Research Administrators’ Network Meeting
September 23, 2014
2:00 - 4:00 pm
Michigan League Ballroom

Agenda

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

Updates [2:05-2:45]
- Sponsored Programs Office (SPO): Debbie Talley [2:15-2:25]

Special Announcements [2:50-3:00]
- RAAC Training Subcommittee, Research Administration Mentoring Program (RAMP↑): Lea Tune

Featured Presentation [3:00-3:20]
- Procurement Services, “Small Business Plans and Goal Achievement:” Michael Counts and Lynda Lyall

Networking Activity [3:20-3:55]
- Communications Best Practices

Closing remarks [3:55-4:00]

❖ Please register online today.
❖ RAN schedule for the rest of this Academic Year: http://orsp.umich.edu/ran/
❖ Ideas for a future meeting? Contact ran-plans@umich.edu

Sent on behalf of the Research Administration Advisory Council (RAAC) Communications Subcommittee
Research Administrators’ Network (RAN) Meeting
September 23, 2014

Welcome!

Produced by the Research Administration Advisory Council (RAAC)
Communications Subcommittee
Organizational Changes

• Private Sponsors Team
  – Combines Non-Profit and Industry Teams
  – Maize Group serves health sciences
  – Blue Group serves engineering, natural sciences, social sciences, arts and humanities

• Government Team
  – Federal Team, plus State, local and foreign governments
Staff Changes

• Hellos 😊
  – Amy Holihan, Asst. PR, Government Team

• Goodbyes 😞
  – Alex Thebaud
  – Gayle Jackson
  – Christine Urwin

• Promotions 😊
  – Tracey Larkin, Asst. PR, Government Team
  – Julie Olivero, Asst. PR, Private Sponsors Team
Two NIH-specific Items

• Individual Development Plans

• Genomic Data Sharing Policy
A Few Reminders

- Late proposals need a “heads up” call
- Faculty do not have authority to negotiate and sign awards
- Lagging spend rates threaten federal funding (e.g., NASA, NSF, ARO, AFOSR)
What’s Happening with the Uniform Guidance (2 CFR 200)?

- Effective December 26, 2014
- A-21 cost principles have not changed
- Administrative and clerical staff salaries
- Computing devices
- Participant support costs
- Subrecipient F&A rates
- Procurement rules delayed until July 1, 2016
- More to come as agencies implement the U.G.!
Sponsored Programs Update
Debbie Talley, Interim Director of Sponsored Programs

Research Administrators Network
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Sponsored Program Updates

- Budget reallocation (aka form 7471)
- Workload redistribution in customer service
- Research by the numbers
- Staffing
Research Administration Schools Committee (RASC) Website
For RAs already using Google for email/calendar/etc.

When you are already signed into Google:

• Click on the rectangle in the upper right
• In open window, click on “Sites”
• Click on RASC in list of Sites you have access to
For RAs not using Google

- Go to the URL below
- Click “Sign in through University of Michigan”
- Will take you to normal UM login screen
- Log in with uniqname & Kerberos password

https://sites.google.com/a/umich.edu/rasc/

Hint: For those not using Google, if you find yourself at a Google Login screen. Use your umich email minus “.med”
On the website find:

- Your rep
- What we’re up to
- Resources
- Links

RASC UPDATE
Transfer of Grants

- UM – a decentralized university structure where several different paradigms exist to guide changes
- Sponsored projects are made to institutions, not principal investigators
- Key to liaise communications between a variety of stakeholders
  - Principal investigator
  - Administrative home unit(s) – Departments, schools, colleges, centers, institutes
  - Outgoing and destination institutional offices
Transfer or Other Option?

- Sometimes the grant or sponsored project is authorized for transfer
- Sometimes it is expedient or appropriate to move project responsibility to another principal investigator
- Sometimes a new principal investigator can be named, and then a subcontract issued to the original investigator at the new institution

*Determining the best option is easier for leaders when key project information is collected to inform effective decision-making on these issues.*
Steps in the Process

- Inventory active projects
- Secure institutional agreement(s) to transfer
- Secure sponsor agreement to transfer
- Acquisition and preparation of forms, communications
- Financial analysis, project status evaluation
- Submission of formal transfer requests
Additional Considerations

- Identification, ownership, and disposition of existing equipment
- Research space setup or decommissioning
- Staffing and HR issues related to the transfer
- Informing Collaborators
Where Is this Info?

- On the new Research Administration Schools Committee (RASC) Google Site:
  
  https://sites.google.com/a/umich.edu/rasc/

- Can be provided by us upon request:
  
  RASchoolsCommittee@umich.edu
ITS Update

• Information Technology Services
  – Cathy Handyside, Product Manager, eResearch
Research Administrators Mentoring Program (RAMP ↑)

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

- Pilot was launched for the University on August 28, 2014
- Developed by RAAC Training Subcommittee Mentoring Task Team
  - Recommended at former RAN meeting
  - Suggested in many survey responses from the RA survey distributed about a year ago
RAMP ↑
Mentoring Program Task Team

Lea Tune (Chair), Sponsored Programs
Amanda Coulter, ORSP, Sponsored Programs
Heather Hazzard, SNRE
Mindy LaRocca, Mechanical Engineering
Sharyn Sivyer, ORSP
Yvonne Sturt, ORSP/Sponsored Programs
Lisa Rabaut, ORSP

This team has evolved to the Mentoring Program Advisory Committee, who will be reviewing the first round of applicants and making selections for the pilot.
RAMP ↑
Features and Benefits

For the Mentee:

• Career development
• Gain knowledge
• Build networks

For the Mentor:

• Share knowledge
• Give back to research profession
• Broaden professional network
RAMP ↑
Requirements for Participation

**Mentor**
- Should have at least 5 years of demonstrated career success in the field of research administration
- Supervisor/leadership approval to participate is required
- Willingness to commit a minimum of 1 hour/month for 9 months
- Resume must be included in the application

**Mentee**
- Targeted at 6 months to 12 months of experience on the job in a research administrative role
- Supervisor/leadership approval to participate is required
- Willingness to commit a minimum of 1 hour/month for 9 months
- Resume must be included in the application
Research Administrators Mentoring Program (RAMP↑)

- Received 15 applications
- RAMP↑ Pilot will include 20 mentors, 20 mentees
- 9 month duration beginning October/November
- Two orientation sessions:
  - October 22
  - November 12
- Training for mentors, guidelines for both partners
- Evaluations at 4 month and 9 month intervals
RAMP ↑ DEADLINE Approaching!

- Applications are being accepted through September 30, 2014
- Applications found on ORSP website: http://orsp.umich.edu/training/
- Please submit application and resume to: raac.mentorprogram@umich.edu
Research Administrators Mentoring Program (RAMP↑)

Questions?
Small Business Plans and Goal Achievement

Michael Counts, Strategic Sourcing Manager
Lynda Lyall, Procurement Solutions Manager
Amanda Hoeft, Procurement Solutions Administrator (Research Liaison)

Research Administrators Network Meeting
September 23, 2014
Today’s Discussion

• Overview of the Small Business Subcontracting Plan
• Federal Review
• Improving Goal Achievement
• Resources
Overview

- A Small Business Subcontracting Plan is required for federal contracts that exceed $650,000 over the entire course of the contract.
- The federal sponsor awarding the contract requires that certain percentages of the direct cost expenditures be spent with suppliers in the following business categories.
Reporting Categories

- Small Business (SMB or SBE)
- Woman-Owned Small Business (WOSB)
- Small Disadvantaged Business (SDB)
- Historically Underutilized Business Zone (HUBZone)
- Historically Black Colleges and Universities and Minority Institutions
- Veteran-Owned Small Business (VOB)
- Service-disabled Veteran-Owned Small Business (SDVOB)

Note: SDB, WBE, HUBZone, VOSB, and SDVOSB goals are subsets of SMB and are counted and reported in multiple categories, as appropriate.
Federal Prime Contract
General Goals

For the small business categories, federal sponsors generally require the following minimum percentages of the available direct costs:

- SMB/SBE: 23%
- SDB: 5%
- HUBZone: 3%
- WOSB: 5%
- VOB: 3%
- SDVOB: 3%

SDB, WOSB, HUBZone, SDVOSB and VOSB goals are subsets of SMB and are counted and reported in multiple categories.
The Importance of Meeting the Small Business Goals

- It is critical that the small business subcontracting goals are met.
- If the contractor (University of Michigan) fails to make good faith efforts to comply with the subcontracting goals, the sponsor may impose penalties, including partial or total reimbursement of funds.
The Importance of Meeting the Small Business Goals

• Failure to meet the subcontracting goals may also negatively affect future funding prospects for other University of Michigan applicants.
Federal Review

• Every 3 years (or as needed) the federal government Office of Naval Research (ONR) reviews the University’s procurement system, policies and procedures.
• This “audit” is called a Contractor Purchasing System Review, or CPSR.
• The CPSR evaluates the efficiency and effectiveness with which the University spends federal funds and complies with federal policies when subcontracting to suppliers or other institutions.

Source:
The ONR conducted a CPSR at the University of Michigan in June 2008.

Among their findings:

- We must improve adherence to policies and procedures to ensure small business goals are being met.
- We must develop realistic and challenging goals in our small business subcontracting plans.
- We must support the maximum utilization of small businesses.
Improving Goal Achievement

• If you are the person responsible for managing the contract on behalf of the PI, you should be diligent in fulfilling some key requirements to ensure compliance.
Improving Goal Achievement  
(continued)

• Review the draft small business plan thoroughly with the PI before approving it to be sure the goals can be met.

• Be sure staff in your department who are responsible for ordering products and services are aware of the small business goals and the small business suppliers to be used for purchases related to the contract.
  – For example, staff may customarily order lab supplies from Fisher Scientific, but for this contract, they should order through a specified small business vendor (regardless if the price is a bit higher).
Improving Goal Achievement
(continued)

• Review the quarterly small business spend reports sent to you by Procurement Services to monitor your progress in meeting the small business goals.
• Adjust your spending pattern accordingly.
• If goals are not being met, the semi-annual report to the sponsor must include a reason for non-achievement of goals and the steps being taken to meet the goals before the end of the contract.
Improving Goal Achievement (continued)

• When submitting an ePro requisition, inform the Procurement Agent handling the transaction that the purchase is associated with a small business plan.

• The Procurement Agent will follow the required procurement policies and procedures as they work with the identified supplier.
Resources

- Procurement Services Research Liaison
  research_liaison@umich.edu
  734.764.8212

- Information on Small Business Plans:
  http://www.finance.umich.edu/procurement/
  howtobuy/policies/fed-small-business
Resources

• Small Business Vendor Databases & Registries:
  
  www.sam.gov
  http://sba8a.com
  http://www.sba.gov/content/hubzone-maps
  http://cfpub.epa.gov/sbvps/
  http://www.vip.vetbiz.gov

  M-Pathways Vendor Database
Thank You
Networking Activity

Communications Best Practices
September 23, 2014
Best Practices for Communication

• Help sheet on the fundamentals of communication
  http://orsp.umich.edu/training/communications-best-practices.pdf

• "In a world of constant change, the fundamentals are more important than ever." - Jim Collins
Key Tips and Takeaways

• Yes, Project Team Request ORSP Action is here, and you are encouraged to use it for Post Award changes.

• Do revisit your email signature today. Does it have your phone number, full name, email address?

• Word to the Wise: Know when to forego email pick up the phone.

• If we all start doing this tomorrow, we will all save time.
Let’s Get Started!

• Communication Scenarios

• Share examples or challenges with each other.

• Consider sharing with the group!
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Thank you!

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