Introduction
Meeting was brought to order at 12:01pm by Dr. Menko.

Presentation by D’Wayn Mapp – Cayuse SP (Awards Management System)

Cayuse SP will replace the ePTF system. A great feature of Cayuse WP for the faculty is accessible from anywhere through the internet just using your username and password in contrast to the ePTF system which lives behind the firewall. Cayuse SP interfaces with our current Cayuse grant submission system and will allow room for growth as we move continue to develop our Grants Management System.

D’Wayn demonstrated the Cayuse SP test site for the committee to view from a Principal Investigator’s point of view. While the look of the site is different, the information requested from the PI is the similar to that in the ePTF system. New to Cayuse SP is the inclusion of questions related to export control. The Cayuse SP test site, at the link Jefferson-t.cayuse424.com, is available for faculty to view and experience until December. D’Wayn distributed a quick reference guide to the committee members on how to navigate the PI dashboard and how to certify a grant proposal, which will be available to all faculty members. The expected Go-Live date is December 15. A preview of Cayuse SP will be shown at the Office of Research Support Services open house on October 28th. Working labs will be held to help the faculty become familiar with Cayuse SP.

RACE 2.0 Updates – Sam DiIanni, Director of RACE

A bi-annual satisfaction survey is sent out for faculty to provide feedback about the current service that they received from RACE. Sam provided a few examples about how they addressed issues raised by faculty in the survey. For example, RACE Grant Administrators (GA) have been provided more training on preparing grant budgets and projections. RACE had provided training and a prepared a comprehensive training manual. They have also increased the number of RACE personnel to reduce the amount of work each GA is handling, which has helped to improve faculty service. In addition, an employee engagement survey was conducted, which showed that morale has increased over the course of this past year from 2 out of 10 to 7 out of 10. Sam and his team will continue to work to continue to increase RACE moral of RACE employee. Sam is working with IS&T to make current programs more efficient for faculty and staff to use.
ORA 2.0 Updates – Tim Schailey, Director of ORA

There are 45 training programs related to grants that are available to faculty and administrative staff online. Over the past three months these programs were evaluated to ensure that faculty and administrative staff were receiving the most up to date information. These training programs can be found on Blackboard. The link can also be found on the ORA website under “Professional Development”. ORA is now collecting feedback about the services that they provide to faculty and staff. The link for feedback can be found on the individual email signature of ORA personnel. Feedback is important to help enhance the level of service.

Faculty Webpages

A total of 21 faculty webpages were submitted and Jessica Gutierrez has posted them to the research website. Members were asked to encourage faculty in their departments to complete the webpage template, which can be found on the Research website at bottom of the “Jefferson Researchers” webpage.

Jessica provided an update about the traffic/usage of the research website. She stated that in September 2015, an average of 20 users per week would visit the site and as of September 2016 the average is 200 users per week.

Weekly Seminar Listings

Currently a list of seminars is being collected from departments across campus by Annette Chesson. The goal is to identify the appropriate contact person in each department so regular updates can be obtained. Seminar lists will be provided and updated on a bi-weekly basis. These updates will be available on the main Research Website page.

The meeting was adjourned at 1:30pm