

October 25, 2019



Happening in SRO

You can find this “Happening in SRO” and all similar newsletters on the SRO Intranet Home Page, located at: <http://isr-wp.isr.umich.edu/srointranet/> under Recent News.

If you have items for the newsletter or if you would like to highlight an event, please let Ann Vernier or your unit director know.

Thanksgiving Closure Reminder

SRO will be closed on Wednesday, November 27.

If you are planning to work that day, please let your supervisor know. If you are taking the day off, enter vacation time for that day in your ET.

Thursday, November 28 and Friday, November 29 are UM Holidays and should be entered as holidays in your ET.

We hope you enjoy this upcoming break!



Don't Get Lost in Translation! (SRO Spanish Translation Team)

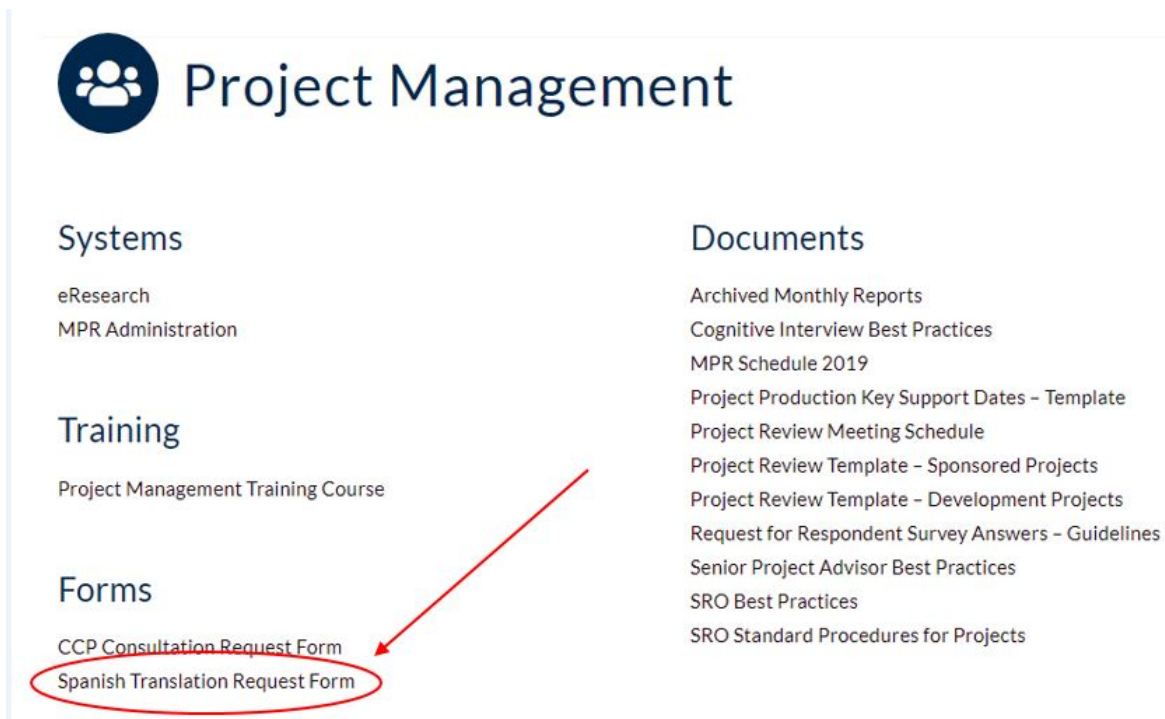
A Spanish Translation Team has been formed with the primary goal of improving the quality of our in-house translation according to SRO Best Practices. The team will create Spanish language templates for respondent materials (e.g. SIMY cards, pre-contact letters, voicemail scripts, etc.) to increase consistency and efficiency of translation across projects. Each new translation will be adjudicated with one or more members of the group.

Large documents, such as questionnaires, will be handled as they have been, through professional translation services. However, the Spanish Translation Team will be working on the creation of a glossary of Spanish words and terms that are preferable for SRO use when possible and which could be shared with the professional translation services. In addition to providing translation services, team members will assist with testing and training on our projects as available.

The founding members of the SRO Spanish Translation Team are listed below. Membership may be expanded in the future.

Juan Carlos Donoso, PDMG
Lisa Carn, SSL/DCO
Carlos Macuada, DCO
Sarah Broumand, TSG
Camila Kendall, PDMG
Kirsten Alcser, PDMG

Request for translation services should be made via our Google Intake Form which is located here:



The screenshot shows a website titled "Project Management" with a blue icon of three people. The site is organized into three main columns: Systems, Training, and Forms. The Forms column lists two items: "CCP Consultation Request Form" and "Spanish Translation Request Form". The "Spanish Translation Request Form" is circled in red, and a red arrow points to it from the right. The Documents column lists various reports and templates, including "Archived Monthly Reports", "Cognitive Interview Best Practices", "MPR Schedule 2019", "Project Production Key Support Dates - Template", "Project Review Meeting Schedule", "Project Review Template - Sponsored Projects", "Project Review Template - Development Projects", "Request for Respondent Survey Answers - Guidelines", "Senior Project Advisor Best Practices", "SRO Best Practices", and "SRO Standard Procedures for Projects".

Project Management

Systems

- eResearch
- MPR Administration

Training

- Project Management Training Course

Forms

- CCP Consultation Request Form
- Spanish Translation Request Form**

Documents

- Archived Monthly Reports
- Cognitive Interview Best Practices
- MPR Schedule 2019
- Project Production Key Support Dates - Template
- Project Review Meeting Schedule
- Project Review Template - Sponsored Projects
- Project Review Template - Development Projects
- Request for Respondent Survey Answers - Guidelines
- Senior Project Advisor Best Practices
- SRO Best Practices
- SRO Standard Procedures for Projects

Concussion Assessment, Research and Education (CARE) Study **(Donnalee Grey-Farquharson and Barb Ward)**



NCAA•DOD
Grand Alliance
CARE Consortium

Concussion (mild traumatic brain injury, mTBI) is recognized by the U.S. military, the sports medicine community and society as a major public health concern. Both uniformed services cadets and athletes sustain concussion through training activities and sports participation. The U.S. DoD and NCAA have similar concerns about mTBI and its short and long-term effects on uniformed services cadets and NCAA athletes. Their shared concern led to the establishment of the NCAA-DoD Grand Alliance Concussion Assessment, Research and Education (CARE) consortium.

To inform decision making, the CARE Consortium is embarking on a prospective longitudinal clinical research protocol to study the natural history of concussion among cadets and NCAA student-athletes beyond college. The purpose of this study is to test the hypothesis that exposure to concussions and/or repetitive head impacts results in persistent alterations in neurological health, to measure cognitive functioning and neurological health for up to 4 years after graduation in general, cognitive and psychological health, life function, intervening life events, and to track further changes across the lifespan.

SRO is involved in the post-grad follow up for NCAA athletes (only) who completed the baseline. SRO's role is to provide consultation on respondent locating and panel maintenance procedures and instruments, locate and contact respondents by phone to prompt them to access the online questionnaire. If respondents fail to complete the on-line survey, SRO interviewers will attempt to conduct telephone interviews with participants. The consent for the follow-up asks respondents to complete the survey annually and to give permission to be contacted via email, text message, or phone.

The consortium involves multiple institutions with varying roles. Our direct client is Dr. Steven Broglio from the School of Kinesiology here at the University of Michigan. The study is funded by the DoD and the NCAA. Barb Ward is the SPA, Donnalee Grey-Farquharson is the project lead and Kathy LaDronka and Lisa Carn are the production managers.

More information about the Consortium can be found at <http://www.careconsortium.net>

SRO Wellness News (SRO Wellness Committee)

You can reach us at: srowellcomm@umich.edu



On October 9th, we held our first quarterly potluck that was themed “Fall Favorites”. Staff members signed up and made their dishes and then provided recipes so they can be re-created. We enjoyed an abundance of great food such as roasted carrots with chickpeas and feta, red lentil Dal with carrot salad, chicken and veggies, and autumn veggie lasagna to name a few plus great conversation during the lunch hour. Our next potluck is January 8th with a **Back to Basics** theme from 12p-1p in 2300 Perry. If you would like to save to your calendar, please click the link: [Potluck Calendar Link](#)

On October 10th, Ryan Niece led a Strength and Cardio session during the lunch hour. Maureen O’Brien finished it off with a series of yoga stretches. Thank you for all the positive and constructive feedback given about this session. We will definitely investigate more opportunities for activities like this at Perry.



SRO Wellness Committee is hosting two new events in the month of November along with the Farmer’s Market Walk.

Humor for the Health of It – Brown Bag – Thursday, November 14th at 12p in G150 AB.

Humor is vital for maintaining good physical and mental health. Have fun and relieve some tension while learning ways to look at the humorous side of things. This presentation is provided by Faculty and Staff Counseling and Consultation Office (FASCCO).

The session is free, but sign up is required since we need a minimum number of attendees. Sign up to attend: [Humor for the Health of It Calendar Link](#)

POUND & Cardio Drumming class will be on November 18th at 4p in G150 AB. It will be taught by Lindy Ann who is a Dietitian and certified fitness instructor. Lindy Ann shared the following video and statement: “I love teaching POUND because it’s fun and effective! Workouts can be modified based on ability and restrictions. You can make it your own! Looking forward to seeing everyone at the Rock-out Workout session!!”

[POUND Video Link](#)

Cost for the class is \$10. Please sign up and provide your payment to Ashanti Harris in B378 by Friday, November 15th at noon to guarantee numbers.

Sign up to attend: [POUND Sign-Up Link](#)

Seasonal Flu Shots

Available for ISR Faculty & Staff



Nov 6 (Wed), 9 am – 12 pm
G150 ISR-Perry

Questions? abeattie@umich.edu


Bring your insurance card with you
No appointment necessary
Short or baggy sleeves are most efficient
Shots are voluntary/not required

Tips and Tricks (Kelly Chatain)

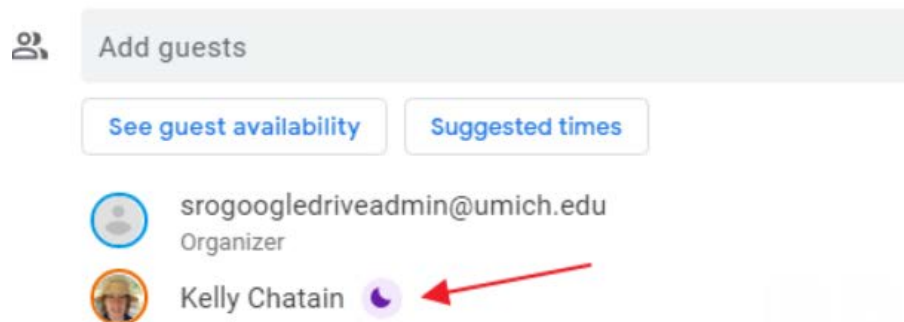
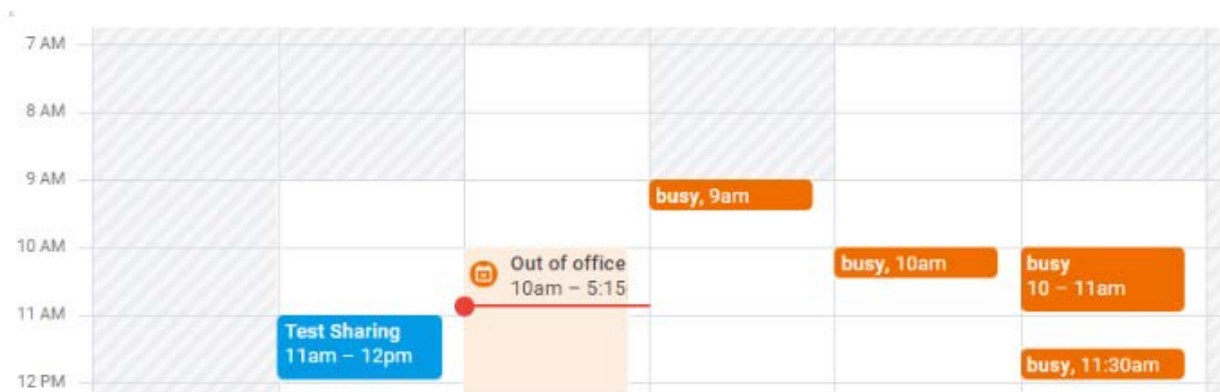
New functionality in Google:

Working Hours

To automatically warn people if they try to schedule a meeting for a time when you won't be working, you can turn on working hours.

1. On your computer, open [Google Calendar](#).
2. In the top right, click Settings  > Settings.
3. At the left, under "General," click Working Hours.
4. In the "Working hours" section, click Enable working hours.
5. Select the days you work and set the times that you're available.

Working hours are visually indicated in two ways: As a moon icon next to the name of the person in the invitation list of an event and also as greyed out areas when viewing a person's calendar.



Using Out of Office in Calendar

If you use Out of Office type when creating an event on your calendar, then someone writing you an email during the time that you are OOTO will see a visual indication at the bottom of the email message.

Out of office

Event **Out of office** Task Appointment slots

🕒 Oct 23, 2019 1:00pm – 1:30pm Oct 23, 2019

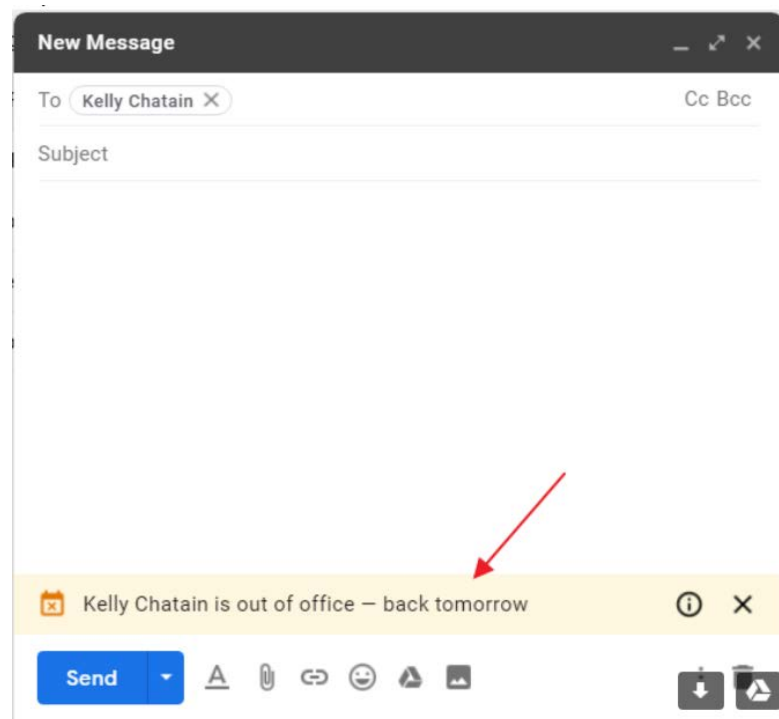
☒ Automatically decline new and existing meetings

Message
Declined because I am out of office

🔒 Public ▾ ⓘ

Availability might be shown in other Google apps ⓘ

Save



**Nancy Knows
(Nancy Bylica)**

Upcoming ISR Perry Carpet Cleaning

The annual carpet cleaning of common areas, conference rooms, corridors and cubicles in the Perry Building will take place from November 18-20 starting at 5:00 p.m. each day, possibly through midnight. Cleaning will begin on the 2nd floor and the crew will work their way down to each floor. Staff in cubicles should pick up anything on their floor, so that a thorough cleaning can be done. Offices will **NOT** be cleaned.

November 18- 20: starting at 5:00 pm

November 18: starting at 8:00 pm, SSL G200-G220

Please send any questions to Nancy Bylica at: nbylica@umich.edu