I-Team: Research Management
February 6, 2017

2Q PROGRESS REPORT

During the period October 2017 – December 2017, the I-Team focused on presenting its initial findings and recommendations to the Provost and Deans, and getting some preliminary feedback, and then met with the Information Technology Executive Committee (ITEC) and members of the Senior Leadership Team (SLT) to secure approval/funding for its recommended short-term initiatives: technology solutions and research compliance training personnel.   The SLT approved the technology initiatives and authorized funding.

Technology: The selected technology solutions -- Priority One and ePAWS -- are designed to enhance efficiency and transparency in the management of proposals and awards. Priority One, which was selected by college administrators, is expected to be fully operational in Spring of 2018.   The discovery phase for the ePAWS application development begins this month (February 2018); a production version will be on desktops by year end. Phase I of the ePAWS build also incorporates a tracking system and database specifically tailored to enhance the University's ability to engage with industry partners.

Personnel: Job descriptions for Director Research Compliance Training, Education & Outreach and for a Research Compliance Coordinator were developed; recruitment will commence in spring of 2018 with funding for the remainder of this fiscal year provided by the SVPR?.

In addition to addressing the short-term mandates, the I-team continued its research and data collection from within the NU research community to inform its findings and recommendations for the longer-term, opening discussions about roles and responsibilities, optimal organizational structure (e.g., shared service model), funding for research infrastructure and resource allocations. These efforts include:

1. **Faculty Engagement**
   - [*didn't we have faculty members attend some of our meetings in the second quarter?*]
   - Art Kramer, who leads the I-Team, conducted several information sessions, including presentations before the Deans and Associate Deans. Based on feedback from members of the Faculty Senate, the I-Team has issued an open invitation for interested faculty to attend and participate in I-Team meetings.
   - Exploring a Shared Services Model: The I-Team met with Colleges Administrators from Bouvé (Steve Cramer) and CSSH (Jack McDevitt, Andrew Lawrence and Matt Rogers) to discuss benefits, challenges and lessons learned from their efforts at consolidating services and/or providing administrative an fiscal services to multiple departments and/or Colleges. Data gathered from the respective surveys will also be used to assist in identify optimal staffing caseloads and organizations structures. The I-Team drafted a detailed matrix to establish roles and responsibilities that will be used to gain faculty and administrator feedback.
   - The Team also scheduled Town Halls for Faculty feedback for January 2018.

2. **Surveys:** of the team deployed survey tools for faculty and research administrators (college and central) that have been or will be deployed to gather information about:
   a. Existing personnel resources dedicated to research management;
   b. Existing systems/tools used for research management;
   c. Existing levels of skills, competencies, and knowledge of research compliance fundamentals.
   d. Feedback re: issues and concerns.

3. **Identifying Whom Should be Doing What:** The I-Team developed a detailed matrix to outline roles and responsibilities related to research management, and will share that draft with faculty and administrators in February 2018.

4. **Communication Plan/Further Faculty Engagement:** The I-Team will develop a plan for further communicating with faculty about it work, progress, and recommendations.