

## **Research Administration Advisory Council (RAAC)**

Tuesday, July 15, 2014  
Institute for Social Research  
426 Thompson Street

### ***Tour***

ISR new addition, first floor lobby [2:30 – 3:00 pm]

### ***RAAC Meeting***

Conference room, 1430 [3:00 – 4:30 pm]

### **Meeting Minutes**

The Research Administration Advisory Council (RAAC) meeting was held on July 15, 2014, 3:00-4:30pm at the Institute for Social Research.

The meeting was called to order at 3:13pm by Daryl Weinert

#### **Introductions of Members and Guests**

##### **Presentation: RAAC Training Subcommittee** (*Cathy Seay-Ostrowski*)

See Cathy's PowerPoint presentation

The membership of the RAAC Training Subcommittee consists of seven representatives from units and seven representatives from central offices, for a nice balance in representation.

One piece of the subcommittee's statement of purpose and charge is to take an inventory of the current training programs available both within and outside of U-M. Moving forward for career pathways.

Accomplishments: Surveyed and polled university RA community Jan-July '13. Analyzed results and reported the findings, fall 2013. Initiated new projects as informed by the survey and RAN meeting activities. These projects were the mentoring program, which was finished July 2014. The second project is the curriculum development framework. The framework for new research administrators will be completed in the fall of 2014. The framework for experienced research administrators will be completed at a later date.

Big project #1, the Mentoring Program, as proposed, will first be a pilot to include 20 mentors and 20 mentees. Participation will be determined by application/matching. The program will be 9 months in duration with monthly meetings between partners. There will be training for mentors beforehand and guidelines for both mentors and mentees. Evaluations will be done at 4 month and 9 month intervals.

Next steps: Sponsorship by ORSP/SPO, seeking RAAC EC concurrence this summer; deploy this fall through the RAP Newsletter and target emails for application opportunity; spotlight at Fall RAN Meeting; Interest and advertisement by you!!

Big project #2, the Curriculum Framework Development Recommendation will have two parts. The first will be a framework for new research administrators; the second phase will be developing a curriculum framework through the career-span. An inventory and audit of trainings available within and beyond the U-M has been conducted. The subcommittee created a curriculum inventory grid. Looked at common topics among them. Conducted stakeholder analysis for topics, including the perspectives of units and central offices. Converged on a set of 204 learning objectives for new RAs, addressing 55 topical areas.

What next? Translate learning objectives into a recommendation proposal; submit full recommendation proposal to RAAC EC, October 2014; recommend hire of instructional designers to develop curriculum and courseware, fall 2014; may have pilot courseware to begin to test in the New Year.

RAAC Training future focus: Continued curriculum framework development; nimble responsive model to assist in quickly recommending training responses to new systems and process changes in the university; launch of budget allocations system/process (formerly 7471), future process and/or system changes.

Constance Colthorp inquired what the subcommittee sees as aspects of the training we might want to feature/highlight to help both new and seasoned people? Cathy Seay-Ostrowski replied that as they crystalize this training they would seek Constance's assistance with this. Alex Thebeaud asked if the training and mentor programs would be separate? Yes. Cathy S-O hopes to mix up the training a bit to speak to particular learning styles, to deliver training in multiple ways. Daryl inquired if the subcommittee has envisioned some sort of certification at the end? Cathy S-O replied that they had thought about that, but have not decided to include that for sure, but that the idea makes sense. Daryl noted that per the mentoring program, it would be ideal to kick off in September; however we don't have another RAAC EC meeting until September. Cathy S-O commented that she wondered if we could have a special meeting or some sort of vetting process to get approval on the proposal? Daryl commented that the other element for launch in September that will need thinking through is recruiting 20 mentors and 20 mentees. Cathy S-O stated that RAN meetings and the survey both generated lots of excitement about being either mentor or mentees. Participation will require supervisor endorsement. The application is robust. The subcommittee will decide mentor/mentee matching criteria. Cathy S-O thinks that the pilot will be easiest for matching.

### **Introduction of new RAAC Bylaws document** (*Daryl Weinert*)

Public unveiling of by-laws document. Background: why create by-laws? RAAC has been in existence about two years. First, starting out with just RAAC there was no structure. The RAAC EC came about six months later. This has been a learning process, gathering input from a diverse institution and diffusing knowledge to a broad community. It took several RAAC EC meetings and a lot of work by Yvonne Sturt (thank you) to develop by-laws to create better clarity and transparency of what RAAC is doing. This formalizes terms of chairs, opportunities for new people to come on board, how people are named to committees, etc. Formal, future changes to the by-laws will need to go thru EC. Daryl would like to let it ride for a little while to see how it works.

Faculty Advisory Council: This grew out of the Research Policies Committee. Faculty wanted a mechanism for input into research administration. A faculty advisory council was suggested. Daryl is submitting this idea to the Research Associate Deans in September, assuming the RADS bless this; they will probably meet a couple times a year with the EC. Stay tuned, may be coming to you all for ideas for committee membership.

### **Award System Focus Group** (*Carole Bach*)

A Focus Group will take place on Friday this week at Wolverine Tower, ORSP Conference Room at 1:00 pm. The meeting will show the construct of how they hope to build an awards system to manage from the issuance of the PAN forward. Many groups have been part of this discussion, but committee wants units on board. The focus group is being conducted to

- 1) Make sure they are addressing everyone's needs.
- 2) Make sure that they are not losing data that people use everyday or data you know about now that you would like to have.

### **Update: ORSP** (*Daryl Weinert*)

Tomorrow is an offsite leadership retreat to create a set of strategic objectives (all of which are aspirational) to go with our mission and core values.

The journey of improvement continues at ORSP, patience please, as we introduce our next evolution of organizational structure. The latest iteration will divide project staff into two fundamental teams: a Government team, and a Private Sponsors Team (formerly the non-profit and industry teams). Those teams can be more focused on and responsive to you, our clients. Other basic tenet behind this is to create big enough teams to cross train and even out the peaks and valleys in workflow and create the ability to assign what comes in across the office to balance workloads. We are trying to break the silo culture of the past. This is a big shift and will be good in the long run. Ultimately you will not have to pick a PR, we will have a triage system to do that. Peggy Westrick commented that it is a little worrisome, as we do get used to whom we work with. Daryl replied that two thirds to three quarters of each PRs work will be fairly predictable, but the rest will be flexible to pick up a submission that they wouldn't usually do if someone is out of the office. The Private Sponsors team will be the first to transition to just picking the group rather than the specific PR. Steve Beach asked if there would be an email group to send a message to blue or maize for questions before a project is assigned to a team. We don't know yet and are still working on this and it will evolve and be tweaked to make it work for everyone.

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

The A133 audit work is starting next month. Bryan VanSickle heads up this audit work. Year-end close should be coming Friday, 7/18 and everything should be updated by Monday morning, July 21. Accounts/Receivable staff is moving to Shared Services. Sponsored Programs plan is to move A/R on Friday, August 1.

OMB Uniform Guidance update: Craig and Bryan met today with their task group, and there are no updates at this time. The only agency that has produced anything is NSF and it's not likely that we'll see anything from other agencies until OMB releases implementation plans for all of the remaining agencies which will be sometime between October and December. Heather Offhaus asked if NIH is still going forward with their change of financial system and what impact will that have for our projects? Per Debbie, we have a one-year extension until October 2015.

### **Update: ITS** (*Cathy Handyside*)

ITS is working on central office facing enhancements to eRPM. A new category for UFAs for technology control plans related to export controls. This will be rolling out the beginning of August. Another update for SF 424 and grants.gov submissions will be implemented mid-August. Hopefully this will make for a better presentation look.

ADAC projects: Daryl is domain steward for research administration. From time to time ITS has capacity for extra work. ADAC decides where this extra work should be focused. They only take on those above and beyond regulatory necessity. This year, research administration took forward two projects, 1) research administration strategic data plan and, 2) PI Portal where you could see someone's complete

research portfolio of work, including compliance requirements, etc. There are many reasons to do this, including saving time for faculty that would translate into a great deal of money saved. Peggy Westrick asked if this would be similar to Wolverine Access student interface to see what they need to complete (registration, etc.) with quick links to other resources, etc. Daryl replied that the plan is to bring all info to one place so faculty do not have to search many different systems such as PEERRS, COI, IRB, etc.

### **Closing and Future Meetings** *(Daryl Weinert)*

Daryl: Thank you to Carol and ISR for hosting us and giving a tour today! In September we will be at Wolverine Tower and October we will be at UMTRI. RAAC is not meeting in August. Enjoy your summer and Art Fair!

Reflecting on the maturing of this group. This is a forum to collect very diverse information to improve research administration across campus. We are hitting our stride, now. For ex: UFAs, training development plans, communications improvements, RAN meeting improvements, kudos to everybody. Looking forward to FY15 and what we accomplish together!

### **Adjournment**

Daryl Weinert adjourned the meeting at 4:41pm

Minutes submitted by Lisa Kiel

#### RAAC Meeting Dates

- **\*\*\*Cancelled\*\*\*** August 2014
- September 16, 2014, 3:00-4:30 pm (Wolverine Tower, Suite G18)
- October 21, 2014, 3:00-4:30 pm (UMTRI, McCormick conference room: includes pre-meeting activities)
- November 18, 2014, 3:00-4:30 pm (TBD)
- **\*\*\*Cancelled\*\*\*** December 16, 2014

#### RAAC Executive Committee Meeting Dates (all meetings held in Conf Room 1025, Wolverine Tower)

- **\*\*\*Cancelled\*\*\*** August 2014
- Tuesday, September 9, 2014, 3:30-5:00 pm
- Tuesday, October 14, 2014, 3:30-5:00 pm
- Tuesday, November 11, 2014, 3:30-5:00 pm
- Tuesday, December 9, 2014, 3:30-5:00 pm



# RAAC Training Subcommittee

Update of Activities, July 2014

Cathy Seay-Ostrowski, Chair

## *What We'll Cover*

- Current Committee Membership
- Our Charge
- Accomplishments to Date
- Work in Progress
- Future Directions



*Current Committee Membership (new in **bold**)  
(7 from units, 7 from central offices)*

Cathy Seay-Ostrowski, Chair, UMOR Research Units

**Amanda Coulter, ORSP/Sponsored Programs**

Lori Deromedi, UMOR

**Michele Feldkamp, CoE**

Blair Gerdes, ORSP

Cathy Handyside, ITS

**Heather Hazzard, SNRE**

Melinda LaRocca, CoE

Sharyn Sivyler, ORSP

Yvonne Sturt, ORSP/Sponsored Programs

Lea Tune, Sponsored Programs

Pat Turnbull, UM Dearborn

**Lana Tyrrell, ULAM/Medical School**

**Christine Urwin, ORSP**



# ***Our Statement of Purpose and Charge***

The RAAC Training Subcommittee seeks to:

- Inventory and assess current training programs available within and beyond the University of Michigan research administration community, including those available from central and academic units, professional organizations, and other universities;
- Conduct needs analyses to identify training gaps in research administrative areas, and suggest training to be developed using a variety of training delivery modes;
- Recommend suggested training and professional development approaches for various career paths in research administrative areas.



## ***Accomplishments to Date – Fall 2012 to Now***

- Codified our Charge, January 2013
- Developed extensive survey and polled University RA community, January 2013-July 2013
- Analyzed Survey Results and Reported Findings, Fall 2013
- Initiated New Projects As Informed by Survey/RAN Meeting Activities, January 2014
  - Mentoring Program, finished July 2014
  - Curriculum Development Framework
    - New Research Administrators, around July 2014
    - Full Research Administration, probable next step



# ***Big Project #1 – Mentoring Program***

**“will provide positive role models and support, enhance retention of aspiring employees, increase productivity, and increase networking opportunities for growth”**

## **Features:**

- Pilot will include 20 mentors, 20 mentees
- Participation by application/matching from Mentoring Program Advisory Team
- Initial launch and orientation/connection at RAN meetings
- 9-month duration, monthly meetings between partners
- Training for mentors, guidelines for both partners
- Evaluations at 4-month and 9-month intervals



# ***Big Project #1 – Mentoring Program***

Next Steps including Communication and Launch:

- Assumes Sponsorship by ORSP/Sponsored programs
- Will seek RAAC EC concurrence this summer
- Hope to deploy program this Fall
- RAP Newsletter and Target Emails for Application Opportunity
- Spotlight at Fall RAN Meeting
- Interest and Advertisement by You!!

***Major Props to: Lea Tune (Task Team Lead), and Mindy LaRocca,  
Sharyn Sivyer, Yvonne Sturt***



# ***Big Project #2 – Curriculum Framework Development***

- Broken into two Major Categories, as Informed by Survey
  - New to Research Administration
  - Curriculum Framework Through the Career-Span

## **What We've Done**

- Confirmed program sponsorship from ORSP/Sponsored Programs
- Inventoried/audited topics covered in trainings within and beyond the University (examples include A-21, RAIN, NCURA, CRA training modules)
- Defined a list of topics applicable to New Research Administrators
  - Defined “New” as less than one year of experience in RA
- Conducted stakeholder analyses for those topics, including perspectives of central offices and units
- Converged on a set of Learning Objectives!
  - Very extensive, including 55 tasks/topics, resulting in 204 objectives
  - Incorporates university-wide stakeholder view



## Sample Learning Objectives – New Research Administrator

High-level Topic	Task/Topic	Sub-tasks/sub-topic	Learning Objective
RA role	RA role at U-M (i.e., what an RA is)	Support PI and unit	Define the overall role of the RA at U-M
U-M Research Enterprise	sources of funding: non-profit, federal, industry, and internal Funded projects vs. unfunded projects (sponsored vs. non-sponsored)	Define each type of research sponsor Identify similarities/differences Provide examples as to which sponsors fall into these categories	Define the major sources of funding Differentiate the key differences for each sponsor (e.g., requirements, guidelines, business processes, class codes, IDC rates)
Pre-Award: Putting together a proposal	People: Investigators, Co-Investigators, Administrators	Define roles and responsibilities Who can be a PI Role of the RA on a PAF U-M personnel vs. non-UM personnel	Define the U-M personnel roles on a PAF Explain the difference between Principal Investigator, Project Director, and Contact PI
Award Set-up	What is a PAN?		Define Project Award Notice (aka "PAN") Describe the information sections included on the PAN/PAC (e.g., dates, dollars, sponsor requirements, restrictions, reporting requirements, etc.) Locate Project Award Notice and Project Award Change notifications from the PAF Workspace. Locate the PAN attachments (the award) Review the award to become familiar with key contract terms Review the PAN for accuracy Describe what to do if the PAN is not accurate Explain how the award document becomes a resource throughout the life of the project (e.g., threshold for re-budgeting; reporting requirements, etc.)
Project Financial Management	Project financial monitoring	Best practices for reconciling: "PBSR - how to obtain and read SOA - how it relates to the PBSR; how to obtain and read"	Define "project/grant" reconciliation Name the common U-M project/grant report that provide basic expense information (e.g., SOA by P/G) Name the common U-M project/grant budget reports (e.g., PBSR, Parent Summary) Describe similarities and differences between an expense report and a budget report Name one of the four U-M systems you can use to run these reports (i.e., M-Pathways, eReconciliation (expense only), M-Reports, BusinessObjects) Locate resources (e.g., web pages, job aids) that explain how to "read" these reports and reconcile Describe the reconciliation process (e.g., obtain report, gather background documentation, know your ChartFields, compare report data to background documentation, etc.)



## ***Big Project #2 – Curriculum Development Framework***

Next Steps for New RA Framework:

- Translate learning objectives into a recommendation proposal
- Submit full recommendation proposal to RAAC Executive Committee, August 2014
- Recommend hire of instructional designer(s) to develop curriculum and courseware, Fall 2014

***Major Props Expected for:*** *Cathy Handyside (Task Team Lead), Lori Deromedi, Amanda Coulter, Yvonne Sturt and Pat Turnbull*



## ***RAAC Training Future Focus***

- Continued Curriculum Framework Development
- Some nimble, responsive model to assist in quickly recommending training responses to new systems and process changes in the university
  - Launch of budget allocation system/process (former 7471)
  - Future process and/or system changes

