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## Research

[www.bmc.org](http://www.bmc.org)

## AGENDA

### Research Administrator Meeting

Thursday, 6/21/2018

Locations and Time:

06/21/2018 – EBRC Building, Room 714; 10:00 AM – 11:00 AM

Refreshments Provided

Welcome & Introductions

Todd Erceg, Director Sponsored Programs

Notifications -

Todd Erceg, Director, Sponsored Programs

- [Grants.admin@bmc.org](mailto:Grants.admin@bmc.org) – For Notice of Awards, Subcontracts Awarded, JIT's

Chris Sylvester, Senior Grant Administrator

- RPPR – Other Support – If previous active grant has terminated and/or if a previously pending grant is now active, NIH requests we include a complete Other Support
- RPPR – Human Subjects System Update

Meet the New Senior Director, Research Administration, Grace Cashman

- Research Operations Reorganization
- New Initiatives
  - Lawson
  - InfoEd
  - Reevaluate – Subcontract PO process
  - Research Spending Approval Update Effective June 4<sup>th</sup>

Presentations

New Travel Initiative / New Vendor

Supply Chain Operations

Epic Related Issues

ClinCard – Follow-Up Questions

Kathryn Loup, Associate Director, Finance Operations

Lee Jean-Louis, Procurement Manager

Sandy Lok, Clinical Trial Financial Analyst

Justin Magerman, Junior Financial Analyst &

Michael Porreca, Clinical Trial Financial Analyst