurement tools. (Report by S. Huard, G. Giarrusso)

- D. Smith and K. Cody met with SciQuest, a potential vendor, to continue discussion re e-procurement. (Apr 2008)

Goal 6, Strategy B, Action Step 10: Design an award rebudgeting tool. (Report by S. Huard; Project Scheduled to Begin 5/1.)

- Assembled project team. (May 2008)
- Working on functional design specs. (May-June 2008)

Goal 6, Strategy B, Action Step 11: Advocate for replacing manual bills w/ better 3rd party or Banner invoicing. (Report by S. Huard)

- Have reviewed topic at FIS Steering committee meetings. FAST and ECG are actively exploring appropriate alternatives to BottomLine Technology and the eVision product in which the alpha test did not meet expectations, particularly with regard to sponsored projects invoicing. (Apr-June 2008)

Goal 6, Strategy B, Action Step 12: Metrics project for VP Research. (Report by S. Huard, K. Cataneo)
Suzanne Huard and Kathy Cataneo attended a meeting of VPR, BSC, and VPFA representatives in June to discuss suggested metrics to measure vitality of UNH research enterprise and methods to predict F&A cost recovery.

Goal 6, Strategy B, Action Step 13: Time & effort reporting: business process/implementation of Banner 8.1 enhancements. (Report by S. Huard; Project Provisionally Scheduled to Begin 10/1.)

- ECG is planning on installing v8.1 after it is released in December 2008. Work on the business processes will not be able to begin until the test environment is available to users.

Goal 6, Strategy B, Action Step 14: Support for F&A Rate Proposal. (Report by S. Huard, G. Giarrusso, V. Sosa)

- Continue to provide support to Donna Brownell/Jen Biron in VPFA office. (Apr-Jun 2008)
- Supported effort to review program codes for Controller's Office. (May 2008)

Goal 6, Strategy B, Action Step 15: InfoEd-Banner Interface v2. (Report by S. Huard)

- Worked with FMG to design the email log report that will be sent to FMG staff. (Apr 2008)

- Requested an API from FAST to enable us to proceed with interface; discussed approaches other than an API. (Apr-May 2008)

Goal 6, Strategy B, Action Step 16: InfoEd GENIUS and UNH-wide faculty profiles. (Report by S. Huard)

- Advised D. Brown of the pool of money available via the LRTP and the application deadlines. (May 2008)