RUTGERS

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February 13, 2024

Vicki L. Hewitt, Ed.D.
University Senate
Rutgers, The State University of New Jersey
335 George Street, Suite 1250
New Brunswick, NJ 08901

Dear Dr. Hewitt,

I am writing in response to the University Senate's January 2024 report and recommendations on Charge S-2201-1: Approved Electronic Notebook Programs. I thank the members of the Senate's Research and Graduate & Professional Education Committee (RGPEC) for their efforts to investigate the use of electronic lab notebooks, and I am pleased to respond regarding progress and considerations under way for each of the recommendations:

1. **Implement Electronic Laboratory Notebooks (ELN) Universitywide**
   Senior Vice President and Chief Information Officer Michele Norin supports this recommendation and will work with Senior Vice President for Research Michael Zwick to outline an appropriate approach. As highlighted by the committee, the process will involve key stakeholders identifying the product, developing a business plan with a 5-year projection of costs, and determining an implementation timeline. As with the rollout of similar enterprise-level tools, it will take some time to get organized, but we are committed to moving it forward.

2. **Establish and Maintain an Up-to-Date Webpage on Data Management and Sharing (DMS) Requirements**
   The Office for Research launched a new website on January 31, 2024, found at research.rutgers.edu, informed by a comprehensive review of the existing website that included faculty and research leaders from all four Chancellor-led units. The NIH Data Management and Sharing Policy can be found at https://research.rutgers.edu/data-management-sharing-policy-2023. We will expand this guidance to include additional sponsors (NSF, DOE, DOD, NASA, EPA, NEH, and others) in future revisions to the website.

3. **Exploring IT Support for All Decanal Units of Rutgers University**
   Senior Vice President Norin also accepts the recommendation to evaluate the portfolio of IT support for academic units and departments. In fact, assessments have been conducted in the past to better understand the full picture of IT for the entire institution, at the aggregate level as well as the unit level. Although the most recent information is from 2019, each decanal unit has

a report showing its IT portfolio that includes hardware, software, personnel, and scope of support. Based on that work, there has been a collaborative and ongoing effort to explore ways to minimize redundancies and fill in gaps when possible. SVP Norin's office will continue to work with senior leadership to explore these opportunities. In addition, plans are under way to expand enterprise-level storage solutions for research data that will include engaging key stakeholders and research faculty in an advisory capacity. In that regard, the suggestion to "identify, document, and effectively communicate the essential regulatory requirements and accepted data storage standards to all relevant stakeholders" is greatly appreciated.

My thanks to the Senate for its recommendations in this vital area of our mission.

Sincerely,

Jonathan Holloway

c: Michele Norin, Senior Vice President and Chief Information Officer
     Michael Zwick, Senior Vice President for Research