Dear COE Staff and Faculty,

We are writing with an update on the Research Budget Improvement Process (see previous communications and reports here). Having concluded a 90-day study, our committee of staff, faculty, and administrators is finalizing plans and beginning to implement new processes designed to ease the workload of developing and executing grant-funded research and development projects. Across three work groups focused on Policy, Standard Operating Procedure, and Information Flow, respectively, we have learned quite a bit. We have outlined the following new practices, which will be tested and implemented this year:

- A checklist for PIs which outlines steps and decision points in the lifespan of a grant
- A directory of College grants, contracts and fiscal staff contacts
- A short travel policy PowerPoint that provides UW concise guidance for travelers
- Routine communication about the Office of Research as a recurring feature of faculty meetings
- A grant “kick-off” process that will align efforts across staff and faculty at the point that we see a grant funding action as highly likely

These processes grow from our analysis of “pain points,” in particular steps in the lifespan of a project that often require rework. That may seem negative, but we are quick to remind ourselves, and you, that “pain points” are largely a byproduct of our success. We are drawing in a wider and richer range of projects from a variety of public and private sources. We hope that these and future improvements will allow us to work more efficiently and that we can free people up to do the work they are devoted to.

Sincerely,

Randi Shapiro & Andy Shouse

Co-Chairs