

# ERAP Operations Committee Charter

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## Purpose

The purpose of this Charter is to define the role and responsibilities of the Electronic Research Administration Program (ERAP) Operations Committee and its members. The purposes of the Committee is the oversight of the day-to-day activities of campus-wide applications that support improved management by departmental personnel and central offices of the sponsored research lifecycle. The ERAP Operations Committee is a sub-committee of the ERAP Steering Committee.

## Organization

The Committee will consist of at least one member from each of the following units:

- Office of Contract and Grant Administration (OCGA)
- Scripps Institution of Oceanography Office of Contract and Grant Administration (SIO OCGA)
- Office of Clinical Trials Administration (OCTA)
- Health Sciences Sponsored Project Pre-Award Office (HSSPPO)
- Office of Post Award Financial Services (OPAFS)
- Conflict of Interest Office (COI)
- Office of Research Affairs - Electronic Research Administration Program (ERAP)
- Research Information Technology Services (RITS)

A Chair appointed by the Office of Research Affairs from the Electronic Research Administration Program (ERAP) team will be responsible for the committee's activities, discussions and decisions. Additional units may be added to the committee from time to time at the discretion of the Chair acting on behalf of the Committee.

A list of current members will be maintained and made available upon request to the Chair.

## Meetings

The Committee should meet at least once per month but more frequent meetings may be held if there are sufficient items to discuss and/or decisions must be made that could affect the operation of ERAP managed systems.

A meeting agenda for a Committee meeting should be sent prior to every meeting and meeting minutes should be published following each meeting to all the Committee members. All past meeting minutes will be uploaded online made available to all committee members at:

<https://ushare.ucsd.edu/share/page/site/ERAP-operations/dashboard>

If a unit or member from a unit chooses not to participate in Committee meetings, the unit risks the Committee making decisions without the benefit of their full participation. This may result in adverse impacts to the unit and/or their customers/stakeholders. Therefore, it is the responsibility of the head of each member unit to ensure that their unit is appropriately represented at Committee meetings.

## Responsibilities

The Committee functions in an advisory capacity to the Electronic Research Administration Program (ERAP) on matters related to managing and improving the sponsored research lifecycle as a whole and as it pertains to the operation of campus-wide sponsored research systems funded through ERAP. To help improve the alignment of sponsored research, compliance and technical support offices, the Committee will conducting the following types of activities:

- Document current business processes and procedures for research administration systems
- Create and update Standard Operating Procedures to define the proper and consistent use of research administration systems
- Propose and discuss proposed changes to current business processes used by committee members and their units
- Inform committee members about significant changes happening in ERAP managed systems that may impact them and other users of these systems
- Advise and advocate for campus-specific guidance documents, education materials, and training
- Formation of ad hoc subcommittees as needed to address specific topics of interest to Committee members such as the EPD Prioritization Committee
- Prioritize initiatives to align with available ERAP assigned resources

## Approval

<b>Name</b>	<b>Role</b>	<b>Signature</b>	<b>Date</b>
Linda Collins	ERAP Steering Committee Co-Chair	LPC	7/20/2016
Jason DeFay	ERAP Steering Committee Co-Chair	JBD	7/20/2016