

# Research Administration Advisory Council (RAAC)

## Committee-at-Large

Tuesday, March 21, 2017, 3:00 – 4:30 pm  
Room 6050 ISR Building  
426 Thompson St  
Minutes

### 1. **Introductions of Members and Guests** (*Debbie Talley*)

Debbie welcomed everyone and announced the committee's newest members - Kathy Devereux, UMOR; Stephanie Hensel, School of Education; and, Stacy Orban, Shared Services Center. The group went around the room for introductions.

### 2. **Presentation:** RAAC Process Subcommittee Update (*Anne Thomson*)

Anne Thomson provided the update from the Process subcommittee. Update is from September 2016 through March 2017. Anne first announced the new subcommittee members since the last update: Meenu Baxendale, School of Natural Resources and Environment (SNRE); Kerri Cross, Institute for Social Research (ISR); Victoria Devulder, Pharmacy; Melissa Karby, Dental School; Danielle Smith, Life Sciences Institute (LSI).

The Process group is meant to be the advisory/steering committee for different projects and defining the scope of each. It is broken down in task forces (larger, long-term project focus), focus groups (gather quick opinions/feedback), and work groups (short-term, time-specified). The Process Subcommittee keeps projects on-task, and looks for input from RAAC (Committee-at-Large) CAL and representatives from their schools on projects, takes feedback to Executive Committee, and then back to RAAC CAL.

The Process subcommittee takes on tasks and assigns Champions. The Champions work with volunteer task forces / work groups on process, and Process Subcommittee serves as a sounding board.

Project Updates:

- 1) **Roles & Responsibilities, Risks in Research Administration Process.** - Phase III: Champion - Stephanie Ford/Bryan VanSickle/ Terri Maxwell.

Status: In Progress

The work group is in place and over ½ way through. Currently in Phase III and through the notice of award, review of agreement, acceptance, and award setup. Also looking at cash management and financial reporting.

- 2) **eRPM Access - (fka PAF Transparency).**

Status: Finished

Part of Award Management System. Revisited to provide consistencies of post-award and pre-award with RAD input. Final decision by Dr. Jack Hu. Faculty and project administrators have access to what they currently have access. Later this year those with business purpose will see all records in eRPM.

Configuration (future access):

Faculty - only to projects they are uniquely affiliated with.

Project Administrator - only to projects they are uniquely affiliated with.

Department Administrator - unit projects / all campus projects.

3) **Tracking Cost Share** - Champion - Heather Offhaus.

Status: New

This is needed as part of the new award management system, questions around cost share were significant. The group is looking into definitions, data use, and implications of cost sharing and identify fields that need tracking (PAF - award - active project - close out). May result in cross over information to RAAC Communications and Training.

4) **Process Survey** - Champion - Charlotte Bowens.

Status: Finished

Bi-annual survey on what type of projects to have Process Subcommittee work on. Survey was sent to all RAAC unit members - one response per school/college/center. Process Subcommittee reviewed and sorted out responses. Highest priority was to have tools to make things easier/more efficient.

The following projects were from survey results and Process Subcommittee will focus on the work plan.

5) **Project Financial Review and Forecasting** - Champion - Melissa Karby.

Status: New

The survey indicated that research administrators are looking for better tools to review their PI portfolio, financial review, and forecasting to reduce administrative burden.

First looking at wish list, and then looking at additional needs for investigators (for use management reports), and requirement for unit / administrator / data information, and common elements of shadow systems. There may potentially be development resources outside of RAAC that are needed. May be some coordination with Metrics.

Reporting/forecasting can go in a lot of directions. We are looking at Investigator specific project/portfolio.

6) **Budget Template Suite** - Champion - Kerri Cross

Status: New

Looked at sharing budget details and budget development tools needed within research community with potential impact to cross campus financial discussions.

First step is develop target wish list on what a suite might contain. Identify existing templates, evaluate unit templates as well as budget templates used in Navigate. Suggest where this would live and who would be responsible for maintenance.

### 7) **Internal Funding - Tracking** - Champion - Danielle Smith.

Status: New

Need to help track and identify where faculty have internal funding to describe their total portfolio. Phase I is to investigate how to best store and report non-sponsored funding by gathering stakeholder needs, evaluating current systems for applicability, and make next-step recommendations.

### 8) **Automation of OCA Activities** - Champion - TBD.

Status: New

Bring OCA activities into same electronic solutions as other systems for invoice review & approval, process flow for changes, and templates and checklists for subcontracts.

The Process Subcommittee also responds to any change in electronic systems proposed by ITS and ORSP initiatives. They need feedback from the units and looking for volunteers for each of the initiatives above. Going to send email out with each project, scope, time commitment, and how many people that are needed.

### 3. **ITS Update:** (*Carolyn Pappas*)

#### **Update on PM Performance eRPM Vendor Upgrade.**

No new occurrences of system slowness. ITS continues to work with Vendor, Click/Huron to make the system better.

#### Huron/Click Framework Portal Upgrade:

First, need to work on interim version and system will be unavailable on Friday, 3/24/17 through Monday, 3/27/17. There will be limited user-facing changes. The main upgrade to version 8.0.2 will happen on May 5, 2017 and upgrade will update user interface and updated microsoft technology.

### 4. **ORSP Update:** (*Craig Reynolds*)

Federal Research Terms and Conditions (RTC) were released on 3/14/17. Some of the appendices have been posted on NSF website (since this morning) and we are still digesting what's included in the official documents.

Various government departments are not going to release RTCs at the same time. NSF - 4/3/17, NASA, 10/1/17, Commerce 10/1/17, Energy, 4/1/17, and EPA 12/2017. Award documents will go out. Need to go back to the NSF website for latest RTC documents.

As of March 17, 2017 the NIH Level II salary cap of \$187,000 is now in effect. Please budget with new Level II amounts. Can change back to January 8. Language is firm as you can get, and U-M is advising to use new Level II salary cap.

We continue to work on the deadline policy and engage users. We will be going back to Dean's next month, and discuss with Executive Committee in April, and Faculty Advisory Committee in May to make sure procedures are defined for roll-out.

Working on Award Management Module and timeline to roll-out. Phase I was planned to go live January 1, 2018, but with deadlines and required training and communications, it was decided not to roll-out January 1, but go live in April with training/communication in January. Asking group for feedback and all agreed with April rollout.

#### **5. Sponsored Programs Update:** (*Debbie Talley*)

Debbie said no new news on audits - single audit due on March 31. NSF audit - no more news. Provided all information to their questions so now we are waiting. Looking at September. Craig saw a report in Thompson Reuters on our audit with our responses. Debbie asked for a copy.

RAP message went out on close-out tools available. The checklists are a product of the Process subcommittee and we are looking for feedback on both the timeline and areas to address versions.

In January hired several new people and looking for new cohorts coming in May. Debbie asked for patience in getting new people up to speed.

#### **6. Closing and Future Meetings:** (*Debbie Talley*)

Next meeting April 18 at NCRC. Judy Carrillo will give update from RAAC Training Subcommittee.

Next EC meeting April 11.

Today is 2nd day of Navigate: Fundamentals. Please provide any feedback.

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#### RAAC Committee-At-Large Meeting Dates

- Tuesday, April 18, 2017, 3:00 - 4:30 pm @ Medical School, NCRC (*Judy Carrillo*, RAAC Training Subcommittee)
- Tuesday, May 16, 2017, 3:00 - 4:30 pm @ SNRE (*Becky O'Brien*, RAAC Communications Subcommittee)
- Tuesday, June 20, 2017, 3:00 - 4:30 pm @ College of Engineering (*Chris Allan*, RAAC Metrics Subcommittee)

#### Executive Committee Meetings

Wolverine Tower, Conference Room 1025

- Tuesday, April 11, 2017, 3:30 - 5:00 pm
- Tuesday, May 9, 2017, 3:30 - 5:00 pm
- Tuesday, June 13, 2017, 3:30 - 5:00 pm

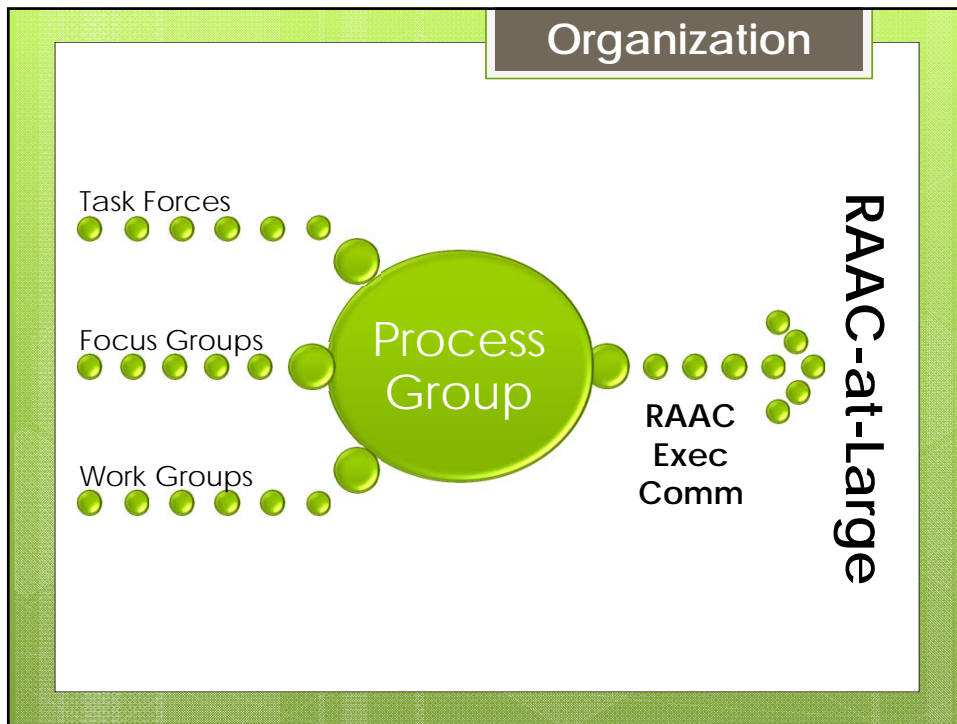
## Update to RAAC

### Process Subcommittee

March 2017  
~~September 2016~~  
~~February 2016~~  
~~July 2015~~  
~~February 2015~~

## Members

<i>Baxendale, Meenu</i>	SNRE
Brant, Beth	Medical School
Cristiano, John	UM-Dearborn
<i>Cross, Kerri</i>	ISR
<i>Devulder, Victoria</i>	Pharmacy
Ford, Stephanie	College of Engineering
<i>Karby, Melissa</i>	Dental
Maxwell, Terri	ORSP
Nielsen, Tony	ORSP
Offhaus, Heather	Medical School
Pappas, Carolyn	ITS
<i>Smith, Danielle</i>	LSI
Thomson, Anne	LSA
VanSickle, Bryan	Sponsored Programs
DeVries, Chris	ORSP & Sponsored Prog



- ### General Process
- Process meetings aren't work product meetings for initiatives that have Champions
  - Champions work with volunteer taskforces / workgroups to think tank process and...
  - The Process committee serves as a sounding board
  - Generally, we encourage Process members to be Champion of a project

## Project Updates

- Each section is intended to be a high-level view into the current state of the project
- Please feel free to reach out to the Process chair (Heather) or any of the Champions listed for the projects with
  - Questions
  - Concerns
  - Ideas

## In Progress

### Roles and Responsibilities/Risks in Research Admin Process

Champions: Stephanie Ford / Bryan VanSickle / Terri Maxwell  
Status: Work Group in place, over ½ way through

#### Phase III

- Through the notice of award, review of agreement, acceptance, and award set-up
- As a bonus: cash management and financial reporting

#### Next Steps:

- Finish review of stages
- Discuss with Process to finalize
- Process will then enter into Phase IV

## eRPM Access

### What it is:

- (the project formerly known as) PAF Transparency

### Why it came up again:

- As part of developing the Award Management System, there needed to be a final answer
- RADs were asked to contribute their input
- Final decision reached last month by Dr. Jack Hu

### What to expect:

- Later this year, those with a business purpose to see records in eRPM will see all records.

## Configuration

### Current

### Future

Faculty



Only to projects they are uniquely affiliated



Project Administrator



Only to projects they are uniquely affiliated with



Department Administrator



Unit Projects → Campus Projects





New

## Tracking Cost Share

Champion: Heather Offhaus

Status: Underway

Need: For *Award Management System*, questions around cost share were significant

Ongoing conversation:

- Group is looking into definitions, data use, and implications of cost sharing
- Anticipate identification of fields that need tracking  
PAF → award → active project → close out
- May result in cross over info to RAAC Communication & Training

Finished

## Process Survey

Champion: Charlotte Bowens

Status: Done!

Activities:

- Survey was sent to all RAAC Unit Members
- One response per school/college/center
- Process reviewed and sorted out responses
- Biggest message: Tools to make things easier / more efficient

Next Steps:

- Rest of presentation focuses on the work plan for Process that comes directly from the Survey Results

New

## Project Financial Review & Forecasting

Champion: Melissa Karby  
Status: Just Beginning

What we heard: The survey indicated that any type of project financial review and forecasting tools would be welcome to help reduce administrative work.

Early conversation:

- First round will be "wish list" collection
- Additional needs for Investigator-use management reports
- Requirements for Unit / Administrator / data information
- Common elements of shadow systems need to be surfaced
- Potential development resources needed outside of RAAC

### Process: Reporting / Forecasting

	Investigator Specific Project	Investigator Portfolio	Department Financials	School/College	Institutional
Representative Reporting	<b>Sponsored:</b> <ul style="list-style-type: none"><li>- Current expenditures</li><li>- Budget to Actual</li><li>- Burn Rates</li><li>- Single project forecasting</li><li>- Cost Share and interim close out reports</li></ul>	<b>Sponsored and Institutional Combined:</b> <ul style="list-style-type: none"><li>- Expenditures across projects</li><li>- Burn Rates</li><li>- Forecasting on total portfolio and institutional resources (esp. staffing)</li></ul>	<b>Sponsored:</b> <ul style="list-style-type: none"><li>- Revenue/Receivables</li><li>- Funded project "lists" and current financial state</li><li>- Cost share commitments</li></ul>	<b>Sponsored:</b> <ul style="list-style-type: none"><li>- General health of the school/college</li><li>- Revenue/Receivables</li><li>- IDC Recovery</li></ul>	<b>Sponsored:</b> <ul style="list-style-type: none"><li>- IDC recovery</li><li>- Expenditure summaries</li></ul>
	<b>Institutional:</b> <ul style="list-style-type: none"><li>- Expenditures by defined program</li><li>- Burn Rates</li></ul>		<b>Institutional:</b> <ul style="list-style-type: none"><li>- Project "lists" and current financial</li></ul>	<b>Institutional:</b>	<b>Institutional:</b> <ul style="list-style-type: none"><li>- Taxes</li><li>- Receivables Reporting</li></ul>

New

## Budget Template Suite

Champion: Kerri Cross  
Status: Just Beginning

What we heard: Tools needed / potential impact to cross-campus financial discussions

Early conversation:

- Develop target wish list on what a "suite" might contain
- Identify existing templates
- Evaluate unit templates as well as budget templates used in Navigate
- Suggest where this would live and who would be responsible for maintenance

New

## Internal Funding - Tracking

Champion: Danielle Smith  
Status: Just Beginning

What we heard: Help needed to track & identify where faculty have funding to describe their total funding

Early conversation:

- Phase I Investigation into how to best store and report non-sponsored funding
- Gather stakeholder needs
- Evaluate any current systems for applicability
- Make next-step recommendations after defining the need

New

## Automation of OCA Activities

Champion: TBD  
Status: Identified Need

What we heard: Bring OCA Activities into same electronic solutions as other systems

We heard on survey:

- Invoice review & approval
- Process flows for changes
- Templates/check-lists for subcontracts

"On Call"

- RAAC Process will continue responding:
  - To changes to electronic systems as proposed/handled for implementation by ITS
  - As requested, with comment on ORSP / Sponsored Program initiatives

## Shameless Plug

### We need **YOU!**

*(or someone you want to **Voluntold...**)*

- We will be sending out "Volunteer Opportunities" for most of the previous slides
- Any RAAC CAL member can send great candidates our way – contact Heather / Chris
- Each group will be looking for folks with passion about the topic (& time available to discuss)
- Watch for the email within the next 2 weeks

**Thank You!**

See you in six months....

# ITS Update

RAAC Committee-at-Large

**Carolyn Pappas**, ITS Research Administration Systems  
March 21, 2017



## Overview



- Update on PM Performance
- eRPM Vendor Upgrade
  - Planned for April/May

## Update on PM Performance



- System Slowness during NIH deadline period
  - No new occurrences since last meeting
  - Continuing to work with vendor, Click/Huron

## eRPM Vendor Upgrade – April/May 2017



- Huron/Click Framework Portal Upgrade
  - Currently on version 6.1.3
  - Planning two stage upgrade to version 8.0.2
    - Upgrade to interim version – Weekend of March 24, 2017
      - System unavailable Friday, March 24 starting at 5:45pm through Monday, March 27 at 6:00am
      - Limited user-facing changes
    - Upgrade to version 8.0.2 – Weekend of May 5, 2017
      - Updated user interface
      - Updated Microsoft technology