

OHSU Policy and Procedure 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. 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 (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. To that end the SSA developed the "SPA Stewardship Agreement" to document post-award responsibilities shared between central post-award administration (i.e., SPA), individual PI's, department administrative staff, and school or unit administration throughout the university's departments, units, centers, and institutes.

The OHSU Policy and Procedure Work Group will identify and review OHSU policies and procedures to ensure that they are in alignment with the Agreement. In cases where there are discrepancies between the Agreement and the policies and procedures (or lack of policy or procedure) the Work Group will make recommendations to the SSA on how to best resolve those discrepancies. Involvement in the 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 full 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. Elaine Rowzee will be the department facilitator, and Laura Smith will be the SPA facilitator.
- This group will be utilized as an opportunity for continued collaboration and education between campus research departments and SPA.
- 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 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 summer of 2007.
- Once initial gap analysis has been performed and recommendations made, the SSA groups will reassess the goals for the Policy and Procedure Work Group.

DELIVERABLES

- The group will develop a gap analysis matrix to compare the roles and responsibilities related to post-award activities as described in the Agreement with current policies and procedures.
- The group will develop recommendations to the SSA on how to best resolve discrepancies between the Agreement and the policies and procedures.