Research Administration Advisory Council (RAAC)
Committee-at-Large
Tuesday, March 20, 2018, 3:00 – 4:30 pm
Ross School of Business
Room B1590 Blau Hall
Minutes

Attendees:

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<td>Steve Beach</td>
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<td>Teresa Herrick</td>
<td>SEAS</td>
<td>Craig Reynolds</td>
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<td>Beth Brant</td>
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<td>Jennifer Huntington</td>
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<td>Judy Carrillo</td>
<td>Medical School</td>
<td>Bob Johnson</td>
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<td>John Cristiano</td>
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<td>Melissa Karby</td>
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<td>Danielle Smith</td>
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<td>Cindy Dames</td>
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<td>Karen Kirchner</td>
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<td>Scott Stanfill</td>
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<td>Lori Deromedi</td>
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<td>Mindy LaRocca</td>
<td>SPH</td>
<td>Yvonne Sturt</td>
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<td>Kathy Devereux</td>
<td>UMOR</td>
<td>Charlie Mattison</td>
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<td>Chris DeVries</td>
<td>RAAC</td>
<td>Jan Mitchell</td>
<td>Pharmacy</td>
<td>Debbie Talley</td>
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<td>Lyn Fyfe</td>
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<td>David Mulder</td>
<td>ORSP / Sponsored Programs</td>
<td>Alex Thebaud</td>
<td>Ford School</td>
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<td>Cathy Handyside</td>
<td>ITS</td>
<td>Becky O’Brien</td>
<td>Information</td>
<td>Daryl Weinert</td>
<td>UMOR</td>
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1. **Introductions of Members and Guests** *(Daryl Weinert)* [3:00 – 3:05]

Meeting started at 3:00 p.m.

Daryl thanked Teresa and Jennifer for hosting the meeting. Congratulations are in order to Ross Business School which moved up to number 7 in the Best Business School rankings (up from 11) in US News.

2. **ORSP Update** *(Craig Reynolds)* [3:05 – 3:20]

**Staffing:**
- In the process of hiring one new Project Representative to replacing Jeff Alber.
- In the process of hiring two support staff positions that are currently vacant. We have two accepted offer letters:
  - Marie Turner who retired from ORSP is coming back.
  - Rebekah Turner, formerly from U-M, and currently with Audi.
- Going to extend an offer to promote one of our support staff to managing position to oversee the support staff.

**eVerify Compliance:**
- Recently received a letter informing us of lack of compliance with eVerify requirements on government contracts. The surprise is we got a letter and have been informed we are not in compliance with eVerify requirements for employment eligibility verification.
  - Within 3 business days for new hires
  - Within 30 business days for existing employees.
Daryl asked if we have an estimate of our compliance rate. Debbie responded that historically this has been in the 40-50% range, but may be higher today.

Scott mentioned that the current process in the HR system is not helpful. It is hard to find out if person has been eVerified. You need to contact David Day in HR to see if an employee is eVerified and schedule an appointment. It is very difficult. It would be nice if this information was in the system (Wolverine Access) even if hidden from view for most people.

**NIH Salary Cap:**
- The new cap of $189,600 was announced by NIH. However, there is still not an approved federal budget yet. So while the new cap may be used for budgeting purposes, it is technically not allowable to increase salaries.
- Debbie reiterated that from their standpoint since budget has not passed, it is not final. Should wait until budget is passed to increase salaries.
- David asked how they should present this in Fundamentals. Debbie said it was ok to use the new salary cap for budgeting.

**Deadline Policy:**
- No changes to date, and the policy is still in draft form. 4 days for full review, 2 days institutional review, and extensions are in Jack Hu court and will be addressing the issue.

**Award Management System:**
- Cathy Handyside will give an update during her portion of the meeting.

3. **Presentation: RAAC Training Subcommittee Update (Judy Carrillo)**  
   [3:20 – 3:50]

The following are updates for the RAAC Training subcommittee:

- No changes in membership since last update. Everyone in the group is engaged in the activities.

**Navigate Training:** Launched 5 new courses in 2017:
- **Budgeting Basics** - took from the Fundamentals Proposal Development module
  - Cathy Seay-Ostrowski and Judy Carrillo are trainers for the course.
  - Piloted in September 2017.
  - Pilot was originally 2-½ days, and now scaling down to 2 half days.
  - Will incorporate video learning (new feature).
  - Next course in June.

- **Launched Advanced Budgeting I**
  - Marlie Bartow and Grace Sinay are trainers for the course.
  - Module includes how to budget VA faculty in proposal development stage.
  - Module includes labor hours; taught by Kerri Cross and Ruth Halsey.
  - Hope to bring back in July or August.

- **Advanced Budgeting II**
  - Kim Mann and Trina Bailey are trainers for the course.
  - Based on complex DOD grant, and a complex internal budget with cost sharing as well as working with other units.
  - Next course July / August.
• Train the Trainer
  ○ Offering to our course instructors.
  ○ Helps with classroom skill development.
  ○ Offer as needed.

• Lunch & Learn: three programs to date.
  ○ Very popular session, and added live stream webcast to accommodate registration challenges.
  ○ We have developed a work group (Kristina Oberly - lead) to:
    ■ Identify potential future topics and schedule.
    ■ Find location on central campus to host event that can simulcast.

• RAMP - in 4th cohort.
  ○ Has 17 matched pairs. Largest cohort since pilot.
  ○ Have had 56 mentees go through program since program was launched.
  ○ Program runs October 2017 - June 2018.

• Uniform Guidance Cost Principles:
  ○ Jacob Schlag, Nick Prieur and Mia Bennardi trainers for the course.
  ○ Offered March 13 in Ann Arbor (33 participants), and another class coming up on April 10 in Dearborn (19 registered).
  ○ Offer three times a year.

• Fundamentals:
  ○ Cohort started March 14, 2018 with 33 participants.
  ○ Launched in 2015. Took 53 design team members to develop course; 1,143 hours of design work.
  ○ Currently reviewing content/format: Emily Hamilton and Amy Holihan are the work group leads.
    ■ Reviewing original learning objectives used on the design and development of Fundamentals.
    ■ Identify intermediate and advanced research administrator learning objectives.
    ■ Hope to have review completed by end of June.

Craig asked about the purpose in identifying intermediate and advanced learning objects for a Fundamentals course. Judy responded that this is part of developing an overall roadmap of what we need to offer for courses. Determine if there are learning objectives for more seasoned research administrators.

Audience Analysis:
• 309 trainees have taken the instructor led courses:
  ○ 214 unique trainees
  ○ 95 trainees have attended two or more courses.
  ○ Need to identify who is our audience.

• Workgroup leads: Pat Turnbull and David Mulder
  ○ Who is potential audience for research administrator training (both faculty and staff) based on demographic data?
  ○ How do we reach them?
  ○ What courses do we need to teach?
RA Competency Roadmap:

- Workgroup leads: Sue Kelch and Judy Carrillo
- Help identify training gaps.
- Provide research administrators and supervisors with tools that outlines knowledge, skills and abilities needed to perform job.
  - List key competencies for research administrator.
  - Breakdown of competencies by level (research administrator roles).
  - Mapping of key competencies to available professional development opportunities.
- Develop a list of topics and where training is needed.
- Started with eight core competencies at U-M. The ninth competency will be research administration.
- Will be creating a matrix with courses and competencies for research administration.

Becky asked if the competencies were going to be broken down by pre-award/post-award. Is there going to be a way to pick an area by what is needed for them (research administrator)? Judy responded that it will be broken down in tasks (e.g., financial courses).

Daryl indicated it would be good to match a position description to competency skill. Need to tighten down on job codes, etc. Need to find what are the gaps.

- Job classification is what is missing to match with competencies.
- David said they are reviewing aggregate data of job descriptions. Consistency leveling across those job descriptions is needed.
- We have topics identified, next is to build the competencies by topic and will have ready to present in June.

Faculty Resources:

- Lori Deromodi and Kristina Oberly are the leads on this work group.
- Two under development for:
  - New/junior faculty
  - Senior faculty.
- Junior faculty: Onboard training.
- Senior faculty: Development of website resources.
- Showed prototype of new website page for senior faculty. Had the RAAC Faculty Advisory Council review and developed the page based on their feedback.
- Survey will be sent to this group for feedback.

All the workgroups will help us move forward and learn where the gaps are.

Yvonne pointed out that a lot of the workgroups are comprised of Training subcommittee members. Are there outside members in the groups? Judy answered that yes, we have involvement from all the school and colleges, including the smaller schools. The RAAC Training subcommittee are the leads, with other members from outside the subcommittee. Workgroups are full.

- David introduced Lyn Fyfe the new Instructional Designer who will help coordinate these workgroups.

Ken pointed out that the Foundations Relations staff in Flint would likely find value in these courses. Judy responded that we’ve had good involvement from Flint and we will work on identifying some of the non-traditional research groups, such as Foundation Relations, where the courses can be promoted.
Daryll mentioned a nice write up by Kevin Hegarty (CFO) who has funded the Navigate training program. He was touting about the great strides of the training accomplishments, and the benefits to the University. We will get a copy of the letter and pass along to RAAC.

4. **ITS Update** *(Cathy Handyside)*

Working on one thing - Award Management.

Topics to discuss:
- Project timeline
- PAF / Award Relationship
- Award Workspace in eRPM.

Timeline:
- Implementation planned for August 2018 - on track.
- User acceptance testing - June 2018
  - Review with select groups including Project Advisory Teams, RAAC groups, etc.
- Training for units and central offices - July 2018.
- Planning to convert data in PAF today. Will be available to preview in training.

PAF Workspace:
- Will be in eResearch / Proposal Management. Award Management will be housed in eRPM. Will be one system.
- Has multiple tabs to get to information.
- Has PAF summary - glance at all the information of proposal.
- Link to proposals.
- There will be a 1:1 relationship between PAF and Award.
- Not much visibility into award details, related compliance, etc. (PAN/PACs).
- Still use PAFs to route proposals. When proposal is in a state of Submitted or In Negotiation, will create a new record in eRPM called an Award Record.
- PAF will move to Processing Award. Award record will track from ORSP through account assignment, financial processing, pending activation, active. The state of PAF will change to Awarded when all areas are confirmed.

Beth asked if, when an award is closed, will the PAF go in another state? Cathy responded that the PAF will go into another state. Jan followed by asking if there will be an active link from the PAF to the Award record. Cathy answered that there will at a minimum, be a reference to the Award record, hopefully, a hyperlink.

- All PAFs will have “reference” to one Award record.
- If a new Award is linked to existing award, will go with that information under award modification. The modification will go through its own workflow and have tracking. Once complete, will go under Related Records tab on Award Workspace.

Award Workspace:

Looks alot like PAF Workspace. Has Current State (toggle), has compliance meter to the award with red (not active), yellow, and green (when approved).

Danielle asked if eVerify will be added to the compliance meter. Cathy responded that we don't track this with a separate compliance committee, but under the ORSP Terms & Conditions. There could be an indicator.
Danielle asked about accessibility in terms of the colors on the compliance meter. Cathy answered that there will be titles above each of the columns.

Kathy asked if there will be a way to turn off the compliance meter as some grants have multiple PAFs that roll up to one master. This would cause major problems. Cathy asked Kathy to send an example of PAF numbers with the issue. The plan was not to have as a toggle but will look at it.

Scott asked about situations where the human subjects portion of the study will be needed in Year 2 but not in Year 1. Will this prevent an award from being issued as the IRB compliance meter would presumably be red. Cathy answered that they have thought of this type of situation and are not sure at this point what form that will take.

Alex asked if it is possible to include when the interim financial reports are due as well as the final report? Cathy responded yes, this information may be found in the tabs at the bottom (from feedback these will move it up on the page). Deliverable tab can create deliverables due and system will send email reminders.

Debbie said financial report deliverables will still be in MPathways. Sponsored Programs will not go into Award workspace for data, it will be in MPathways.

Award number is made up of AWD+6 digits and shared between eRPM and Award system. There is a plan to put link to Mreports.

You can do:

- Track award process and award details.
- Link to M-Reports (Award ID same in eRPM and Finance).
- Process to request post-award changes.
- Set up deliverables (not Financial reports).
- Store unit documents.

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

- Single audit is due March 31, 2018 - very close.
- There are two issues: a Financial Aid finding and another one relating to equipment. This is the fourth year of having equipment issues. Brent Haase (Internal Controls) is looking to add equipment to the gap analysis, which will cover the process from acquisition of equipment to disposal.
- Bob Johnson and Colin Anderson (Procurement) are working on implementing procurement standards for Uniform Guidance. They go into effect July 1, 2018.
- The auditors use October 2018 as actual official date of $10K limit and there will be further discussion. Will not change the bid limit, but documentation. Bid limit is $10,000 for us so not as bad as some who have a $25,000 bid limit.
- Sponsored Programs audit is still in works. One finding is back on the table and trying to rid of it.

Melissa raised an issue with strategic suppliers where the purchase (e.g., a laboratory freezer) does not get classified as equipment, but rather as supplies. The process to have the purchase classified correctly is very involved. Debbie asked Melissa to send an example.

6. **Closing and Future Meetings (Daryl Weinert)**

[4:20 – 4:30]
Upcoming meeting April 17 at South Atrium, NCRC. Update from RAAC Process subcommittee. Will also include Procurement update.

Upcoming RAAC Executive Committee meeting is April 10, 2018.

There will be no RAAC Committee-at-Large meeting in May. Will resume in June.

Daryl thanked the Business school for hosting meeting.

Meeting adjourned at 4:22 p.m.

RAAC Committee-At-Large Meeting Dates

- Tuesday, April 17, 2018, 3:00 – 4:30 pm @ South Atrium, NCRC (Heather Offhaus, RAAC Process Subcommittee)
- No May meeting
- Tuesday, June 19, 2018, 3:00 – 4:30pm @ Lurie Engineering Center (Becky O'Brien, RAAC Communications Subcommittee)

Executive Committee Meetings

Wolverine Tower, Conference Room 1025 (unless noted)

- Tuesday, April 10, 2018, 3:30 – 5:00 pm
- Tuesday, May 8, 2018, 3:30 – 5:00 pm
- Tuesday, June 12, 2018, 3:30 – 5:00 pm
Research Administration Advisory Council
Committee-at-Large
Training Subcommittee Update
March 20, 2018

Judy Carrillo
Manager, Research Administration
Internal Medicine Department

Current Subcommittee Membership

- Judy Carrillo, Chair, Medical School
- David Mulder, ORSP/Sponsored Programs
- Dave Nassar, ORSP; Sponsored Programs
- Chris DeVries, ORSP/Sponsored Programs
- Raquel de Paula Silvius, ORSP/Sponsored Programs
- Kim Angelopoulos, LSA
- Lori Deromedi, UMOR
- Cathy Handyside, ITS
- Emily Hamilton, Medical School
- Tricia Haynes, ORSP
- Sue Kelch, Medical School
- Patrick Laguna, Dentistry
- Amy Holihan, ORSP
- Melinda LaRocca, Public Health
- Kristina Oberly, CoE
- Susan Powell, CoE
- Cathy Seay-Ostrowski, Biomedical Eng
- Amanda Simon, Sponsored Programs
- Pat Turnbull, U-M Dearborn
RAAC Training by the Numbers

Five New Courses Launched in 2017

BUDGETING BASICS
Navigating Research Administration at the University of Michigan

ADVANCED BUDGETING II
Navigating Research Administration at the University of Michigan

ADVANCED BUDGETING I
Navigating Research Administration at the University of Michigan

LUNCH & LEARN
Navigating Research Administration at the University of Michigan

TRAIN THE TRAINER

Satisfaction Rating: 4.73 out of 5.0

Up Next for Lunch and Learn...

Work Group Formed:
Lead: Kristina Oberly, Engineering

Deliverables:
- Identify potential future topics for the Lunch & Learn
- Find locations on central campus to host Lunch & Learn events that enables simulcast
- Schedule programming through FY19

Launched June 2016
Three programs to date
Challenges: location/size of room; streaming capabilities
Research Administration Mentoring Program (RAMP↑)
Update

4th Cohort Underway

Program Overview

• 35 participants / 17 matched pairs
  ○ Program runs September 2017 - June 2018
• Largest cohort since launched in October 2014
• Since first cohort 56 mentees have gone through program

Navigate: Uniform Guidance Cost Principles

• Continues to be a popular course
  ○ Next Offering - March 13th - Ann Arbor Campus; April 10th - Dearborn
  ○ Enrollment Numbers: 33 for AA Campus; 19 for Dearborn
  ○ Trainers: Mia Bennardi (Sponsored Programs), Nick Prieur (ISR) & Jacob Schlag (LSA)
Navigate: Fundamentals

- Spring 2018
  - March 14 - June 7
  - 33 Participants
    - All applicants were accepted

Up Next For Fundamentals....

Work Group Formed:
- Leads: Emily Hamilton, Medical School; Amy Holihan, ORSP
- Deliverables:
  - Review existing *Navigate: Fundamentals* course content/format and provide feedback
  - Provide input and feedback on design and development of content from the *Navigate: Fundamentals* course as stand-alone modules to a broader audience
  - Review original learning objectives used on the design and development of *Fundamentals* course and identify any gaps
  - Identify “intermediate and advanced” RA learning objectives/course content
**Audience Analysis**

**Work Group Formed:**
**Leads:** Pat Turnbull, Dearborn & David Mulder, ORSP/Sponsored Programs

**Deliverables:** Analysis of potential audience for RA training opportunities (both faculty and staff) based on demographic data

- 309 trainees have taken instructor led courses
- 214 unique trainees
- 95 trainees have attended two or more course

**Research Administrator Competency Roadmap**

To help Training Committee identify training gaps and provide research administrators and supervisors with tool that outlines knowledge, skills and abilities needed to perform job.

**Work Group Formed:**
**Leads:** Sue Kelch, Medical School & Judy Carrillo, Medical School

**Deliverables:**
- List of Key Competencies for Research Administrators, including descriptions
- Breakdown of Competencies applicable to RA roles, by level (if applicable)
- Mapping of Key Competencies to available professional development opportunities (both internal and external)
What Would the Roadmap Look Like?

U-M ORGANIZATIONAL COMPETENCIES

The following courses are designed to support your career and professional development. The columns on the right show the competencies addressed in each course. Competencies are the knowledge, skills, and attributes needed to effectively perform in your role at the University of Michigan.

Competency Levels:
E - Emerging (Not yet to this competency and have not had a chance to practice it much)
G - Growing (Some experience but still developing)
P - Proficient (A good understanding of the competency)
S - Seasoned (Very good grasp of the competency. You demonstrate your abilities on a regular basis)
M - Master (You have full and complete grasp of the competency and are sought out for your skills)

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Faculty Resources - Development of Training Programs

Create a robust research administration training and information resources for faculty

- Two programs under development
  - New/junior faculty
    - Recommendation for onboarding training program
  - Senior faculty
    - Develop website resources
- Workgroup established
  - Co-Leads: Lori Deromedi, UMOR Ethics & Compliance & Kristina Oberly, College of Engineering
Website Prototype for Senior Faculty Resource

Recap:

- Training for faculty under development
- Fundamental course undergoing review
  - Will also identify learning gaps
- Research administrator roadmap under development
  - Will result in identification of additional training programs
- Audience Analysis
  - Will help identify audience and how to reach
- Lunch and Learn workgroup established to address access/streaming issues and plan programming
Questions?
ITS Update
RAAC Committee-at-Large

Cathy Handyside, Assistant Director - ITS Research Administration Systems
March 20, 2018

Topics

Award Management

- Project Timeline
- PAF/Award Relationship
- Award Workspace in eRPM
Project Timeline

Award Management

- Implementation planned for August 2018
- User Acceptance Testing - June 2018
  - Review with select groups including Project Advisory Teams (S/C/I & Central Office), RAAC groups, etc.
- Training for Units and Central Offices - July 2018

Current PAF Workspace
PAF/Award Relationship

PAF Current State

- 1:1 relationship between PAF and Award
- Not much visibility into award details, related compliance, etc.

State = Submitted to Sponsor
OR
State = Negotiation in Progress
PAF/Award Relationship

Award Workflow

15-PAF01078
State = Processing Award

AWD000001

Initial Award Processing ➔ Hold/Compliance Hold ➔ Account Assignment ➔ Financial Processing ➔ Pending Activation ➔ Active

PAF/Award Relationship

15-PAF01078
State = Awarded

AWD000001
PAF/Award Relationship

15-PAF01078
State = Awarded

16-PAF02335
State = Awarded

AWD000001

Award Workspace - Under Construction
What can I do on an Award?

- Track award process and award details
- Link to M-Reports
  (Award ID same in eRPM & FIN)
- Request post-award changes
- Set up deliverables
- Store unit documents