# Research Administration Advisory Council (RAAC)
## Committee-at-Large
Tuesday, February 19, 2019, 3:00 – 4:30 pm
Room 1122 NCRC, Building 520
1600 Huron Parkway
MINUTES

**Attendees**:

| | | |
|---|---|---|
| **Chris Allan** – ISR | **Stephanie Hensel** – Education | **Becky O'Brien** – Information |
| **Beth Brant** – Medical School | **Jennifer Huntington** – Business | **Lisa Parker** – IRWG |
| **Steve Beach** – LSA | **Meredith Ingram** – Social Work | **Craig Reynolds** – ORSP |
| **Brandi Berg** – LSA | **Bob Johnson** – Procurement | **Jane Sierra** – Medical School |
| **Cheri Brooks** – ISR | **Lisa Kiel** – ORSP | **Nicole Sleight** – SSC |
| **Constance Colthorp** – ORSP / Sponsored Programs | **Karen Kirchner** – Nursing | **Yvonne Sturt** – ORSP |
| **Chris DeVries** – RAAC | **Patrick Lagua** – Dentistry | **Danielle Smith** – LSI |
| **Karen Durigon** – Engineering | **Mindy LaRocca** – Public Health | **Ken Sylvester** – U-M Flint |
| **Kathy Devereux** – UMOR | **Charlie Mattison** – ISR | **Pat Turnbull** – Dearborn |
| **Linda Forsyth** – Engineering | **David Mulder** – ORSP / Sponsored Programs | **Bryan VanSickle** – Sponsored Programs |
| **Cathy Handyside** – ITS | | |

Craig called the meeting to order at 3:04 p.m.

1.  **Introductions of Members and Guests** (*Craig Reynolds*)

2.  **Presentation:** RAAC Metrics Subcommittee Update (*Chris Allan*)     <span style="color:red">Attachment #1</span>

    **Membership**
    Since the last Metrics presentation in July 2018, Vasu Ramani from ITS has joined the subcommittee. Chris is excited about her knowledge and expertise.

    **Initiatives**
    *Current and Pending Support*
    The goal with this effort is to reduce administrators' efforts in the preparation of Current and Pending documents. Make the query into a template that can be exported in the sponsor's format. Make this tool a web application.

    So far, the subcommittee has gather feedback regarding what fields are needed and what should be editable. The ITS web development team has given an estimate to us regarding how long it would take to create something similar to the web app that University of Wisconsin shared with us. There will be a workgroup for feedback on the user interface. The intent is to have that group discuss the phases of the rollout. They want to hit the sweet spot between too simple and too complex to use.

*Metrics Visualizations*
Available at: Wolverine Access > Tableau > RAAC Metrics.
RAAC CAL, Deans, RADs, BAG, and Property Management Business Objects users have access to the reports. We are focused on what leadership wants. Then there is the question of what RAs want. Access is managed in MCommunity.

New reports since the last update
- Success Rates was rolled out in August. This entails ways to slice and dice the data.
- Expenditures by Source was rolled out in February with the same format as Proposal and Awards

Enhancements and/or changes
- Updates to Award reports following rollout in August.
- Breakout of Directs/Indirects in tooltips and View Data in Proposal, Award and Expenditure reports. Rolled out in February.

Being discussed and investigated
- Success rates by dollars – Proposed vs. Awarded.
- Data download options
- Deeper department hierarchy as filters/display
- How and with whom we share reports

Yvonne suggested communicating that theses reports are available. People might not know otherwise.

*Metrics Survey*
The survey had three responses. Chris' theory is that folks in leadership don't know what they want until they need it. We'll have to find a different way to divine what's needed. Some ideas: sharing things used by other schools/colleges. We can also document when we find data or process isn't in place.

If you have feedback on the survey – any ideas or approaches, contact Chris Allan.

*Ongoing/Upcoming efforts*
- Current and Pending support workgroup
- Deadline Policy – reporting needs and best practices
- Communication/Training – exploring these aspects of report availability. We have relied on the Committee-at-Large to pass on what's available at their schools/colleges. We can do brown bags if that would be helpful.
- Expanding metrics catalog.

Craig would welcome the opportunity to partner with RAAC Metrics on the Deadline Policy metrics. If you gave him an hour he could come up with 25-30 metrics that would be of interest to him. Lifecycle of a MOD and how long it sits with different units – which may represent a training opportunity. He wants to go in as partners and work together to find what people want.
Chris likes the approach of here's ideas, rather than here's what we want you to do. You can use those ideas.

3. **Sponsored Programs Update** (*Bryan VanSickle*)
2018 single audit has not been submitted. It is due 3/31/19.

First group of 2019 new employees started at the beginning of January. There are seven new reporting accountants sending reports. They all got through the initial training successfully.
Dean Michalak has been promoted to Sr Contract Administrator from Customer Service working with Khalid Eid.
Dean's position is posted.
Promoted some accountants who have stayed with us to senior positions.
The government is behind paying us due to shutdown. Expect them to get back to normal state by this time next month.

4. **ORSP Update** (*Craig Reynolds*)
   Currently hiring a PR to replace someone who left. We are down one person on Private Sponsors Blue team. We hope to have someone on board shortly.

   Regarding the campus closure two weeks ago – we would like to reinforce the point that in spite of what you may have heard, ORSP is not considered a critical operation and is not supposed to be working. However, when the closure was announced there were about 80 proposals due to NASA and we were not sure if NASA would extend the deadline. Volunteers working from home got through those proposals. The ORSP Lead Team is reconsidering that approach. We are asking our folks to treat a closure like a Saturday. They are not expected to work. We won't be submitting proposals during a campus closure. It's discretionary time for anyone working from home. Closed means closed.

   China hysteria – we just sent a RAPid earlier today about NIH PIs being sure to disclose all of their other support as well as any "foreign components" of their research. HHS OIG audit work plans will be testing grantees' internal controls related to full disclosure of other support related to foreign components. The "foreign component" language has always been in the grant policy statement. Any part of the work conducted in a foreign country, regardless of who is paying for it, is a foreign component. Collaborator in foreign country? That's a foreign component. Craig suspects someone is data mining publications for affiliations and acknowledgements. So, NIH is asking if there's a foreign entity cited how is this not a foreign component? Report this to us!

   Other support is more complicated. NIH is asking why is there foreign support on something that Michigan is not receiving the money for? Craig has a call into NIH for clarity around support that is not received by U-M. He has other questions he has channeled to Lois Brako for clarification.

   This trend is troubling. This is basic science that is intended to be published. This is research that will be in the public domain, and is not confidential. You can disclose by RPPR or actual proposal.

   The DOE sent notice prohibiting our employees participating in foreign government talent programs in countries of special concern – China, Russia, and Iran particularly but not exclusively. Support by DOE funds prohibits participation. There is heightened scrutiny around foreign collaborations around US funded research. If work is being done in the US by a visiting scholar it's okay.

   This is part of the terrain we are trying to navigate – what counts as significant foreign component? The NIH has never defined this in a cohesive way.

   The RAN Meeting is next Tuesday, March 26. Send folks! Or dial in to the webcast! A lot has happened since November!

New Award records: a reminder that when a PAF is funded and an Award is created, the PAF goes to sleep. The personnel listed on the PAF get transferred onto the Award record. However, there may be a need to change the personnel during the life of the award. This requires maintenance of senior or key personnel. The short version: ORSP will do our best to identify who is a senior or key person based on the sponsors definition or based on the award notice. Only identify who is truly key on the Award. We want you to be able to manage non-senior personnel. There will be Awards out there that have the wrong set of key people. For the purpose of taking someone off the Award submit an ACR but we don't require a PAC-R form unless its a change to a true senior/key person.

Deadline Policy: although there's been a lot of work recently, the policy hasn't changed in substance, the implementation plan and timeline for doing so has changed. We will do PAF changes and some limited functionality changes in Phase 1 (earliest that will happen is June). Phase 2 will involve implementation of policy and workflow. That roll out will be later, time period to be determined. Craig is not ready to commit until he is confident that we are ready and comfortable before we turn on the switch. We plan to do town halls, recorded sessions for online, ITS job aids, etc. For Phase 1, Craig intends that whenever a proposal is submitted we will modify the email that goes to faculty saying it's been submitted and by the way this will be the policy. More to come!

5. **ITS / Award Management Update** (*Cathy Handyside*)          Attachment #2
   Upcoming System Updates
   - eRPM on February 25, 2019
   - SF424 (Grants.gov) on March 23, 2019. This is a big win. With this change you can send a proposal to NIH and then retrieve it on the Commons side.

   February Update
   - Award Enhancements – Quick Wins
     - Change sort on U-M Investigators view in Award and Mod worksheet
     - All Awards - Add All Mods and All ACRs listers
     - ACR Workspace message
     - Add more information to Award Mod Workspace
     - Edit Label on Post A Comment on PAF & Award
     - Update AAR Notifications to Project Team
     - Add ACR request pending message
     - Changed Email Recipient checkbox on Post a Comment activity on PAFs, Awards, and Modifications. Office of Contract Administration is now included.
   - Update to PI Sign activity on PAF, Award, and Sub-Contracts
   - eRPM Tip for working with tabs--More button links to open a new window. To expand tab offerings:
     - Press Ctrl then click on a PC
     - Press Command then click on a Mac

A PAC-R is required to remove senior personnel if it requires sponsor approval. If people listed as key personnel, but they are not really key personnel (not on the Notice of Award) no PAC-R is needed.

IACUC change; in the Research Activity section if you answer yes to "Animals?", enter the Protocol Number. If you answer yes to "Does animal work happen elsewhere?", enter the information for where it's taking place. The PAF is being changed to allow animal work at U-M *and* at another institution.

Updates to PI Sign activities on PAF, UFA, and Sub-Contracts (COI); the Conflict of Interest Statement has been updated with a better explanation. Every school on campus was given the option of using M-Inform when it was rolled out. Communicate to your faculty that they need to be award that if PHS funding is in place they will need to fill out M-Inform.

Updates to PI Sign activities on PAF, UFA, and Sub-Contracts (Attestation); item number six is new.

Award Enhancements
- Public list of Award Enhancements
     List of Award Enhancements (link). These are the enhancements that have already been requested.
- Reviewed and prioritized by RAAC EC members
- Process for getting a new request added
    ○ Contact your RAAC EC member
    ○ New item will be reviewed and discussed to see if it should be added to the public list.

There will be a RAPid announcement on the day the changes are made and a link to step-by-step instructions.

6. **Volunteers Needed**: Peer-to-Peer Informal Sharing (*Becky O'Brien*)
We are digging back into peer-to-peer informal sharing forum. This would be for things that do not have an authoritative right answer. More of a tips and tricks, etc. They will be sending out a call for volunteers. Constance created a flyer and will be sending it out soon, probably early next week. They will have flyer for RAN.

7. **Closing and Future Meetings** (*Craig Reynolds*)


**Adjournment**
The meeting adjourned at 4:27 pm


Minutes submitted by Lisa Kiel.

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RAAC Committee-At-Large Meeting Dates
- Tuesday, March 19, 2019, 3:00 – 4:30 pm @ Ross School of Business (*Melissa Karby*, RAAC Process Subcommittee)
- Tuesday, April 16, 2019, 3:00 – 4:30 pm @ ISR Building (*Judy Carrillo*, RAAC Training Subcommittee)
- Tuesday, May 21, 2019, 3:00 – 4:30 pm @ LSA Building (*Becky O' Brien*, RAAC Communications Subcommittee)

Executive Committee Meetings
Wolverine Tower, Conference Room 1025 (unless noted)
- Tuesday, March 12, 2019, 3:30 – 5:00 pm
- Tuesday, April 9, 2019, 3:30 – 5:00 pm
- Tuesday, May 14, 2019, 3:30 – 5:00 pm

# RAAC Metrics Subcommittee

**update to RAAC committee-at-large**
**February 19, 2019**
**@ Medical School, NCRC**

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**Agenda**

## Today's agenda

- RAAC Metrics members
- Initiatives
  - Current & Pending Support
  - Metrics visualizations
  - Survey
- Looking forward
- Questions/discussion

## RAAC Metrics membership

- Chris Allan, chair (ISR)
- Steve Beach (LSA)
- Brandi Berg (LSA)
- John Cristiano (Dearborn)
- Chris DeVries (Sponsored Programs/ORSP)
- Laura Dickey (ORSP)
- Jeff Longe (ORSP)

- Adam Mall (Sponsored Programs)
- *Vasu Ramani (ITS)
- Mike Randolph (ITS)
- Rachael Ristau (Engineering)
- Bryant Sheppard (Medical School)
- Amy Webb (ORSP)

*new member since last update

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# Initiatives

What have we been up to?

**Initiatives: Current & Pending**

# Current and Pending Support

- Goals
    - Reduce administrators' efforts in preparation of Current & Pending docs
    - Provide a tool to allow administrators the ability to pull as much information as possible from a canned query into a template for review and export in the sponsor's format (e.g. NIH Other Support or NSF Current and Pending)
    - Make the above "tool" a web application

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**Initiatives: Current & Pending**

# Current and Pending Support

- Status and next steps
    - Gathered feedback on what fields are missing or should be editable
    - ITS web team has evaluated and estimated efforts to recreate similar web application shared with us from UW
    - Gathering requirements for API (data pull) for ITS Information Quest
    - Forming a workgroup for feedback on the user interface
    - Discussing phases of rollout

**Initiatives: Metrics**

## Metrics Visualizations

- Available at:
  - Wolverine Access > Tableau > RAAC Metrics
  - Direct link to a Table of Contents shared previously
- Available to: RAAC CAL, Deans, RADs, BAG, Prop Mgmt BusObj users

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**Initiatives: Metrics**

## Metrics Visualizations

- New reports since last update
  - Success Rates (August)
  - Expenditures by Source (February)
- Enhancements/changes
  - Updates to Award reports following Award Mgmt rollout (August)
  - Breakout of Directs/Indirects in tooltips and View Data (export) in Proposal, Award, and Expenditure reports (February)

**Initiatives: Metrics**

# Metrics Visualizations

- Being discussed and investigated:
  - Success Rates by dollars
  - Data download options
  - Deeper dept hierarchy as filters/display
  - How and with whom we share reports

**Initiatives: Survey**

# Survey says...three responses

# Looking forward

What will we be up to?

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**Looking forward**

## Ongoing/Upcoming efforts

- Current and Pending Support -- workgroup
- Deadline Policy -- reporting needs and best practices
- Communication/Training -- exploring these aspects of report availability
- Expanding metrics

## Questions/ Discussion
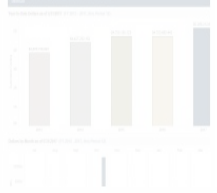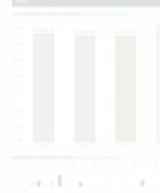
Feel free to contact any of the RAAC Metrics members or send an email to RAAC.Metrics@umich.edu.

Credits: presentation is modification of "Emilia" template from SlidesCarnival.com

# ITS Update

## RAAC Committee-at-Large

**Cathy Handyside**, Assistant Director - ITS Research Administration Systems
February 19, 2019

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# Upcoming System Updates

- eRPM  - February 25, 2019
- SF424 (Grants.gov) - March 23, 2019

# February Update

- Award Enhancements - Quick Wins
  - All Awards - Add All Mods and All ACRs listers
  - Add more information to Award Mod Workspace
  - ACR Workspace message
  - Change Sort on UM Investigators view in Award and Mod worksheet
  - Changed Label on Post A Comment on PAF & Award
  - Update AAR Notifications to Project Team
- Update to PI Sign activity on PAF, Award, and Sub-Contracts

# Award Enhancements - Quick Wins

- All Awards - Added All **ACRs in Progress** and **Mods in Progress** listers

# Award Enhancements - Quick Wins

- Added more information to Award Modification Workspace

  ○ Principal Investigator(s), Primary Post-Award Contact, Administrative Home, Project Representative, Project/Grant Coordinator



# Award Enhancements - Quick Wins

- **Award Change Request Pending** workspace message displays if there is an ACR in progress

# Award Enhancements - Quick Wins

- Change sort of U-M Investigators on Award and Modification Worksheets

  - Moved all **Deactivated** personnel to the bottom



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# Award Enhancements - Quick Wins

- Changed Email Recipient checkbox on **Post a Comment** activity on PAFs, Awards, and Modifications

  - **Office of Contract Administration (*Outgoing Subcontracts Only*)**

# eRPM Tip for working with tabs

- Allow **More…** button links to open in a new window
  - If all the workspace tabs are not expanded, and you see the More… tab, then try this tip to open the tabs instead of right-clicking
    - Press Ctrl then click on a PC
    - Press Command then click on a Mac

| More… |
| :--- |
| Award Received |
| Active |
| Closed |
| Cancelled |
| Not Funded |
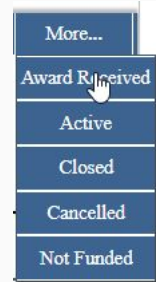
# Update to PI Sign Activity

- Updates to PI Sign activities on PAF, UFA, and Sub-Contracts (COI)

**Conflict of Interest Statement**

Do you (or your family members) or any of the key investigators (or their family members) have an interest or relationship* with a non-UM entity, where the non-UM entity is:

- Sponsoring this project;
- Supplying products purchased with this funding;
- Providing a product used in this project (e.g., an app, device, drug, compound, software, survey, evaluation);
- Holding an option/license to intellectual property used in this project (e.g., a device, drug, compound, software, survey, evaluation) that you or any of the U-M investigators developed; or
- Receiving a subcontract for work on this project?

*Examples of relevant interests or relationships with a non-UM entity include owning stock in, receiving income from, consulting with, serving as an officer/director/advisor to or having some other related financial/leadership interest or relationship with that entity.

**Note:** This is a required question. It needs to be answered even if you completed a disclosure in the university's Disclosure System.

* ○ Yes ● No Clear

If the button above is checked "Yes", each conflicted investigator must file a disclosure in M-Inform, as must any investigator required to do so by the sponsor. U-M will not award this project until all disclosures have been submitted, reviewed, and managed as appropriate.

Provide the name of the investigator, name of the outside entity or entities, and a brief description of the interest/relationship(s):

# Update to PI Sign Activity

- Updates to PI Sign activities on PAF, UFA, and SubKs (Attestation)

**Sign PAF**

By selecting Sign PAF and clicking OK, the undersigned, to the best of their knowledge and belief:

1. Certifies that the information submitted within the application is true, complete, and accurate.
   a. Certifies that any false, fictitious, or fradulent statement or claims may subject the PI to criminal, civil, or administrative penalties (**DHHS funds only**).
2. Certifies the proposed work is consistent with University unit objectives and all faculty involved in the proposal have agreed to participate.
3. Certifies that no Federal appropriated funds have been or will be paid to influence or attempt to influence the granting of this award.
4. Accepts the obligations and commitments described in the proposal.
5. Agrees to perform the work in accordance with University and sponsor policies, which includes maintaining safe practices for the conduct of the project, reporting safety incidents, using properly commissioned lab space (if applicable), and properly disposing of or removing hazardous materials or equipment (if applicable).
6. Agrees to accept responsibility for the scientific or programmatic conduct of the project and to provide the required progress reports if an award is made as a result of this proposal.
7. Certifies that the Conflict of Interest Statement above is true, complete, and accurate, and agrees to disclose any new outside interests or changes to existing outside interests during the term of the proposed project following the instructions at Disclosure Process.

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# Award Enhancements

- Public list of Award Enhancements
  - [List of Award Enhancements](#)
- Reviewed and Prioritized by RAAC EC members
- Process for getting a new request added
  - Contact your RAAC EC member
  - New item will be reviewed and discussed to see if it should be added to the public list