RESEARCH ADVISORY BOARD (RAB)
April 5, 2017
8:30-10am
Medical Sciences Building, Chancellors Conference Room S-118


On the phone: Vanessa Jacoby, Jean Jones, Georgina Lopez, Theresa O'Lonergan, Paul Volberding

Not here: John Ellis, Jennifer Grandis, Xiao Hu, Gretchen Kiser, Irene McGlynn, Synthia Mellon, Thomas Neylan, Feroz Papa, Nirao Shah, Brian Smith

Guests: Amabintu Jah, Nilo Mia

RAB Board Updates
- Pam Den Besten is stepping down and Wallace Marshall will be the new co-chair for the committee. Wallace has been a member for many years and is excited to continue to provide support.

F&A Proposal Data Capture Update, Nilo Mia
See PowerPoint presentation attached
- F&A is developing a survey to capture data that will associate functional space with chart strings.
- The survey was supposed to begin in 2017, but due to resource issues the project has been pushed back to Fall of 2018.
- This project is to identify research space that is funded through federal funds.

Questions/Comments:
- What has happened after the task force ended?
  - In response to the UCOP directive, they have reassigned the directive process to campuses. Information can be located on the UCOP Research Analysis office web page.
- What is the timing of the F&A survey?
  - Project will start in Fall of 2018.
- Is there meeting people can attend to ask further questions about the project?
  - Yes, during the training process of the project.
- Who will be involved in identifying the function codes?
  - Anyone who understand federal regulations and some principal investigators.
- How many rooms will be used?
  - There are many rooms across the university. The system will separate space by room type (admin space, academic space, etc.)
- What are the chances this project may not happen?
  - If indirect costs are withheld, this project may not occur.

See PowerPoint presentation attached
- H. Amabintu Jah works with UCPD as the Mass Notification Coordinator.
- Only internal UCSF staff and faculty receive WarnMe notifications.
- WarnMe is currently an opt-in system, that does not collect personal data.
- WarnMe does not reach university guests, visitors, patients, etc.
- An incident takes place within the span of eight minutes, and it currently takes nine minutes to send communications to the community.
- Ami is currently working to add modalities to the augmentation project to incentivize people to register their phones for mobile notifications.
- Some locations on campus have recently installed an electronic display board (yellow box) that flashes when there is an emergency.
- There is a demand to implement a desktop notification for emergency situations.
• Ami would like to send out a survey to see how people feel about the impact of desktop notifications for emergency warnings.

Questions/Comments:
• Do we need a notification for everything? (i.e. something happening at a park)
  o No, however time is important and it is sometimes difficult to filter information.

Next Steps:
• Ami to send out video with electronic display board (yellow box)
• Ami to send out survey about desktop notifications.
Research Advisory Board
Update on
SPACE MANAGEMENT PROJECT
F&A USE SURVEY

April 4, 2017
AGENDA

1. Recap of previous meeting
   • Discussions

2. Decisions on pause of project timeline
   • Question #1: When will the F&A Survey Occur?
   • Question #2: How can we simplify chartstring selection?

3. Next Steps
Space coordinators should complete the F&A survey because of their knowledge of Archibus and space usage.

Locating Contracts and Grants. Recommend not entering all awards for a room; options to be vetted further a steering group.

Annual F&A survey would be a heavier burden on staff. However, this is still a fluid topic with guidance from senior leadership.

- What is the timing of F&A survey?
- Proposed Design Option: Can the system be built to ease the chartstring selection process?
QUESTION #1: WHEN WILL THE F&A SURVEY OCCUR?

When is the first F&A Survey?
**Recommendation:**

First F&A Survey will be conducted with Space Survey in Fall of 2017

a. Allows adequate time to build and test the F&A functionality
b. Training will be done for both the F&A and Space Survey once
c. Conducting only one “survey period” per year with either 1) Space Survey alone or 2) Space Survey combined with F&A. F&A will only occur with the Space Survey.
F&A Survey: Cycle

Recommendation for F&A Survey:

- **Base year**
  - A base year is the fiscal year from which a formal F&A proposal is developed

- **Non-base years**
  - Detail will be used to trend use, support projections, bolster calculations and inform space use analysis.
  - Modified requirements will be considered, for example, while functionalization % will be required, chartstrings may not.
  - In non-base years and/or when extraordinary situations exist, there may be an option to skip a non-base year for the survey.
  - If F&A functional use data is updated more frequently, data from previous years will not be wiped for non-base years.

For Archibus Users:

- **Pro**: Survey may be an easier lift if performed more often because process and terms are more familiar. Data is more current for reporting purposes.
- **Con**: Annual Survey may be an additional workload burden.
QUESTION #2: HOW CAN WE SIMPLIFY CHARTSTRING SELECTION?

Can the System drive the selection to the PI, to the functional code?
When a F&A survey is required for a room, the user will provide:

- A percentage against the functional use
- Chartstring(s) where applicable
- A function contact and any notes for each room portion they own
1. Workgroup Finalizes Design Requirements
2. JLL Finalizes Solutions Design Document with Level of Effort.
3. UCSF reviews and approves project document.
4. **Establish new project timeline.**
   - Build
   - User Acceptance Training
   - Training
   - Go-Live (Fall 2018)
Mass Notification System Augmentation Project

**WarnMe** - the primary emergency notification sent via email, text message, phone and mobile application - is strictly geared toward internal UCSF community members with UCSF IDs: students, faculty, staff and formal affiliates.

It is opt-in for personal contact information.

This augmentation project addresses gaps not handled by traditional MNS/WarnMe modalities or approaches.
The Clery Act

TIMELY WARNINGS

• Issued in the event of a Clery Act crime that poses an ongoing or serious threat to members of the UCSF community
  – Evaluated on a case-by-case basis
  – From police/security, CSAs or individuals to whom crimes are directed/reported, or local law enforcement
  – Issued in a “timely manner” to aid in the prevention of similar occurrences

• Crime Alerts at UCSF, sent via Police Department listserv

• Includes information that promotes safety; allows individuals to protect themselves; time, location, and type of crime
The Clery Act

EMERGENCY NOTIFICATIONS

• UCSF-defined as: Imminent threat to life/safety

• Immediately notify the community of a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.”

• Initiate notification “without delay” unless notification will compromise efforts to contain the emergency.

• ASR lists individuals responsible for carrying out these actions, how the situation is confirmed, and how the system is utilized.
WarnMe Emergency Notification

Traditional WarnMe Modalities

Mobile App
- External
- Opt-in
- MNS/Alerts

Mobile App ONLY Internal/WarnMe

Digital Signage Integration

VoIP Phone Speakers

Electronic Display Board (EDBs)

Desktop Alerts Pop-ups

MedCenter Code

MedCenter Desktop Alerts Pop-ups

Additionally: CLS RSS Feed/Enhanced Mobile App – still under development
Mileage Log and Expense Report

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**Tornado Warning**

A Tornado or Storm capable of producing Tornados has been observed in your area.

- **TAKE COVER NOW**
- **MOVE TO AN INTERIOR ROOM ON THE LOWEST FLOOR OF A STURDY BUILDING**
- **AVOID WINDOWS**

**Totals**

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Totals 10 $2.70