Minutes  
Meeting of Council on Sponsored Activities  
January 20, 2010  
Location: Parkhurst 204  
Noon – 1:30 pm

Call to Order: The meeting was called to order by Chair Martin Wybourne at 12:10 p.m. A quorum was not present.

Members Present: Martin Wybourne, Jill Mortali, Todd Heatherton, Leslie Henderson, Elsa Garmire

Members Absent: Paul Guyre, David Kotz, Robert Hansen, Robert Donin, Tillman Gerngross, Jon Kull

Guests: Elizabeth Bankert, Jennifer Friend

Approval of the November 20, 2009 Meeting Minutes (Quorum not met)

Research Infrastructure Budget - Martin Wybourne  
Wybourne gave an overview of the FY09 budget reduction for the research administration and discussed the targets he has been asked to make in FY10. Targets will be met through budget reductions and increased fee, but he said that fees increased substantially last year and he is working to minimize increases in FY10. Efficiencies will be found through administrative restructuring and new IT tools that will require investment. Members agreed that improved grant management tools are needed to reduce paperwork and include electronic signatures.

OSP Restructuring – Jill Mortali  
Mortali gave an overview of the Sponsored Projects Business Process Improvement Team (SBPIT). The goal of the SBPIT was to conduct a review of business processes as recommended by the 2007 External Review of OSP. Major recommendations of SBPIT are to select and implement an electronic proposal development system, reorganize OSP core functions and streamline sponsored processes and requirements. Jill explained the current OSP model and how the new model will be customer focused with a team based approach. The new model will have pre-award and post-award teams and will increase the “span of control” for OSP representatives.

As part of the implementation of the SBPIT recommendations, proposal review and approval, award receipt and review, account set up, subcontracts, compensation funding agreements, financial reporting, closeouts and cost transfers will all be reviewed.

Administrative Restructuring Teams (ART)

Grant Management – Jennifer Friend  
Friend explained that this project is part of the campus-wide process of reviewing administrative systems and processes across the institution. The project will look at processes, which will lead to looking at how we are organized and whether the way we are organized supports the level of
service and the efficiency we are trying to attain. Looking at the different models for providing research administration, different methods within those models, different service levels provided to faculty and the many different ways of doing the same thing. The goal is to identify differences that exist because of resource management needs, and those that exist just because they do. Identify the systems that work well and identify system, process and organization changes that would deliver better, more consistent service more efficiently.

**Technology Transfer** – Martin Wybourne
Wybourne discussed the recommendations of a recent internal review; the main recommendations were to fold the different functions into a single office and to have a clear mission. Based on the recommendations a decision has been made to reorganize the way Dartmouth handles technology transfer and other entrepreneurial activities. The reorganization will be an ART project led by Professor Ian Baker. Details of the project are still to be finalized. Members supported coordinating the various technology transfer components in a single office. Providing a good service to faculty is a recruitment and retention issue. The current service could be improved.

**Adjournment** – The meeting adjourned at 1:25 p.m.