

Quality Issue: Proposal Review Process

Date: 9/3/2013

Group Lead: Rodgers

Team Members: Tom Lograsso, Deb Covey, Lisa Rodgers

Issue Description:
The Ames Laboratory's proposal submission process is a confusing maze of requirements that is difficult for our scientific staff to negotiate, and presents co-ordination challenges among the Laboratory's support offices. It was the recommendation of the Proposal Preparation and Submission Process Review Committee to hire an administrative staff person to coordinate and oversee the proposal submission process.

Countermeasures:

- An administrative staff person, whose primary responsibility will be to provide oversight and coordination to the hired.
- Additional support staff for the Office of Research Opportunities are in the process of being identified.
- ORO will work to identify, define and document the Ames Laboratory Proposal Submission Policy.

Goal:
Create the Office of Research Opportunities within the Ames Laboratory administrative structure, to coordinate and oversee the proposal submission process.

Implementation:

Item #:	Description	Who
1	Established Office of Research Opportunities (ORO)	Lograsso
2	Hire ORO Manager	Lograsso
3	Hire additional support staff	Rodgers
4	Prepare/provide training for revised proposal submission process	Rodgers
5	Fully document revised process	Rodgers
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Root Cause Analysis:
Previously, there was no centralized oversight of the Proposal Review Process; it has evolved ad hoc in nature, often driven by the needs of each individual case, and this has sometimes had the effect of the creation of (frequently unwritten) policies by precedent rather than by design.

PSP, was

When
6/1/2013
9/10/2013
12/1/2013
6/1/2014
12/31/2014