Request for Comments on the Account Setup Action Plan (ASAP)

Note: On December 27, 2005, this Request for Comments was sent via email to department administrative staff, including Chief Financial Officers, Department Administrators, Department Effort Coordinators, and Division Managers.

During the last two SPIN meetings, Tom Marcussen and Lynette Arias have spoken about their mutual desire to better serve OHSU’s Principal Investigators (PI’s) and research departments, and the re-engineering of the account setup processes. Research Grants and Contracts has made changes already, and Sponsored Projects Administration has begun to embark on theirs.

Below is a short survey designed by Sponsored Projects Administration (SPA) to help us prioritize the post-award transition to more streamlined processes. We invite you to answer the following questions so that we may factor department feedback into our re-engineering process.

You may either reply to this email with your answers to Sponsored Projects Administration at spa@ohsu.edu or print out this page and return it to mailcode AD220. Please respond at your earliest convenience to ensure your response to these questions can be factored into the decisions at hand. However, rest assured that we will continue to accept department feedback as our re-engineering continues.

Thank you for taking the time to help us know your needs.

1. What percentage of your time do you spend working on grants or other sponsored projects?

2. What types of communication work best for you on issues related to post-award account setup?
   Email. Phone. Website. Meetings. Hardcopy mail.

3. What do you see as the best ways to improve transparency in the post-award account setup processes?

4. What would be the best way to improve Principal Investigators’ (PI’s’) understanding of the post-award account setup processes?

5. If there were an account setup tracking database, what information would you find most useful to see there?

6. What are your top three priorities related to post-award account setup and what suggestions do you have for accomplishing these?

7. Other comments: