

OGA Discoverer Work Group

MISSION: 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. The SPA Stewardship Alliance (SSA) was created 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.

The OGA Discoverer Work Group will review existing Oracle Grants Accounting (OGA) Discoverer queries to ensure that they support OGA users by providing dependable data in readable formats. Involvement in this Work Group will benefit the individual members through greater understanding of the practices and processes surrounding sponsored projects as well as fostering relationships with peers, and it will benefit the institution by creating better consistency in the administration of sponsored projects.

Structure of Work Group

WORK GROUP MEMBERS / MEMBER ROLES

- **Department Administrative Staff** - Department representatives to be selected to ensure adequate campus representation on the committee.
- **SPA Representatives** - Applicable representatives from SPA who are responsible for various aspects of the stewardship of sponsored projects.

MEETING STRUCTURE

- Meetings to be co-facilitated by department administrator facilitator and SPA facilitator. Merrilee Spence will be the department facilitator, and Cari Benveniste will be the SPA facilitator.
- This work group will meet as needed; however, whenever possible "virtual" meetings (via email, etc) will be substituted for face-to-face meetings to facilitate rapid progress on work group actions.
- An area for the Work Group on the SPA website will be developed and maintained for centralized and easily accessible documentation for the committee and campus.

TIMELINE

- The goal is to have the majority of the work group tasks accomplished during the first 6 months of 2008.
- Once initial review of existing OGA Discoverer queries has been performed, the Work Group will develop an action plan for improving existing queries and developing new queries as needed.

DELIVERABLES

- The group will develop an evaluation matrix to review the value of existing queries by report and tab.
- The group will improve existing queries (change format, add or remove data fields, etc) to make them better serve the needs of department administrative staff and SPA.
- The group will develop new queries as needed, whenever possible incorporating queries built by campus users and adapting them to mainstream use.
- The group will develop appropriate documentation, including the following: updating the OGA Reports Guide; creating a usable summary of data elements (i.e., a list defining the most commonly used fields and providing a matrix of folder and filepath); documenting "Tips & Tricks"; etc.
- The group will assist in the development of OGA Discoverer training.
- The group will coordinate with other Oracle stakeholders to facilitate the improvement of other Discoverer queries frequently used in the management of sponsored projects at OHSU.
- The group will address query-usability and information access issues, making recommendations as appropriate.