Research Administrators’ Network Meeting
May 8, 2014
2:00 - 3:30 pm
Michigan League Ballroom

Agenda

Welcome & Introductions: Pat Turnbull [2:00-2:05]

Updates [2:05-2:35]

● 10 min Office of Research & Sponsored Projects (ORSP): Craig Reynolds
● 10 min Sponsored Programs Office (SPO): Debbie Talley
● 10 min Information Technology Services (ITS): Cathy Handyside

Overview of the Research Administration Advisory Council (RAAC) & Subcommittees: [2:35-2:50]

★ RAAC Metrics Subcommittee       Jeff Keeler
★ RAAC Process Subcommittee      Heather Offhaus
★ RAAC Training Subcommittee     Cathy Seay-Ostrowski
★ RAAC Communications Subcommittee Pat Turnbull

Networking Activity-Table Discussions (see topic list and tables on page 2): Introduction by Heidi Madias, Communications Subcommittee [2:50-3:25]

Closing [3:25-3:30]

Note: The 2014 Research Staff Recognition Awards begin directly after this meeting

Ceremony and Reception 3:30 pm - 5:00 pm

Vandenberg Room, 2nd Floor, Michigan League

Please register today: http://cgi.research.umich.edu/training/research/dates/?descr_id=59
RAN handouts and schedule for the rest of this Academic Year: http://orsp.umich.edu/ran/
To suggest a topic/speaker/idea for a future RAN meeting, please email: ran-plans@umich.edu

Sent on behalf of the Research Administration Advisory Council (RAAC) Communication Subcommittee
Welcome!
Research Administrators Network
May 8, 2014
RESEARCH ADMINISTRATORS’ NETWORK ORSP UPDATE

Craig Reynolds
Associate Director
Office of Research and Sponsored Projects

May 8, 2014
- New Post-Award Change Request Form now required all post-award change requests
- Replaces the old Federal Demonstration Partnership Post-Award Form that dates back to March 2001

http://orsp.umich.edu/projects/post-award/
- New Indirect Cost (IDC) Rate Policy now in effect
- IDC rate for non-profit sponsors now same as federally-negotiated rate

Uniform Guidance Task Force

- **Craig Reynolds, Co-Chair** - Associate Director - (ORSP)
- **Bryan VanSickle, Co-Chair** - Financial Senior Manager (Sponsored Programs)
- **Sherry Cogswell** - Senior Audit Manager (University Audits)
- **Constance Colthorp** - Communications Manager (ORSP/Sponsored Programs)
- **Amanda Coulter** - Training Manager (ORSP/Sponsored Programs)
- **Kathy Dewitt** - Managing Project Representative (ORSP)
- **Pete Gerard** - Grants and Contracts Associate Director (Sponsored Programs - Contract Administration)
- **Chad Greenwell** - Division Controller for Financial Reporting (Sponsored Programs)
- **Brent Haase** - Internal Controls Compliance Manager (Finance)
- **Daniel Horal** - Senior Cost Accountant (Finance)
- **Dennis Poszywak** - Procurement Subcontract Administrator (Procurement)
- **Jennifer Vitale** - Senior Audit Manager (University Audits)

http://orsp.umich.edu/policies/federal/omb-guidance/
New ORSP export control staff

Krista Campeau, JD
Senior Project Representative
kcampeau@umich.edu
(734) 615-0672
Our new Mission

The Office of Research and Sponsored Projects enables and safeguards the conduct of research and other sponsored activity for the University of Michigan. We apply specialized regulatory, statutory and organizational knowledge in a timely and professional manner in order to balance the university’s mission, the sponsor’s objectives, and the investigator’s intellectual pursuits.
Our Core Values

- Community
- Flexibility
- Equity
- Dedication
- Communication
- Integrity
- Customer Focus
- Teamwork
Introducing the Research Administration Post (The RAP) and the related RAPid (Immediate Dispatch) announcements!

- Monthly Newsletter
- Weekly Calls for Intent to Submit
- Urgent Alerts (as needed, with Immediate Dispatch)
Name that Newsletter Contest
- Over 50 entries of great ideas!

...and one stood out
Sponsored Programs Update

Debbie Talley
Interim Director
Sponsored Programs
FY13 A-133 Audit update

• Audit complete and submitted online
• FY13 audit is available at: http://www.finance.umich.edu/finops/reporting/annualreports

• Findings:
  • Student Financial Aid

• Federal Funding Accountability and Transparency Act (FFATA) Reporting
New IDC* Rates

• Project Grants currently with 30% IDC rate will be changed to 29% effective 7/1/14

IDC refers to Indirect Costs, also known as F&A or Facilities & Administrative Costs.
Electronic 7471

• Electronic 7471 for budget reallocation is coming soon
NIH Enforcing Deliverable Due Dates

• Final Financial Status Report (FSR) is due 90 days after end date

• Final technical and progress reports

• Late submission of any report jeopardizes payment of final invoice or final amount to draw
Billing and Receivable staff move to Shared Services Center (SSC)

• Sponsored billing and receivable staff will be moving in first deployment – August 2014

• What does this mean for you?
eResearch Proposal Management (eRPM) System Update – May 19, 2014

Research Administrators Network
May 8, 2014

eResearch
eRPM update

Monday, May 18 5:00 a.m.

No system outage

Communication will be sent and What’s New page posted immediately after the release
Unfunded Agreements (UFAs)

UFAs Department Group added to All UFA page – this will provide additional filtering options
Unfunded Agreements (UFAs)

UFA role changes: 1) default Edit Rights setting when adding personnel to UFA and 2) who can route project

- When adding personnel, the default setting will grant UFA Edit Rights
- The Route Project activity will be expanded to include the PI, PRA and anyone listed on the UFA that has edit rights
If a sponsor deadline is earlier than 5:00 p.m., indicate time in Sponsor Deadline
QUESTIONS?
Research Administration Advisory Council (RAAC) Subcommittees Update

Yvonne M. Sturt, RAAC Project Manager (ysturt@umich.edu)
FAQs on RAAC

• **What is RAAC?**
  • Research Administration Advisory Council

• **When did RAAC start?**
  • RAAC convened in May 2012. The subcommittee meetings began in December 2012.

• **What is the purpose of RAAC?**
  • To effectively *coordinate the efforts of ORSP, Sponsored Programs, and the research administration community* within the schools and colleges.

• **Who is represented on RAAC?**
  • Each school, college, unit, institute, including Dearborn and Flint
  • Office of Research and Sponsored Projects (ORSP)
  • UM Office of Research (UMOR)
  • Sponsored Programs
  • Application & Information Services, ITS
  • Business Engagement Center (BEC)
  • Foundation Relations
  • Office of Technology Transfer (OTT)

• **What’s so cool about RAAC?**
How is RAAC structured?

Composition of the Research Administration Advisory Council, (RAAC)
RAAC Subcommittees
and Current Chairpersons

• **Metrics**
  Jeff Keeler, School of Natural Resources & Environment
  (jskeeler@umich.edu)

• **Process**
  Heather Offhaus, Medical School
  (hmills@umich.edu)

• **Training**
  Cathy Seay-Ostrowski, UM Transportation Research Institute
  (cathyso@umich.edu)

• **Communications**
  Pat Turnbull, Dearborn Campus
  (pawatson@umich.edu)
RAAC Metrics Subcommittee

MISSION:
Develop Effective and Efficient Metrics that will provide measurable data for strategic and tactical decision making

• Strategic Metrics are those that would be used for strategic planning and management decisions, Unit, College, VP or University.
• Tactical Metrics are those to guide/plan/improve day-to-day operations.
RAAC Metrics Subcommittee

**GOALS:**

- Assist with identifying where we can accrue process efficiencies.
- Assist with managing workload.
- Assist with defining the quality of work performed.
RAAC Metrics Subcommittee

WORK IN PROGRESS:

• Phase one: focus on high level metrics and reporting for Deans and Institute Directors, Research Associate Deans, Administrative Directors.

• Phase two: develop a toolkit for data analyst that provides a multitude of data points that could explain trends identified in the high level metrics.
RAAC Process Subcommittee

PURPOSE:

• Identify and promote changes to research administration processes to benefit RA community
  • Includes: Pre, Post, and related compliance
  • Balance: Long-term projects and quick wins
• Serve as a resource to central offices on initiatives that need limited input or intermediate feedback
RAAC Process Subcommittee

Examples of what you have already seen:
- Unfunded Agreements (UFA)
- Title of email moved to the top of “Post a Comment”
- Provided input on Post-Award Requested Changes form around approvals required

Examples of what is currently being worked on:
- Electronic routing of Budget Allocation (7471) form
- Bulk changes in eRPM for Research Administrator
- Overall system approach to Award Process
- Defined “Roles & Responsibilities” list between ORSP and units

Examples of the “Sooner or Later” List:
- Defined “Roles & Responsibilities” list between Sponsored Programs and units
- Electronic functionality solutions (e.g. Post-Award Change form, acceptance of awards with >20% change, further 7471 changes)
RAAC Training Subcommittee

MAIN PURPOSE:
To assess your learning needs in the area of research administration for all staff and recommend programs that will fill those needs.
RAAC Training Subcommittee

WORK IN PROGRESS:
A set of recommended training for new (< one year experience) research administrators

• Recommendation of subject matter experts
• An interim plan for continued training while the curriculum is under development
• An evaluation process for content (refresh), delivery method and subject matter expert
• Develop desired learning outcomes for each training opportunity in the curriculum
• Recommendation for ownership and management of development and implementation of the RA training program
RAAC Training Subcommittee

WORK IN PROGRESS:
Mentoring Program Recommendation

• Criteria and method for applying for both roles—mentor and mentee
• Program duration and evaluation
• Recommendation for ownership and management of development and implementation of the RA mentoring program
Missing Training?

If you, your staff, or anyone you know is in need of training, please contact:

Amanda Coulter, Training Manager
acoulter@umich.edu
6-1281
RAAC Communications Subcommittee

PURPOSE:

• Identify and assess communication methods currently used in research administration

• Recommend best practices by topic, purpose, and/or method

• Work toward improved systems that support consistent and effective communications for the RA community

• Plan and facilitate the quarterly Research Administrators Network (RAN) meetings
RAAC Communications Subcommittee

WORK IN PROGRESS:

• RAN meetings (ran-plans@umich.edu)
• Website project
• RA Newsletter
• Gather input
• Other subcommittees’ initiatives
Interested in Volunteering?

Contact one of your school or college RAAC Representatives (see membership list on your tables)

Opportunities that may be available include:

• *Regular sub-committee member*
  - longer term commitment, meet at least monthly

• *Medium-term project teams*
  - meet regularly and concentrate on a specific initiative over a period of weeks or months

• *Short-term special project participants*
  - focus groups, task forces, etc. to assist committees with completion of deliverables
Table Diagram

Ballroom

Training
1 2

Metrics
5 6

Process
9 10 11 12 13 14 15

Communications
3 4 16 17 18 7 8