

ADVISORY COUNCIL FOR RESEARCH ADMINISTRATION (ACRA)

Monday, April 29, 2020

2:00 – 4:00 pm

Zoom Meeting (COVID-19 Quarantine)

Attendees: Diane Baldwin, Jen Rogers, Cynthia Bradford, Marla Krauss, Maryanne Taylor, Aline, Andrea, Andy Soares White, Bettina, Fiona Germain, Gloria Waters, Gretchen Hartigan, Jean Daley, Jen Rogers, Jennifer Marron, JUCARTY, Julia Huntsman, Kevin Gonzalez, Linda Martin, Meredith Hanna, Nancy Clinton, Rachelle Joseph, Renna Lilly, Sara Martin, Solaris Bujor, Stephanie Wasserman, Tricia Sheehan, Vivian Holmes,

MINUTES

Agenda Item: Welcome– Diane Baldwin

Agenda Item: Updates Community

- Julia Hunstman: Vincent Crotwell joined OPD
- Nancy Clinton: Naomi Hamburg received a \$6.6 million award from the AHA
- Rachelle Joseph DOM is going through a reorgazination of the grants management team within the next month. All AD's will be involved in the reorganization. Seeking benchmarking tips from other departments to assist with this change.
- Gretchen: Training via Zoom today and future trainings will be coming also through Zoom
- Nicole Terralla associate controller will be sending a year end memo and there will be a webinar as well.
- If you need to reach-out to folks quickly use Teams, which is the best way to reach PAFO
- FCOI: An FAQ was added to the management of award section. FCOI website link as well has been updated.

Agenda Item: 2-day Boot Camp overview- Jenn Rogers

- In-Person 2-day DA Boot camp has been modified
- 11 Modules
- Available in e-Terrier Development will be the portal for future online modules
- Tricia Sheehan would like to promote this to the community

Webinar Sharing: Inventory list of available webinars for 2020 at OSP. We have joined some of these and are making them available to the community based on expressed desired. Please respond if anyone is interested in joining these webinars. Please share with Diane by the end of the week as to which are your top 3 of the list that would be of interest to you.

COVID-19 Q&A

There is currently a working group for restarting research & clinical activities headed by Dr. Gloria Waters. The guidance is meant to address the guiding principles, the process for ramping up and guidance for the research labs. It is made up of Mike Sorenson, Andy Taylor, Kate Mellouk, Kevin Gonzalez, Diane Lindquist and Ron Morales. The guiding principles involve following state and local public health directives. Protect the health and safety of researcher, subjects and patients. Protect the careers of early-stage researchers.

The process for restarting falls with the VP for research and then the faculty, center directors, core directors, deans, chairs and ask them to complete appropriate online forms to determine who will be coming back first. The departments will be asked to come up with a plan to determine how this will work based on the established guidelines. Permission to resume is contingent on the state lifting the ban. Supply ordering and any remote preparations can begin immediately upon approval. When the non-essential business ban is lifted, PI's must strictly adhere to their proposed ram-up plan, plus any guidelines established by leadership or "space owners." Each group must have a contingency plan that they may be able to stop work if they need to and go back remotely.

Anything that can be done remotely will continue to be remote. We want to minimize infection risk to researchers. We do not want to see people congregating on campus even if they are in the same building. Junior research productivity will be prioritized. We want to reduce the density of people in lab and shared facilities.

Gloria will be doing varying town halls for different schools and colleges to explain what the rules are going to be. The most important thing to remember is that when the ban is lifted we will not be going back to normal. The plan is to open the med campus simultaneously with CRC.

PPE what are the standards? i.e. lab vs. regular office use Response: What kind of PPE is required will be determined by the medical advisory group and Diane Lindquist will be the one to figure that out. PPE will be procured centrally and it will be charged back to the grants.

Sara Martin: Will there be a coordination between the staffing associated with receiving the supplies and the research staff back for the animal facilities. Response: Yes because coordination of staff is needed to ensure people are there to receive the orders.

Will the grants administration staff also be returning at this time? The grants administration staff should remain working from home to allow the people that need to do work onsite to come in first. No one that does not need to be in should remain working from home. At the beginning we are not going to use all the space available we are going to limit the spaces that are available.

How will the building owner be determined? Response: Karen and Andy on the medical campus will determine who that will be and then they will have to work with facilities. Some buildings are shared among colleges and that will have to be sorted out. The building owner will have to come-up with a plan for the lab and for the building. Gloria Water's office and group will have to approve the plans before they can be put into action.

The labs should get their materials with enough time for the deans and the research leaders to review everything and be ready to open-up on May 18th.

Gloria Waters: Payment from students from grants when they can't actually work on the work. People that cannot do essential work are not working until June 19th per the OMB guidance. Dean's will be reviewing a list that was put together by Andy to see who is being paid. If the students are not being paid the department will have to find a work around and cover the costs with department funds.

Please reach-out to Andy Soares White for COVID-19 BW tools. The BW is a tool to show the data concerning student payments and a dashboard for COVID-19 monitoring and management. Also, there are tools available for tracking the COVID-19 research spaces and which labs are open and which are not. Andy is able to set-up your school to use these tools.

Non-productive time for research has a large dollar volume and when making employment decisions this is a big factor in why the employees are not laid-off or furloughed. Mark Scatamacchia is a good resource to start with.

There is a hiring freeze except for things that are 100% grant funded. However, any positions that need to be filled continue to require prior approval.

May meeting: RPPR's and subcontracting process will be the bulk of agenda along with some COVID-19 updates.