



Faculty Workload Survey (FWS) II

September 2011



FWS II Purpose / Goal Refresher

- **Purposes:**

- Assess
 - changes in burdens since FWS1
 - new burdens (e.g., ARRA)
- Obtain more detailed information about specific burdens (e.g., IRB, IACUC)

- **Goals:**

- To increase the likelihood of efficient and effective demonstration projects
- Provide information to FDP, federal agencies, and universities to facilitate targeted reduction of administrative burden



FWS II Research Team

- Principal Investigator: Sandra Schneider,
USF, FWS2 Task Force Chair
- Project Manager: David Wright,
FDP, Executive Director
- Data Collection support from Survey Sciences Group, LLC
 - Scott Crawford, SSG Executive Director
 - Julie Moran, SSG Assistant Survey Manager
 - Brian Hempton, SSG Study Director



Current Timeline

- Questionnaire Key Dates
 - Sept. 23, 2011 → Questionnaire Finalized
 - Sept. 30, 2011 → Web-based survey programming
 - Oct. 1-15, 2011 → Task Force Pilot Testing/Review
 - October 15-30, 2011 → Web-based survey finalized
- School Commitments with PI List Provided
 - **Oct. 14, 2011** → Deadline for commitment with time to be included in the sample design stage
 - **Nov. 4, 2011** → Working deadline for commitment to participate in the study



Current Timeline

- Sampling
 - Lists received by Oct. 14 will be used to determine final sample size and any stratifications necessary
 - Final sample selection (roughly 50-75% of all cases provided) will be completed in November



Data Collection Timeline

Date	Day of Week	Effort
Jan. 19-20, 2012	Thursday	Invitation Mailed
Jan. 23, 2012	Monday	Email Invitation Sent
Jan. 27, 2012	Friday	Email Reminder #1
Feb. 1, 2012	Wednesday	Email Reminder #2
Feb. 6, 2012	Monday	Mailed reminder
Feb. 14, 2012	Tuesday	Final Email Reminder

NOTE: Data Collection will close approx. March 1, 2012.



Next Steps for Faculty Reps

- Watch your inbox for messages on the FDP Faculty listserv regarding FWS updates
- Work closely with your administrative rep to encourage/facilitate your university's participation
- Get the word out to colleagues at your university re: the importance of the survey
- If you want a last chance to review specifics re: any survey items, contact Sandy Schneider (sandra@usf.edu) before EOB tomorrow



FWS School Guide

- A guide has been distributed (approx. Sept. 12) to provide a clear set of instructions on how a school participates, including:
 - Guidance on internal requirements (IRB or other approvals)
 - Guidance on securing faculty list and how to submit it to SSG



FWS IRB Process

- The IRB at the University of South Florida has reviewed and approved the study protocol
- The USF IRB does not require any involvement from any other IRB
 - Schools do not need local IRB given their limited involvement
 - Schools that choose to complete IRB review will be provided with supporting documents
 - FDP Admin reps need to be ready to serve as primary liaison to obtain university permission to participate
 - FDP Faculty reps need to be ready to help if called upon to assist in obtaining university permission



Faculty List Acquisition

- Providing your faculty list will secure your institution's participation
- Who should be in the list?
 - All University Personnel serving as Principal Investigators (PIs) on Federally Funded Research Projects (Grants and Contracts)
 - Active (including no cost extensions) grants and contracts during 2010-2011 Academic Year
 - No pass-through awards to state or other entities



Questionnaire Design Process

- Approx. one year in the making
 - FWS II Task Force Review
 - Input from key FWS I organizers
 - Survey methodology review by SSG
- Questionnaire nearly ready for programming as a web-based survey
 - Any final comments/input necessary by Sept. 16, 2011 (Tomorrow)



Questionnaire Content Overview

- Basic Work Background
- Breakdown of Work Time
- Federally-funded Research Overview
- **Administrative Workload on Federally-funded Projects**
- Demographic Information
- **Perspectives on Funded Research and Administrative Workload**



Administrative Workload on Federally-funded Projects

- % Research Time Spent on Administrative Tasks
- Need for Assistance with Research-related Administrative Tasks
- Crosscutting Administrative Workload Time Commitments
 - Personnel
 - Finances
 - Effort Reporting
 - Data Sharing



Specific Administrative Workload Time Commitments

Safety/Security

- biosafety,
- Chemical safety,
- controlled substances/
narcotics,
- export controls,
- Laboratory safety/ security,
- protected critical
infrastructure,
- radiation,
- recombinant DNA

Compliance

- COI,
- HIPAA,
- IACUC,
- IRB,
- RCR

Other

- ARRA,
- Clinical Trials,
- Intellectual Property,
- Subcontracts



Sample Drill-down: Human Subjects IRB

- Preparing IRB protocols and consent forms for initial review
- Completing protocol revisions requested by reviewers
- Waiting for feedback from review
- Completing annual continuing review of protocols
- Ensuring that study procedures meet protocols
- Fulfilling federal requirements for training in human subjects protections



Sample Drill-down: Export Controls

- Interpreting and adapting to changing federal requirements regarding export controls
- Ensuring security of controlled information or items
- Obtaining federally-required security clearances
- Providing federally-required technical and contextual information
- Obtaining proper authorizations consistent with federal requirements
- Completing training re: federal requirements for export controls



Perspectives on Funded Research and Administrative Workload

- Institutional emphasis on funded research
- Motivational impact of administrative workload on funded research
- Changes over time in research-related administrative workload
- Judged effectiveness of federal regulations/requirements regarding research
- Cost/benefit assessment of research-related administrative workload



FWS II Task Force

Task Force

- Randy Brutkiewicz, Indiana University
- Don Denson, Emory University
- Kiri Ness, St. Jude Research Hospital
- Sara Rockwell, Yale University
- Joshua Rosenbloom, University of Kansas
- Sandra Schneider (Chair), University of South Florida
- Kelly Shaver, College of Charleston
- Jennifer Wisdom, Columbia University

Administrative Representatives

- Ron Splittgerber, Colorado State University
- Pamela Webb, University of Minnesota

Targeted Assistance from:

- Research Compliance Subcommittee Representatives
- Administrative Costing Workgroup
- Other interested/expert reps



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