RESEARCH ADMINISTRATION CONFERENCE MEETING
September 13th, 2017

General Announcements

Diane Rathbun presenting for ORSO called the meeting to start at 10:00am

Announcements; Research Admin Series has started now – it will now be running the full class schedule in both the fall and spring.

SPS Minutes

- Gerik Kimble presenting for SPS
- Staff Introduction – Josh Graisy will be working on effort; more staff to be introduced next RAC meeting as 2 new employees will be starting next week
- Receivables notification now active to help visibility and inform PIs; especially true of industry
  - Brigitta Jozefowski from Spokane would like ORSO number added to those notices
- Subcontract Invoice Pilot with CAHNRS; invoices through JIRA; once we learn enough we will try with other departments
  - This will enable real time statistics and closer invoice tracking
  - All invoices are now in there – even scanned in to maintain it there electronically
- Last time with JIRA review – we talked about account set up with JIRA. The process starts when ORSO creates JIRA ticket to SPS by creating a TO SPS MyResearch Database log –
  - Now these include SPARs & ETRs;
    - we rolled it out in march and now we have statistics to share
      - Breakdown of unresolved Accounts dashboard
      - Breakdown of completes set up – almost 1,300 since march
      - Future effective monitoring
  - SPS sent back to the department statistics
    - Instances in which SPS has to contact the department to get further info and it tracks the time it stays to dept. This enables us to measure when we do well – how we are being successful and how we can continue to do that.
- 1,300 have been completed and we returned 131 due to needing further info from the department

ORSO Minutes

- Derek Brown presenting
- Quarterly database trainings will be now be offered twice a year as a part of the Research Admin Series – if someone would like training otherwise, contact Derek
- Drive to 25 update:
  - 11 metrics in drive to 25; Provost and Presidents will be responsible for metrics
    - Office of Research VP is responsible for 3 metrics and 2 committees;
      - Total expenditures and Fed expenditures
Mike Wolcott will be co-leading the group that is working on the white paper to provide President Schulz for Total expenditures and fed expenditure growth

Citations

Dave Sprott – will be co-leading the group that is working on the white paper to provide President Schulz for citation growth

Through the end of September, each of the groups above will have an email address to receive your feedback on your thoughts or ideas for the increase of these matrices in regards to the Drive to 25 – You can email any feedback to D25.RandD@wsu.edu or D25.Citations@wsu.edu.

Office of Commercialization (OC) Minutes–

Cascade Herriott presenting new online tool for Office of Commercialization

The Inventor Portal; available by following this link;

- https://myinventions.wsu.edu/inteumweb/inventorportal/login.aspx
- Geared towards researchers that work their ideas with OC
- We previously had an old process – when an inventor created something or had an idea they normally emailed OC and eventually we sent them a PDF disclosure form to process until all inventors signed it – it was a time consuming and tedious task for researchers
- Now with the inventor portal – the inventor can create a new disclosure and can fill out the form in conjunction with primary inventor and can add documents related to the disclosure and talk to OC about it in a secure form
- Inventor portal now allows for electronic signatures – as a way to alleviate the need to hunt down signatures
- Commercialization.wsu.edu -> log in inventor portal -> uses NID – land on dashboard when you log in
  - Immediate access to status changes to the disclosure and ability to access disclosures
  - Ability for admin to access and start disclosure for PI; and RA should be able to track it and see it if they have been given access to it – pending on the level of access granted they could even edit it or read only
- Add a new disclosure button that is accessible and provides categories for disclosures along with a catch all
- Digital form will pop up – anything that is required will be clearly marked and you will always have access to talk to an OC individual for any clarification
- Data gathered from data warehouse so it is as accurate and as up to date as that system
- Now live – contact OC with any questions
**ORSO Minutes**

- Diane Rathbun
  - **RUSH eREX Policy**
  - **Phase 3**
    - eREX submitted less than 2 business days will require acknowledgement in the Verification page
    - Once approvals have started – the RA affiliated with the PI – they will be required to select a waiver in order to approve –
    - The affiliated Dean and Chair will be required to manually approve if they select the waive type OTHER; otherwise their approval will be automatically gathered.
    - Please call ORSO at 5-9661 if you run into any issues; especially if it is regarding an eREX with a waiver currently gathering approvals – please call us ASAP so we may work with you on any issues.
    - If you are having issues getting individuals to auto populate on the eREX for departmental contacts/Chairs or Deans – be sure to clear your cache and cookies – and if you would like help with that feel free to call us at 5-9661.

**Next RAC Meeting is scheduled for Thursday, December 7th from 10-11AM in Lighty 405**