

Research Administration Advisory Council (RAAC) Committee-at-Large

Tuesday, October 20, 2015, 3:00 – 4:30 pm
School of Social Work
Education Conference Center, Room 1840
1080 S. University Ave.
Corner of S. University and E. University

MINUTES

Introductions of Members and Guests: (*Daryl Weinert*)

Thank you to Scott Stanfill for hosting us and for providing cider and donuts.

Presentation: RAAC Communications Subcommittee Update (*Lisa Kisabeth, Heidi Medias*)

See presentation attached:

Pat Turnbull is at the Society of Research Administrators in Las Vegas, Lisa Kisabeth and Heidi Medias are presenting in her absence.

The Subcommittee membership has been very consistent. One change, Melissa Karby from the Medical School has left the Subcommittee when she moved to another position within U-M.

The Subcommittee has completed the following since the April 2015 update.

Accomplishments—

RAN Meetings in May and October. The first live broadcast was conducted in May.

Topics in May included Uniform Guidance, ORSP website launch preview, and an SRA giveaway. Attendance was 152 in person and 50 attending remotely.

October topics included professional development, announcing the second RAMP program, introduction of Navigate: Fundamentals, and spotlighted professional organizations with a panel representing the various professional organizations. Attendance was 171 people in person, and 61 attending remotely. With the addition of a remote viewing option, we are reaching greater numbers and a broader audience.

The Communications Matrix project was started in 2014. A tool was created to use to guide communications on various topics. Ex: Staff Fringe Benefits on the website.

RAP/RAPid Survey is in progress. There have been 50 responses to date, implementing feedback heard prior to the survey, as well.

In Progress: eRPM Training Pages.

Wayfinding Video will be launched within the week. This will be another tool to guide people through the website.

Current and Ongoing projects

- RAN Meetings
- RAP newsletter content and ideas
- Solicit RA Community input to further the new Research Enterprise website
- Website improvements and survey
- Engage OSEH (10/5/15)
- Advisory group and sounding board for communications

Daryl Weinert asked how the RAN remote broadcast worked? Yvonne Sturt and Constance Colthorp responded, with feedback after the May meeting we made some adjustments for October. We are posting the agenda on our website, and Mike Stork will write who is speaking in the chat box as they begin to speak on the live broadcast. Working with Mike, we were also able to accommodate people moving as they talked on the stage and the panel group on the stage so no one went off screen.

Daryl asked if there were any data about how many people have visited the video links after the meeting? There have been 73 unique views to the video links after the meetings. We are most likely serving a larger audience, as at remote sites viewers have reported that groups of people are viewing together. Yvonne noted that Mike separated the various agenda parts out in the video links. After the meeting, you can view just the topics that are of interest.

Daryl asked about the OSEH connection—how did that happen? Constance remarked that Jonah Lee, from OSEH, contacted us, trying to find a way to get plugged in to the RA community. He left our meeting with many options he wanted to sort through to figure out how best to communicate with the RA community.

Daryl inquired how someone would know about the remote meeting option? Constance advertises this ahead of time and noted that she puts out two to three RAPid announcements beforehand. It is also on our website. In the future we will send a message from Eventbrite before the meeting to tell them how to connect to view the meeting remotely.

Update: Roles and Responsibilities (*Craig Reynolds, Carole Bach*)

We have finished work on Roles and Responsibilities Matrix for Proposal Prep through Proposal Submission. Now we will go on to address Award Acceptance through Project/Grant Activation. Carole Bach sent an email on 10/16 requesting volunteers for Phase II of this initiative, asking for people with subject matter expertise in Award Acceptance through Project/Grant Activation. The commitment is to meet once every two to three weeks. Carole hopes to be done by January. We welcome anyone who has the interest and expertise to join the working group. We are looking for volunteers from Engineering, Med School, LSA, Sponsored Programs, and a couple small schools, in particular. Becky O'Brien had a couple people volunteer and has sent their names to Carole.

Linda Forsyth was on the SSC SOA Roles and Responsibilities working group. SSC wants to collaborate on post award (phase III) as it relates to SOA reconciliation. Heather noted that SSC is interested in participating in Phase II as well. She will pass that information on to Craig and Carole.

Discussion: Employer Shared Responsibility (ESR) provision of Affordable Care Act (*Craig Reynolds*) This is an issue Scott Stanfill had raised. If you have a temp working 30 hours or more per week they are entitled to benefits. This was sent out in an HR communication recently. This is not good news if you haven't budgeted for the additional costs. It will come out of your direct costs.

Moving forward you should budget \$7200/year if you anticipate having temps working 30+ hours per week. There will be interchanges on 11/12 and 11/13 at the hospital (Danto Auditorium), and the Michigan Union. This will be broadcast and recorded to view afterwards, as well.

Scott commented that currently if a project ends and someone is laid off COBRA is covered centrally, if we hire someone for a project for six months and then lay them off, will COBRA be paid centrally for them, too? We do not know the answer to this question. All involved are encouraged to attend the interchanges to learn more about the Employer Shared Responsibility (ESR) provision of Affordable Care Act.

Constance noted that the information on staff benefits on our webpage is from the Benefits Office. She has spoken to them about updating the information in regards to this new situation.

ITS Update: (*Cathy Handyside*)

See presentation attached.

eRPM Performance is much improved since October 5. We have statistics! We are tracking 320,000 transactions per day. The majority of those transactions are under 3 seconds. Anything that exceeds ten seconds is considered a problem. A transaction is anything you ask the system to return to your desktop. A lot of transactions are behind the scene, not necessarily a user request, processing behind the scenes. Since October 6th the average of transactions taking over ten seconds was only 87 per day vs. 2,000 prior to the 6th.

ITS is continuing to investigate the root cause. There are a few things that can help users.

- Opening documents in eRPM can take longer in some browsers. The longest time to open a document was using Chrome on a Mac.
- Limit use of leading % searches on All PAFs—if possible, add the first word or letter to your search field, for a PAF ID enter 0 or 1 before the % to speed up your search. For example, for 14-PAF 05678 use 1%5678, instead of %5678.
- Do not use multiple tabs to view the same project.

Constance suggested she could post the suggestions in the RAP. Cathy responded she'd like to talk off line about it. It can't hurt.

Robin Rasor inquired if there are guidelines about what's put in eRPM? It's like a garbage bag full of stuff. Seems to be a lot of extraneous things. Maybe that's something to look at. Cathy Handyside asked if she was talking about the number of drafts attached to research agreements? Robin responded yes. Maybe it's time to communicate and train users about how to manage what you are uploading. Cathy noted that there are no guidelines that have been established. When we started this, we wanted it to become the file drawer, so documents are not sitting outside the system. Robin commented that for OTT, once something is done, everything else goes away for legal purposes. Daryl commented that maybe this is a topic for further discussion. Maybe there is a bucket for "final documents". Cathy noted that this is something we could discuss at RAAC EC to figure out the right business processes and guidelines for that.

Scott Stanfill commented that the relief to the system slowness seemed to occur after the October 5 deadline. Can we be sure it won't happen again when there is another big deadline? Cathy responded that she couldn't promise, as we haven't identified the problem. We did have another big deadline on 10/16 and didn't have a problem. We are not ready to say it's solved, but we think it's good right now.

There is a planned update this weekend 10/24. Unit facing changes will be:

- Grants.gov—authorized signer field will change from Daryl to Craig.
- Adding the PAF Title to the top of PAF pages.
- Displaying OCA as an option on Post a Comment activity.
- MTAs updated to include HBO and EC review—new questions to incoming and outgoing MTA forms. As an aside the HBO name will change in December to Data Office for Clinical and Translational Research (DOCTR).

There will be another ePRM System Update 11/2/15. This will include a new IBC application. There will be a phased implementation over the next three years to this application change.

Linda Forsyth inquired about Space options? Cathy noted that for Space options they've been working with the RASC group. That update was not included in the October release. It has been rescheduled for the December update.

Robin inquired when would the other MTA changes be coming? Cathy responded some would be coming in December; others might be in the February release.

Sponsored Programs Update: *(Debbie Talley)*

NIH transition: the first message regarding this was sent Friday to 19 SAPOCs. Along with the message was a tool to use to guide someone through the transition.

NSF audit: as of today we are down to six of the first 250 transactions. In the NSF timeline they had a goal of being done at the end of February. Other schools have reported that theirs have taken a year and a half, so it's unlikely to be finished in February. The next step is that there will be additional requests for transactions for review.

ORSP Update: *(Craig Reynolds)*

Craig wants to give Cathy Handyside and David Mulder a shout out. The author for any "respond to action" activity posted, you will now know who posted the comment or requested the activity. This makes for a more user-friendly system.

The NSF Proposal Review Checklist of what ORSP is checking for is finished, so you all know what we are looking for; what data we are checking and validating. We are days away from unveiling the NIH R01 review checklist. We'll probably go down the list of our major federal sponsors and work our way to a generic checklist.

We get a lot of information about federal agency changes. The big items we try to capture in a RAP. Very often we get advance notifications from FDP or COGR or the Managing Federal Grants weekly newsletter. None of this is secret, and we'd be happy to send this to RAAC, but we also don't want to flood your inboxes. A number of hands went up to show interest. Daryl would like the Communications Subcommittee to look at this. Some of the information is obscure and some is important, so he'd like to think about it a bit more before we send out an email about it. Robin noted that she would second that. She depends on this meeting to get the high level stuff.

There's been a re-organization at UMOR and Daryl, with Regents approval, is now AVP, Business Operations, expanding his scope of authority at UMOR. He will now be taking on Communications, Shared Svc, HR, and Budget at UMOR. Craig will report to Daryl, and Daryl will still have ORSP under his purview. Daryl commented that he wanted to add, Jack specifically asked him to stay as a co-chair of RAAC, as it's been critical to vetting policy and business practice changes.

As part of the eRPM release on 10/24, there is a change of the timing of the release of the PAN/PAC. Currently we release at the point we send the PAN/PAC to Sponsored Programs. Instead we will release the PAN/PAC at the time the PAF goes active, at the very end of the chain of processing (after all the back and forth). In discussion with the Process Subcommittee there was a need voiced that RAs need to know sooner than that. An email will be automatically generated when a P/G is created and associated with a PAF including a note with caveats about possible changes, proceed at your own risk, etc. There will also be a link in the email about possible actions you can take in advance of the PAF being approved. Faculty will not receive the approval notice until it is finalized.

We are going to partner w/ Sponsored Programs and SSC to look at the value stream map to see how we can shorten the time to P/C activation. More to come on that.

Closing and Future Meetings: *(Daryl Weinert)*

Reminder that the next meeting is November 17 at the School of Public Health. The update will be from the RAAC Metrics Subcommittee. There will be no RAAC Meeting in December or January. RACC EC will meet in November and December.

Thank you Scott and the School of Social Work for hosting!

The meeting was adjourned at 4:19pm

Minutes submitted by Lisa Kiel

RAAC Committee-At-Large Meeting Dates

- Tuesday, November 17, 2015 (Dan Stanish, RAAC Metrics Subcommittee@ School of Public Health)
- No December meeting
- No January meeting

RAAC Executive Committee Meeting Dates (meetings held in Conference Room 1025, Wolverine Tower)

- Tuesday, November 10, 2015, 3:30 – 5:00 pm
- Tuesday, December 18, 2015, 3:30 – 5:00 pm
- Tuesday, January 12, 2016, 3:30 – 5:00 pm