Renovating the Sponsored Research and Funds Administration Website

“Stepping Into Our Tomorrow”

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Objective

Internet vs. Intranet: The term "Internet" refers to the World Wide Web that is accessible by the general public. While “Intranet” refers to a privately maintained computer network that can be accessed only by authorized persons, especially members or employees of the organization that owns it.

Cedars-Sinai chooses to disseminate most of its information on Sponsored Research via its Intranet. This Intranet site is accessible from the computers within the Health System, as well as off campus.

Unfortunately, the SRFA Intranet website has become ineffective in providing guidance to the research community. It is my opinion that an updated website robustly enhanced with vital information, links, forms and policies will have a significant impact on research administration at Cedars-Sinai.

Join me in the quest to update the CSMC SRFA website!
Sponsored Research and Funds Administration

Sponsored Research and Funds Administration (SRFA) provides a full range of grant administration and financial support services to the Research Institute. To provide enhanced customer service, SRFA's Customer Support Teams, consist of one or more Grant Officers and Accountants.

These teams provide:

- Identification of research funding opportunities
- Expertise in the areas of grant application and proposal development
- Contract negotiation
- Primary advocacy and liaison with Federal agencies, corporate sponsors, non-profit organizations, and sub-recipient institutions
- Guidance, instruction and informational resources to investigators and staff that are performing basic and developmental research, clinical trials, and sponsored medical training
- Review and institutional approval of all Sponsored Research proposals.
Sponsored Research and Funds Administration

- **Contacts** – SRFA Teams and Associated Depts
- **Forms** – links to PPM (another site)
- **Helpful Links** – Grant Info, FAQ’s, CSMC Generic Facility Descriptions, Professional Associations
- **Policies** – links to PPM (another site)
- **Training** – under development
## Research Admin Life Cycle

### Example

<table>
<thead>
<tr>
<th>Research Administration Life Cycle</th>
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</thead>
<tbody>
<tr>
<td>A. Proposal Development</td>
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<tr>
<td>B. Negotiation and Acceptance</td>
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<tr>
<td>C. Compliance</td>
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<tr>
<td>D. Subawards</td>
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<tr>
<td>E. PeopleSoft Project Setup</td>
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<tr>
<td>F. Project Monitoring</td>
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<tr>
<td>G. Closeout</td>
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</tbody>
</table>

### Navigation

<table>
<thead>
<tr>
<th></th>
<th>Proposal Development</th>
<th>Negotiation &amp; Acceptance</th>
<th>Compliance</th>
<th>Subawards</th>
<th>PeopleSoft Project Setup</th>
<th>Project Monitoring</th>
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Future Site (Proposed Changes)

1. Contacts need to be reorganized to reflect Departments first and **include** hyperlinks to SRFA contacts.
2. Helpful Links
   a) FAQ’s should include CSMC specific information with actual questions and answers (link to GRO courses)
3. Forms/Policies – combining setup/navigation
4. Research Admin Cycle – minimize and clarify
5. Add Proposal Preparation Site
6. Training Materials – should include training tools only
7. SRFA Reference Materials – alternate link under on SRFA website
Challenges

1. Software Restriction
   a) Limited Design Base
   b) EIS Review and Approvals
   c) Page ownership
   d) Navigation structure

2. Inconsistent and/or repetitive information
   (i.e. same info are in multiple places)
Accomplishments

Discussed idea with coworkers and moved forward to talk to management...

Collaborated with management; identified challenges/required approvals

Met with web builder to discuss software issues and possible workaround
Q & A and Discussion

• Q and A
• Feedback
• Commentary
• Suggestions