

## RESEARCH ADMIN COMMUNITY MEETING

September 13<sup>th</sup>, 2017

### General Announcements

Diane Rathbun called the meeting to order at 10:00am

Announcements - Research Admin Series has started now –the full class schedule will now run twice a year - in both fall and spring semesters.

### SPS – Office of Sponsored Programs Services Minutes

Gerik Kimble

- Staff Introduction – Josh Graisy will be working on effort; more staff to be introduced next RAC meeting as 2 new employees will be starting next week
- Receivables notification now active to help visibility and inform PIs; especially true of industry
  - Brigitta Jozefowski from Spokane requested ORSO numbers added to those notices
- Subcontract Invoice Pilot with CAHNRS; invoices through JIRA; once we learn enough we will try with other departments
  - This will enable real time statistics and closer invoice tracking
  - All invoices are now in there – even scanned in to maintain it there electronically
- Account set up with JIRA – JIRA ticket to SPS is initiated when ORSO creates a TO SPS log in the MyResearch Database –
  - SPS statistics - these include SPARs & ETRs;
    - JIRA rolled out in March and now we have statistics to share
      - Breakdown of unresolved Accounts dashboard
      - Breakdown of set up completion– almost 1,300 have been completed and 131 returned to department needing further info in order to complete
      - Future effective monitoring
    - This system allows tracking of where things are and how long they stay there – for instance, processing time in SPS and in the departments to get things resolved - this allows recognition of successes and areas that may need improvement.

### ORSO – Office of Research Support & Operations Minutes

Derek Brown

- Quarterly database trainings will be now be offered twice a year as a part of the Research Admin Series – if someone would like training otherwise, contact Derek
- Drive to 25 update
  - 11 metrics being used; Provost and Presidents will be responsible for metrics
  - Office of Research VP is responsible for following 2 committees
    - Total expenditures and Fed expenditures Committee
      - Mike Wolcott will be leading the group that is working on the white paper to provide VP for Total expenditures and fed expenditures

- Citations Committee
  - Dave Sprott – will be leading the group that is working on the white paper to provide VP for citations
- Through the end of September each of the groups above will have an email address to receive feedback on your thoughts or ideas for the increase of these matrixes in regards to the Drive to 25

Diane Rathbun

- RUSH eREX Policy - Phase 3
  - eREX submitted less than 2 business days will require acknowledgement in the Verification page before submission of the eREX to ORSO
  - Once approvals have started the RA affiliated with the PI will be required to select a waiver in order to approve, no written justification required at that level.
  - The affiliated Chair and Dean will be required to manually approve and provide a written justification if they select the waiver type OTHER; for the 4 pre-approved waiver types, manual approval is required but NO written justification.
  - Please call ORSO at 5-9661 if you run into any issues; especially if it's regarding an eREX with a waiver currently gathering approvals.
  - If you are having issues getting individuals to auto populate on the eREX for departmental contacts/Chairs or Deans – be sure to clear your cache and cookies – and if you would like help with that feel free to call us at 5-9661.

### *OC - Office of Commercialization Minutes*

Cascade Herriott

- The Inventor Portal - new online tool
  - Geared towards researchers that work with OC on new ideas/IP
  - Replaced the old process which required PI's to email OC regarding ideas/inventions and eventually OC would respond with a PDF Disclosure Form to process and get signed – sometimes by multiple parties, it was a time consuming and tedious task for researchers
  - Now with the inventor portal – the inventor can create a new disclosure and can fill out the form in conjunction with primary inventor and can add documents related to the disclosure and talk to OC about it in a secure environment
  - Inventor portal now allows for electronic signatures – as a way to alleviate the need to hunt down signatures
  - Commercialization.wsu.edu -> log in inventor portal -> uses NID – land on dashboard when you log in
    - Immediate access to status changes to the disclosure and ability to access disclosures
    - Ability for admin to access and start disclosure for PI; and RA should be able to track it and see it if they have been given access to it – pending on the level of access granted they could even edit it or read only
  - Add a new disclosure button that is accessible and provides categories for disclosures along with a catch all

- Digital form will pop up – anything that is required will be clearly marked and you will always have access to talk to an OC individual for any clarification
- Data gathered from Data Warehouse so it is as accurate and as up to date as that system
- Now live – contact Office of Commercialization with any questions

Next RAC Meeting is scheduled for Thursday, December 7<sup>th</sup> from 10-11AM in Lighty 405