VISION

Boston University/Boston Medical Center expects every member of its community to maintain the highest standards in pursuing research activities and to be vigilant against fraud, misuse, or mismanagement of funds. In order to ensure this expectation is being met, the DOM Central Research Administration group was formed to provide support, guidance, and training for all research administration to all of the sections within the Department of Medicine.
SHORT-TERMS PLANS (FY15)

• Meet and greet
• Establish regular check-ins with Grant Managers
• Develop standard job responsibilities for Grant Managers
• Implement a standard shadow system for post award management
• Streamline industry and clinical trial agreements
• Develop a monthly grant report including both BMC and BU grants
### TIMELINE

**FY15**

<table>
<thead>
<tr>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with Sections</td>
<td>Meet with Grant Managers; Develop list of responsibilities for GMs</td>
<td>Implement a standardized shadow system beginning with a pilot</td>
<td>Streamline industry agreements including a standard contract</td>
<td>Develop a grant report combining BU &amp; BMC grants for faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ONGOING PROJECTS

• Provide support to Sections with Grant Manager vacancies
• Manage the financial aspect of DOM Cores
• Evaluate the workload and allocation of Grant Managers
• Act as a liaison to central institutional grant offices
• Assess the functions centrally vs within the Section
• Develop Grant Manager development/training program
SUMMARY

It is our expectation that by putting some of these practices into place, we will be able to support each section in their research activities to ensure compliance, consistency, and the financial health of the department as a whole.
Questions?