ITCRB Research Administration and Compliance System Project

HMS Research Administrators Open Forum

10.10.2018 | Armenise Amphitheater
Research Administration and Compliance Project

Overview

• The project will take a programmatic approach and deliver a collection of projects tied together in service to the research community

• Main objectives:
  • Improving faculty experience
  • Enhancing compliance
  • Reduction of administration burden

• Three-year ITCRB investment spanning a variety of compliance areas

• High impact and benefit to the research administration and compliance community
Research Administration and Compliance Project

Current Environment

Based on the following factors, a researcher’s systems use will increase:
- Dual appointments
- Multi-disciplinary
- Human subjects
- Animal subjects

Downside of current, stovepipe implementation:
- Lack of consistent, cohesive user experience
- Multiple log ins
- Lack of ability to report across research compliance areas effectively
- Multiple data exchanges and integrations
- Challenging to maintain
- Multiple systems contracts University-wide
Research Administration and Compliance Project

Proposed Future State

University-Wide Compliance Site
Single point of access with partial unified “to do”

Integration Across Systems
Selected relevant project, finance, and compliance integration data (ex. via API or Harvard Data Warehouse)

*One or more components not yet in use at Harvard or by existing Research Administration and Compliance systems.
Long Term Timeline

FY19
- Agreements, Base Portal, & Project Structure
- Deployment of New Applications:
  - Agreements (DUA) Module

FY20
- COI & Expanded Integration
- Integration:
  - Single sign on to existing systems:
    - IRB
    - Agreements
    - GMAS
    - ECRT
    - PI Dashboard

FY21
- IACUC, Safety, & Fully Integrated Inbox/Portal
- Integration:
  - IACUC Module
  - Safety Module

**Inbox & To Do Unification Schedule**
(Rolling as each new module is deployed)
- IRB Agreements
- GMAS ECRT IRB Agreements
- COI GMAS ECRT IRB Agreements
- IACUC Safety COI GMAS ECRT IRB Agreements

★ = Launch of new system or expanded integration
Agreements – Launch Timeline

**Technical Preparation**
- Design & Configuration
- Unit & Integration Testing
- UAT
- Regression Testing
- Technical Launch

**User Deployment Preparation**
- Communications Prep/Planning
- User Outreach (Inform)
- Training Prep / Planning
- User Training
- Policy & Process Prep/Planning (TBD)
- User Support

**User Launch**
- Technical Stabilization
- User Stabilization

= Workgroup support required
The Working Group has been learning the Huron Agreements module, designing the required configurations to support the University’s DUA process.

- Simone Alpen, HUIT
- Alisa Jahns, HUIT
- Dave Gross, HUIT
- Jessica Perreault, HUIT
- Jennifer Ponting, OSP
- Megan Moore, OSP
- Rachel Talentino, OSP
- Matthew Fox, OVPR
- Denise Moody, FAS
- Pamela Baker-Weber, SEAS
- Melissa Korf, HMS
- Caroline Wood, HMS/HCP
- Wendy Chan, Chan
- Melissa Francis, Chan
- Kae Audette, HUIT IT Security
Huron Agreements Module

**Data Use Agreements**

- Look-and-feel is, by design, similar to ecrt and ESTR-IRB.
- The Agreements module can support multiple agreement types; we are starting with DUAs. Additional agreement types are under discussion for addition to the system.
- The module provides basic data entry, approval workflow, and document repositories.
Goal: Create “Policy / Guidance” documentation for the entire DUA process (Request → Drafting → Negotiation → Signing → Use/Compliance → Destruction)

• Prior Work:
  – Builds upon work completed to facilitate a pilot of a Qualtrics DUA Intake Questionnaire
  – Huron On-Boarding highlighted:
    1. Opportunities to refine/clarify existing processes and related documentation
    2. Gaps post-signing related to use, compliance, and destruction (Data Mgmt.)

• Current Activities:
  – Draft guidance documentation currently under review by the DUA ad hoc group
  – Complete UAT and work to finalize intersections between Agreements Module processes and DUA Policy/Guidance
  – Develop training/outreach and user support plans
    • Training opportunities will be offered beginning in November; be on the lookout for more information on this soon!
Questions?

Melissa_Korf@hms.harvard.edu
Simone_Alpen@harvard.edu