

Concurrent Session A3

Research Administration

Facilitating Collaborative
Research:
Administrative Perspective

HMORN Multi-Site Collaborations

- The HMO Cancer Research Network (CRN)
- The Centers for Education in Therapeutics (CERT)
- The Coordinated Clinical Studies Network (CCSN)
- The Integrated Delivery System Research Network (IDSRN)

HMORN Multi-Site Collaborations

(continued)

- The Vaccine Safety Data link
- The Cancer Care and Outcomes Research Surveillance consortium
- Recently Submitted:
 - Cardiovascular Research Network
(14 members)

Administrative Support

- 2006 HMORN Meeting: Administrative Support for Advancing Collaborative Research
- 30 Participants
- 40 Suggestions – consolidated into four major areas

Administrative Support

(continued)

- Creation of Templates to Store General HMORN Member Information –
Repository Committee – Kate Rardin, Chair
- Proposal Development Checklists and Templates
Proposal Development Committee –
Ben Prince, Chair
- Post Award Administration: Multi-Site Agreements
Post Award Committee – Tim O'Bar - Chair

Administrative Support (continued)

- Research Administration Best Practices
Best Practices Committee – Barbara Richard,
Chair

- And
Ellen Deitch – CHR
Robin Hudson – CHR - SW

HMORN Repository

Group Members

- Kate Rardin – HealthPartners Research Foundation
- April Duddy – Harvard Pilgrim Health Care
- Ella Thompson – Group Health Cooperative
- Barbara Young – Group Health Cooperative
- Debra Hansen – Marshfield Clinic Research Foundation
- Jen Cury – Kaiser Permanente Northwest
- Jennie Hill – Kaiser Permanente Colorado
- Jessica Ridpath – Group Health Cooperative
- Julie Dunn – Harvard Pilgrim Health Care
- Melanie Stopponi – Kaiser Permanente Colorado
- Nathan Yuen – Kaiser Permanente Hawaii

Our Mission

■ CREATION OF A REPOSITORY

The elements that could be incorporated into a Repository would include:

- 1) A list of all key contact names
- 2) Biosketches
- 3) Center Information; specifically, areas of research strength, as well as, available resources
- 4) Investigator Training Certifications
- 5) Indirect Cost Rates
- 6) Areas of institutional strengths
- 7) Organization charts and institutional structure
- 8) Policies and procedures for each office

Outcomes

- A repository of organizational information would be too difficult to maintain in this dynamic environment
- Each organization needs to have a standardized set of template information for their own proposal development
- If we could know who to contact at each site we could have a 'virtual repository.'

Products

- HMORN Directory of important contacts for the development and implementation of multi-site research studies
- A list of suggested items for a repository of organizational information to be maintained by each site

HMORN

Proposal Development Group

Group Facilitator:

Ben Prince
Administrator,
Meyers Primary Care Institute

Group Members:

April Duddy
Research Assistant
Harvard Pilgrim Health Care

Jennie L. Hill
Project Manager
Kaiser Permanente Colorado

Debra K. Hansen
Director, Sponsored Programs
Marshfield Clinic Research Foundation

Paul Steele
Project Manager
Kaiser Permanente Center for Health Research

HMORN

Proposal Development Group

- Background
- Proposal Development Checklist
- Proposal Templates
 - Budget Template
 - Budget Justification Template
 - Senior/Key Personnel Template

HMORN Post Award Administration Team

PA Team Members

- Christie Cummings
 - John Doolittle
 - Maureen Fitzpatrick
 - Nancy Hay
 - Jacky Kornblatt
 - Liz Moore
 - Bonnie Ohlsson
 - Tim O'Bar
 - Bev Prawalsky
 - Ben Prince
 - Barbara Richard
 - Tracey Wolfe
- Scott and White
KFRI
KP DOR
Henry Ford
KFRI
KFRI
Marshfield
Group Health CHS
Health Partners
Fallon
Harvard Pilgrim
Geisinger

The Project and Process

- Subcontract Templates(s)
- CCSN
- Two Templates
- Draft for Review and Comment

Best Practices of HMORN Research Administrators

A year in the life..

We started out so full of enthusiasm

- Marte Meyer
- Sarah Dunn
- Jessica Ridpath
- John Doolittle
- Don Freel
- Jennifer Brown
- Karin Johnson

All ready to go...

But we ran into engine trouble

- Sarah Dunn left Lovelace
- Jessica Ridpath left to have twins
- John Doolittle was spread too thin
- Don Freel left to do some big deal
- Jennifer Brown left Group Health
- Karin Johnson left Group Health...

But We Hung In There

And we ended up with the best:

- Pam Carpenter from Lovelace
- Patrick Ryan from KP
- Maureen Fitzpatrick from KP
- Ellen Deitch from KP Northwest
- Robin Hudson from KP Georgia
- And Marte Meyer never left!

The Process

- We searched for addresses and appropriate persons for all the member organizations
- We wrote drafts
- We sent out letters in mid-September asking for 2 successes and one “not-so”
- Then we started calling
- We nagged; we begged

And then we

- Were gifted Barb Monsey right before Karin left
- And Karin handed in the VERY first response before she left
- And then other responses trickled in
- And we started having MUCH more interesting monthly conference calls

We produced a little book

What it is not:

++ Related to IRB practices

++ Meant to work as a unifying template or policy for all members

++ Perfect

What it is

- A place to look for ideas
- A place to find organizations that have already given this some thought
- A place to find forms/policies you can “steal”
- A place to find some contacts

The Chapters

- Grant tracking tools/checklists
- Procedures for developing policies
- Policies
- HIPAA tools
- Training/Communication ideas

The Problem Areas

We asked for areas of concern or general difficulty in each of the HMORN member research admin offices.

We found some commonality

We were NOT able to solve their problems.

But Maybe You Can!

- Here are 5 of the problem areas we identified along with some member groups that are trying to solve them...

Electronic Grant Administration Systems

- Research Protocol tracking
- Proposal Tracking
- Electronic Proposal Submission
- Post-Award Tracking and Accounting

KP- NCalifornia, Geisinger, Scott and White

Human Subjects Training

- Create an in-house training?
- Use an outside source?
- Keeping track of Continuing Education
- Keeping track of new regulations and guidelines
- Tracking participation

Scott and White, Marshfield, HPHC

Organization of Research Administration

- Combine pre- and post-award?
- Keep them separate?
- Include Compliance/IRBs?
- Include Clinical trials or keep them separate?

Geisinger, Marshfield, Group Health

Clinical Trial Tracking

- In-house system?
- Purchased System?
- Accounting?

Fallon, Scott and White, KP

Effort Certification

- How do you do it??

Everybody.....

Next Steps

- So let's talk....