Departmental Research Administrators Workgroup

AGENDA

Tuesday, February 17, 2009
10:00 A.M. George Putnam Room

I. Research Administration Update (Jim Sciandra)

1. Preaward
   • Submit to Research Administration early!!

2. Department-generated Clinical Trial Invoice
   • Send copy with justification to Research Administration

3. Changes to Partners Employee Business Expense Policy
   • See chart handout

II. McLean Mental Health Sciences Library (Pamela Hastings)

1. Review of “NIH Public Access Mandate
   • What to do when submitting an article to a journal or other publisher

2. Library resources to assist in compliance