

# 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]

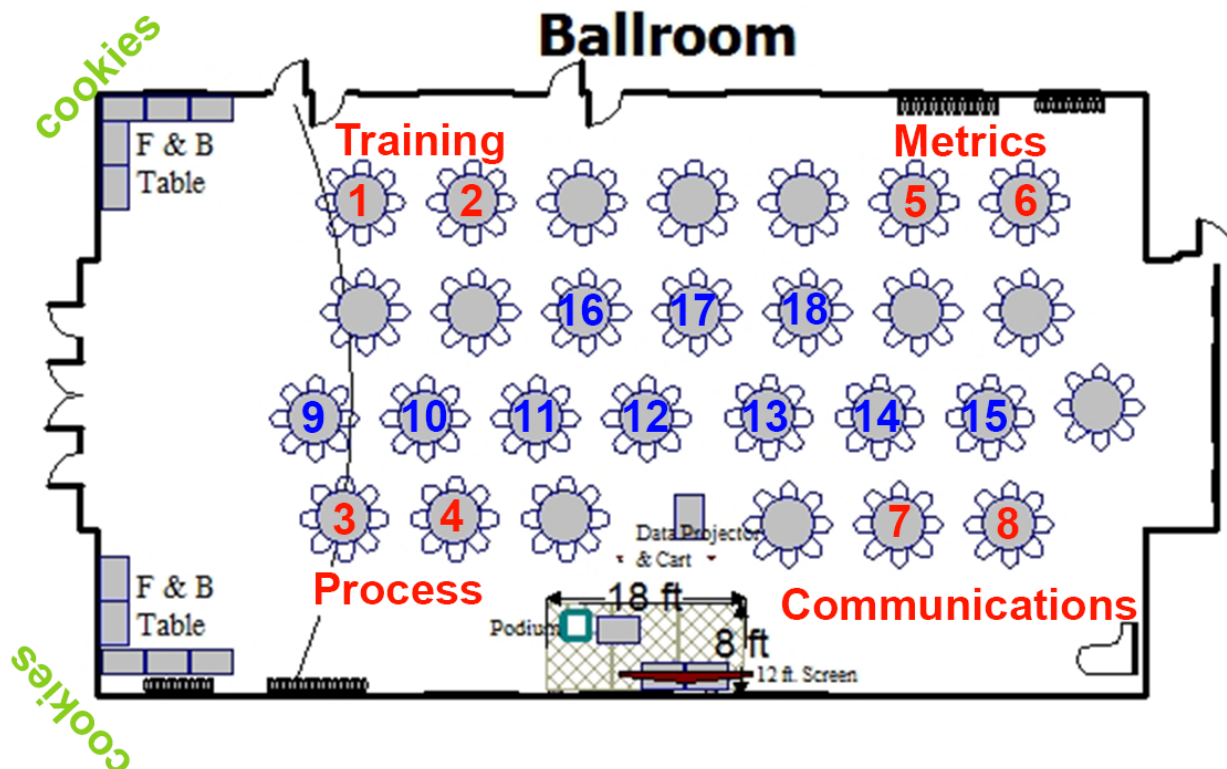
*Note:* The **2014 Research Staff Recognition Awards** begin directly after this meeting

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

Vandenberg Room, 2nd Floor, Michigan League

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- *Please register today:* [http://cgi.research.umich.edu/training/research/dates/?descr\\_id=59](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](mailto:ran-plans@umich.edu)

*Sent on behalf of the Research Administration Advisory Council (RAAC) Communication Subcommittee*



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



UNIVERSITY OF  
MICHIGAN

## RESEARCH ADMINISTRATORS' NETWORK ORSP UPDATE

**Craig Reynolds**

Associate Director

Office of Research and Sponsored Projects

May 8, 2014



OFFICE OF RESEARCH  
AND SPONSORED PROJECTS  
UNIVERSITY OF MICHIGAN



- 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/>

## Post-Award Change Request Form (v. 05.01.2014)

**Routing Instructions:** (1) Review award terms & conditions, sponsor policies and [Post-Award Change Request Form Reference Guide](#); (2) Complete Post-Award Change Request Form; (3) Submit this form with required approvals and documentation via "Request ORSP Action" in eRPM. **Note:** ORSP is unable to approve requests if required certifications or approvals (e.g., PEERRS, IRB, IACUC, FCOI, etc.) are expired or pending. Questions? Contact your ORSP Project Representative.

### A. Project Information

Principal Investigator: \_\_\_\_\_

PAF Numbers: \_\_\_\_\_

P/G Numbers: \_\_\_\_\_

### B. Change Request (check all that apply)

#### Budgetary Changes

- ☐ 1. A-21 Costs (Federal funds only) ?
- ☐ 2. Award Reduction / De-obligation ?
- ☐ 3. Carry Forward of Funds ?
- ☐ 4. Cost Sharing Reduction ?
- ☐ 5. Rebudgeting Requiring Sponsor Approval ?
- ☐ 6. Retroactive Pre-Award Costs (Federal FDP/RTC funds only) ?

#### Equipment Purchases

- ☐ 7. Equipment  $\geq$  \$25K Not in Sponsor-Approved Budget (Federal funds only) ?
- ☐ 8. General Purpose Equipment (Federal funds only) ?
- ☐ 9. Purchase of Equipment in Last 3 Mo. of Project ?

#### PI/Key Personnel Changes

- ☐ 10. Absence of PI of 90 Days or More ?
- ☐ 11. PI/Key Person Change ?
- ☐ 12. Reduction in Effort Requiring Approval ?

#### Scope and Time Changes

- ☐ 13. Change in Scope ?
- ☐ 14. Early Termination / Close Out ?
- ☐ 15. No Cost Time Extension ?

#### Transfers and Other Changes

- ☐ 16. Transfer to New Dept./ID ?
- ☐ 17. Transfer to New Institution ?
- ☐ 18. Other (please explain in C. below) ?

### C. Explanation/Documentation (or attach as separate editable document [e.g., Word, plain text, etc.] to "Request ORSP Action" activity)

\_\_\_\_\_

### D. Approvals (secure signatures or attach evidence of required approvals to "Request ORSP Action" activity)

Principal Investigator: \_\_\_\_\_



- 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)



- Changes to ORSP export control program

Krista Campeau, JD

Senior Project Representative

[kcampeau@umich.edu](mailto:kcampeau@umich.edu)

(734) 615-0672





- Coming soon: eRPM field for sponsor deadline time

eResearch**M**





- 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 *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

# 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 16<sup>th</sup>
- **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?



# 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

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

eResearch **M** Proposal Management Tracy Hall | My Home | Clipboard | Logoff

Search All PAFs **All UFAs** All SUBKs

All UFAs

Created/Pending/Active UFAs Closed/Withdrawn/Turned Down UFAs

Filter by ID  Go Clear Advanced

ID	Name	Date Modified	State	Last State Change	PI	Dept	Department Group	Sponsor	Target Date	Category	Central Office	PR
14-UFA00613	Access Business Group Research Agreement	5/7/2014 4:35 PM	Active	3/17/2014 2:21 PM	Weinert	Office of Research	Office of Research	Access Business Group		International Agreement	VP-IA	Nielsen
14-UFA00742	Gene editing to study the mammalian secretory pathway	5/1/2014 11:17 AM	Active	2/20/2014 3:35 PM	Ginsburg	Life Sciences Institute-Admin	Life Sciences Institute	Addgene		Material Transfer Agreement	OTT	Zverina
14-UFA00414	Addgene Barmada	4/30/2014 10:35 AM	Active	1/21/2014 10:52 AM	Barmada	Neurology Department	Medical School	Addgene		Material Transfer	OTT	Zverina

# 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

**Add Personnel:**

\* Name:   \* Role:  **Edit UFA:** ☒

User not found?  
Try the following:  
-Search on Last Name  
-Verify exact username

Still not found?

\* Required

Name	Role	UFA Edit Rights	Appointments
<input type="button" value="Update"/> Ana Diez Roux Phone: 734-764-5435 E-Mail: adiezrou@umich.edu	PI or Responsible Faculty Member	yes	458000, Epidemiology Department <input type="button" value="Add Appointment"/> <input type="button" value="Delete"/>
<input type="button" value="Update"/> Belinda Needham Phone: 734-763-5974 E-Mail: needhamb@umich.edu	PI or Responsible Faculty Member	yes	458000, Epidemiology Department <input type="button" value="Add Appointment"/>
<input type="button" value="Update"/> Natalie Brown Phone: 734-936-0054 E-Mail: nfinch@umich.edu	PI or Responsible Faculty Member	yes	<input type="button" value="Add Appointment"/> <input type="button" value="Delete"/>
<input type="button" value="Update"/> Amanda Dudley E-Mail: aidudley@umich.edu	Administrative Contact	yes	<input type="button" value="Delete"/>
<input type="button" value="Update"/> Christine Shingledecker Phone: 734-764-7407 E-Mail: shing@umich.edu	Administrative Contact	yes	<input type="button" value="Delete"/>
<input type="button" value="Update"/> Yvonne Barber Phone: 734-936-2587 E-Mail: ymbarber@umich.edu	Administrative Contact	yes	

If a sponsor deadline is earlier than 5:00 p.m., indicate time in Sponsor Deadline

## 1. General Information

### Sponsor Information

#### 1.10 Deadlines

Sponsor Deadline: \*

1/25/2013

or No Sponsor Deadline:

☐

Does the Sponsor require the proposal be submitted earlier than 5pm EST on the due date?

☒

If Yes, select the time the proposal must be sent to Sponsor:

9 a.m.

ORSP Deadline:

1/22/2013

School/College Deadline:

Dept/Unit Deadline:



# QUESTIONS?

# Research Administration Advisory Council (RAAC) Subcommittees Update

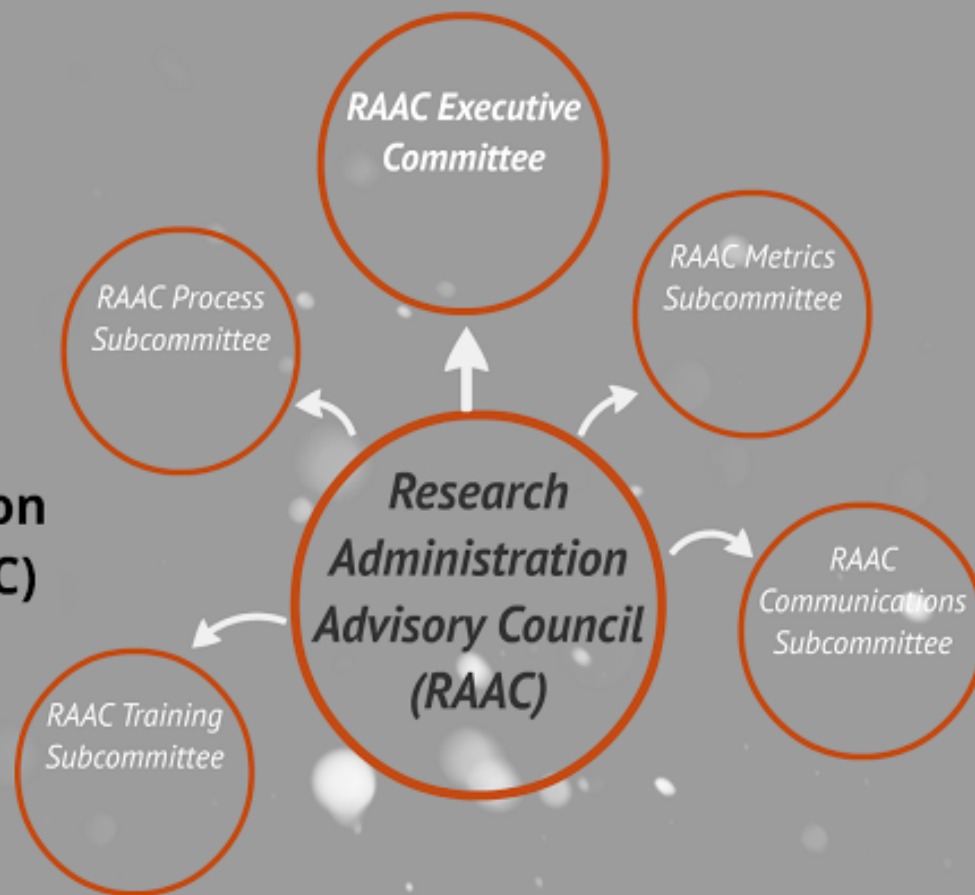
Yvonne M. Sturt, RAAC Project Manager ([ysturt@umich.edu](mailto:ysturt@umich.edu))

# 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](mailto: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](mailto: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

