

Administrative Unit Name: Office of Research

Please complete this Word document and the accompanying Excel workbook (both of which were provided to your unit via email), and submit them to the Office of Planning & Budgeting (OPB) on or before **Thursday, February 1, 2018**.

Please email your materials to [Jason Campbell](#).

Please note that the responses you provide in this Word document **will** be posted to the OPB website.

1. What is the programmatic vitality of your unit?

Please provide both quantitative and qualitative information, leveraging published materials and [previous submissions](#) where possible. In your response to this question, you may wish to include responses to some or all of the following prompts. Please note that these are suggestions, not requirements.

- What are the top 3-5 strategic goals of your unit? Could any of these goals increase expenditures or decrease revenue for other units?
- What is your unit doing to effectively use resources in a way that benefits your unit and/or other units outside of our own?
- Please describe your unit's emerging or changing personnel needs—prompted by changes that either your unit or the institution is facing—and what your unit will do to meet these needs *without* creating new FTE positions (e.g. redeploying FTE among other functional areas).

Please respond in 500 words or fewer and please use bullets, rather than dense prose.

SUMMARY: Workload is up, research revenues are flat. Efforts are focused on creating capacity for handling increased workload, while maintaining or increasing service to researchers. So far, we are managing adequately, except in the area of electronic systems development. Most of our plans in that area have been put on hold due to lack of funding.

Office of Research Strategic Goals:

Research Administration Goals

- Add value to the overall research experience
- Achieve operational excellence
- Attract and retain top, diverse staff
- Add value to the UW

APL Goals

- Increase APL campus collaborations

Key FY 17 Statistics

Research proposals – 7,568

Funding actions – 5,173

OSP admin actions (closeouts, PACs, etc) – 3,578

Human Subjects Institutional Review Board submissions – 6,289

Active HSD Protocols on campus - ~6,000

SFI/FCOI disclosures – 18,835

Faculty Outside Work Requests – 1,517

Collaborative on Research Education (CORE) course attendees – 760 (online and in person)

Proposals for internal funding (RRF, limited submission, etc) – 637

Outgoing sub-award actions – 1,852

APL Sponsored Research Awards - \$53M

How the Office of Research Workload is Changing

- 1) Sponsored project administration workload becoming more complex and diversified. The following increases have occurred over the last five years:
 - 9.25% increase of submitted proposals (7,568 in FY 17)
 - 11% increase of unique sponsors (1,145 in FY 17)
 - 14% increase of unique industry sponsors (326 in FY 17)
 - Proposals becoming larger and more complex - 9% increase of proposals over \$1M and a 14% increase of proposals over \$2M
- 2) Changing federal regulations and compliance mandates in all aspects of research administration and reporting
- 3) Increased emphasis on optimizing UW's administrative systems to help researchers compete and succeed
 - Workday and FTP integrations
 - SAGE upgrades
 - Additional Researcher Portal enhancements

How the Office of Research is managing these changes without additional FTE:

- Implementing a 3-fold strategy (see below) to create capacity in the central units, while dropping workload for researchers and support staff
- Deploying unit reserves and salary savings for emerging federal regulatory and compliance needs
- Putting planned electronic system development on hold

Overall 3-fold approach:

- Provide timely and accurate research administration information to researchers
- Provide focused, modern training to research support personnel
- Automate and streamline processes to save time for both service providers and researchers

Progress:

Information

- *Completely revamped the Research website around the research life cycle, so that researchers and support staff can find information based on functions, not office structure
- Optimized availability and access to research administration data used for reporting, analysis, and forecasting

Training

- *Developed and expanded training courses through our Collaborative on Research Education (CORE)
- Developed an approach for both in-class and online (just-in-time) training
- *Developed a plan for a Research Administration certificate for support staff
- *Revamped the faculty grants training around the research lifecycle

Automation and streamlining

- Replaced IRB paper application process with an electronic IRB application system (Zipline)

- Partnered with OAW to develop/implement an electronic IACUC application system (Hoverboard)
- Upgraded the Researcher Portal to include information on awards and required researcher training
- *Identified and prioritized system upgrades to OR electronic systems to facilitate better research data, address compliance needs, and to reduce the number of administrative steps throughout the Research Project Lifecycle
- Increased use of gravity forms, which can automate routine tasks
- Increased support for research and other export controlled activities by recruiting an experienced full time AVP for Export Controls, in partnership with the Office for Global Affairs
- Evaluated sponsor requirements to align sponsored program policy and processes without adding burden
- *Identified opportunities to reduce potential duplicative research administration efforts between central and academic units
- Implemented Culture of Service Program as well as customer and employee satisfaction surveys to help prioritize efforts

**led effort as a collaboration with both central and academic units*

APL:

- Recruited a new Applied Physics Lab Director with a joint faculty appointment in Electrical Engineering
- Enhanced budgeting and financial management