

Departmental Administration: Maximizing the PI Interface

Presented by:

Jim Riley, Director of Fiscal Operations



DELAWARE VALLEY CHAPTER
MEETING

Penn, PSOM and I

- Penn: > \$1b in sponsored program revenue (FY18)
 - Responsibility Center Management (RCM)
 - Environmental Monitoring
- Perelman School of Medicine
 - Abramson Family Cancer Research Institute
 - Department of Cancer Biology
 - Mission Continuity
- 25 Years @ Penn, 6 departments, 3 schools, 1 center

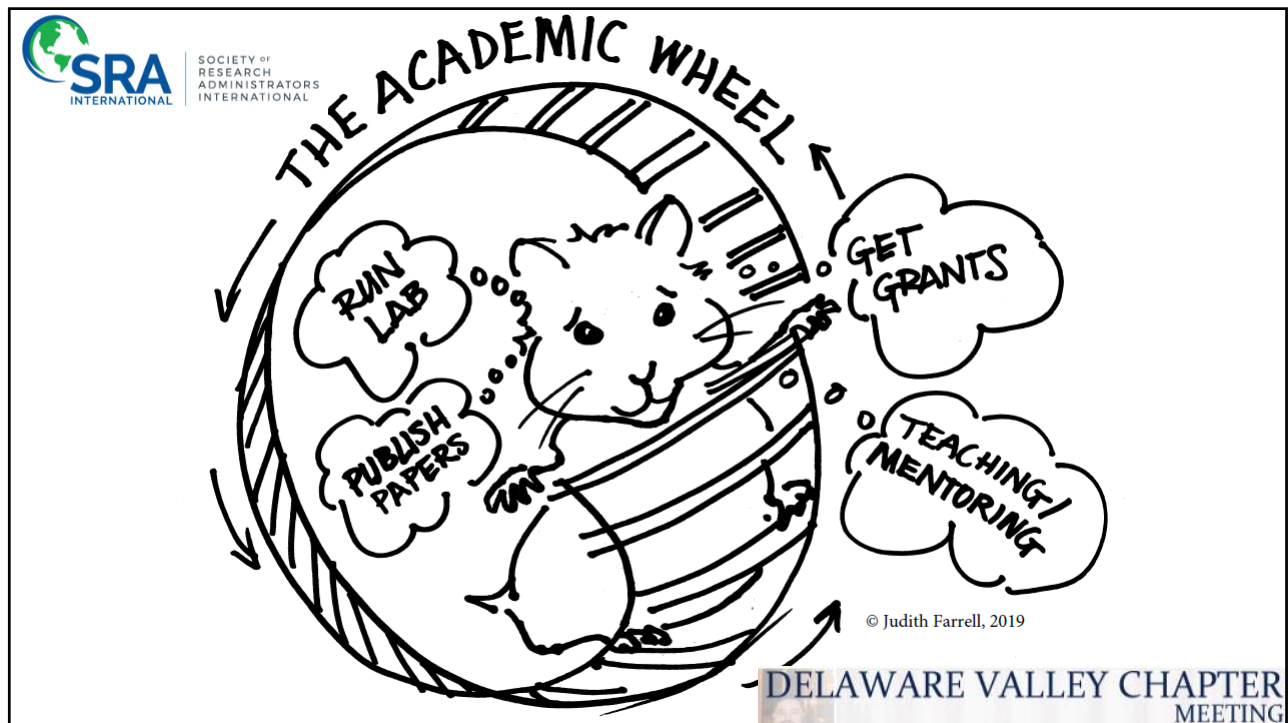


Why We're Here?

1. The Hamster Wheel
2. How Can We Help?
3. Shared Services?
4. How Else Can We Help?
5. Mitigate Loss/Minimize Downtime
6. What Can You Do?
7. The Payoff!

Why We're Here?

1. The Hamster Wheel



DEPARTMENT ADMINISTRATOR



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Network

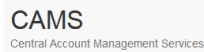
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Why We're Here?

1. The Hamster Wheel
2. **How Can We Help?**



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BPP Appointments

• Decision Supportal™



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SRA INTERNATIONAL | SOCIETY OF RESEARCH ADMINISTRATORS INTERNATIONAL
 Polaris
 CAMS | Central Account Management Services
 PennERA | Electronic Research Administration
 eTimeSheets
 AAMC
 UNIVERSITY OF PENNSYLVANIA
 HSEERA | Human Subjects Electronic Research Application
 iPenn
 • Decision Supportal™
 BPP Appointments
 bon financials
 CDMRP
 MY.MED
 proposalCENTRAL
 PennTEM | Travel & Expense Management
 UMIS
 ARIES | ANIMAL RESEARCH INFORMATION & ELECTRONIC SUBMISSIONS
 UPENN SCHOOL OF MEDICINE
 SOMERA PROPOSAL DEVELOPMENT SYSTEM
 eRA Commons | A program of the National Institutes of Health
 Research Inventory
 Penn Human Resources
 Human Resources Applications
 PHS FITS
 SEMS | Penn's Data Warehouse
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SRA INTERNATIONAL | SOCIETY OF RESEARCH ADMINISTRATORS INTERNATIONAL
 How can we help?
 Face to Face
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4129279

Vendor Name (GLDET)	Journal Line Desc (GLDET)	Invoice Number	Transaction Date	SUM Encumbranc	SUM Actual Amou	Coa Fund	Coa Objec	Coa Cref
QUARTZY INC	15mL Conicals	####	10/29/18	244.76	0.00	571161	5228	4055
QUARTZY INC		####	11/14/18	0.00	244.76	571161	5228	4055
			Sum:	244.76	244.76			

PO Number

Vendor Name (GLDET)	Journal Line Desc (GLDET)	Invoice Number	Transaction Date	SUM Encumbranc	SUM Actual Amou	Coa Fund	Coa Objec	Coa Cref
Vendor	NUNC 15ML CONICL TBE BLK 500CS	####	10/29/18	166.42	0.00	571161	5228	4055
Name		####	11/8/18	0.00	171.37	571161	5228	4055
			Sum:	166.42	171.37			

PO Number

Vendor Name (GLDET)	Journal Line Desc (GLDET)	Invoice Number	Transaction Date	SUM Encumbranc	SUM Actual Amou	Coa Fund	Coa Objec	Coa Cref
Vendor	GERMICIDAL WIPES 60 CT	####	10/30/18	13.91	0.00	014005	5228	4055
Name		####	11/8/18	0.00	18.86	014005	5228	4055
			Sum:	13.91	18.86			

PO Number

Vendor Name (GLDET)	Journal Line Desc (GLDET)	Invoice Number	Transaction Date	SUM Encumbranc	SUM Actual Amou	Coa Fund	Coa Objec	Coa Cref
Vendor	0.5 M EDTA PH 8.0 100ML	####	10/31/18	20.00	0.00	014005	5236	4055
Name		####	11/12/18	0.00	24.95	014005	5236	4055
			Sum:	20.00	24.95			

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Network

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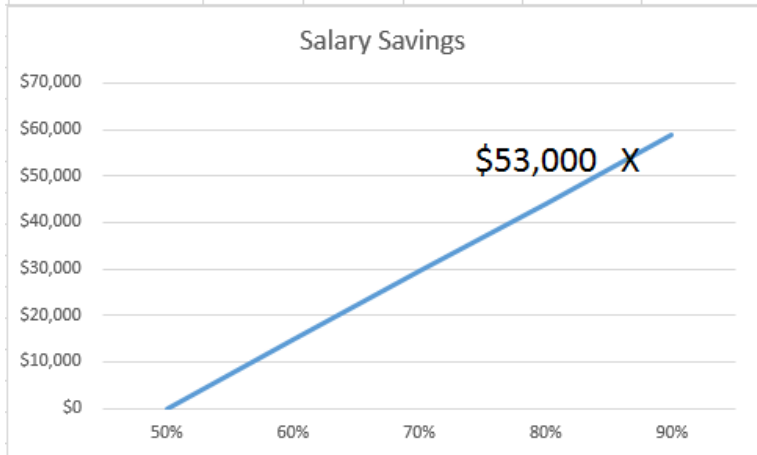
Fundraising!



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ROI For PI Administrative Support

Effort	50%	60%	70%	80%	90%
Salary Savings	\$0	\$14,730	\$29,459	\$44,189	\$58,919



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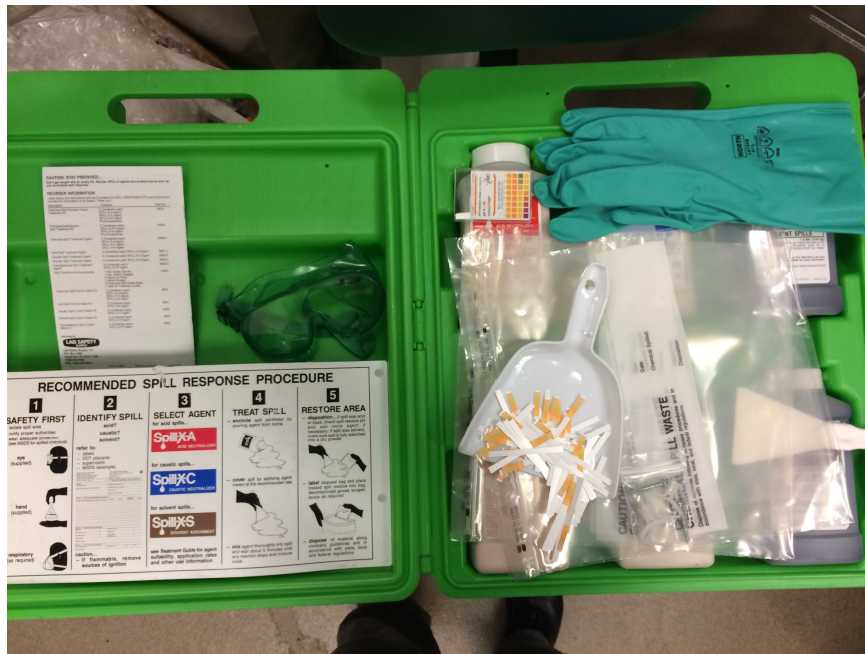
Why We're Here?

1. The Hamster Wheel
2. How Can We Help?
3. **Shared Services?**



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Safety and Compliance



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<input type="checkbox"/>	● CHO-80-604.2T, BRBII 6: Chodosh	103770				21 min 33s	21 min 36s		-	CBIO-Chodosh		-83.5°C
<input type="checkbox"/>	● GRE-80-501T, BRBII 5 Floor	103775				6 min 55s	6 min 55s		-	AFCRI-CBIO-RF		-92.7°C
<input type="checkbox"/>	● HEN-80-301.2T, BRBII 3: Henao-Mejia	103776				3 min 31s	3 min 31s		-	IFI-Henao-Mejia-IFI		-74.4°C
<input type="checkbox"/>	● GIL-80-502T, BRBII 5 Floor	103785				1 min 37s	1 min 42s		-	AFCRI-CBIO-RF		-75.6°C
<input type="checkbox"/>	● HUA-80-401T, BRBII 4: HUA	103786				21 min 56s	22 min		-	CBIO-HUA		-80.5°C
<input type="checkbox"/>	● RF-80-(ARTIS) 382T NATHANSON, BRBII 3 Floor	103787				23 min 50s	23 min 56s		-	AFCRI-CBIO-RF		-81.5°C
<input type="checkbox"/>	● STA-80-503T disabled no temp, BRBII 5 Floor	103790				13 min 57s	13 min 57s		-	AFCRI-CBIO-RF		N/A
<input type="checkbox"/>	● GRE-LN2-503T.1, BRBII 5 Floor	103792				26 min 12s	26 min 16s		-	AFCRI-CBIO-RF		-166.3°C
<input type="checkbox"/>	● GIL-135-503T, BRBII 5 Floor	103793				13 min 17s	13 min 17s		-	AFCRI-CBIO-RF		-140.4°C
<input type="checkbox"/>	● PEAR-80-502T, BRBII 5 Floor	103794				1 min 58s	1 min 59s		-	AFCRI-CBIO-RF		-77.6°C
<input type="checkbox"/>	● RF-80-Buzzbee-483T Eisinger, BRBII 6 Floor	103795				1 min 19s	1 min 20s		-	AFCRI-CBIO-RF		-81.6°C
<input type="checkbox"/>	● RF-150-Hua chestT, BRBII 4: HUA	103796				26 min 11s	26 min 11s		-	CBIO-HUA		-154.0°C
<input type="checkbox"/>	● SPE-80-501T, BRBII 5 Floor	103797				28 min 35s	28 min 41s		-	AFCRI-CBIO-RF		-80.6°C

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Network

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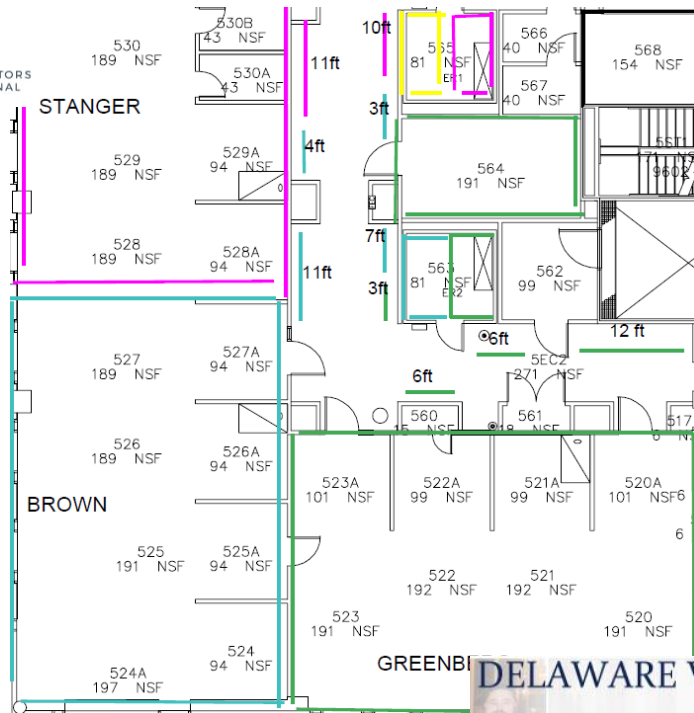
Why We're Here?

1. The Hamster Wheel
2. How Can We Help?
3. Shared Services?
4. **How Else Can We Help?**



30 Bays
10 Labs
Limited Corridors!

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Space
Planning

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Caution:
Science is
Hot!



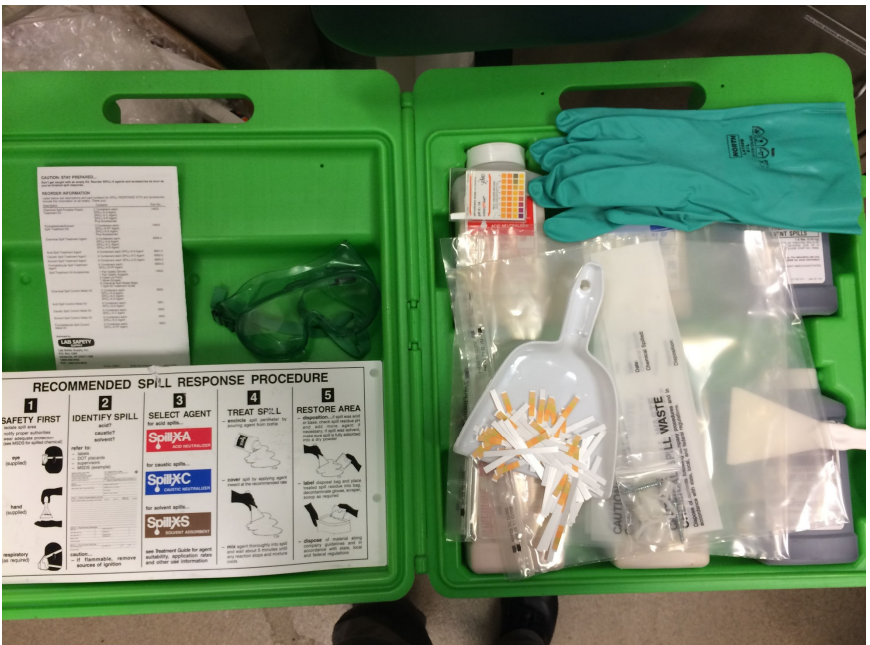
Network

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5. **Mitigate Loss/Minimize Downtime**

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Safety and Compliance



RECOMMENDED SPILL RESPONSE PROCEDURE

1	2	3	4	5
SAFETY FIRST Evacuate and restrict access to spill area. Wear appropriate PPE. Use spill kit for containment and cleanup.	IDENTIFY SPILL Identify the spill agent. Check for hazardous materials. Check for allergens.	SELECT AGENT Select the appropriate spill agent based on the spill agent. SpillKX SpillKX SpillKX	TREAT SPILL Apply spill agent to spill. Use spill kit for containment and cleanup.	RESTORE AREA Remove spill kit. Wipe up spill. Disinfect spill area. Restore area to normal.

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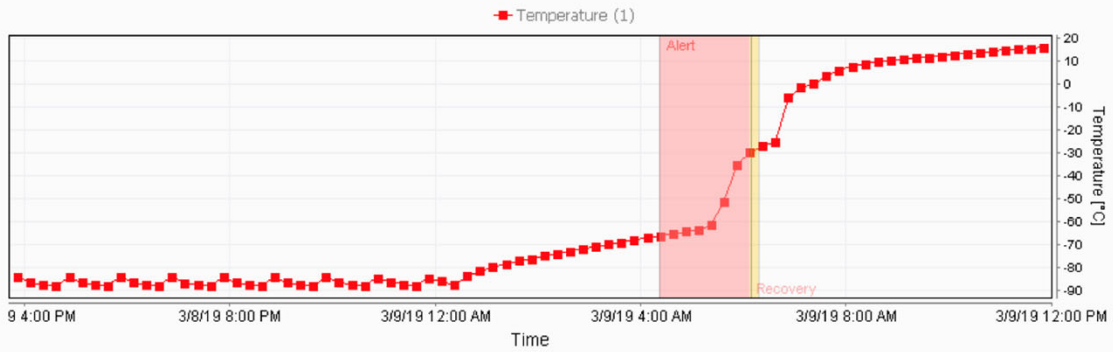
Min: **-87.9°C**

Max: **15.93°C**

Average: **-58.32°C**

Std dev: **38.61°C**

MKT: **-64.11°C**

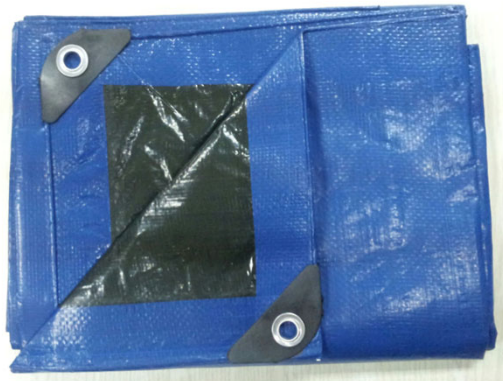


Number of alarms: **1**

Average duration: **1h 45**

Maximum duration: **1h 45**

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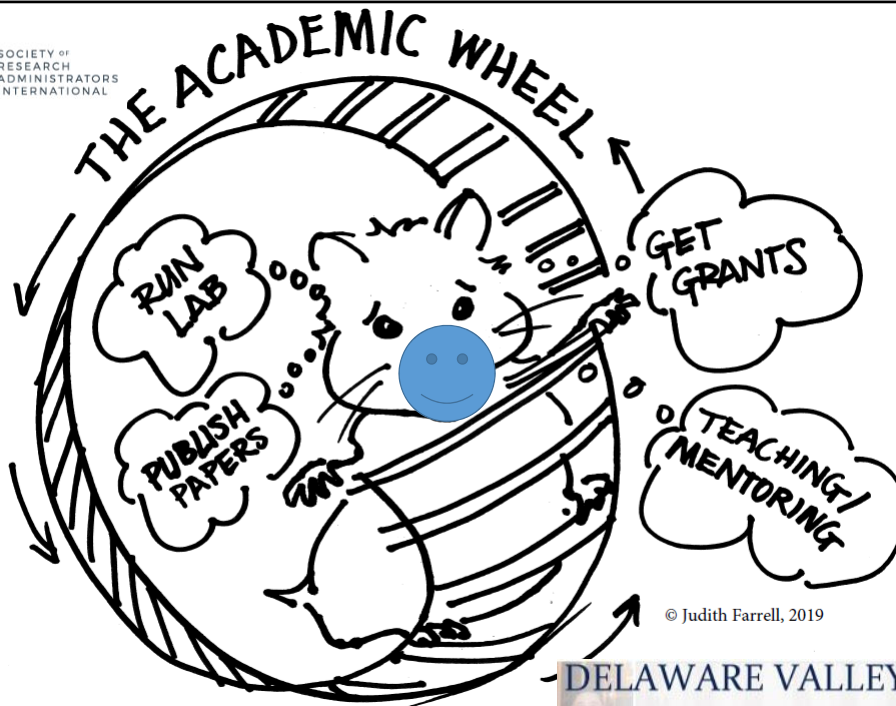


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Are you
sure you
want to
delete?

Network



Why We're Here?

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5. Mitigate Loss/Minimize Downtime
6. **What Can You Do?**

What can you do?

Exercise:

Small Groups of 5-6

Pick a topic

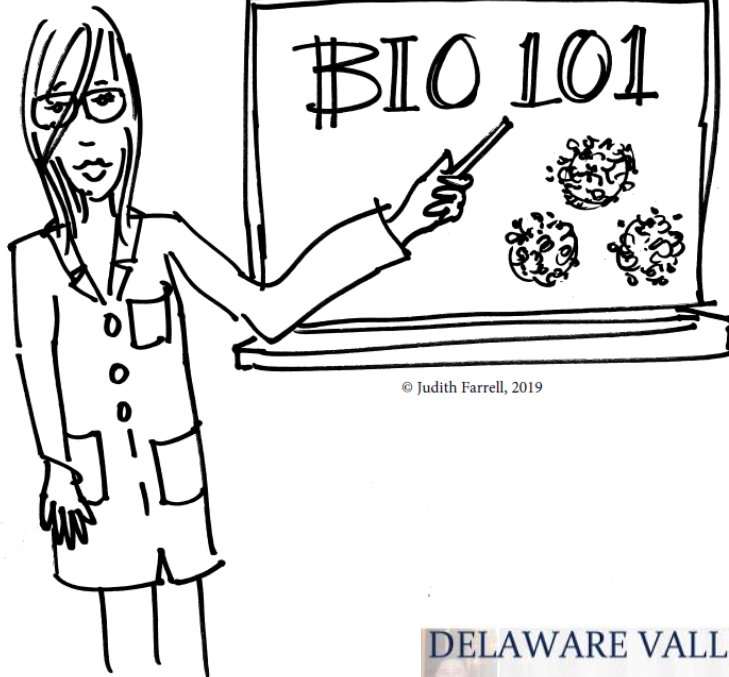
1. What will you implement?
2. What can you improve?
3. Who can you add to your network?
4. How can you reduce PI administrative effort?

Prepare to report out!

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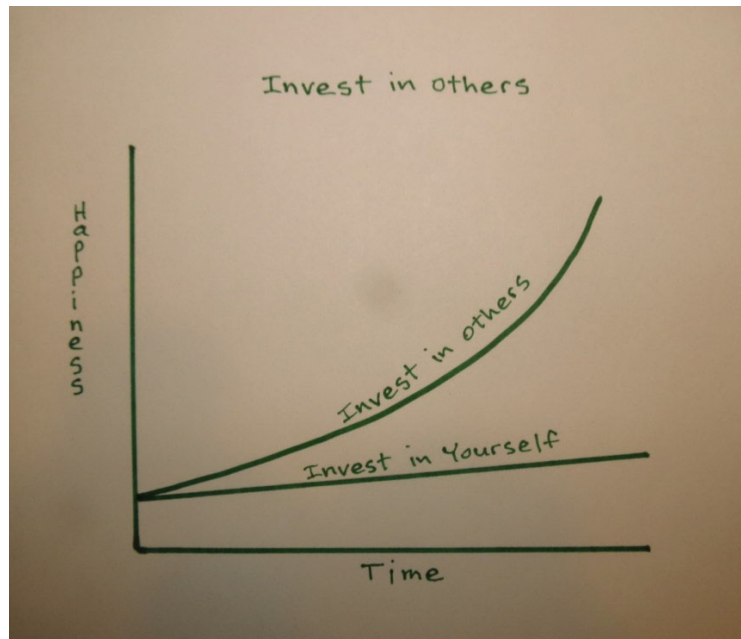


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Esplin, Brent; 2017; "Happy Money: Principle Five – Invest in Others"
<http://micawberprinciple.com/happy-money-principle-five-invest-in-others-1890/>

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Thanks To All Contributors!

- **Business Office**
 - Jim Dilenno
 - Jennifer Ehmann
 - Judy Farrell
 - Joanne Gorman
 - Andrew Harris
 - Ed Milewski
 - Ted Panczyszyn
- **Research**
 - Debbie Anderson
 - Linda Burton
 - Jason Cutrera
 - Dorothy Hunter
 - Darren Johnson
- **Others**
 - Michael Imbalzano
 - Lynn Meaney
 - Our PI's!

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Why Research Administration?

The Payoff!

Fire with fire

<https://www.youtube.com/watch?v=h6Szl2ZfPd4>

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