



## Definitions

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### Role

Triage – the individual reviewing and assigning all incoming suggestions to the appropriate operational area. There is one designated individual at each institution (BWH, MGH, PHS) responsible for the triage process.

Administrative Owner – the individual primarily responsible for an operational area and organizing a working group to discuss ideas submitted by the research community.

Working Group – group chaired by the administrative owner of an operational area charged with reviewing suggestions for implementation.

Business Owner - senior level individual responsible for an operational area and has decision-making authority for resource allocation.

Research Administrators Forum (RAF) – meeting of senior research administrators across Partners (BWH, MGH, PHS, McLean and Spaulding) charged with advising senior leadership on administrative policies and procedures impacting the research community.

Research Operations Management (ROM) – senior research leadership group.

### Status by Role

#### Triage

Redirected – idea is not research related and will be communicated to the appropriate department responsible for the particular area.

Cancelled – idea will not be considered for implementation due to either inappropriate content or the idea is an individual transactional issue (e.g. my paycheck is wrong).

Active – idea triaged to appropriate Isuggest operational area for review and consideration for possible implementation.

#### Administrative Owner

Yes, Implementation Pending – working group has decided that the idea will move forward, but is in the process of being implemented.

Implemented – implementation of the idea has been completed.

Yes, BO Review – working group recommends moving forward with the idea, but needs resources for implementation. Administrative owner will discuss resource needs with the business owner.

No, Pending BO Review – working group recommends not moving forward with the idea.

Administrative owner will discuss with business owner to validate the decision.

#### Business Owner

Yes, Implementation Pending - idea will move forward, but is in the process of being implemented.

Implemented - implementation of the idea has been completed.

Parking Lot – resources not available for implementation at this time. Idea will be reevaluated in the future for possible implementation.

No, Pending RAF Review - business owner validates working group decision. Research Advisory Forum (RAF) will discuss decision not to implement for reconsideration.

#### Research Advisory Forum (RAF)

No, Pending ROM Review – Research Advisory Forum (RAF) validates business owner decision.

Research Operations Management (ROM) will discuss decision not to implement for reconsideration.

Active – RAF recommends that the idea is to be reconsidered. Idea is returned to the administrative owner for reconsideration as an active suggestion.



## Definitions

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### **Research Operations Management (ROM)**

Not Implemented – ROM validates decision not to implement the idea. The decision is final.

Active – ROM decides that the idea has merit and should be reconsidered by the working group. Idea is returned to the administrative owner for reconsideration as an active suggestion.