Introduction
Meeting was brought to order at 12:06pm by Dr. Menko. The committee approved the minutes from our previous meeting in October and they will be posted onto the JCOR site.

Update on the Office of the Research Support Services
Brian Squilla, Vice President of Research Administration, gave a brief history on how centralization of Research Administration began. The presentation included the Past, Present and Future of the Jefferson Offices of Research Support Services. Prior to centralization there were 50 different departments/divisions that provided services to the faculty (forms and templates, operating procedures, training), and the quality of these services was inconsistent across the enterprise. There was also a lack of partnership between the research administration staff located in departments and the Office of Research Administration. RACE was developed as a shared service center to provide faculty-centric research administration support across Jefferson. A Faculty Advisory Committee (FAC) was organized and its members functioned as an oversight group during the creation of RACE. The FAC continues to meet and provide guidance on how to improve services through RACE and ORA, the offices that comprise Research Support Services. Brian shared evidence of the success of developing a centralized Research Administration office. Communication has been greatly enhanced between RACE and ORA. It was the aim to develop consistent support for faculty from the Offices of Research Support Services, and create an environment where the faculty is comfortable reaching out when they need help submitting a proposal. This type of team was created in RACE. Service Level Agreements for RACE and ORA were produced to ensure these administrative teams provide consistent service. Monitoring of RACE and ORA is provided through the grants dashboard. The Provost’s Office has been able to establish a new culture and partnership between RACE and ORA.

Sam DiLanni, Director of RACE, gave a brief discussion of the new structure of RACE, and compared it to where the office was 15 months ago. Currently, there are 4 research teams. Team 1 includes a Team Lead, 5 Grants Administrators and a Grants Coordinator. Team 2 includes a Senior Team Lead, 5 Grants Administrators and a Grants Coordinator. Team 3 includes a Team Lead, 3 Grants Administrators, a Grants Coordinator and 2 Purchasing Coordinators. Team 4 includes a Team Lead, 2 Grants Administrator and a Grants Coordinator. A Grant Specialist was hired two months ago to help out all the teams with the growing pre-award workload. Ongoing team assessments will help improve efficiency. RACE, ORA, and the Sponsored Accounting office now all work closely together.

Tim Schailey, Director of the Office of Research Administration (ORA), presented an organizational chart of ORA. Michele Cordero-Boligitz handles sub-awards. Margaret Burwell,
Associate Director, Pre-Award Services, handles all pre-awards together with 2 other team members. Colleen Ravenfeld, Associate Director, Post-Award Services, together with 4 team members, are responsible for the non-financial aspects of post-award including such items as cost transfer and travel reimbursements. Ron Polizzi works within the clinical aspect research support services, as well as with ORA. He is the Director of Business Operations, with a dual role as the Associate Director of Contracts. There are 10 individuals that report to Ron and 2 are part of the ORA contract negotiating team.

Tim discussed the future of ORA and what areas he plans to focus on. He is committed to building partnerships, creating efficiencies and enhancing faculty service. Based on feedback from the Faculty Advisory Committee (FAC) and department administrators, Tim Schailey is working with Sam DiLanni to continue to build partnerships between ORA and RACE. An example of such partnerships is the Working Research Administration Partnership (WRAP), a monthly meeting that offers an opportunity for individuals in RACE, ORA and Sponsored Accounting to talk about issues or problems that they encounter at an administrative level, how best to alleviate administrative burden from the PIs regarding grant submission and administration, and how to enhance current services. Brown bag sessions are offered to help administrators learn the business aspect of research administration. Towards this goal, an online training library is available to the staff. Currently there are 38 training courses available to both administrators and faculty at Jefferson that can help anyone interested to better understand the process of research administration.

ORA is partnering with JCoR to develop their presence on the new Jefferson Research Website. Just recently ORA starting posting new funding opportunities on this website in order to alleviate faculty e-mail fatigue. These funding opportunities appear both on the ORA website and under “Funding Opportunities” on the new Jefferson Research Website.

There are many ways that ORA has been creating efficiencies. ORA has enhanced the Pre-Award matrix and Pre-Award FAQ’s in order to eliminate duplication of services. They have developed a “roles and responsibilities” matrix for sponsored projects cash management. The sub-award process has been centralized through Michele Cordero-Boligitz. The ORA manual has been updated and is available online. This manual consists of 175 pages and is used to help administrators and as a training tool on how the operation functions and information on services provided within ORA.

Both RACE and ORA are conducting an Annual Survey that is sent out to Faculty and Department Administrators in order to receive constructive feedback about their current services. The goal is 95% faculty satisfaction.

**Update on the Grant Mentoring Program**

The Grant Mentoring Program was developed by JCoR, through the leadership of Ray Penn, as a process whereby Jefferson faculty can have their NIH grant application (R01, R21, R03, etc.) undergo a “mock” review process prior to submission of a grant to NIH, that is complemented by copy editing services. The review process is performed by senior scientists from the Jefferson faculty. The purpose is to optimize applications submitted to the NIH by providing applicants with feedback with respect to document formatting, strategy, and substantive science issues.
Deb Roussell, our science writer provided copy editing services, and she is also the point of contact for the Grant Mentoring Program.

Deborah L. Roussell, the new Grants Editor, was introduced to JCoR. Deb Roussell received her PhD from Purdue University, and joins us from Bristol-Myers Squibb where she was an Oncology Drug Discovery Research Scientist for 18 years. Her extensive scientific writing experience includes manuscripts, proposals, grants, patents, reviews, and protocols.

**New Business**
Sue Menko will invite Robin Sheldon, Vice President of Innovation Management, to discuss the process of submitting an invention.

The meeting was adjourned at 1:30pm