Attendees:

<table>
<thead>
<tr>
<th>Meenu Baxendale - SNRE</th>
<th>Chris DeVries - RAAC</th>
<th>Carolyn Pappas - ITS</th>
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<tr>
<td>Steve Beach - LSA</td>
<td>Victoria Devulder - Pharmacy</td>
<td>Jane Sierra - Medical School</td>
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<td>Brandi Berg - LSA</td>
<td>Linda Forsyth - Engineering</td>
<td>Danielle Smith - LSI</td>
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<td>Beth Brant - Medical School</td>
<td>Stephanie Hensel - Education</td>
<td>Debbie Talley - Sponsored Programs</td>
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<td>Constance Colthorp - ORSP/Sponsored Programs</td>
<td>Teresa Herrick - Business</td>
<td>Alex Thebaud - Ford School</td>
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<td>John Cristiano - U-M Dearborn</td>
<td>Melissa Karby - Dentistry</td>
<td>Marcelo Valdivieso - Procurement</td>
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<td>Kerri Cross - ISR</td>
<td>Karen Kirchner - Nursing</td>
<td>Bryan VanSickle - Sponsored Programs</td>
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<td>Cindy Dames - ORSP</td>
<td>Amy Klinke - BEC</td>
<td>Daryl Weinert - UMOR</td>
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<td>Lori Deromedi - UMOR</td>
<td>Mindy LaRocca - SPH</td>
<td>Li Yong - SNRE</td>
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<td>Kathy Devereux - UMOR</td>
<td>Becky O’Brien - Information</td>
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1. **Introductions of Members and Guests (Daryl Weinert)** [1:30 – 1:35]

Daryl welcomed everyone and the group went around the room for introductions. Linda Forsyth called in. Daryl thanked School of Natural Resources and Environment for hosting.

2. **Presentation: RAAC Communications Subcommittee Update (Becky O’Brien)** [1:35 – 2:05]

Becky O’Brien welcomed everyone, and gave a RAAC Communications subcommittee 6 month update. She went over the members of the subcommittee and indicated no change from the last meeting, but will have a new member from ISR.

The subcommittee charge includes:

- Identifying and assessing communications methods currently used at U-M for research administration;
- Working to develop improved systems that support robust, consistent, and effective communications within the research administration community;
- Recommend best practices by topic, purpose, and/or method;
- Facilitate and foster communications in among research administrators (RAs) by conducting the quarterly Research Administrators’ Network (RAN) meetings.

The subcommittee worked on two (2) RAN meetings, and process improvements for the meetings. First meeting was on October 13, 2016 with a featured presentation on Deep Blue Data. There were 125 in-person and 80 remote attendees with Heather Offhaus serving as the guest emcee. The February 28,
2016 meeting featured a faculty presentation about Makerspaces and Creative Thinking. There were 101 in-person and 85 remote attendees with Craig Reynolds serving as the guest emcee.

A new live streaming and recording service was added due to the previous vendor changing jobs. The new vendor was hired from LSA for a lower cost. Still working on a few things, but went smoothly and well received by remote viewers.

Continued improvements for RAN Meetings:
- Faculty presentation - well received and plan to include regularly.
- Satisfaction survey - exploring implementation of post-RAN surveys.
- Live vs. remote attendance - continue to examine attendance numbers to ensure we don’t lose networking aspect while getting information out broadly to the RA community.

The numbers for RAN Meetings:
Working on the data to give better idea on in-person vs. remote and differences between meetings. Looks like remote attendees are growing. Reasons for variance is day of week meeting held, other events going on, etc.

Live streaming (unique number per machine):
- October 2016 meeting had 80 remote viewers with 55 subsequent views (YouTube).
- February 2016 had 85 remote viewers with 61 subsequent views to date.

Current Projects:
- Provided feedback to Phire (vendor) on Finance Website redesign.
- Gave feedback to Constance for clarity on ORSP web page content, forms, and instruction sheets.
- Gave feedback on the Washington DC Sponsor one sheets.
- RAN meeting is tomorrow, May 17, with Daryl serving as the guest emcee. UMOR staff awards are after meeting.
- Working on RAN evaluation surveys and plan to be ready for October 2017 meeting.
- Review web pages. Currently working on cost sharing web page and put on hold as separate working group started reviewing definitions and waiting for recommendations and incorporate with our findings.
- Informal peer-to-peer online community forum. The idea is to fill a communication gap by facilitating informal information sharing for the RA community. We are in comparison stage for system options. This forum may be a potential to use as chat function for RAN remote attendees.
- ORSP website FAQs. Working on updating the FAQs and providing feedback on questions/answers clarity, etc.
- Working with other RAAC subcommittees providing feedback on templates (Metrics).

Future initiatives:

UM Resource Communication - Foundation Relations inquiry regarding promoting program evaluation services. There are other similar types of resources, and thinking role(s) for other committees.

Suite of Metrics rollout: Plan to work with RAAC Metrics regarding assistance and feedback for communicating rollout.

Daryl asked about the nature of the work the committee did to provide feedback on the new Finance website. Becky answered that the vendor (Phire) met with various groups to see how the website was used, how do you look for information, do you know what Finance does, how do you seek that out. Saw the subcommittee as a good mix of people who touch the website. They came to one of the meetings to get
our feedback and user needs. Want to know the struggles and how they can make it better. Looking at internal and external customers. Since there are not many “external” customers, our cross-sectional group gave an “external” perspective. Daryl followed up by asking if they are coming back with mockup of new site. Debbie responded that the vendor will not be going back; they were just getting feedback from various users to inform the design process.

Debbie asked about the RAN meeting conflicts (e.g., Spring Break). Are we looking at different months? Becky said we are going to evaluate if we need to change the month, day of the week, etc. to get better attendance. Looking at various angles of what attendance means, how much is a good number, etc. Constance mentioned that we have not uncovered any specific trends. We are looking into numbers and made some assumptions based on feedback we received. We moved the February date, but ran into another event conflict. For the May meeting there is not a lot of flexibility as we backend to the UMOR staff awards.

Daryl hoped people will come to the RAN meeting and stay for the UMOR Staff Awards immediately following. Nice event and means a lot to those being awarded.

3. **ORSP Update: (Chris DeVries)**

Chris presented the update for Craig Reynolds. First, another reminder to register for, and come to, the RAN meeting.

The Research Terms & Conditions webinar is scheduled for Tuesday, May 23 in Suite G-18. There are 15 seats available.

Single IRB Requirement (for multi-site studies): Discussions are going on about costs and details will be announced at later date.

Dave Nassar was hired on May 8 as the new Instructional Designer (working for David Mulder). Dave will help with stand-alone content of fundamentals class and faculty training initiative.

Deadline policy: Feedback from Executive Committee, Academic Programs Group (APG) and other groups has led to a revised policy. There are some questions that need faculty input and the policy will go to RAAC Faculty Advisory Council meeting on Monday (May 22) and will follow up with the RAAC Committee-at-Large at a later date.

Melissa mentioned that NIH kicked back a proposal because of Appendices Guideline policy. However, the RFA had specific appendix guidelines that were followed. Chris answered that he had not heard of this, and asked the group if they had any insight. Bryan VanSickle indicated that justifications are being looked at, and proposals being kicked back indicating “overstuffing.” Chris will pass the information along to Craig.

4. **ITS Update: (Carolyn Pappas)**

Carolyn Pappas mentioned eRPM Vendor Upgrade - 8.0.2 has been completed. It was in two stages - first update on March 24, 2017 and completed on May 5, 2017.

Enhancement Release Schedule for 2017:
- May 22 - eRPM Release 4.5 - upgrade adjustments.
- June 26 - eRPM Release 4.6
- Updates to Export Controls Security.
- Update to Agreement Acceptance Request.
September 25 - eRPM Rel. 4.7 - PAF Transparency. Allow a greater group (people who are reviewers and approvers) to see the PAF. Reviewers will be able to see other PAFs of those you are collaborating but not added to view. Daryl said many units would be worthwhile to see a bigger picture and see what other systems are doing around campus (e.g., HR or Development system).

Alex asked if it would be possible to allow RAs to see PEERRS compliance. Carolyn answered that the PEERRS information is available if you go to Contacts Tab of the PAF. Also, in M-Inform you can see if someone has disclosed or not (via Contacts Tab), but that is as far as you can view unless you have specific role. Constance mentioned that she will discuss this with Carolyn as there may be a way to communicate this broadly (e.g., via a RAPid).

5. Sponsored Programs Update: (Debbie Talley) [2:35 – 2:50]

Staff update: On Monday, May 8 four (4) new accountants and five (5) new interns started. Some people moved over to customer service. Make sure you look to see if your customer service representative changed.

The OMB granted an extension of the UG Procurement standards for another year. The new date for U-M is July 1, 2018. Still trying to figure out the requirements. This will be the final extension. No energy or effort will be extended on the UG from government.

Sponsor Programs is part of the customer service survey pilot and will happen the end of June. Trying to determine the usefulness of surveys and looking at different ways to get feedback, and how we should be doing the surveys. We have been part of the pilot group. If you see something come through your e-mail, please fill it out.

6. Closing and Future Meetings: (Daryl Weinert) [2:50 – 3:00]

The next Committee-at-Large meeting is June 20 and will be last meeting for the summer. Linda Forsyth will be hosting us at CoE with a Metrics update. Also going to have discussion on recharge rates.

Debbie said Tony Burger (Director of Financial Analysis) was asked to come to RAAC to go over the recharge activity. We’ve had management observations on audit reports and this has been concerning. The observations relate mostly to recharge rates not being posted, or posted rates are not being adhered to. Tony has presented to the Budget Administrators Group (BAG). This issue is not fully understood by a lot of folks and Daryl said Tony does a good job in clarifying and will answer any questions.
Research Administration Advisory Council
Communications Subcommittee

Update to RAAC Committee-at-Large
May 16, 2017

Communication Subcommittee Members

- Leslie Chavez, Sponsored Programs
- Constance Colthorp, ORSP and Sponsored Programs
- Cindy Dames, ORSP
- Lori Deromedi, UMOR Compliance
- Chris DeVries, ORSP and Sponsored Programs
- Carrie Disney, School of Social Work
- Nicole Dyer, LSA

- Lisa Kisabeth, Engineering
- Becky O’Brien (Chair), School of Information
- Julie Olivero, ORSP
- Brenda Phillips, Medical School
- Pat Turnbull, Dearborn
- Corey Turner, Engineering
Communication Subcommittee Charge

The RAAC Communications Subcommittee seeks to:

- **Identify and assess the communication methods** currently used at U-M for research administration
- Once identified, **work to develop improved systems** that support robust, consistent and effective communications within the research administration community
- **Recommend best practices** by topic, purpose, and/or method
- **Facilitate and foster communications to and among research administrators by conducting the quarterly** Research Administrators Network (RAN) meetings

Accomplishments Since October 2016

- RAN Meeting - October 13, 2016
- RAN Meeting - February 28, 2017
- Continued RAN Meeting Process Improvements
- Feedback and Consultation
  - U-M Finance Website Redesign
  - Project Closeout Checklist
  - Washington D.C. Federal Sponsor One-Sheets [http://orsp.umich.edu/sponsor-specific-resources](http://orsp.umich.edu/sponsor-specific-resources)
  - InfoReady/Limited Submissions Feedback
Research Administrators’ Network (RAN) Meetings - Thursday, October 13, 2016

Topics:
- Deep Blue - Data
- Limited Submissions & InfoReady Preview
- Open Networking
- Professional Development Spotlight: RAMP Cohort & New Training Opportunities

Attendees: 125 in-person, 80 remote
Emcee: Heather Offhaus

Agendas and presentations on the RAN webpage: http://orsp.umich.edu/ran/

Research Administrators’ Network (RAN) Meetings - Tuesday, February 28, 2017

Topics:
- Faculty Presentation on Makerspaces & Creative Thinking
- Deadline Policy Sneak Peek
- Design Thinking Networking Activity
- Professional Development Spotlight: aiM Higher, Navigate update

Attendees: 101 in-person, 85 remote
Emcee: Craig Reynolds

Agendas and presentations on the RAN webpage: http://orsp.umich.edu/ran/
New Live Streaming & Recording Service

Agendas and presentations on the RAN webpage: http://orsp.umich.edu/ran/

RAN Meetings: Continued Improvements

- **Faculty Presentations**
  - Plan to include regularly (possibly one per year)

- **Satisfaction Survey**
  - Exploring implementation of brief post-RAN surveys

- **Live vs. Remote attendance**
  - Continue to examine to ensure we don't lose networking aspect while getting information out broadly
RAN Meetings: The Numbers

- October 2016 Meeting
  - Peak concurrent viewers: 80
  - ~55 Subsequent Views (to date)

- February 2017 meeting
  - Peak concurrent viewers: 85
  - Average view duration: 39.5 min
  - ~61 Subsequent Views (to date)
Feedback on U-M Finance Website for Redesign

Reviewed and Provided Feedback from RA Perspective:

- Meet with Vendor leading redesign (Phire)
- Gave feedback on current site

Provided Consultation to Communications Manager: Project Closeout Checklists

Reviewed and Provided Feedback regarding:

- Instructional Clarity
- Usability
Provided Consultation to Communications Manager:

Reviewed and Provided Feedback regarding:

- Washington, D.C. Sponsor One Sheets
- InfoReady for Limited Submissions
  - Instructional Clarity
  - Usability

In progress:

- Next RAN Meeting - Tomorrow~
  - Wednesday, May 17th 2:00 - 3:30pm
- RAN Evaluation Surveys
  - Actively in-progress
  - Ready for October 2017 Meeting
- Review & Feedback of Web Pages
  - Cost Sharing - On hold
- Online Community Forum / Informal Peer-to-Peer Sharing for RA Community
  - Actively in-progress
  - Discovery and Information Gathering
- Review & Feedback of ORSP FAQs
- Review & Feedback as requested for Other RAAC Subcommittees
Informal Peer-to-Peer Sharing Forum

Fill the communication toolset gap for informal community sharing

Work Group Members:
- Constance Colthorp, Lori Deromedi, Chris DeVries, Becky O'Brien, Pat Turnbull

Current Status:
- Comparison stage (features, functionality, etc.)
- Potential for use as chat function for RAN remote attendees.

Review & Feedback ORSP FAQs

Frequent Questions ORSP Receives
- Categorized within lifecycle
- Review and synthesize questions & answers
Working with other RAAC Subcommittees

**Metrics Subcommittee: Current / Pending Support Template**

- Chris Allan shared current / pending (and other) support template
  - RAAC Metrics developed
- Review and use template and provide feedback

Future Initiatives

**UM Resource Communication**

- Foundation Relations inquiry/request regarding promotion of program evaluation services
- Other similar types of resources? Role(s) for other committees?

**Suite of Metrics Rollout**

- Plan to work with RAAC Metrics regarding assistance and feedback for communications around rolling out suite of metrics
Questions?
ITS Update
RAAC Committee-at-Large

Carolyn Pappas, ITS Research Administration Systems
May 16, 2017

Overview

- eRPM Vendor Upgrade
- eRPM 2017 Enhancement Schedule
eRPM Vendor Upgrade – April/May 2017

- Huron/Click Framework Portal Upgrade
  - Conducted two stage upgrade to latest vendor version (8.0.2)
    - Stage 1 – Completed weekend of March 24, 2017
    - Stage 2 - Completed weekend of May 5, 2017
      - Updated Microsoft technology
      - Updated user interface

eRPM Enhancement Schedule

- May 22, 2017 - eRPM Release 4.5
  - Upgrade Adjustments
- June 26, 2017 - eRPM Release 4.6
  - Updates to Export Controls Security
  - Updates to Agreement Acceptance Request
- September 25, 2017 - eRPM Release 4.7
  - Updates to Agreement Acceptance Request
  - PAF Transparency