

DASH Institutional Working Group – 06/25/2025 – Minutes

Attendees: Brenda Murrell, Chandra West-Alston, Judi Waldrip, Jonathan Lawshe, Ammar Ammar, Amanda Fryer, Wesley Byerly, Michael Ebbs and Keysha Fuller

Other Members: George Ninan and Benjie Harmon

Meeting notes:

- **Contingent Workers Issue:** Chandra and Wesley discussed the unresolved issue of contingent workers' access to the Huron Research Suite due to the lack of a proper interface with the Dash system. They emphasized the need for a fast resolution and identified the need to determine the owner of the process on the Dash side.
- **IRB System Transition:** Wesley explained the challenge of transferring studies from the IRB system to the new Huron system due to the lack of Dash access for contingent workers. He highlighted the need to create a department within the Office of Research to manage these workers.
- **Creating a Department for Affiliates:** Chandra and Michael discussed the possibility of creating a sub-unit under the research administration to house research affiliates. Michael confirmed that they could create an additional HR department for this purpose.
- **Managing Research Affiliates:** Wesley and Michael elaborated on the management of research affiliates within the new department, including the need for specific access and the exclusion of performance reviews. They also discussed the importance of maintaining a clear distinction between regular staff and contingent workers.
- **Faculty Affairs Involvement:** Judi raised the concern about involving the Faculty Affairs Department in the process of vetting contingent workers. Wesley clarified that if the workers have faculty affiliations, they would be managed by the respective faculty unit.
- **Labor Distribution Error:** Chandra and Judi discussed a labor distribution error where an employee was incorrectly charged to the wrong department. Michael confirmed that they are working on correcting the issue.

- **Work Order Management System:** Michael and Amanda discussed issues with the work order management system, specifically the lack of mandatory fields for chain of accounts on the landing page. Amanda suggested implementing annual training to reduce errors and improve data entry.
- **Cost Estimates for Chargeable Items:** Judi and Amanda discussed the need for providing cost estimates for chargeable items upfront. Amanda explained that they are working on a solution to communicate costs more effectively and suggested requesting quotes before proceeding with services.
- **Detailed Summary Report:** Brenda requested the addition of date ranges to the detailed summary report for better budget management. Michael agreed to bring this up in the grant modules meetings to see if it can be implemented.
- **Faculty Concerns with Dash:** Wesley mentioned that faculty members are dissatisfied with Dash not meeting their needs and that this issue will be addressed in an upcoming town hall with the system. Michael provided an update on efforts to correct reports showing burden costs.

Follow-up tasks:

- **Contingent Workers Resolution:** Circle back to Amy Hall to clarify the resolution for contingent workers and the interface with the Huron Research Suite. (Chandra)
- **Department Creation:** Create an additional HR department to house research affiliates and contingent workers. (Michael)
- **Department Creation Request:** Email Michael to request the creation of a sub-department for research affiliates. (Wesley)
- **Labor Distribution Error:** Check and correct the labor distribution error where Ada incorrectly charged the college instead of Afsa. (Michael)
- **Work Order Management System:** Discuss with Lisa's team the issue of non-mandatory chain of accounts fields on the landing page and propose making them mandatory. (Amanda)
- **Work Order Management System:** Write up a reminder about the importance of correct accounting strings and include it in the Bottom-Line email blast and campus-wide meeting. (Amanda)

- **Work Order Management System:** Talk to the team responsible for the Dash landing page to ensure the chain of accounts fields are validated before submission. (Amanda)
- **Estimate Request Option:** Ensure the estimate request option is available on the landing page for work orders and communicate this to users. (Amanda)