Goals and Objectives Achieved for FY 2012

Continue development of software and systems to improve the workflow and processes of Office for Research units, supporting and adapting to the research administration system project.

Goal Accomplishment:

Cost Share Tracker: This software was updated to allow department access to view information related to outstanding cost sharing commitments on sponsored projects. Previously this was an internal tool within the Office of Sponsored Programs.

Institutional Review Board (IRB) Management: This phase II portion of IRB management is a major update, reducing double data entry and improving processing time on protocols from a day-long process to a matter of minutes. It provides a full workflow process including submission, review, document management, validation, and preparation for committee meetings.

Pending Proposal Management: This new application serves two distinct purposes: 1) automatically initiate proposal deadline notifications between OSP and investigators and 2) aid pre-award administrators in managing and monitoring workload and upcoming deadlines.

Responsible Conduct of Research (RCR) Training Management: This complex project involved collaboration between our group and the Banner Finance and Banner HR teams, along with external training resources, to create a fully automated, system-to-system based workflow for managing RCR training compliance.

Technology Control Plan submission: This web-based tool is integrated with network storage to allow researchers 24/7 access to their control plan documents, and eliminates the need for manually requested, emailed copies.

Export Certification form update: Web based tools were developed to reduce the barriers related to submitting export related information to the Office of Export and Secure Research Compliance. This allows for pro-active capture of data, improving compliance when researchers travel overseas.

Subcontract Database: The subcontract process was improved to add additional compliance and audit tracking.

Develop an off-site backup capability with live-mirrored data of all enterprise content, duplicate virtual servers, and the ability to switch operation to the backup servers on short notice.

Goal Accomplishment: Updated, primary server and storage equipment is located in the university data center, offering redundant cooling and backup power for our virtual server configuration. Data is mirrored in real-time to a backup site for disaster recovery purposes. This represents a significant reliability improvement from our department-housed systems previously in use.

Support the special requirements of controlled research, and sensitive data in general, through appropriate procedures and software solutions.

Goal Accomplishment: Local, state, federal, and university policies place increasingly high demands on the protection of data. More specifically, the Office for Export and Research Compliance requires robust, secure, and isolated systems for protecting research data related to controlled technology. Our office provides policies, procedures, system specifications, and other support to ensure all information is protected. We also proactively protect against and monitor virus infections through central monitoring tools, as well as scan for and mitigate sensitive data on server and desktop computers.
Challenges and Opportunities

Keeping pace with the ever-increasing demands of policies and procedures presents new and interesting requirements in the IT field. Frequently, existing processes do not fit within policies as written, and must be modified or creative solutions must be found to meet policy needs with new or existing software and hardware. This leads to a situation in which IT is at times driving change within an office rather than vice versa, which presents both challenges and opportunities as new requirements conflict with the need to continue to accomplish our daily tasks. On the positive side, it can serve as a catalyst for continuous improvement.

Additional Accomplishments

- Within the next year, many of our units will transition to a new phone system, a new email system and many will physically move to a new office currently under construction. These changes have the potential for disrupting work. To avoid that, much has been done in the background to ensure that new offices have the infrastructure they require, system changes meet our needs, and transition issues are fully understood. The goal is for employees to not have to worry about any aspects of the transition.
- Significant work has been done in improving the continuity and unified design of the various websites associated with our office and its sub-units. Through the use of content management systems, procedures for updating have improved, as has the accuracy of the information available. The sites also offer improved functionality and statistics monitoring.

GOALS AND OBJECTIVES for FY 2013

Successfully transition our offices to the new building under construction on Turner Street with minimal service disruptions.

Continue to assist in improving office efficiency through software and hardware solutions, staffing, education and end user support.

Continue to improve the detection and mitigation of sensitive data both through software tools as well as user education.

Statistics

The following represent annual statistics for in-house Office of Research workflow systems and tools:

- 3,176 IRB certifications
- 447 IACUC certifications
- 1,099 Résumés received via IRB PM
- 8,217 Supporting documents captured for IRB
- 682 IACUC annual project reviews for all active protocols sent and answered
- 5,500 IACUC active and inactive users uploaded
- 3,901 IACUC trainings uploaded
- 1,810 Awards loaded
- 2,841 Proposals loaded for project lookup
- 3,117 60-day expiration notices sent
- 6,221 Project Authorization Notice change requests recorded
- 7,447 Total PANs created
- 334 New cost-sharing transactions tracked within OSP
- 198 Subcontract agreements stored for tracking and auditing
- 2,411 Proposal letters loaded
- 383 Files, totaling 38 GB, transferred