

Research Administration Advisory Council (RAAC)

Tuesday, April 22, 2014, 3:00-4:30 pm
College of Literature, Science and the Arts
Conference Room 2001

Meeting Minutes

The Research Administration Advisory Council (RAAC) meeting was held on April 22, 2014, 3:00-4:30pm at the College of Literature, Science and the Arts.

The meeting was called to order at 3:03pm by Daryl Weinert

1. **Introductions of Members and Guests**

Thank you to Peggy Westrick and LSA for hosting us today.

2. **Update: ITS** (*Cathy Handyside*)

ITS is working on another update to the system. An update to eRPM has been scheduled for May 19, 2014. It will be mostly little bug fixes and a couple enhancements to UFAs. ITS is currently testing updates to eRPM so that Grants.gov will better work with our system. The update to OMB expiration templates is tentatively scheduled for May 3, so that it will be in place for the June deadlines.

3. **Update: Sponsored Programs** (*Debbie Talley*)

Sponsored Programs has new staff starting May 5, 2014 - 3 new accountants and 2 new interns. Sponsored Programs currently has four interns and three of those four are moving on.

This past week ORSP, Sponsored Programs Internal Controls, and the Internal Auditors, kicked off a Uniform Guidance Task Group. Bryan Van Sickle and Craig Reynolds chair the task group. Eventually the task group will be reaching out for feedback.

The Sponsored Programs Accounts Receivable staff will be moving to Shared Services some time this summer.

4. **Update: ORSP** (*Daryl Weinert/Craig Reynolds*)

RAAC EC has been tackling a draft of bylaws to firm up operating procedures, selection of representatives, terms of service, etc. This was discussed at the last RAAC EC meeting. When ready, this document will be brought to RAAC.

In addition, we will be adding a Faculty Advisory standing group. We are still working out exactly what that will be and how it will function.

Seventeen staff members from ORSP and seventeen staff from Sponsored Programs attended a customer service session last week for a half-day, held locally at Sandler Training. Those attending will be sharing what they've learned with co-workers.

A reminder that the May 21st RAAC meeting will take place at the UM Flint. Yvonne Sturt has a map and directions that she will distribute closer to the date. The campus is small and very nice. Lunch is scheduled for 1:00 in the Ontario Room. 2:00 there will be a campus tour. The meeting will start at 3:00. Dr. Vahid Lotfi, Senior Vice Provost at Flint, will kick-off the meeting and say hello first. Terry Van Allen promises a nice lunch and nice weather! Parking is available at the Mill St parking garage. Parking is free with UM parking permit. Car-pooling can be arranged if people would like it.

Craig Reynolds gave updates from ORSP. Reminder: to make sure we are all on the same page about the Award Acceptance Process and indirect cost rate. ORSP staff are trained and updated on new SOPs, but it is not electronic at this time. May 1 we will go live with new Indirect Cost Policy. This will be updated on the web as well. ORSP will no longer be acting as a policing group; schools/colleges should have their own policies and procedures in place. ORSP will assume if it is approved on the PAF, it is good to go.

Heather Offhaus asked if there is any sort of notice going out? There has been one announcement, but there will also be follow on announcements made. Heather would like the announcement to direct people with questions back to the schools/colleges; that would be helpful.

Craig noted that the Post Award Change Request Form was announced today. The form has been launched softly and has been tweaked as we learn. A new version of the form was posted today. Beginning May 1 the form will be required. We welcome continued feedback so that we are collecting the right information and approvals at the right time. Related to this, see the handout (attached to these minutes), which is a decision tree for determining whether or not to use "Request ORSP Action". If a Project Representative is going to reassign the form to an Administrative Specialist, it will be posted as a comment so that the project teams know who is handling the request. See the decision tree for possible outcomes. PRs know to post a comment to Sponsored Programs to notify Sponsored Programs that the request is in their hands now.

Heads up, the ORSP staff is starting to talk about when a new PAF is required. We are determining where the threshold should be set. We will reach out to RAAC Process Subcommittee to get feedback. We want to streamline the process and make the process consistent.

The ORSP Strategic Improvement Team participated in a retreat, discussing Mission and Core Values. We rolled out our new Mission and Core Values at a recent staff meeting. We will be publicizing these shortly. Next steps: Vision for next 3-5 years and the Strategic Objectives we will need to achieve that Vision.

5. **Presentation: Award Process Project Update from RAAC Process Subcommittee**

(Carole Bach)

See attached PowerPoint presentation for reference.

Carole is chair of the Award Process Task Force. Carole provided a status update of where the Task Force is in this project. The current path has not yet been endorsed and is still evolving.

The current question before the Task Force is when we say Post-Award Management what does that mean? Why? 18 months ago a survey was sent out to determine the top three priorities of the Task Force. These were identified as:

- Resource commitments after an award;
- Non-financial activities that happen after an award is made;
- Approval of defined financial documents that need PI/unit approval.

Managing post award processes electronically was identified as a need.

A wish list was created to determine scope and clarify needs. 44 items/tasks were identified. The tasks were prioritized. Carole gave examples. An Award Process Stakeholders Group was utilized with representatives from campus. Carole gave examples of tasks being considered. The group is now working through challenges inherent in the process to determine a construct to go forward.

- Next Steps—by the May RAAC meeting the Task Force will be announcing a Focus Group for RAAC members to provide feedback on the proposed construct for the “award” process. This will be a one-time summer meeting. The Task Force would like to start the building process by mid-fall. ORSP will be asked their needs, too.

Daryl Weinert commented that it sounds like we are starting to come to some clarity about what this process will encompass.

Jeff Keeler asked if we are talking about a new system or extending eRPM? Cathy Handyside answered that the hope is that it will be an extension of eRPM that will tie better to the FIN system.

Cathy Seay-Ostrowski added that, “ some of us are beyond excited about this. To take eRPM to the next step to standardize post award actions will really help us so much in the future. “

Daryl Weinert added that it sounds like we are getting to the traction point where we will see some deliverables.

6. **Presentation: RAAC Metrics Subcommittee Update** *(Jeff Keeler)*

See attached PowerPoint presentation for reference

Jeff became the committee chair in October, 2013. The mission of the committee is to develop effective and efficient metrics that will provide measureable data for strategic and tactical decision-making.

Phase one: focus on high-level metrics and reporting for Deans, Institute Director’s, Research Associate Deans and Administrative Directors.

The Subcommittee will bring examples of metrics to key decision makers for feedback and discuss specific needs, based on school/college anomalies. The discussion will include particular needs to address problems and will talk about what the best way for individuals to receive information is. In addition, there will be discussion of questions and suggestions of data points and reports for the next phase which includes a “toolkit” for analysts to use to further drill down into the existing data.

The group will talk to various administrative directors across campus for input and feedback.

Final Review: consult with UMOR to assess metrics and methodology for calculations; consider opportunities for standardization.

Jeff identified some example reports for Pre-Award, some example reports for Post-Award, some example reports of Human Resources, and some example reports of Risk.

Phase two: develop a toolkit for data analysis that provides data points for decision-making.

- The current plan is to go forward with an eight-step plan to complete phase one. Hope to have some examples of reports by summer and actual feedback this summer.

Daryl noted that reporting tools and data can be manipulated far better these days, so we are at an exciting point right now, and it is a good time to think about these needs.

Matters Arising:

Cathy Handyside: training task force—Amanda would like to hear from you if you have training needs for staff.

7. **Future Meetings:**

- The next meeting will be hosted by Terry Van Allen at the Flint Campus. More details on this will follow.

Adjournment

Daryl Weinert adjourned the meeting at 4:36 pm

Minutes submitted by Lisa Kiel