

## OSR Strategic Plan 2007 Implementation Schedule

Action ID	Project Description	Project Mgr, Others	Jan	Feb	Mar	Apr	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1A4	Define ongoing Advisory Committee role.	KBC, AC, OSRM				Done								
1B2	Define role/responsibility distinctions between Res Admin GCAs I and III.	GG, LS, ResAdm	One meeting occurred.					Mtg w/ JV		Mtg w/KBC				
1C1	Participate in institution-wide risk assessment.	JS		See report of ongoing activities.					USNH legal counsel				JS mtg w/VE	
1D2	Reach agreement w/ BSCs re who does what.	KBC, GG, HAC, SH, BSC reps			Acad Affrs		Cntrl Admn	Coop Ext		No activity	VPR			
1D4	Reach agreement with USNH re who does what.	KBC, OSRM, UNH VPs					Met w/ GSC	Met w/ USNH	Distributed documentation	Met w/ PSU			Done	
2A1	Create inventory of current UNH policies re sponsored programs.	KBC, GG, HAC		Done										
2A2	Conduct gap analysis to identify needed policies.	KBC, GG, HAC				Done								
2A3	Prioritize order in which to create needed policies.	KBC, GG, HAC							Done					
3A1	Reinstate "Notice of Award" to PDs and their admin and financial staffs.	GG & SH										Launch (moved to 2008)		
3B1	ResAdmin GCAs meet in PDs' offices/labs to resolve specific pre- or post-award problems. Include FMG billing partner when appropriate.	GG, GCA, FMG										Met with Physics, Fam Res Lab, Woodlands, IOD		
3B2	Each Res Admin GCA meets at least once per year w/ at least 1 UNH dept. in her/his portfolio.	GG, GCA										Met with Carsey Inst., EOS, AMAC, Large Pelagics, Justiceworks		

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3B3	Each Res Admin GCA meets at least once per year w/ each BSC customer. Include billing partners if appropriate.	GG, GCA, FMG						TB, ML w/ EOS; SS, JP, SD w/ NHPTV; SS w/ WSBE; KW w/ ECD			Met with CEPS, EOS, COLSA		
3D1	Strategize w/ deans & dept. chairs re funding priorities for and how to target services to their faculty. Develop & implement plans.	LH, KS						Met w/ CEPS Assoc. Dean, COLA and UNHM Deans and Assocs., & WSBE Dean			Met w/COLSA & CHHS Dean, & WSBE Exec Council; conducted Grants.gov training @ UNHM; assisted COLA, CEPS, CHHS & WSBE faculty w/funding opp IDs, new prop dev, & resubs		
3D2	Enhance OSR web resources re resubmissions; finding mentors & collaborators; funding for other-than-research activities, & tools for successful applications.	LH						Postponed until 2008					
3E1	Update and maintain website list of whom in OSR to contact for what service.	KBC & LH, BAR											Done
3F1	Develop and implement office standards for returning telephone calls and e-mails.	KBC & OSRM, OSR						Postponed to 4th quarter				Done	
4A&B	Conceptualize approach to designing OSR staff training programs specific to the knowledge base, and mentoring & professional development programs.	JS, & GG	See Progress Report						Hired consultant, developed assessment tool and timeline to complete assessment		Administered survey, analyzed data, developed training program proposal		
4E1	Develop procedures manual for NH agencies.	KBC, DH, SD	Done										
4E2	Develop NH agencies training program.	KBC, DH, SD		Done									
4E3 & 4	Schedule and conduct training sessions with NH agency personnel.	KBC, GCA1s		Agri-culture		DRED	DOT	None during quarter			Ad Ser	DOJ	
5A1	Select TEAM OSR members from volunteers.	JV	Done										

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5A2	Determine focus, operational guidelines, and "succession" plan for TEAM.	LS & JV		Operations, succession plan done		Focus done.							
5B	Implement TEAM OSR.	LS							Myers-Briggs Workshop	Mtg. w/ JV, AD			Will continue in 2008
5C5	Make faculty aware of need for timely submission of Grants.gov proposals.	GG, ResAdmin, LH											Ongoing training for Pls/PDs
6A	Conduct annual eRA assessment process.	SH, KBC, OSRM, IT	For 2007										For 2008
6B1	Implement InfoEd PD module for on-line proposal development, electronic approval routing and submission.	SH, GG, IT, Res Admin				Configured PD per InfoEd; testing config w/ pilot group				Wrote guidelines for NSF 424 online forms			Guidelines completed; progress on routing and Yellow Sheet
6B2	Develop an electronic award closeout process.	SH, ECG, FMG, IT				Phase I							
6B3	Develop standard terms & conditions: Design technical specifications.	SH & GG, ST					Design work done			In review			Done; rollout in 2008
6B4	Electronic notification of significant events (e.g., award notices, closeouts, renewal reminders, 90-day notices; animal & human subjects protocol expirations.)	SH, GG, HAC, JS, DH, IT				Award closeout workflow done 1/2007	90-day notice done						Notice of Award scheduled for 2008
6B6	Provide OSR staff and constituents with electronic access to key documents: scan & archive historical docs for IRB and IACUC.	SH, JS, DIST								DISC scheduled this to begin Dec. 07	Setup scanner station		Done
6B7	Develop automated interface from Banner to feed key InfoEd data, eliminating re-keying. (ESA Implementation)	SH, ECG, IT								Tech work is done.	Data mapping and raw data dump from HR to OSR completed		Nearing completion; rollout in Jan 08
6B9	Enhance procurement efficiency and compliance via e-procurement tools.	SH, HAC, Purch											In progress

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<b>Key:</b>													
	Project completed	LS = Lisa Scigliano			VP = Vice President			JV = Jim Varn			VE = Vicki Escalera		
	Project planned or in process	ResAd = OSR Research Admn Grp			FMG = OSR Financial Mgt Grp			IT = OSR IT Staff					
	KBC = Kathy Cataneo	JS = Julie Simpson			LH = Lynnette Hentges			ECG = UNH Enterprise Computing Group					
	AC = OSR Advisory Committee	HAC = Hugh Christian			KS = Kathy Stilwell			ST = Scott Troy					
	OSRM = OSR Managers	SH = Suzanne Huard			BAR = Bev Reid			Purch = UNH Purchasing Office					
	GG = Gary Giarrusso	BSC = Business Service Ctr			DH = Dianne Hall			DIST = USNH Digital Imaging Steering Comm.					
	GCA = OSR ResAdm Grant/Contract Administrator	AA = Academic Affairs			SD = Sharon Desjardins			AD = Ann Driscoll					
	TB = Tim Broadbent    KW = Kelly Washburne	ML = Melissa Littlefield			SS = Susan Sosa			JP = Jahnay Pickett					