Streamlining Administrative Requirements Working Group

AGENDA

Goals of this Session

- Identify the causes of administrative burden for both funders and institutions, including central offices and investigators, and identify potential solutions.
- Develop effective practices and guidelines to streamline administrative processes that can be shared with the broader funder and institutional communities.
- Determine next steps and areas for collaboration with other Working Groups (i.e., Research Operating Costs and IP).

Items for Discussion

- Application Process
  - e.g. Optimization of portals; Use of electronic signatures; Access; and Templates
- Communication
  - e.g. Timely notification of grant or personnel changes; Allow the use of Administrative email (i.e. a "sponsored programs" address)
- Award Issuance
  - e.g. Acceptance/negotiation of terms and conditions; previously agreed upon terms
- Reporting
  - e.g. Uniformity and clear guidance on balances and carryforward or no-cost extension requests; optimal deadlines for reporting
- Terminology and Definitions
  - e.g. Shared understanding of Direct and Indirect/F&A Costs; Expense categories; Use of Name; IP; etc.

Next Steps

- Incorporate the breakout group's discussion into a revised document and disseminate to attendees
- Engage Research Operating Costs and IP working groups to identify ways to streamline these processes