Developing an OPEN HOUSE Collaboration Between Principal Investigators, Department Administrators, and Central Administration

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Research Mission

• To support our faculty to ensure that they have all the tools and resources to advance their research

• This results in the growth of the academic enterprise within the institution, capable of recruiting the premiere scientists, physicians, administrators, and leaders
Improving Collaboration for Success and Fulfillment of our Research Mission

- Principal Investigators
- Central Administrators
- Department Administrators
Identifying the Gaps

• Cedars-Sinai has excellent programs in place already (orientation, ROG meetings, e-mail lists, online training), yet some administrators and/or PIs still struggle.

• Even if a few are struggling, let’s challenge the idea that current practices are sufficient

• Departments have different needs depending on their size, faculty/admin experience, priorities, and resources

• Not all administrators are entering the institution with the same skill sets

• Department level job descriptions vary throughout the Departments

• PIs also have varying levels of experience

• If our institutional values are defined, we can enable ALL areas of research to be successful, regardless of the above variables. How can we model these values?
Current Challenges

• Central Office physically separated from the Medical Center campus

• New PIs & Department Administrators are working in varied climates within a larger organization? What should be uniform across the institution and what should be tailored to department needs?

• Not all PIs have Department Administrators

• The policies, procedures, regulations are constantly changing in our field

• Communication through phone and email is quick & easy, but provides a limit to the level of collaboration necessary for the most success
Current Challenges

• These challenges cause our research proposal output and management to be less efficient

• How can departments be more aware of their resources and better utilize the tools and colleague expertise available to them?

• How can Central Administrators be more closely tied to the science & knowledge being created by our investigators through awarded research projects that they help achieve?

• Increased collaboration will not only increase efficiency, but also rapport and all parties will be more invested – How can we achieve this desired collaboration realistically and effectively?
Current Practices

• “Meet & Greets” have started with some departments and the central office

• Want to take it to the next level and host department “open houses” in clinical and research laboratory settings.

• Creates a two-way interaction which is important in collaboration
Leadership Project:

Department Open Houses

- Shared Vision – Common goal of successful proposal submission and management in order to create and expand scientific knowledge

- Face-to-face interaction will improve future collaboration – How?

- Provides a learning opportunity with value that will extend well beyond the Open House itself

- Allows for greater *investment* and *pride* in our work as well as *reassurance* of all of the resources available to us

- Enables others to act and demonstrate what their role in the research process

- Differing priorities are acknowledged and addressed

- Appreciation for each piece of the puzzle!
Plan of Action

1. Shadow planned Meet & Greet Sessions
2. Identify areas where improved collaboration can/will occur (department and central level)
3. Gauge interest and potential benefit from Grants & Contracts Officers, PIs, and DRAs
4. Invite all stakeholders to contribute to the Open House agenda
5. Develop and refine an Open House Program Plan
6. Execute Open House for my Department
7. Evaluate what worked well and what needs to be improved
8. Create a Program Guide to enable other Departments to being planning & hosting Open Houses for their GCO teams
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QUESTIONS ???