

SPA STEWARDSHIP ALLIANCE CHARTER

Mission Statement

OHSU's Sponsored Projects Administration (SPA), Principal Investigators (PI's), and department administrative staff all share responsibility for appropriate management and oversight of sponsored project awards. SPA in particular has direct accountability for ensuring overall institutional compliance with federal, sponsor, and institutional regulations governing the proper handling of sponsor funds. The SPA Stewardship Alliance is designed to improve post-award financial and administrative business practices through fostering effective communication channels for SPA/campus interaction and by documenting the division of responsibilities and agreed-upon best practices in the administration of sponsored project awards throughout the University.

SPA Stewardship Alliance Agreement

Initially, the primary goal of the SPA Stewardship Alliance is to develop and reach consensus on a new "SPA Stewardship Alliance Agreement" that will document post-award responsibilities shared between central post-award administration (i.e., SPA) and individual PI's and department administrative staff from departments, units, centers, and institutes. This document, similar to a Service Level Understanding (SLU) such as that prepared by Research Grants and Contracts (RGC) and other Research Development and Administration (RDA) units, will serve the following ends:

- Allow SPA and department administrative staff to better assist Principal Investigators (PI's) in the management and oversight of sponsored projects;
- Establish open communication and develop an alliance between SPA, PI's and departments as collaborators in the management of sponsored projects at OHSU;
- Document and publish financial and administrative responsibilities related to post-award activities for the following:
 - SPA
 - Departments
 - PI's
 - Other RDA units and Central Services units

ORGANIZATIONAL STRUCTURE

SPA Stewardship Alliance Oversight Committee

- Committee composed of SPA Director, Assistant VP for Research, Unit CFO's, and a faculty representative from the Research Council;
- Quarterly meetings;
- Facilitated by SPA Campus Relations Liaison;
- Agendas developed by SPA Campus Relations Liaison, with input from all members, and shared with all participants several days in advance of the meeting;
- Standard agenda to be utilized containing: current priorities listings, projects in process, report on progress of projects and Alliance Groups, requests for approval of resources, as needed;
- Utilized as opportunity for continued collaboration and education between SPA and alliance partners;
- Chance for Oversight Committee to sign off on priorities agreed upon by the group and to approve resources;
- Connection to Research Council, VP for Research (and VP's group overall) maintained by Assistant VP for Research.

SPA STEWARDSHIP ALLIANCE GROUPS / GROUP MEMBER ROLES

SPA Alliance Groups

- **Department Alliance Group.** Department administrative staff representatives recommended and recruited by CFO's from a cross-section of departments, centers, and institutes. This group to address SPA issues of direct concern to department administrative staff, including department administrators, division managers, department fiscal managers, department effort coordinators, etc. (12-16 members)
- **Faculty Alliance Group.** Faculty representatives volunteered from a cross-section of departments, centers, and institutes. This group to address SPA issues of direct concern to Principal Investigators, including streamlining administrative processes, education and training for new PI's, etc. (8-12 members / virtual group when feasible)
- **RDA/Central Admin Alliance Group.** Handled via existing collaborative channels including: OGA Integration Taskforce; Administrative Information Systems Steering Committee; RDA Leadership Meetings; SPA/CFS meetings, etc.

Group Facilitation

- Group Facilitator selected for each Alliance Group;
- Each group co-facilitated by SPA Campus Relations Liaison and Group Facilitator;
- Role of Co-facilitators:
 - Facilitate prioritization of the outstanding issues/projects;
 - Facilitate requesting the necessary approvals and resources, via SPA Stewardship Alliance Oversight Committee meetings, to effectively resolve any outstanding items, as needed;
 - Facilitate campus education efforts to ensure that the necessary knowledge and skills are available in their constituencies to effectively respond to responsibilities and implement best practices;
 - Facilitate SPA Alliance Group meetings to ensure productive meetings;
 - Facilitate identification and assignment of action items in order to work as many outstanding issues or projects as possible simultaneously.

Role of Group Members

- Maintain working knowledge of RDA and SPA business practices, including sponsor requirements;
- Regularly attend and participate in Alliance Group meetings or virtual discussion groups;
- Serve as constituency advocate, bringing information from the Alliance Group to their constituency and soliciting feedback from that constituency to bring back to the Alliance Group;
- Ensure that Alliance Group priorities are truly representative of campus needs and include campus surveys or other tools to ensure majority of campus support designated priorities;
- Participate as point or co-point on action items for Alliance Group identified projects;
- Work collaboratively with other group members, completing action items in timely manner to move work of the Alliance Group forward;
- Provide prompt feedback to all Alliance Group members related to corrections and/or comments to meeting minutes.

Role of Group Facilitators

- Maintain working knowledge of RDA and SPA business practices, including sponsor requirements;
- Regularly attend and participate in Alliance Group meetings;
- Act as Alliance Group representative on the SPA Stewardship Alliance Oversight Committee;
- With SPA Campus Relations Liaison, co-facilitate all Alliance Group meetings;
- Assign designated backup to attend and participate in Alliance Group meetings and/or SPA Stewardship Alliance Oversight Committee meetings if Group Facilitator is unable to attend, empowering this backup to move initiatives forward;

- Participate as point or co-point on action items for Alliance Group identified projects;
- Work collaboratively with other group members, completing action items in timely manner to move work of the Alliance Group forward;
- Provide prompt feedback to all Alliance Group members related to corrections or comments to meeting minutes.

Meeting Administration

- Monthly meetings;
- Meeting Agendas to be developed collaboratively prior to meetings and distributed several days in advance of meetings to all members;
- Brief, summarized meeting minutes containing agreed upon action items to be distributed within one week after meeting;
- SPA Campus Relations Liaison and Group Facilitator to cooperatively provide administrative support / staffing for meetings (agenda development, minutes, etc.)
- Meetings actively facilitated in order to achieve most productive use of participants time (i.e., "keep things on task and moving forward.")
- Meeting agendas organized to allow for both strategic level discussions and more tactical discussions.

Communications / Documentation

- Broad communication and marketing of the SPA Stewardship Alliance, its mission, members and activities to take place in order to ensure that all interested parties are aware of this Initiative and know who their designated SPA Alliance Group representatives are.
- SPA Stewardship Alliance website to be developed and maintained to house historical and ongoing documents for access by all OHSU personnel.
- Final, updated and accurate documentation to take place related to the SPA Stewardship Alliance "Statement of Goals."
- SPA Campus Relations Liaison responsible for archiving documentation of ongoing Alliance Group priorities/projects to be available to Alliance Groups and the SPA Stewardship Alliance Oversight Committee.

Workgroups

- Workgroups can be utilized to handle specific issues/projects offline from regular Alliance Group meetings.
- Workgroup co-leads/facilitators to be identified and assigned responsibility for moving initiatives forward, and reporting progress at Alliance Group meetings.