Agenda

- RACE Proposal Submissions
- Team Assignments
- Community Input Survey Results
- Monthly Survey
- RACE Website
- Purchasing Update FAQ
- Project Timeline
RACE Proposal Submissions
Team Assignments
Phase 1 Team Assignments

Phase 1 Team Assignments are as follows:

**Team 1 Departments:**
- Cancer Biology
- Dermatology
- Kimmel Cancer Center
- Medical Oncology
- Microbiology and Immunology, Biochemistry and Molecular Biology
- Radiation Oncology

**Team 2 Schools/Departments:**
- Anesthesiology*
- Computational Medicine
- Family & Community Medicine
- Medicine
- Molecular Pharmacology and Biostatistics*
- OBGYN*
- Otolaryngology*
- Pathology, Anatomy and Cell Biology
- Physiology
- Psychiatry*
- Radiology*
- Rehabilitation Medicine*

*These select departments will Go Live in Phase II. Carol Sims will begin support in Phase II
** Barbara will move to the JHN Team beginning October 1. She will continue to support the non-SKMC Schools

**Bold indicates new department changes**
Phase 2 Team Assignments

Phase 2 Team Assignments are as follows:

**Team 3 Schools/Departments:**
- CRMEHC
- JSHP*
- JSPH
- Neurology
- Neuroscience
- Neurosurgery
- JSN*
- JSP*

**Team 4 Departments:**
- Center for Integrative Medicine
- Emergency Medicine
- Hospital Grants
- Orthopaedic Surgery
- Pediatrics
- Surgery
- Urology

**Team 3 Team Lead:**
- Mike Jones

**Grants Administrator:**
- Jennifer Lott
- Barbara Berman
- Sofia Cano
- Diane Glynn

**Team 4 Team Lead:**
- Denise White

**Grants Administrator:**
- Currently Vacant

*These select Schools will Go Live in Phase I

*Bold indicates new School/Department changes
Community Input Survey
Community Input Survey

- Five responses collected in the month of August
- Responses include positive as well as constructive feedback
- All feedback suggesting room for development is answered within 24 hours
- Feedback is reported to corresponding Grants Administrator for purposes of professional development
Monthly Satisfaction Survey
Monthly Satisfaction Survey

Questions Include:

• How effective is the quality of pre-award services provided by RACE? Pre-award services may include one or all of the following: identifying funding opportunities, assisting with proposal development, and supporting progress report submissions.

• How effective is the timeliness of pre-award services provided by RACE?

• How effective is the quality of post-award services provided by RACE? Post-award services may include one or all of the following: budget reconciliation and management, salary distribution, cost transfers, subcontract invoice payments, and closeout processes.

• How effective is the timeliness of post-award services provided by RACE?

• How effective is the quality of clinical trials management services provided by RACE? Clinical trials management services may include one or all of the following: pre-award clinical trials management, invoicing and A/R management, and closeout processes.

• How effective is the timeliness of clinical trials management services provided by RACE?

This survey will be submitted to all Phase I Faculty, Department Chairs and Department Administrators.
Monthly Satisfaction Survey

Questions Include:

• Which RACE team are you supported by?

• Are you an administrator or researcher?

• Please provide general feedback on your experience with RACE. We welcome positive feedback as well as opportunities for improvement. If you would like for us to respond to you individually, please include your name and contact information.

• Contact Information (Optional)

This survey will be submitted to all Phase I Faculty, Department Chairs and Department Administrators
Purchasing Update
How has the RACE purchasing cluster affected procurement at TJU thus far?
In the first 3 weeks after Go Live: the RACE purchasers have created 100 requisitions in Ascent and approved an additional 50 requisitions. Additionally the RACE purchasers have placed 5 P-Card orders. The departments currently using the RACE purchasers are: Neuroscience, Dermatology, Cancer Biology, Radiation Oncology.

At a high level, what has changed about using my P Card?
Some of your P Cards have been updated to have RACE in the “Approver” Role. Now that RACE is approving:
• All P Card reconciliations must be completed 3 business days prior to the P Card Approval deadline.
• If reconciliations are late 2 or more times, Purchasing will be notified and escalations steps may be taken (including deactivation of the P Card).
• All purchasing documentation must be sent to racepurchases@jefferson.edu.
How do I properly use Ascent?
Purchasing Update FAQ

Below are screen shots of Ascent:

**Line Comments**

*Business Unit: TJU Requisition Date: 07/28/2014*
*Requisition ID: NEXT Status: Pending Line: 1*

**Comments**

*Enter any notes here like sales rep contact/quote/promo, etc***

**More Comments**

*enter justification here and attach order forms and quotes***

**Send to Vendor**

**Show at Receipt**

**Show at Voucher**

**Approval Justification**

Find more items | Save & submit | Cancel requisition | Save & preview approvals
Why is justification needed?
It is important for RACE to understand the logic behind the provided grant number to ensure the correct account number is being used for the right reasons. It is important to know that the requestor is personnel directly designated by the PI. It is also important to have justification to ensure that a typing error has not occurred. These measures are taken in order to protect the integrity of TJU.

What is an example of an appropriate justification?
1. For PI lab; allocation based on experimental design “Federal ID number”
2. For PI lab; allocation based on lab’s FTE
3. For PI lab; allocation based on experimental design 50% to “Fed ID number” and 50% to “Foundation identifier”
The RACE Website features the following documents for your reference:

- Roles and Responsibilities Matrix
- Clinical Research Roles and Responsibilities Matrix
- Service Level Agreement
- Frequently Asked Questions
- Grants Dashboard II
- Standard Operating Procedures & Corresponding Process Flows
- RACE Purchasing Requestor Form
- Archived RACE Town Hall Presentation Decks
- RACE Community Input Link
Project Timeline
# Project Timeline

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**Key Milestones to hit in August:**
- Onboard Scientific Writer
- Service Level Agreement meetings between RACE and Phase II departments to begin
- Continuous measurement of Community Input Survey responses
- Distribute P Card memo to Phase II departments