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]
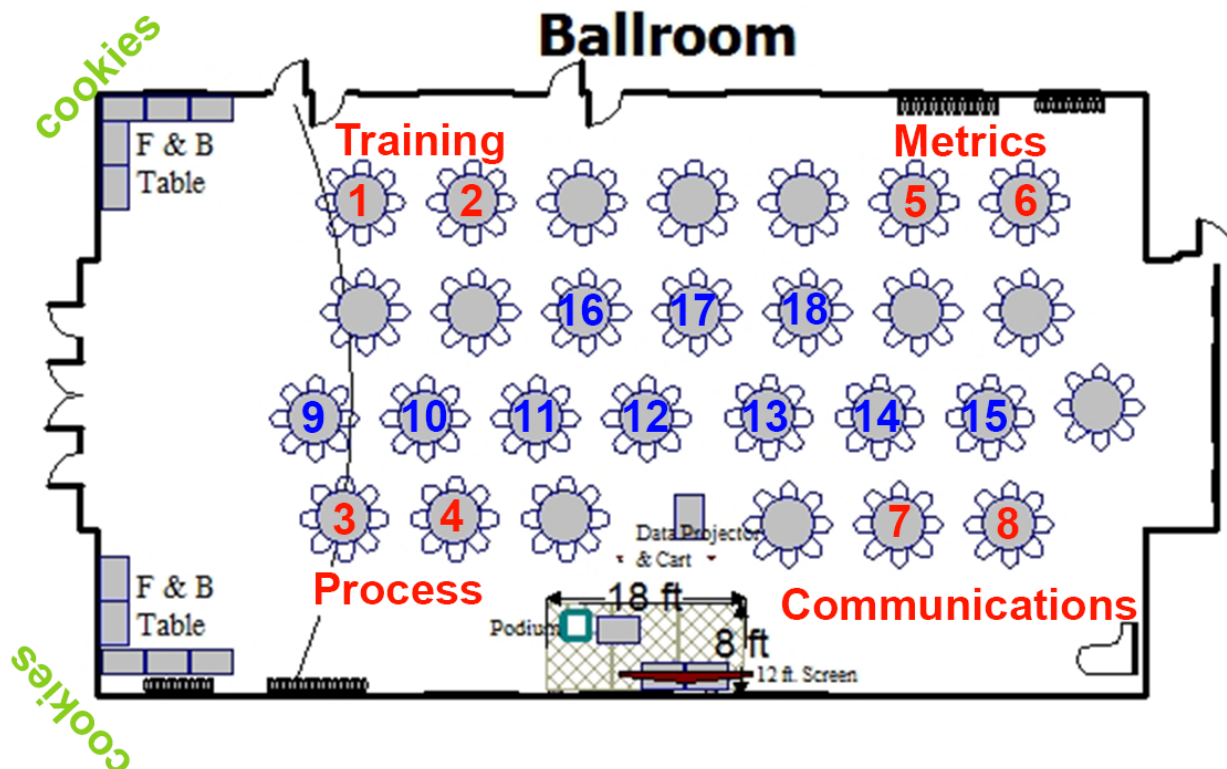
Closing [3:25-3:30]

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

Ballroom

Training 1 2

Metrics 5 6

16 17 18

9 10 11 12 13 14 15

3 4 7 8

Process

Communications

cookies

F & B Table

F & B Table

cookies

Data Projector & Cart

18 ft

8 ft

Podium

12 ft. Screen

1. **Training:** What learning opportunities do RAs need or may be missing?

2. **Training:** How would video/online training/simulations best be used at UM?

3. **Process:** What tools do you, as an RA, need to help with your everyday work?

4. **Process:** Where should UM focus energy to improve how things work in research administration?

5. **Metrics:** What data/reports/key-performance indicators do research administrators use and need?

6. **Metrics:** Data sources-what is available, what do you use, what do you need?

7. **Communications:** What future RAN topics would like to see?

8. **Communications:** What kinds of networking activities would you like to see at RAN?

9. **Weirdest Research War Story Swap**

10. **Training Grants/NIH xTrain** (NIH electronic tracking system for appointments and terminations)

11. **Pre Award open discussion:** Challenges and What Works

12. **Post Award open discussion:** Challenges and What Works

13. Strategies for **educating PIs on Compliance**

14. **IDC waivers/Cost Sharing** policies and challenges

15. **PANs and PACs** – what do admins/offices look for; is necessary info included?

16. Project **Close-out** process

17. What **research incentives does your unit** offer faculty?

18. **Complex Projects/Subawards/DHHS Application Submission System** & **Interface for Submission Tracking (ASSIST)**

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/

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- New Indirect Cost (IDC) Rate Policy now in effect

- IDC rate for non-profit sponsors now same as federally-negotiated rate

http://orsp.umich.edu/news/2014/idc-policy-2014/

- ## Uniform Guidance Task Force
  - **Chaired by Craig Reynolds and Bryan VanSickle**
    - **Amanda Coulter** - Training Manager (ORSP/Sponsored Programs)
    - **Brent Charles Haase** - Internal Controls Compliance Manager (Finance)
    - **Bryan S VanSickle** - Financial Senior Manager (Sponsored Programs)
    - **Chad Greenwell** - Division Controller for Financial Reporting (Sponsored Programs)
    - **Constance Colthorp** - Communications Manager (ORSP/Sponsored Programs)
    - **Craig Reynolds** - Associate Director - (ORSP)
    - **Daniel J Horal** - Senior Cost Accountant (Finance)
    - **Dennis J Poszywak** - Procurement Subcontract Administrator (Procurement)
    - **Jennifer B Vitale** - Senior Audit Manager (University Audits)
    - **Kathryn A Dewitt** - Managing Project Representative (ORSP)
    - **Pete Gerard** - Grants and Contracts Associate Director (Sponsored Programs - Contract Administration)
    - **Sherry L Cogswell** - Senior Audit Manager (University Audits)

http://orsp.umich.edu/policies/federal/omb-guidance/

- Changes to ORSP export control program

  Krista Campeau, JD

  Senior Project Representative

  kcampeau@umich.edu

  (734) 615-0672

- Coming soon: eRPM field for sponsor deadline <u>time</u>

- 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 Values

  - Community
  - Flexibility
  - Equity
  - Dedication
  - Communication
  - Integrity
  - Customer Focus
  - Teamwork

- Introducing the *Research Administration Post (The RAP)* and the related RAP*id (Immediate Dispatch)* announcements!

- Monthly Newsletter

- Weekly Calls for Intent to Submit

- Urgent Alerts

(as needed, with *Immediate Dispatch*)

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- **Name that Newsletter Contest**
  - Over 50 entries of great ideas!

…and one stood out

Sponsored Programs Update

Debbie Talley
Interim Director
Sponsored Programs

Updates from Sponsored Programs

- **Topics to cover**
  - FY13 A-133 Audit
  - Uniform guidance
  - NIH enforcing deliverable due dates
  - Sponsored billing and receivable staff moving to Shared Services

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

Uniform guidance/OMNI circular

- **New guidance from the Office of Management and Budget**
  - Replaces A-21, A-110 and A-133

- **U-M Task Force**
  - **Kickoff Meeting:** April 16th
  - **Co-Chairs:** Bryan VanSickle and Craig Reynolds, Co-chairs

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?

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eResearch Proposal Management (eRPM)
System Update – May 19, 2014

Research Administrators Network
May 8, 2014

eResearch**M**

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

UFAs Department Group added to All UFA page – this will provide additional filtering options

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

RESEARCH ADMINISTRATION
UNIVERSITY OF MICHIGAN

UNIVERSITY OF MICHIGAN
Information and Technology Services

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 Executive Committee

RAAC Process Subcommittee

RAAC Metrics Subcommittee

Research Administration Advisory Council (RAAC)

RAAC Communications Subcommittee

RAAC Training Subcommittee
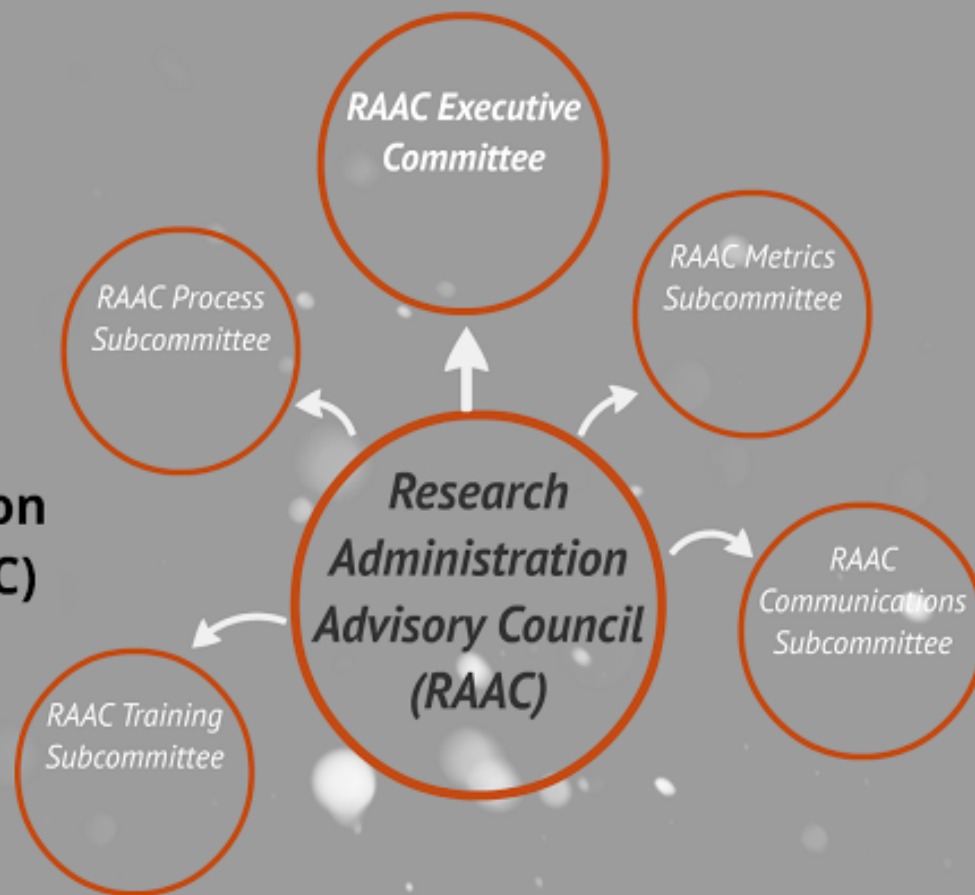
RAAC Subcommittees

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 <u>and</u> 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

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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