Research Administrators' Network Meeting

AGENDA

May 23, 2019
2:00-3:30 p.m.
Michigan League Ballroom
Webcast - http://orsp.umich.edu/ran-meeting-live-stream

Welcome & Introductions [2:00-2:10]

Becky O'Brien, RAAC Communications Subcommittee Chair
Cathy Handyside, Guest Emcee

Closeout Best Practices [2:10-2:30]

Kristie Beckon, Financial Senior Manager, Sponsored Programs

Deadline Policy [2:30-2:45]

Craig Reynolds, Executive Director, ORSP

Updates [2:45-3:25]

Office of Research & Sponsored Projects - Craig Reynolds, Executive Director, ORSP [2:45-2:55]
Sponsored Programs - Debbie Talley, Director, Sponsored Programs [2:55-3:05]
Navigate - David Mulder, Training Manager [3:05-3:15]
ITS - Cathy Handyside, Assistant Director, eResearch Administration Systems, ITS [3:15-3:25]

Closing Remarks [3:25-3:30]

RAN schedule for the rest of this Academic Year:
http://orsp.umich.edu/ran

Ideas for a future meeting?
Contact ran-plans@umich.edu

Brought to you by the Research Administration Advisory Council (RAAC) Communications Subcommittee.

Research Administrators' Network

Welcome!

Thursday, May 23, 2019

Zero Waste Event

This RAN meeting is a Zero Waste Event!

- A Zero Waste Event aims to divert as much waste as possible away from a landfill.
- Everything at today's event can go in the compost bins, including plates, cups, napkins, utensils and any food waste.
- Anything you brought to the meeting should go in the landfill bin, unless you are certain it is compostable.
- Thank you for helping us meet U-M's sustainability goal of reducing waste sent to landfills by 40%!

Zero Waste Event

Compostable (not pictured: any food waste & napkins/paper towels)

Compost

When in doubt, throw it out

Not compostable:

Landfill

Today’s Awardees

Research Administrator Recognition Award **Melissa Karby**	**U-M Office of Research Exceptional Service Award** **Terri Maxwell**
Research Technical Staff Recognition Award **Chuck Wooley**	**BEC/OTT Outstanding Service Award** **Jessica Soulliere**

Awardee Fun Facts – Melissa Karby

1. Plays glockenspiel in a German OomPah band at German Park in Ann Arbor

2. Favorite band is Depeche Mode and you can’t change her mind about it.

3. Was a competitive Irish Dancer in a previous life.

4. She has become an avid backyard bird watcher.

Closeout Best Practices

Research Administrators' Network

Kristie Beckon, Financial Senior Manager, Finance-Sponsored Programs
May 23, 2019

Introductions

Hello!

- U-M Alumni (Go Blue!)
- Previously an external auditor for U-M
- U-M Staff for ~24 years
- Our team:
  - 1 Operational Manager
  - 5 Accounting Supervisors
  - 18 Reporting Accountants
  - 8 Administrative Support Team members

KRISTIE BECKON

Introductions

Other hats include:

- Mom
- Volunteer
- Eccentric Entertainer

Several Types of Project Closeouts

A project closeout can encompass many areas, such as:

- Progress Reports
- Technical Reports
- Property Reports
- Patents or Inventions
- ...and **Financial.**

This is what we will discuss today.

What is a Project Financial Closeout?

- It's a **financial snapshot** of how funds were expended for the research project.
- The process may require another financial deliverable (such as an invoice or financial report).
- The closeout process will lead to project inactivation within 270 days.

The Volume is Increasing

Sponsored Research and Closeout Statistics

- Volume of Research projected for FY 6/30/18: $1.55 billion
- Number of Active Parent P/Gs:
  12/31/06 - 5,673
  12/31/18 - 8,001

- Number of Active Parent/Sub P/Gs:
  12/31/06 - 9,811
  12/31/18 - 14,521

Striving for Continuous Improvement

Deliverable Snapshot from April 2018 - April 2019

	Total # Required	Total # Completed On-Time	% On-Time
Interim Invoices	24,146	22,675	94%
Int./Final Report	5,880	5,125	87%
Closeouts	5,153	4,254	83%

Striving for a 95% or greater on-time submission, even as volume increases.

Closeout Reports

When are Reports Due?

- The FSR timeline is determined by the sponsor's due date.
- If FSR can't be completed in time, project team must get a reporting extension from sponsor.
- We're here to help us all meet that date.

Closeout Reports

When are Reports Due? FSR Timeline

Report Due Date (after Project end date)	Sponsored Programs' Reporting Timeline	You can expect to receive the report no later than...
10 days	• 1 business day for first request • 1 business day for final request (no second request)	3 business days before due date.
15 days	• 2 business days for first request • 1 business day for final request (no second request)	4 business days before due date.
30 days	• 4 business days for first request • 2 business days for second request • 1 business day for final request	8 business days before due date.
45 days	• 8 business days for first request • 3 business days for second request • 3 business days for final request	15 business days before due date.
60 - 120 days	• 10 business days for first request • 5 business days for second request • 5 business days for final request	21 business days before due date.

Closeout Reports

FSR Notifications

First Request	Second Request	Final Request
• Sent to the SAPOC	• Sent to SAPOC/PI	• Sent to SAPOC/PI/Dept Manager/Dean's office

If no response after the final request, Sponsored Programs (SP) may submit the final financial report to meet the sponsor's due date.

★ **Key to Acronyms:**

SAPOC: Single Administrative Point of Contact, typically the post-award research administrator

PI: Principal Investigator

What is a Financial Status Report (FSR)?

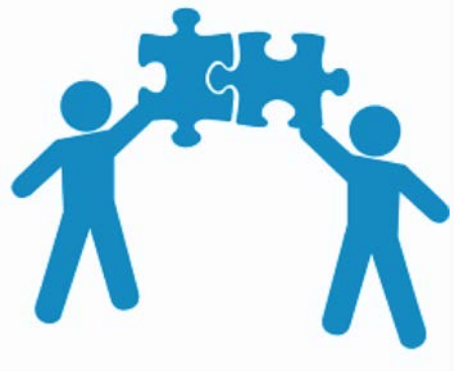
What is an FSR...

- An FSR is a Financial Status Report.
- Electronic tool used to ensure that all expenditures for a project are included in the final report and/or invoice (refund) to a sponsor.
- Form of collaboration with the University community that allows for accurate and timely submission.
- Report that can impact future funding to the University.

What are we reviewing?

Putting the final pieces together

- Compliance with Uniform Guidance
- Compliance with University cost accounting standards
- Compliance with Sponsor requirements



This is a collaborative effort.

- Preparation and Partnership
- This work is based around the Financial Status Report (FSR).

Tab 1 - Instructions Sheet

CAPTAIN MARVEL SEEKS CLOSE OUT

Departmental Copy of the FSR
Sponsored Programs Contact:

Name:	Captain Marvel
Title:	Reporting Accountant
Phone:	(734) 615-0000
Email:	captain-marvel@umich.edu
fax:	(734) 647-1932

This is the email version of the Financial Status Report

Printing

To print all pages at one time, go to "File", "Print", and click on "Entire Workbook".
MAC users = Go to File, Print and General comes up
Change General to Microsoft Excel
Choose Print: Entire Workbook

Please do not alter the electronic FSR file. Instead, print all tabs of the worksheet, and review for accuracy and/or allowability. If items need to be changed, please indicate this on the printed version and send to the reporting coordinator (listed above) documentation showing the order date for allowability issues, and detailed documentation for any pending adjustments applicable to the project period.

Please return a copy of the signed memo(s) (including chartfields if necessary) to the coordinator listed above by the deadline stated in the email. The memo(s) needs to be returned with a valid signature in order for the report to be submitted to the sponsor by Sponsored Programs.

If you encounter problems while using this file, please contact the coordinator listed above.

For a detailed overview of the FSR, please paste the link below into your web browser:
https://maislinc.umich.edu/maislinc/learner/search/catalog?RootNodeID=-1&NodeID=444&UserMode=0

Tab 2 - Letter Requiring Your Signature

FROM: Captain Marvel captain-marvel@umich.edu
Reporting Accountant

SUBJECT: Financial Status Report for AWD03xxxx
Project/Grant: F0xxxxx
Reporting Period: 01/01/14 - 12/31/18
Short Code 000000

Please review the enclosed Financial Status Report. Determine if all appropriate expenditures and encumbrances have been charged to the P/G. If the report meets with your approval, sign this [illegible] and return to me within [illegible] work days.

I attest that the combined total of salary, fringe benefits, and tuition for any GSRA on the project has not exceeded the limits governed by my school/college and is in compliance with the Sponsor Regulations.

If additional time is needed to review this report, or if you have any questions, please contact me at (734) 615-0000.

If I don't hear from you within 10 work days, the report will be mailed to the sponsor if so required.

I, the undersigned, hereby approve the above referenced Financial Status Report.

Project Director
Stan Lee

Date

cc:

PI STAN LEE ATTESTS & SIGNS

Tab 3 - Your Transfer Letter

The University of Michigan
Sponsored Programs
5000 Wolverine Tower 1287

April 30, 2019

TO: Stan Lee
Endgame Productions

VIA: Pepper Potts
3003 NEW YORK DRIVE

FROM: Captain Marvel
Reporting Accountant

captain-marvel@umich.edu

SUBJECT: Unresolved items on P/G F0xxxxx
Award ID: AWD03xxx
Reporting Period: 01/01/14 - 12/31/18
Short Code 00xxxx

I have prepared the Financial Status Report for P/G F0xxxxx The P/G has the following unresolved items that must be transferred:

$3,991.06 = Direct Cost Overdraft
$92.12 = Direct Cost Unallowable Late Charges
**If salary & fringes are included in this amount, please ensure that all necessary DBE change(s) & Effort Re-Certification(s) have been prepared.

Please note below where you would like the direct cost overdraft and/or the direct cost unallowable late charges transferred. All future charges that hit this P/G will also be transferred to the ChartField combination you list below.

Return this memo to me and I will process the transfer. If you have any questions, please contact me at (734) 615-0000

Tab 4 - Worksheet

Parent Summary - Financial Status Report Worksheet

P/G #: F0xxxxx
Award Ref No: IRONMAN 1316
Report Period: 01/01/14 - 12/31/18
Project Period: 01/01/14 - 12/31/18
Project Director: LEE, STAN
Coordinator #: 96

Award ID: AWD03xxxx
Project Title: 00xxxx-Goal:Avengers Infinity Stone Search
Sponsor: S.H.I.E.L.D.
Final Report

30-Apr-19

Administrator: Pepper Potts
Phone: 212/555-0000

BUDGET CATEGORY	PBR BUDGET	TOTAL CHARGES TO DATE 12/31/18	PREVIOUSLY REPORTED CHARGES	LATE CHARGES	ADJUSTMENTS	TOTAL CURRENT EXPENSES	TOTAL PROJECT EXPENSES	BALANCE
Salaries & Wages	$132,207.00	$144,252.09	$0.00	$4,680.00	($599.99)	$148,332.10	$148,332.10	($16,125.10)
Administrative Salaries (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
Clerical Salaries (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
Fringe Benefits	29,904.00	16,772.45	0.00	1,139.83	(146.15)	17,766.13	17,766.13	$12,137.87
Tuition Waiver	55,262.00	62,248.31	0.00	0.00	0.00	62,248.31	62,248.31	($6,986.31)
Gen. Sup/Other (UG Monitored)	0.00	146.76	0.00	(146.76)	0.00	0.00	0.00	$0.00
Research Supplies & Services	10,200.00	8,727.70	0.00	47.77	0.00	8,775.47	8,775.47	$1,424.53
Postage and Shipping (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
Telephone Services (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
Travel-Domestic	4,900.00	2,713.70	0.00	0.00	0.00	2,713.70	2,713.70	$2,186.30
Travel-Foreign	3,226.00	2,905.90	0.00	0.00	0.00	2,905.90	2,905.90	$320.10
Transfers	0.00	0.00	0.00	0.00	(3,991.06)	(3,991.06)	(3,991.06)	$3,991.06
TOTAL DIRECT COSTS	235,699.00	237,766.91	0.00	5,720.84	(4,737.20)	238,750.55	238,750.55	(3,051.55)
TOTAL INDIRECT COSTS	100,205.00	96,612.48	0.00	3,146.46	(2,605.49) **	97,153.45	97,153.45	3,051.55
Total Current Expense	**335,904.00**	**334,379.39**	**0.00**	**8,867.30**	**(7,342.69)**	**335,904.00**	**335,904.00**	**0.00**
U/M Cost Sharing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Period Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Period Cost Sharing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPONSOR TOTAL	$335,904.00	$334,379.39	$0.00	$8,867.30	($7,342.69)	$335,904.00	$335,904.00	$0.00

INDIRECT COST CALCULATION:

I/C Code: 50

	D/C Base		Rate		Indirect Cost
MTDC: 01/01/15 - 12/31/18	165,053.05	X	55.00%	=	90,779.18
MTDC: 01/01/14 - 12/31/14	15,440.25	X	55.50%	=	8,569.34
MTDC: 07/01/01 - 06/30/03	0.00	X	51.00%	=	0.00
NON-MTDC:	62,248.31	X	0.00%	=	0.00
	242,741.61				99,348.52
Overrun	(3,991.06)				(2,195.07)
SPONSOR TOTAL	$238,750.55				$97,153.45

**** I/C ADJUSTMENTS**

0.01	I/C Overrun	Use Only on Finals
0.00	I/C Adjust MTDC:	
(0.04)	I/C Rounding	
(410.38)	I/C on Adjustments	
(2,195.08)	I/C on Transfers	
(2,605.49)	Total	

Tab 4 - Worksheet

Parent Summary - Financial Status Report Worksheet

P/G #: F0xxxxx
Award Ref No: IRONMAN 1316
Report Period: 01/01/14 - 12/31/18
Project Period: 01/01/14 - 12/31/18
Project Director: LEE, STAN
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Award ID: AWD03xxxx
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Final Report

30-Apr-19

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Phone: 212/555-0000

BUDGET CATEGORY	PBR BUDGET	TOTAL CHARGES TO DATE 12/31/18	PREVIOUSLY REPORTED CHARGES	LATE CHARGES	ADJUSTMENTS	TOTAL CURRENT EXPENSES	TOTAL PROJECT EXPENSES	BALANCE
Salaries & Wages	$132,207.00	$144,252.09	$0.00	$4,680.00	($599.99)	$148,332.10	$148,332.10	($16,125.10)
Administrative Salaries (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
Clerical Salaries (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
Fringe Benefits	29,904.00	16,772.45	0.00	1,139.83	(146.15)	17,766.13	17,766.13	$12,137.87
Tuition Waiver	55,262.00	62,248.31	0.00	0.00	0.00	62,248.31	62,248.31	($6,986.31)
Gen. Sup/Other (UG Monitored)	0.00	146.76	0.00	(146.76)	0.00	0.00	0.00	$0.00
Research Supplies & Services	10,200.00	8,727.70	0.00	47.77	0.00	8,775.47	8,775.47	$1,424.53
Postage and Shipping (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
Telephone Services (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
Travel-Domestic	4,900.00	2,713.70	0.00	0.00	0.00	2,713.70	2,713.70	$2,186.30
Travel-Foreign	3,226.00	2,905.90	0.00	0.00	0.00	2,905.90	2,905.90	$320.10
Transfers	0.00	0.00	0.00	0.00	(3,991.06)	(3,991.06)	(3,991.06)	$3,991.06
TOTAL DIRECT COSTS	235,699.00	237,766.91	0.00	5,720.84	(4,737.20)	238,750.55	238,750.55	(3,051.55)
TOTAL INDIRECT COSTS	100,205.00	96,612.48	0.00	3,146.46	(2,605.49) **	97,153.45	97,153.45	3,051.55
Total Current Expense	**335,904.00**	**334,379.39**	**0.00**	**8,867.30**	**(7,342.69)**	**335,904.00**	**335,904.00**	**0.00**
U/M Cost Sharing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Period Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Period Cost Sharing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPONSOR TOTAL	$335,904.00	$334,379.39	$0.00	$8,867.30	($7,342.69)	$335,904.00	$335,904.00	$0.00

INDIRECT COST CALCULATION:

	D/C Base		Rate		I/C Code: 50 Indirect Cost
MTDC: 01/01/15 - 12/31/18	165,053.05	X	55.00%	=	90,779.18
MTDC: 01/01/14 - 12/31/14	15,440.25	X	55.50%	=	8,569.34
MTDC: 07/01/01 - 06/30/03	0.00	X	51.00%	=	0.00
NON-MTDC:	62,248.31	X	0.00%	=	0.00
	242,741.61				99,348.52
Overrun	(3,991.06)				(2,195.07)
SPONSOR TOTAL	$238,750.55				$97,153.45

**** I/C ADJUSTMENTS**

0.01	I/C Overrun	Use Only on Finals
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(410.38)	I/C on Adjustments	
(2,195.08)	I/C on Transfers	
(2,605.49)	Total	

Tab 4 - Worksheet (PBR Budget)

Parent Summary - Financial Status Report Worksheet

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Project Period: 01/01/14 - 12/31/18
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Final Report

30-Apr-19

Administrator: Pepper Potts
Phone: 212/555-0000

BUDGET CATEGORY	PBR BUDGET	TOTAL CHARGES TO DATE 12/31/18	PREVIOUSLY REPORTED CHARGES	LATE CHARGES	ADJUSTMENTS	TOTAL CURRENT EXPENSES	TOTAL PROJECT EXPENSES	BALANCE
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Administrative Salaries (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
Clerical Salaries (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
Fringe Benefits	29,904.00	16,772.45	0.00	1,139.83	(146.15)	17,766.13	17,766.13	$12,137.87
Tuition Waiver	55,262.00	62,248.31	0.00	0.00	0.00	62,248.31	62,248.31	($6,986.31)
Gen. Sup/Other (UG Monitored)	0.00	146.76	0.00	(146.76)	0.00	0.00	0.00	$0.00
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Telephone Services (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$0.00
Travel-Domestic	4,900.00	2,713.70	0.00	0.00	0.00	2,713.70	2,713.70	$2,186.30
Travel-Foreign	3,226.00	2,905.90	0.00	0.00	0.00	2,905.90	2,905.90	$320.10
Transfers	0.00	0.00	0.00	0.00	(3,991.06)	(3,991.06)	(3,991.06)	$3,991.06
TOTAL DIRECT COSTS	235,699.00	237,766.91	0.00	5,720.84	(4,737.20)	238,750.55	238,750.55	(3,051.55)
TOTAL INDIRECT COSTS	100,205.00	96,612.48	0.00	3,146.46	(2,605.49) **	97,153.45	97,153.45	3,051.55
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(2,605.49)	Total	

Tab 4 - Worksheet (Total Charges to Date)

Parent Summary - Financial Status Report Worksheet

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Award ID: AWD03xxxx
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Sponsor: S.H.I.E.L.D.
Final Report

Administrator: F
Phone: 2

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Transfers	0.00	0.00	0.00	0.00	(3,991.06)	(3,991.06)
TOTAL DIRECT COSTS	235,699.00	237,766.91	0.00	5,720.84	(4,737.20)	238,750.55
TOTAL INDIRECT COSTS	100,205.00	96,612.48	0.00	3,146.46	(2,605.49) **	97,153.45
Total Current Expense	**335,904.00**	**334,379.39**	**0.00**	**8,867.30**	**(7,342.69)**	**335,904.00**
U/M Cost Sharing	0.00	0.00	0.00	0.00	0.00	0.00
Prior Period Expense	0.00	0.00	0.00	0.00	0.00	0.00
Prior Period Cost Sharing	0.00	0.00	0.00	0.00	0.00	0.00
SPONSOR TOTAL	$335,904.00	$334,379.39	$0.00	$8,867.30	($7,342.69)	$335,904.00

Tab 4 - Worksheet (Total Project Expenses)

Parent Summary - Financial Status Report Worksheet

P/G #: F0xxxxx
Award Ref No: IRONMAN 1316
Report Period: 01/01/14 - 12/31/18
Project Period: 01/01/14 - 12/31/18
Project Director: LEE, STAN
Coordinator #: 96

Award ID: AWD03xxxx
Project Title: 00xxxx-Goal:Avengers Infinity Stone Search
Sponsor: S.H.I.E.L.D.
Final Report

Administrator: Pepper Potts
Phone: 212/555-0000

BUDGET CATEGORY	PBR BUDGET	TOTAL CHARGES TO DATE 12/31/18	PREVIOUSLY REPORTED CHARGES	LATE CHARGES	ADJUSTMENTS	TOTAL CURRENT EXPENSES	TOTAL PROJECT EXPENSES
Salaries & Wages	$132,207.00	$144,252.09	$0.00	$4,680.00	($599.99)	$148,332.10	$148,332.10
Administrative Salaries (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clerical Salaries (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fringe Benefits	29,904.00	16,772.45	0.00	1,139.83	(146.15)	17,766.13	17,766.13
Tuition Waiver	55,262.00	62,248.31	0.00	0.00	0.00	62,248.31	62,248.31
Gen. Sup/Other (UG Monitored)	0.00	146.76	0.00	(146.76)	0.00	0.00	0.00
Research Supplies & Services	10,200.00	8,727.70	0.00	47.77	0.00	8,775.47	8,775.47
Postage and Shipping (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone Services (UG Monitored)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel-Domestic	4,900.00	2,713.70	0.00	0.00	0.00	2,713.70	2,713.70
Travel-Foreign	3,226.00	2,905.90	0.00	0.00	0.00	2,905.90	2,905.90
Transfers	0.00	0.00	0.00	0.00	(3,991.06)	(3,991.06)	(3,991.06)
TOTAL DIRECT COSTS	235,699.00	237,766.91	0.00	5,720.84	(4,737.20)	238,750.55	238,750.55
TOTAL INDIRECT COSTS	100,205.00	96,612.48	0.00	3,146.46	(2,605.49) **	97,153.45	97,153.45
Total Current Expense	**335,904.00**	**334,379.39**	**0.00**	**8,867.30**	**(7,342.69)**	**335,904.00**	**335,904.00**
U/M Cost Sharing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Period Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Period Cost Sharing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPONSOR TOTAL	$335,904.00	$334,379.39	$0.00	$8,867.30	($7,342.69)	$335,904.00	$335,904.00

Tab 5 - Late Charges

P/G #: F0xxxxx **Late Charge Analysis**

Budget Category	Date Incurred	Posted Date	JE Line Ref.	JE Line Desc.	Journal #	Account	Amount	*Unallowable D/C Amount to Transfer*	*Unallowable D/C Amount Transferred*	Unallowable I/C Amount	Allowable D/C Amount	Allowable I/C Amount	Allowable Amount
Research Sal	12/21/18	01/14/19	12/21/18	Haweye, Clint 01/04/19 - 01/10/19	PYW120xxxxx	510xxx	1,560.00	-			1,560.00		1,560.00
Research Sal	11/30/18	01/14/19	11/30/18	Haweye, Clint 01/04/19 - 01/10/19	PYW120xxxxx	591xxx	1,560.00	-			1,560.00		1,560.00
Research Sal	10/31/18	01/14/19	10/31/18	Haweye, Clint 01/04/19 - 01/10/19	PYW120xxxxx	592xxx	1,560.00	-			1,560.00		1,560.00
Fringe Benefi	12/31/18	01/14/19		Haweye, Clint - 01/10/19	PYW120xxxxx	593xxx	2.85	-			2.85		2.85
Fringe Benefi	12/31/18	01/14/19		Haweye, Clint - 01/10/19	PYW120xxxxx	594xxx	348.46	-			348.46		348.46
Fringe Benefi	12/31/18	01/14/19		Haweye, Clint - 01/10/19	PYW120xxxxx	595xxx	630.63	-			630.63		630.63
Fringe Benefi	12/31/18	01/14/19		Haweye, Clint - 01/10/19	PYW120xxxxx	510xxx	27.42	-			27.42		27.42
Fringe Benefi	12/31/18	01/14/19		Haweye, Clint - 01/10/19	PYW120xxxxx	591xxx	19.77	-			19.77		19.77
Fringe Benefi	12/31/18	01/14/19		Haweye, Clint - 01/10/19	PYW120xxxxx	510xxx	12.42	-			12.42		12.42
Research Su	12/01/18	01/25/19	SUB	Service Unit Billings	SUB10xxxxx	591xxx	47.77	-			47.77		47.77
Fringe Benefi	12/31/18	01/31/19		BENEFIT RECHARGE DISTRIB 2.10%	BRD00xxxxx	592xxx	98.28	-			98.28		98.28
Indirect Cost	12/31/18	01/31/19		IDC-BASIS 50, RATE 55.00%	IDC0000xxx	593xxx	3,227.18	-			-	3,227.18	3,227.18
Gen. Sup/Oth	09/21/18	02/05/19		TSF PCD0703717 9/21/2018	00010xxxxx	594xxx	(81.89)	-			(81.89)		(81.89)
Gen. Sup/Oth	01/16/18	02/05/19		TSF PCD9993806 1/16/2018	00010xxxxx	595xxx	(64.87)	-			(64.87)		(64.87)
Research Su	02/26/19	02/26/19	SUB	Service Unit Billings	SUB10xxxxx	510xxx	92.12	92.12					-
Indirect Cost	12/31/18	02/28/19			IDCXXXXXXX	591xxx	(80.72)	-			-	(80.72)	(80.72)
							8,959.42	92.12	-	-	5,720.84	3,146.46	8,867.30

HAWKEYE

Tab 5 - Adjustments

P/G #: F0xxxx **Adjustments Analysis**

Budget Category	Date Incurred	Posted Date	JE Line Ref.	JE Line Desc.	Document	Account	Amount
Research Salaries	12/31/18	04/30/19		Thor Odinson 01/04/19 - 01/10/19	PYW120xxxxx	510xxx	(599.99)
Fringe Benefits	12/31/18	04/30/19		Thor Odinson - 01/10/19	PYW120xxxxx	591xxx	(0.37)
Fringe Benefits	12/31/18	04/30/19		Thor Odinson - 01/10/19	PYW120xxxxx	592xxx	(44.68)
Fringe Benefits	12/31/18	04/30/19		Thor Odinson - 01/10/19	PYW120xxxxx	593xxx	(80.85)
Fringe Benefits	12/31/18	04/30/19		Thor Odinson - 01/10/19	PYW120xxxxx	594xxx	(3.52)
Fringe Benefits	12/31/18	04/30/19		Thor Odinson - 01/10/19	PYW120xxxxx	595xxx	(2.54)
Fringe Benefits	12/31/18	04/30/19		Thor Odinson - 01/10/19	PYW120xxxxx	510xxx	(1.59)
Fringe Benefits	12/31/18	04/30/19		BENEFIT RECHARGE DISTRIB 2.10%	BRDXXXXXXX	591xxx	(12.60)
Transfers	12/31/18	04/30/19		D/C Transfer	manual JE	592xxx	(3,991.06)
Indirect Cost	12/31/18	04/30/19		I/C Overrun	manual JE	593xxx	0.01
Indirect Cost	12/31/18	04/30/19		I/C Rounding	manual JE	594xxx	(0.04)
Indirect Cost	12/31/18	04/30/19		I/C on Adjustments	auto JE	595xxx	(410.38)
Indirect Cost	12/31/18	04/30/19		I/C on Transfers	manual JE	596xxx	(2,195.08)
							(7,342.69)

Shared Responsibilities

CAPTAIN MARVEL, REPORTING ACCOUNTANT

Sponsored Programs' Adjustments *(Captain Marvel)*	RA or SAPOC Adjustments *(Pepper Potts)*
• UG • Direct Cost Overdraft • Fixed Price Balance • Disallowed Costs (per agreement) • Cost Share Shortage	• Invoices (Subcontracts, Strategic Vendors) • Payroll (including vacation payout) • Travel • SUB Charges

PEPPER POTTS, RA

Tab 5 - Adjustments

P/G #: F0xxxx **Adjustments**

Budget Category	Date Incurred	Posted Date	JE Line Ref.	JE Line Desc.	
Research Salaries	12/31/18	04/30/19		Thor Odinson 01/04/19 - 01/10/19	P
Fringe Benefits	12/31/18	04/30/19		Thor Odinson - 01/10/19	P
Fringe Benefits	12/31/18	04/30/19		Thor Odinson - 01/10/19	P
Fringe Benefits	12/31/18	04/30/19		Thor Odinson - 01/10/19	P
Fringe Benefits	12/31/18	04/30/19		Thor Odinson - 01/10/19	P
Fringe Benefits	12/31/18	04/30/19		Thor Odinson - 01/10/19	P
Fringe Benefits	12/31/18	04/30/19		Thor Odinson - 01/10/19	P
Fringe Benefits	12/31/18	04/30/19		BENEFIT RECHARGE DISTRIB 2.10%	B
Transfers	12/31/18	04/30/19		D/C Transfer	m
Indirect Cost	12/31/18	04/30/19		I/C Overrun	m
Indirect Cost	12/31/18	04/30/19		I/C Rounding	m
Indirect Cost	12/31/18	04/30/19		I/C on Adjustments	a
Indirect Cost	12/31/18	04/30/19		I/C on Transfers	m

WAIT...THOR?

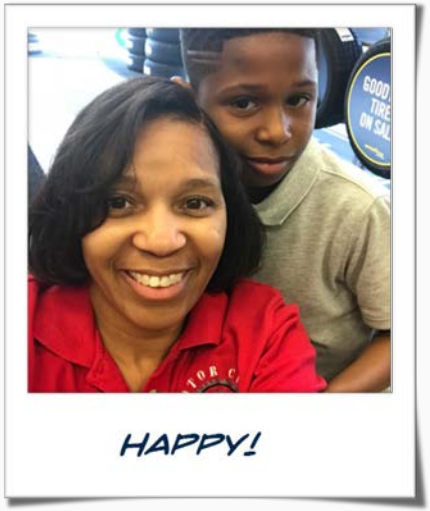
A Day in the Life of a Reporting Accountant

- With requests for 919 records (closeouts, interim reports and final reports) per month, it's important to prioritize.
    - 10-day
    - 15-day
    - 30-day
    - 90-day
    - 120-day
    - Closeouts without any financial reporting requirements
    - Early closeout

Desired State

The desired state of the project closeout:

- A balanced, accurate, and timely report goes out to sponsor and project is inactivated.

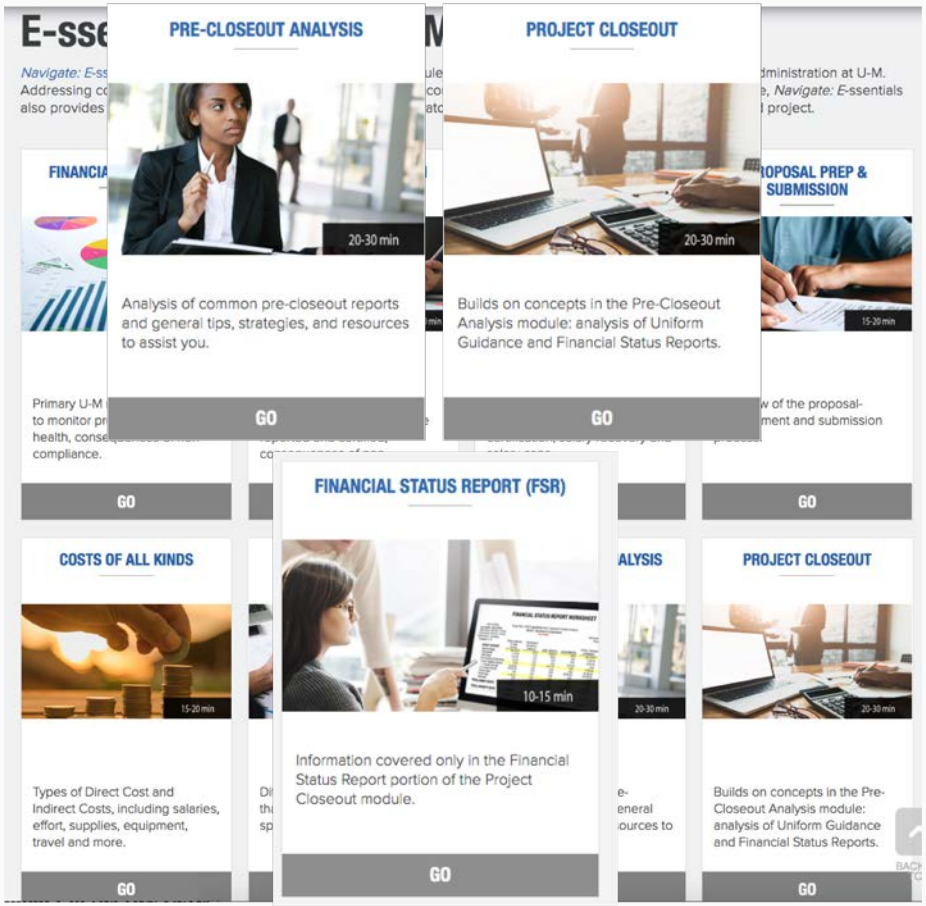


What can stop a project from being inactivated?

- Revenue
- Expenses/Charges

As of May 15, 2019: 1,022 out of about 11,000 projects outstanding

e-Learning Resources



https://orsp.umich.edu/e-ssentials

Pre-Closeout Analysis

Project Closeout

Financial Status Reports
(a segment of Project Closeout)

Let’s See What We’ve Learned

Get out your clickers!

Clicker Question #1

1. **When should you not approve a report?**

   a) When an overdraft exists

   b) When a large balance is remaining

   c) When all charges have not been incorporated

Clicker Question #1

1. **When should you not approve a report?**

   a) When an overdraft exists

   b) When a large balance is remaining

   c) When all charges have not been incorporated

Clicker Question #2

2. What could be needed to adjust a charge on a final/interim report?

a) Direct Benefit Justification

b) 120-day Explanation

c) Invoice/Support Documentation

d) Any or all of the above

e) Just (a) and (c)

Clicker Question #2

2. What could be needed to adjust a charge on a final/interim report?

a) Direct Benefit Justification

b) 120-day Explanation

c) Invoice/Support Documentation

d) Any or all of the above

e) Just (a) and (c)

Clicker Question #3

3. What is the goal of the reporting accountants?

a) To get on your nerves with our demanding timelines.
b) To partner with the RA for an accurate report
c) To be good stewards as it's the fiduciary responsibility to our sponsors
d) All of the above.
e) Just (b) and (c) .

Clicker Question #3

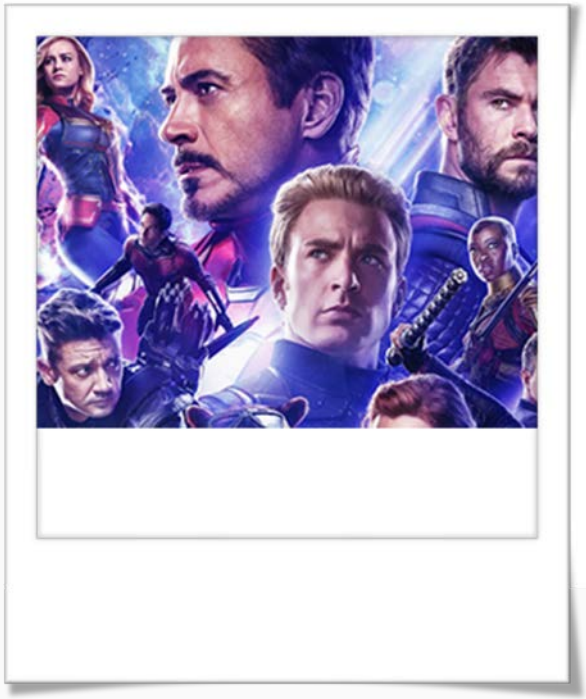
3. What is the goal of the reporting accountants?

a) To get on your nerves with our demanding timelines.
b) To partner with the RA for an accurate report
c) To be good stewards as it's the fiduciary responsibility to our sponsors
d) All of the above.
e) Just (b) and (c) .

Questions?

We're here to help.

- Customer Service
- http://www.finance.umich.edu/programs/contact



Deadline Policy

Research Administrators' Network

Craig Reynolds, Executive Director, ORSP
May 23, 2019

Service Standards by Business Hours Prior to Deadline

Service Level Standard	**Full Review** ≧ 32 Business Hrs	**Limited Review**** < 32 Business Hrs; ≧ 15 Business Hrs	**At Risk** < 15 Business Hrs
Proposal Checked for Compliance with U-M Requirements			
Proposal Submitted by Submission Deadline			
Proposal Checked for Compliance with Sponsor Guidelines			
Terms & Conditions Binding Upon Award Reviewed for Acceptability			
Proposal Successfully Received by Sponsor			

** Proposal must be finalized by 9:00 a.m. the first business day before Submission Deadline entered on PAF.

Today's Take Away Message

2019								2020						
May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul

Policy announcement May 23, 2019

Policy enforced starting Jan. 6, 2020

Policy assessment begins July 1, 2020

Implementation Plan - Phase 1

Now through Jan. 5, 2020

- Communication/awareness building of policy requirements
- PAF changes (July 22, 2019)
- eRPM programming and testing
- User Acceptance Testing
- Communication and training

More specifically...

- Deadline policy website

  https://orsp.umich.edu/deadline-policy

- Google form for submitting questions

  http://myumi.ch/6Oekk

  Basis for an FAQ

- School/College/Institute/Department and Flint and Dearborn campus policy review

More specifically...

- Schedule of milestones

  For example, Project Reps start doing Limited and Full reviews, returning PAFs that are not final, etc.

- Metrics and Key Performance Indicators (KPIs)
- New SOP 200.01 Proposal Review by ORSP

  https://orsp.umich.edu/sop

- Training presentations at multiple locations
- Job aids

Implementation Plan - Phase 2

Jan. 6, 2020 through June 30, 2020

- Policy enforcement starting Jan. 6, 2020
- Collection of policy-related system data begins

Implementation Plan - Phase 3

July 1, 2020 and beyond

- Analysis of data regarding effects of policy begins
- Refinement of policy and procedures as necessary
- RADs and VPR reach out to those who “work outside the system” or frequently submit “at risk” proposals
- VPR assessment of need for waiver requirement

ORSP Update

Research Administrators' Network

Craig Reynolds, Executive Director, ORSP
May 23, 2019

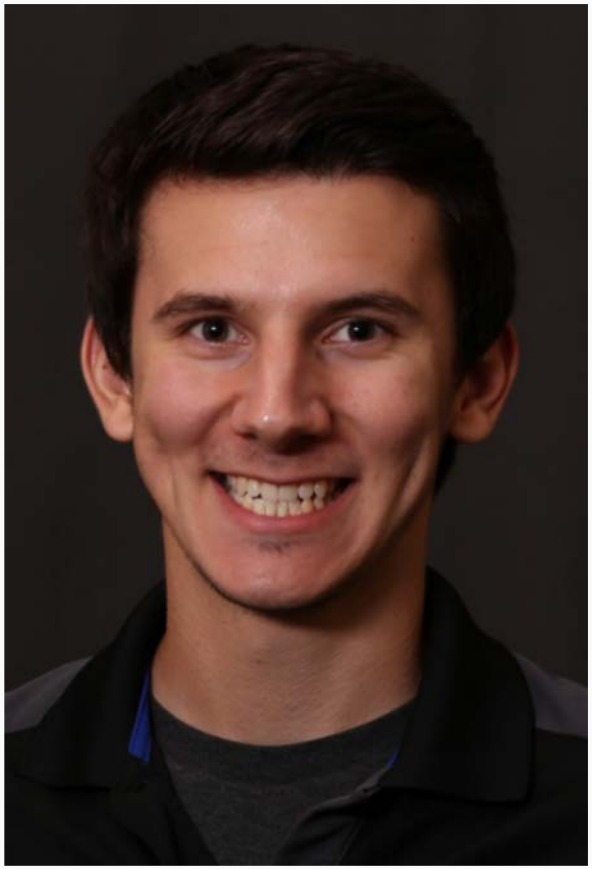
Staff Updates

Congratulations to Terri Maxwell, UMOR Exceptional Service Award Honoree!

"The line 'I checked with Terri Maxwell' is one of the most powerful tools in our toolkit…"

Staff Updates

Welcome
New Asst. Project
Representative
Raymond Cluckey



Staff Updates

Project Representative Maggie Swift

(on leave)

Staff Updates

Welcome
New Asst. Project
Representative
Greer Johanna Swift

b. April 15, 2019
6 lbs, 15 oz., 20”

Policy Updates

200.04 Submission of Hard Copies, Electronic Media and Other Tangible Materials

- ORSP will prepare up to 3 unbound black-and-white or color hard copies, provided:
  - The final proposal and PAF are received in ORSP 32 or more business hours in advance of the sponsor's deadline, and
  - The final proposal is uploaded to the PAF as a single file.

SOP 200.04 continued

- If more than 3 hard copies required, the Project Team is encouraged to provide them all to ensure quality.
- Electronic media and other tangible materials (e.g., CDs, flash drives) must be in ORSP 15 or more business hours before the deadline or they risk not being submitted.

NIH Salary Cap for 2019

- NOT-OD-19-099 issued April 17, 2019
- Restricts amount of direct salary to Executive Level II of the Federal Executive pay scale
- Effective January 6, 2019, the salary limitation is $192,300
- Rebudgeting to accommodate the new salary cap is allowed

NIH Concerns over Foreign Influence

UNIVERSITY OF MICHIGAN

NIH Concerns

- Based on information in publications that was not disclosed to NIH, 70 institutions received letters from NIH asking about potentially undisclosed:
  - Foreign components / collaboration
  - Other Support
  - Foreign affiliations
- At least 12 institutions have been referred to NIH's OIG

Foreign Component: NIH's Definition

Foreign Component

- "The performance of any **significant** scientific element or segment of a project **outside of the United States** either by the recipient **or by a researcher employed by a foreign organization, whether or not grant funds are expended**."
- NIH must approve foreign components in advance.

Foreign Component: NIH's Definition

Activities performed outside the U.S. that meet this definition include:

- The involvement of human subjects or animals
- Extensive foreign travel for the purpose of data collection, surveying, sampling, and similar activities (but not for consultation purposes)
- Any activity that may impact U.S. foreign policy through involvement in affairs or environment of foreign country

Foreign Component: NIH's Definition

Examples of activities outside the U.S. that NIH says *<u>might</u> meet their definition* include:

- Collaborations with investigators at a foreign site anticipated to result in co-authorship
- Use of facilities or instrumentation at a foreign site
- Receipt of financial support or resources from a foreign entity

How to comply (as of today)?

Foreign Component:

- **Pre-Award:** Answer “Yes” to Question 6 (Does this project involve activities outside of the United States or partnerships with international collaborators?) on the Other Project Information form; provide a "Foreign Justification" attachment in Field 12, Other Attachments.
- **Post-Award:** Use “Request Action/Modification” activity in eRPM to initiate ORSP submission of prior approval request; attach "Foreign Justification." Include in Item G.9 (Foreign Component) of annual or final RPPR.

Other Support: NIH's Definition

Other Support

- "All financial resources (Federal, non-Federal, commercial or institutional) available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional grants/awards. Training awards, prizes, or gifts need not be included."
- Other Support must be reported prior to award
- Changes to Other Support must be reported annually

How to comply (as of today)?

<u>Other Support from a Foreign Entity:</u>

- **Pre-Award:** Include in Other Support form as part of response to “Just-In-Time” request.
- **Post-Award:** Include in updated Other Support in Item D.2.c of the Research Performance Progress Report (aka RPPR)

Foreign Affiliations: NIH “Requirements”

<u>Foreign Affiliations / Relevant Positions</u>

- Faculty must include in their Bio Sketch all relevant positions they’ve held
- NIH is suggesting any foreign affiliation should be disclosed as “relevant”

How to comply (as of today)?

Foreign Affiliation

- **Pre-Award**: Include in list of Positions Held in Biosketch
- **Post-Award:** *Awaiting guidance from NIH*

What Else Can You Do?

- Talk with faculty about NIH's definitions, and prior approval and reporting requirements, for:

	Disclose Existing in Proposal?	Prior Approval Needed for New?	Disclose New in RPPR?
Foreign Component	**Yes**	***Yes***	**Yes**
Other Support	**Yes**	**No**	**Yes**
Foreign Affiliations	**Yes**	**No**	**Yes**

- Watch for new NIH and U-M guidance soon

ORSP Update

Thank you!

Awardee Fun Facts – Terri Maxwell

1. Enjoys travelling in Europe with her husband.

1. Attends many live shows at The Ark and elsewhere.

1. Terri is an avid reader, news follower, and political junkie.

1. Terri is a cat person, although she only has two.

Sponsored Programs Update

Research Administrators' Network

Debbie Talley, Director, Finance-Sponsored Programs
May 23, 2019

Audits

FY18 Single Audit

- Update on finding
- New process for journal entries
  - See updated FAQs here: http://procurement.umich.edu/strategic-supplier-program-and-federal-sponsored-projects

FY19 Single Audit

- Testing

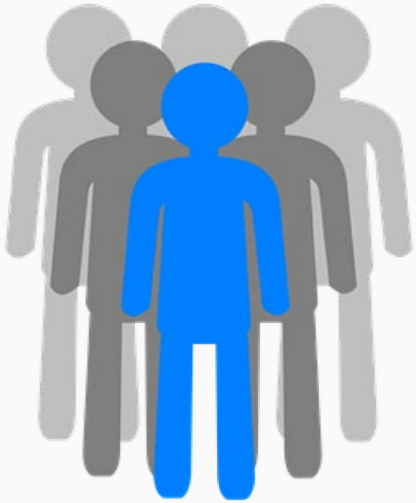
Personnel

Hybrid Staff Move

- Office of Contract Administration staff now reporting to Pete Gerard in Finance-Sponsored Programs

New Hires (as of May 13, 2019)

- 5 accountants
- 3 interns



Sponsored Programs Update

Thank you!

Awardee Fun Facts – Chuck Woolley

1. Has worked in the Center for Ergonomics at U-M for 38 years and looks forward to retiring soon.

1. Chuck has travelled to Kenya, Liberia, Haiti, and Costa Rica leading volunteer work through his church.

1. Likes to read both non-fiction and mysteries.

1. Enjoys gardening/landscaping as well as railroad history and model railroading.

Navigate Update

Research Administrators' Network

David Mulder, Training Manager
May 23, 2019

Navigate Update

Upcoming Sessions

Lunch & Learn

- June 18, 2019: ***Demystifying Data Use Agreements: Basics of Data and DUAs for Research Projects*** with ORSP Managing Project Representative, Patrick Woods
    - In-Person Session is Full — 2 Waitlist Spots Still Available
    - Simulcast Attendance Still Available
- Fall 2019: ***NIH Overview***
- Fall 2019: ***NSF Overview***

NAVIGATE
UNIVERSITY OF MICHIGAN

Navigate Update

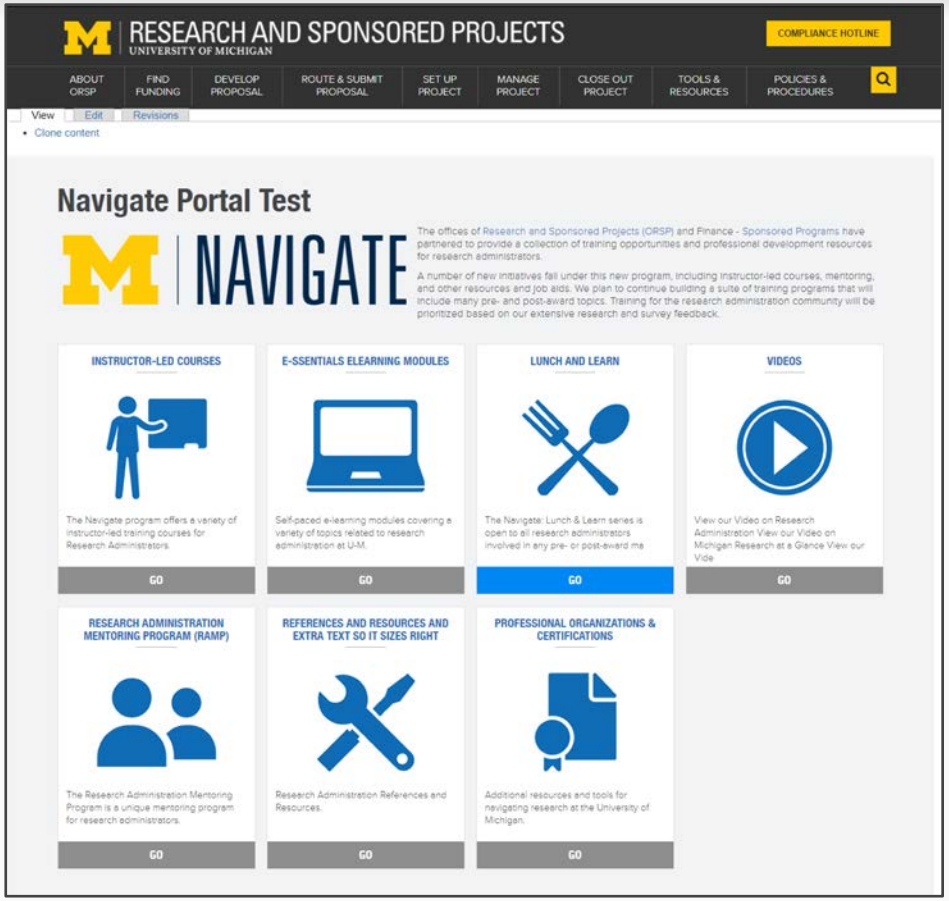
Courses Under Development:

- Advanced Tasks (Large & Complex Projects)
- Reporting & BusinessObjects for RAs

NAVIGATE
UNIVERSITY OF MICHIGAN

Navigate Update

New & Improved *Navigate* Site Coming Soon!



Navigate Update

For Additional Information:

- Email: navigate-research@umich.edu
- Go to: orsp.umich.edu/navigate

NAVIGATE
UNIVERSITY OF MICHIGAN

Professional Societies Updates

Research Administrators' Network

David Mulder, Training Manager
May 23, 2019

NCURA Update

National Council of University Research Administrators:

- 61st Annual Meeting – **August 4-7, 2019** in **Washington, DC**.
  - Registration Deadline – Friday, July 26, 2019
  - Four days of workshops at the meeting, with additional Pre- and Post-Conference Workshops Available

https://www.ncura.edu/annualmeeting/Home.aspx

NCURA
Supporting Research...together™
National Council of University Research Administrators

NCURA Update

National Council of University Research Administrators:

- Three Travelling Workshops – **September 4-6, 2019** in **Chicago, IL**.
  - Financial Research Administration
  - Level I: Fundamentals of Sponsored Project Administration
  - Level II: Sponsored Project Administration
  - Registration Deadline – **August 30, 2019**.

https://www.ncura.edu/travelingworkshops/UpcomingWorkshops.aspx

NCURA
Supporting Research...*together*™
National Council of University Research Administrators

SRAI Update

www.sraannualmeeting.org/2019/

SRA International
Society of Research Administrators International

SRAI Update

SRA International
Society of Research Administrators International

SRA MICHIGAN CHAPTER 2019 MEETING

MACKINAC ISLAND, MICHIGAN
GRAND HOTEL
JUNE 10-11, 2019

Early Registration Closes 5/28!

Contact Us!

msragroup@gmail.com

https://www.srainternational.org/meeting/chapter/2019-michigan-chapter-meeting

SRAI Update

SRA International
Society of Research Administrators International

Contact Us!
msragroup@gmail.com

Announcements!

- **Michigan Chapter Conference**, Mackinac Island, June 10-June 11
  - ***Pre-Conference Registration Closes on May 28th!***
  - Full conference program is finalized – check our website!

- **Want to get involved with the Michigan Chapter of SRAI?**
  - Ruth Halsey, President, halseyr@umich.edu
  - Melissa Karby, President-Elect, mkarby@umich.edu
  - Cathy Seay-Ostrowski, Immediate Past-President, cathyso@umich.edu
  - Pat Turnbull, Secretary, pawatson@umich.edu
  - Nicholas Prieur, Treasurer, nprieur@umich.edu

NORDP Update

National Organization of Research Development Professionals:

- Save the Date! NORDP 2020 – **May 17-20, 2020, San Antonio, TX**
  - More information to come!

www.nordp.org/conferences

NORDP
National Organization of Research Development Professionals

NORDP Update

National Organization of Research Development Professionals:

- 2019 NORDP Great Lakes Regional Meeting – **October 21, 2019**, **Ann Arbor, MI**
  - There will be a $60 registration fee, but you do not need to be a NORDP member to attend.
  - Registration will open in July 2019.
  - Request for Proposals is open; proposals due **June 17, 2019**.
  - Questions? Contact NORDP2019-GL@umich.edu.

https://nordpgreatlakes.splashthat.com/

NORDP Region IV Great Lakes

Professional Societies Update

Thank you!

ITS Update

Research Administrators' Network

Cathy Handyside, Assistant Director of eResearch Administration Systems
May 23, 2019

System Updates

Completed

- eRPM - May 6, 2019

Upcoming

- eRPM - July 22, 2019

May Update - Completed May 6

Award Enhancements - Quick Wins

- Additional Award email notifications updated with list of email recipients
- Updates to the Award Unit Tab to allow Unit-entered terms

Compliance Changes

- Changes related to Biosafety questions on PAF and UFA
- New question for use of controlled substances
- New question for need for enhanced IT security
- Update to existing Export Controls question

Coming July 22, 2019

New UFA Agreement Type for System Security Plans

Award Enhancements - Quick Wins

PAF Changes to support new Deadline Policy

Award Enhancements - Quick Wins

Changes to Awarded PAFs

- Add new workspace message
  - “This PAF is awarded and is for reference only. All comments and transactions should occur on the AWD record.”
- Move the Related Award higher on the PAF workspace
- Remove the Post A Comment Activity
- Give all award project personnel view access to the PAF

Award & Mod - Add Department Contacts to Post a Comment

PAF Changes to support Deadline Policy

New question to identify whether you are routing a proposal for external funding, a funding agreement, or both.

1.2 Select one of the following: *

- ◯ This PAF is for a proposal.
- ◯ This PAF is for a funding agreement that is ready for review.
- ◯ This PAF includes BOTH a proposal and a funding agreement ready for review.

HELP

Please identify whether you are routing a proposal for external funding, a funding agreement that ORSP must negotiate, or both.

Please note: The third option is rare (e.g., industry sponsors).

PAF Changes to support Deadline Policy

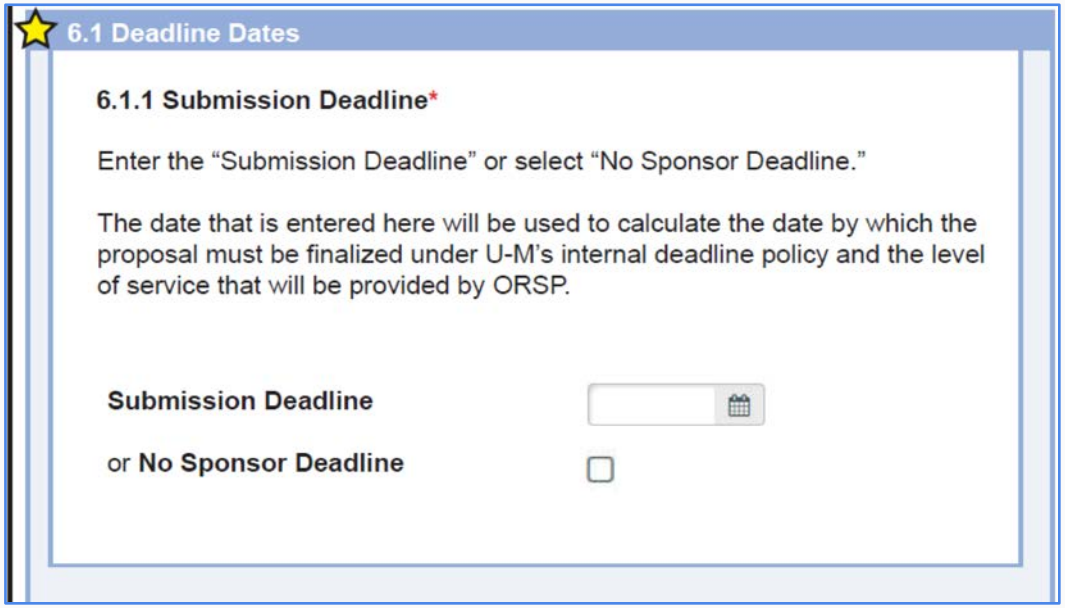
Revised Section 6 to include:

- Capture of Submission Deadline
- New option to indicate Prime Sponsor Deadline
- Calculation of ORSP Deadlines for Full and Limited Review
- New options on Proposal Submission Methods
- New option to indicate Target Date
- Enhanced Instructions for ORSP

PAF Changes - Section 6 (Proposals)

If proposal indicated in question 1.2

- Capture of Submission Deadline
  - This date should reflect the date the proposal needs to leave U-M
  - This is the date that will be used to calculate the ORSP Deadline



PAF Changes - Section 6 (Proposals)

If proposal indicated in question 1.2

- New option to indicate Prime Sponsor Deadline

PAF Changes - Section 6 (Proposals)

If proposal indicated in question 1.2

- Calculation of ORSP Deadlines for Full and Limited Review

Submission Deadlines (read-only)

Prime Sponsor Deadline:	6/1/2019
Submission Deadline:	5/24/2019
ORSP Deadlines	
Full Review - received by ORSP before 5pm on:	5/20/2019
Limited Review - received by ORSP before 9am on:	5/23/2019
School/College Deadline:	
Dept/Unit Deadline:	
Target Date:	

PAF Changes - Section 6

New option to indicate desired Target Date

- Can be used when routing a proposal or a funding agreement
- Target Date is optional
  - If entered, explanation is required

PAF Changes - Section 6

Instructions for ORSP

- Enhanced help guidance for proposals and funding agreements

Enter proposal submission and/or other instructions for ORSP:

Enter any information ORSP may need to process this PAF, including:

1. Detailed instructions to ORSP for submission of the proposal, part(s) of the proposal, and/or tangible materials (e.g., proposal hardcopies, flash drives).
2. Delivery/routing contact & contact information (address, fax number, email, etc.).
3. Whether ORSP Signature is required and on which documents/pages
4. Whether an institutional (cover) letter is required

Specify whenever these notes are award related and not related to final proposal submission to sponsor. For more information, see (ORSP link TBD).

PAF Changes - Section 6

Instructions for ORSP

- Enhanced help guidance for proposals and funding agreements

6.2.3 Proposal Submission, Funding Agreement for Negotiation, or Other Instructions for ORSP*

When routing an agreement for negotiation, please provide the following, as applicable:

1. Whether ORSP should provide the agreement. If an agreement is attached, please indicate who provided it.
2. Whether there are any requested contract terms (e.g. fixed fee or cost reimbursement).
3. Whether the sponsor has already agreed to fund this project or agreed to any associated terms (e.g., a payment schedule).
4. Whether this project will involve the exchange of confidential information.
5. Whether U-M will be disclosing, or receiving from the sponsor, any confidential information. If yes, provide a non-confidential description of the information to be disclosed and its intended use (e.g., a research topic sentence).
6. Whether it is likely that intellectual property will be created by U-M during this project.
7. Whether publication is anticipated as a result of this funding

ITS Update

Thank you!

Awardee Facts – Jessica Soulliere

*As conveyed by Bryce Pilz, Director of Licensing in the Office of Technology Transfer

1. Greeting colleagues with “Happy ...day” (Monday, Tuesday, Wednesday, Thursday, Friday).

1. Jessica was in the process of negotiating regulatory questions around data, huddled around a spotty conference phone in a hotel lobby. She maintained a positive attitude and smile throughout, and completed the agreement.

1. New award in her name to honor those whose relentless positivity impacts the University.

Reminder – Zero Waste Event

Compostable (not pictured: any food waste & napkins/paper towels)

Compost

When in doubt, throw it out

Landfill

Not compostable:

Closing Remarks

- Thanks to the RAAC Communications Subcommittee!
- Ideas for a future meeting? ran-plans@umich.edu
- Next RAN meeting:
  - **October 15, 2019**
  - **2:00 – 4:00 pm**
  - **Michigan League Ballroom**