

# Maximizing Resources and Operational Solutions

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# UW School of Medicine & Public Health



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# Case Study Objective

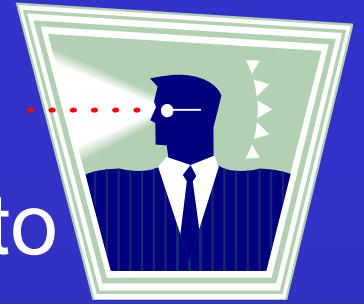
**Explore the role of the research administrator in evaluating processes involved in supporting research programs in the department and developing cost effective operational solutions.**



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# VISION



Engage Department of Surgery faculty to develop extramurally funded research programs in the conduct of *basic, clinical and translational research* in collaboration with:

- Campus Scientists
- NIH
- Other Federal Partners
- Professional Societies
- Industry
- Community Groups



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# STRATEGY

- Recruit new and support existing talented surgical investigators
- Improve Department infrastructure to support research
- Catalyst for developing campus wide collaborations
- Reward and sustain successful faculty



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# STRATEGIC INITIATIVES

## BASIC AND TRANSLATION RESEARCH

- Develop independent faculty researchers
- Program project grants
- Initiate core cancer research program
- Initiate core immunology research program

## CLINICAL RESEARCH

- Increase funding for clinical research
- Initiate a surgical outcomes program
- Develop a research program in surgical education
- Expand research efforts in global health
- Develop research initiatives in clinical simulation

## TRAINING

- Expand research training grants



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# Challenges

- Research funding has doubled this year
- New faculty funded to initiate large basic science and outcomes research programs
- Funds to support research administration are not increasing



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# Facing The Challenges

- How are we going to continue to provide outstanding support for expanded research programs while maintaining current staffing levels?
- What do we need to do to assure we are providing service that makes a difference?
- How do we increase efficiency?



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# RETREAT!!!



## Administrative Research Retreat

- Financial Overview
- Reviewed current processes & infrastructure
- Breakout groups to discuss what is working well/not well
- Identified 5 process to improve
- Group presentations
- Summary & Prioritization of Processes



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# Financial Review



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# **Extramural Research Awards at UW-Madison**

**Total Extramural Research Awards  
FY 2010 - \$1.2 Billion**

**School of Medicine and Public Health  
2008-2009 - \$268 Million**

**Department of Surgery  
FY10 - \$10.4 Million**



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# NIH Ranking

## Department of Surgery

	NIH Ranking	# Projects	Reported Funding
2007	16	22	\$6,726,041
2008	22	18	\$4,442,142
2009	24	18	\$4,155,806
2010	13	23	\$6,172,006

*Does not include Fed Sub-Contracts, ARRA, KL2*

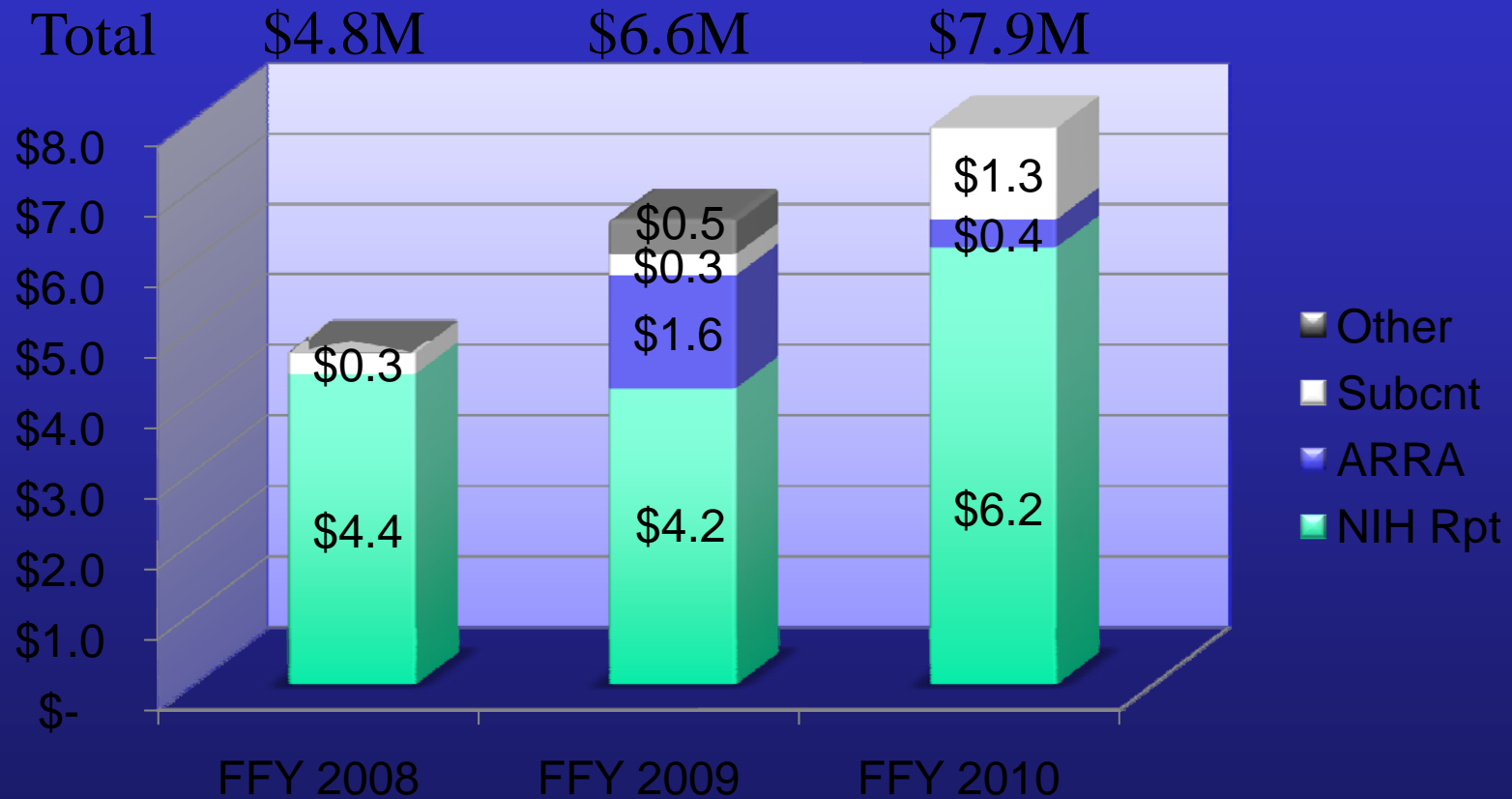


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# NIH Funding Reportable v Total



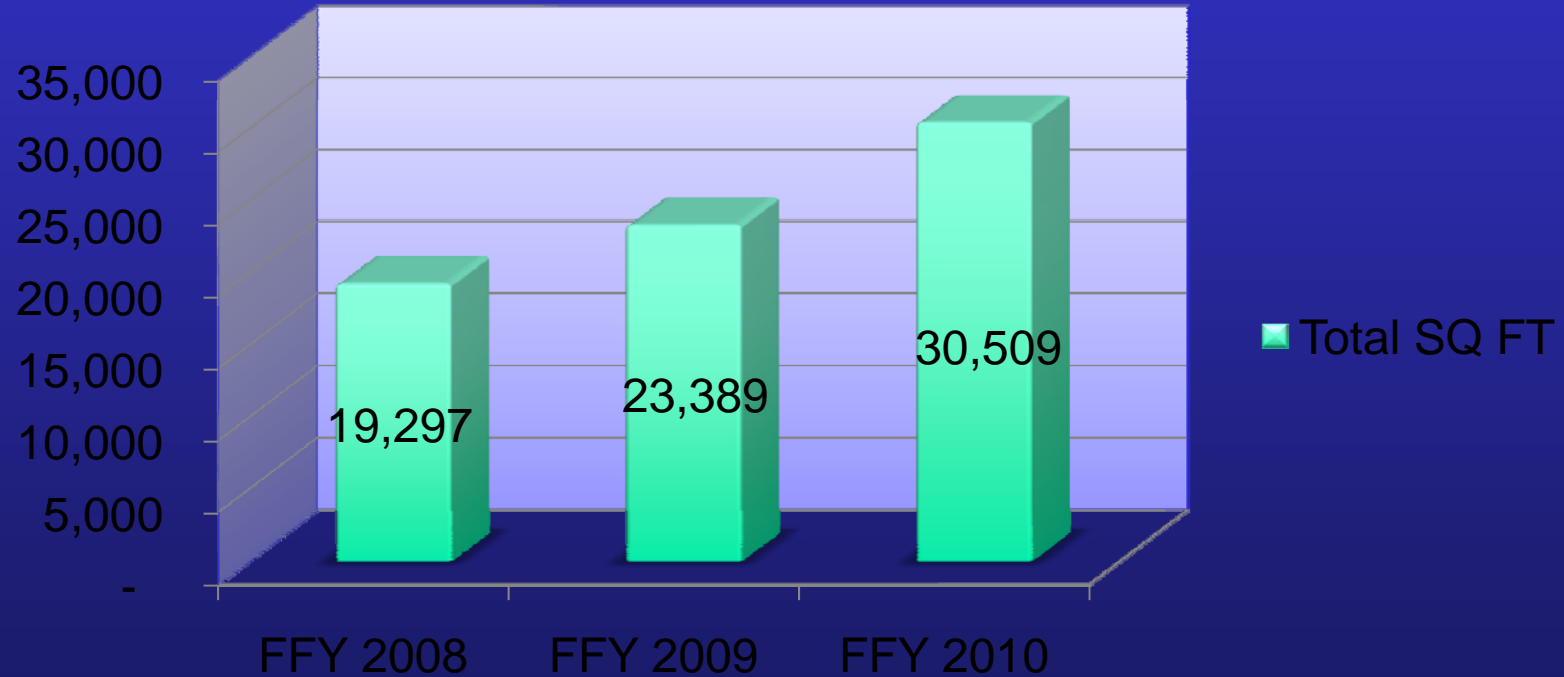
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# Research Space

Total SQ FT



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# Review Current Processes & Infrastructure



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# Surgery Employees in Funded Research

Appointment Type	<u>2010</u>
Faculty	33
Scientists	23
Researchers	16
Research Specialists	23
Research Associates and Postdocs	24
Research Assistants and Project Assistants	16
Students	50
<b>Total</b>	<b>185</b>



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# Research Administration Support

Appointment Type	<u>2010</u>
Department Administration	1.5
Grant Administrators	3
Clinical Trials Director	1
Clinical Trials Program Specialist	1
Biostatistician	1
Computer Support	2
Accounting	1.5
<b>Total</b>	<b>11</b>



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# Pre-Award



- ID Funding Opportunities
- Faculty & Scientist Development
- Grant Development & Submission
- Contract Negotiation
- Regulatory Support
- Biostatistical Support



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# Award Set-Up



- Award Notification
- Grant Account Set-up and Management
- Payroll Management
- Develop Spending Plan
- Administer Contracts & Services



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# Post-Award Management



- Project Monitoring
- Financial Reporting
- Cost Transfers
- Cost Sharing
- PI/Scientist Meetings



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# Post-Award Management



- Managing Training Grants
- Budget Revisions
- Continuations & Extensions
- Effort Reporting
- PMCID
- PI/Scientist Meetings



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# Breakout Sessions



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# Key Players

- Faculty Member/PI
- Scientist
- Department Administrator
- Grant Administrator
- Accountant
- Computer Support



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# Discussion / Questions:

- What is working? List top four strengths
- What is not working? List top four weaknesses
- Identify process improvements
- Identify tools/actions required for process improvements



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# Summary & Prioritization of Processes



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# Next Steps

Five committees naturally emerged

1. Communication
2. Training (initial & on-going)
3. Intranet Site (awareness/expand on)
4. PI Reporting
5. Structure/Staffing



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# Training Committee

- New Faculty Orientation
- New & Existing Faculty Research Plan
- Refresher Courses
- Integrated Resources
- Faculty Handbook



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# Intranet Site Committee

- Faculty & Scientist Resources
- Contact Information
- Funding Opportunities/Deadlines
- Website Links
- Forms & Applications
- Proposal & Budget Writing Tips
- FAQ's



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# PI Reporting Committee

- Project Monitoring
- Account Reconciliation & Cleanup
- PI Report Template
- On-Line Reporting
- Regular PI/Scientist Meetings



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# Information Management Committee

- Resources
- Tools (Hardware & Software)
- Maintenance & Support
- Ticketing Process
- Orientation on Services



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# Structure / Staffing Committee

- Roles & Responsibilities
- Workflow
- Multiple Handoffs
- Model One Person / Portfolio
- Weekly Staff Meeting



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# Summary

- Research \$\$ increasing
- New faculty added with research commitments
- Challenged to maintain high level of support without adding support staff
- Further challenged by overall communication gap
- Formed committees to address issues



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# What Would You Do?

- Lessons Learned
- Best Practices
  - Structure
  - Staffing Levels
  - Communication Plan

QUESTIONS?



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# Go UW !



# Go PACK !



The “Lombardi Trophy” is Home!



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# Thank You!

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