

# Research Administration Advisory Council (RAAC)

## Committee-at-Large

Tuesday, October 17, 2017, 3:00 – 4:30 pm

School of Education

610 E. University Ave.

Room 1322 (Tribute Room)

Minutes

### Attendees:

<b>Kristie Beckon</b> - Sponsored Programs	<b>Cathy Handyside</b> - ITS	<b>Danielle Smith</b> - LSI
<b>Beth Brant</b> - Medical School	<b>Stephanie Hensel</b> - Education	<b>Scott Stanfill</b> - Social Work
<b>Judy Carrillo</b> - Medical School	<b>Melissa Karby</b> - Dentistry	<b>Yvonne Sturt</b> - ORSP
<b>Constance Colthorp</b> - ORSP/ Sponsored Programs	<b>Karen Kirchner</b> - Nursing	<b>Ken Sylvester</b> - U-M Flint
<b>Cindy Dames</b> - ORSP	<b>Marina Lukyanchuk</b> - Architecture / Urban Planning	<b>Alex Thebaud</b> - Ford School
<b>Lori Deromedi</b> - UMOR	<b>Charlie Mattison</b> - ISR	<b>Anne Thomson</b> - LSA
<b>Kathy Devereux</b> - UMOR	<b>Jan Mitchell</b> - Pharmacy	<b>Bryan VanSickle</b> - Sponsored Programs
<b>Chris DeVries</b> - RAAC	<b>Craig Reynolds</b> - ORSP	<b>Daryl Weinert</b> - UMOR
<b>Karen Durigon</b> - Engineering	<b>Jane Sierra</b> - Medical School	<b>Li Yong</b> - SNRE

### 1. **Introductions of Members and Guests** (*Daryl Weinert*)

Meeting started at 3:05 p.m.

Daryl welcomed everyone and thanked the School of Education for hosting the meeting. The group went around the room for introductions. There are three new members: Tony Arterberry (School of Music, Theatre, and Dance), Marina Lukyanchuk (Taubman College of Architecture and Urban Planning), and Charles Mattison (ISR).

### 2. **Presentation: RAAC Training Subcommittee Update** (*Judy Carrillo*)

Judy Carrillo, Chair of RAAC Training Subcommittee provided updates on membership, ongoing projects (courses), project in progress, and future projects.

New membership: Emily Hamilton (Med School), Tricia Haynes (ORSP), Amy Holihan (ORSP), Patrick Laguna (Dentistry), Kristina Oberly (CoE), and Amanda Simon (Sponsored Programs).

#### Current Projects:

RAMP - 4th cohort is underway

- There are 18 matched pairs (largest cohort since the Pilot).
- The program runs from September, 2017 - June, 2018.
- New Advisory Board members: Cathy Seay-Ostrowski, June Wilson, and Gary Smith.

Fundamentals: The course is underway and runs through December 5, 2017.

- Next offering - Spring, 2018.
- Course Limit: 30 participants, but allowed 33 participants.
- Cost: \$400

Uniform Guidance Cost Principles: two courses offered to date - February and July

- Next offering - November 30, 2017.
- Enrollment open until October 27, 2017.
- Trainers: Cory Livingston (Sponsored Programs) (will be replaced by Mia Bennardi in November), Nick Prieur (ISR - replaced Donna Boyer), and Jacob Schlag (LSA).
- Course Limit: 30 participants.
- Cost: \$95

Budgeting Basics (New-Pilot) - Two and half day course (completed today).

- First standalone module from Fundamentals (proposal development).
- Thirty-eight (38) applications received; 22 selected.
- Trainers: Cathy Seay-Ostrowski and Judy Carrillo.
- Course Limit: 20 participants.
- Content: Budget development: attributes from DOD/NIH, cost sharing, and cost principles.
- Cost: TBD

Advanced Budgeting I - Pilot was last year, first launch tomorrow (10/18/17)

- Thirty-eight (38) applications; 22 selected.
- Trainers: Grace Sinay, Kerri Cross, Marlie Bartow, Ruth Halsey.
- Course Limit: 15 participants.
- Content: 12 month appointments, new year appointments, budget for VA as well as simple cost share.
- Cost: \$150

Advanced Budgeting II (New-Pilot) - scheduled for November 6, 2017

- Twenty (20) applications received; 15 selected.
- Trainers: Trina Bailey and Kimberly Mann.
- Course Limit: 15 participants.
- Content: projects without solicitation or guidelines, complex internal funding project, internal cost share, and of multiple departments.
- Cost: TBD

Lunch & Learn - pilot was in June, 2017 (FSR presentation - Kristie Beckon)

- Next offering: October 20, 2017.
- Topic: Subawards, Hybrids & POs (presenter: Dennis Poszywak).
- Course Limit: Limited Seating.
- Goal is to have 4 sessions a year with no limits on topics.
- Cost: Free

Train the Trainer: Launched June, 2017

- Navigate program has teamed up with ITS (Jeanne Mackey) to offer a course on Classroom Delivery Skills.
- Course is tailored for new Navigate instructors.
- Purpose: To get prospects comfortable in teaching environment. Required to give a 5-6 minute presentation on how to do/make something. Learn tools of the trade.
- May open up to the research administration community.

## Work in Progress:

Proposal Development/Routing - Two working groups have been formed to develop new Faculty training and Research Administration:

- Content - review existing resources at UM and peer institutions (Kimberly Mann, Lead).
- Delivery - explore mechanisms currently used to deliver content (Lori Deromedi, Lead).

Roadmap to Training: Identify gaps, and how to move forward.

Two areas moving forward:

- U-M competencies: Based on UM Professional Development Courses: Building relationships/interpersonal skills, communication, creative problem solving/strategic thinking.
- Technical skills (specific to Research Administration). For example, Navigate training programs.

Plan is to take these topics and look at the gaps and develop programs.

Q: Core competencies - we are not re-developing the content for those courses?

A: No, we will use what is there. It is the technical skills to further develop.

Q: Will we use this as a progression in Research Administration?

A: Not right now. Varies so much in each school, but the Med School is looking at this.

## Next:

- Continue to develop stand-alone training opportunities from Navigate: Fundamentals course. Budgeting Basics was the first stand-alone course.
- Look into course development for training grants (identified by surveys and RAAC Committee-At-Large).
- Look into course development for Project Management (identified by surveys and focus groups).
- Course development for Advanced Budgeting III - third course in the budgeting series. Will solicit feedback on course content from RAAC Executive Committee and RAAC Committee-At-Large.

Daryl would like to get a better handle on the audience attending the courses. There are 2,000+ research administrators and would like to examine the skill set, and how best to deliver training. Need audience metrics, and to look at other delivery models.

Yvonne noted the size of the committee. How is the growth of members in the RAAC Training Subcommittee helping with all the success?

Judy responded that everyone is strong in their area and able to divvy up the work. Members are actively involved in the initiatives, and expected to work on focus groups.

### **3. Sponsored Programs Update** (*Bryan VanSickle*)

- Audit: University single audit is in full swing with 16 projects. Departments needing to provide additional information were notified.

- Finished control testing (signoff of University financial statements). Moving into compliance portion of the testing beginning in November and finish in December.
- New activity - reach out to PIs and project teams/administrative staff to provide copies of their local reconciliations.
- Sponsored Programs is being asked by the auditor's national office for more documentation. Sponsored Programs is negotiating their request of increase in number of questions (trying to get down to 1 page), meeting in person (handle through written communications), etc.

NSF Audit (2008) - made our way through the final process. Received audit resolution and we filed an appeal, and all but one was not upheld (from Engineering), but finally finished.

NSF Data Analytics Audit: Will finalize in November, and will send a draft of final list with costs in December.

The busy season is beginning for Sponsored Programs and we appreciate your patience. Hopefully end of this month will return to regular cycle of budget allocations.

Staffing:

- Going through interviews for January hires (Interns and Accountants). Lea Tune will be returning.
- New person (Mike Kohn) started working with Dennis Poszywak.

ASG staff will have 2 new members: one replacing an employee who moved to a new department, and one added member to help out with audit activity.

#### 4. **ITS Update** (*Cathy Handyside*)

- 1) Update in place for eResearch Proposal Management system update.
- 2) System performance has improved! Got through October deadlines with no issues.
- 3) FORMS-E - NIH will require FORMS-E for proposals submitted on/after January 25 2018. U-M will have available in November 27, 2017 and have 60 days before they are do. It is definitely more complicated!

The NIH video is very good explaining the new FORMS-E. Need to figure out how to prepare/educate departments/units. It introduces clinical trials to people who never dealt with the issue before (due to language changes). Suggested to create a Lunch & Learn, but may be too many people, so possibly record it and provide a webcast.

Communications have been drafted and being reviewed. Includes link to video. Looking to get a list of resources to go for questions. There is a lot of push back and may find a change in the language. IRB came out with new FORMS-E (including expanded definition of clinical trials).

#### 5. **ORSP Update** (*Craig Reynolds*)

FORMS-E - Due date on/after January 25, 2018:

- New definition is an issue. We're encompassing a larger community of researchers who did not feel this was important.
- NIH transformation - recommend all Investigators have Good Clinical Practice (GCP) training.
- Any proposed clinical trials need a Funding Opportunity Announcement (FOA).
- New review criteria for clinical trials.

- Requirement for Single IRB for multisite clinical trial studies.
- Registration and reporting in clinicaltrials.gov.
- Protocol data has to be completed - that is where it gets complicated. We are hoping to get another year to communicate.

Case studies have caused a lot of confusion on what is considered clinical trial. Council of Governing Relations (COGR) are trying to have the case studies changed.

How to budget:

- If you are single IRB to single entity you have to get the costs from them.
- If multisite clinical trial (and U-M single IRB of record) there will be no costs (for now).  
Need to talk to IRB to see if U-M is willing to be the single IRB of record.

Scott asked if we are supposed to know all of this at the proposal stage?

Craig responded that yes, the new FORMS-E will likely be needed to fill out IRB application.

Melissa added that the fields required in FORMS-E are the same as what is in the IRB application.

Controlled Unclassified Information (CUI) - Federal regulation.

- Example: Export Controls - kind of data to not broadly share.
- There will be a Federal Acquisition Regulation (FAR) clause released but have not seen it.

Covered Defense Information - Defense Federal Acquisition Regulations Supplements (DFARS)

- Safeguarding Cover Defense Information that goes into effect January, 2018. If submitting proposal to DOD, requesting in RFP Cover Defense Information, there is a working group that will cover safety issues for U-M to reply to defense contracts.

Internal Deadline Policy

- Jack Hu was meeting with Provost today, 10/17/17, to signoff on the implementation plan. Daryl and Craig meeting with Jack and will get update tomorrow.

## 6. Closing and Future Meetings (*Daryl Weinert*)

- Chris will be sending a solicitation (including space, A/V needs, etc) for 2018 RAAC CAL meeting hosts
- Next meeting (final meeting for 2017) will be November 21, 2017 at Ford School of Public Policy with RAAC Communication updates.
- Looking for Hosts for 2018 meetings - space to hold 35-40 people with AV capability.

Meeting adjourned at 4:07 p.m.

---

## RAAC Committee-At-Large Meeting Dates

- Tuesday, November 28, 2017 @ Ford School of Public Policy (Becky O'Brien, RAAC Communications Subcommittee)
- *No December meeting*
- *No January meeting*

## Executive Committee Meetings

Wolverine Tower, Conference Room 1025 (unless noted)

- Tuesday, November 14, 2017, 3:30 - 5:00 pm (Chris Allan, RAAC Metrics Subcommittee)
- *Monday, November 27, 2017, 3:00 - 4:30 pm (joint RAAC EC and Faculty Advisory Council - 2001 LSA Building)*
- Tuesday, December 12, 2017, 3:30 - 5:00 pm (Heather Offhaus, RAAC Process Subcommittee)

**Research Administration Advisory Council**  
**Committee-at-Large**  
**Training Subcommittee Update**  
October 17, 2017

---

Judy Carrillo  
Manager, Research Administration  
Internal Medicine Department



**AGENDA:**

- **Update on Subcommittee membership**
- **Ongoing Projects**
  - Research Administration Mentoring Program - RAMP<sup>†</sup>
  - Fundamentals
  - Uniform Guidance Cost Principles
  - Budgeting Basics (new)
  - Advanced Budgeting I
  - Advanced Budgeting II (new)
  - Lunch & Learn (new)
  - Train the Trainer (new)



## AGENDA (continued):



- **In Progress**
  - Development of Faculty Training in Research Administration
  - RA Competency Roadmap
- **Future Projects**
  - Advanced Budgeting III
  - Mini-Course Offerings from Fundamentals
  - Training Grant
    - To include how to budget; table preparation; post-award management
  - Project Management



## Current Subcommittee Membership

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>● <b>Judy Carrillo</b>, Chair, Medical School</li><li>● <b>David Mulder</b>, ORSP/Sponsored Programs</li><li>● <b>Chris DeVries</b>, ORSP/Sponsored Programs</li><li>● <b>Raquel de Paula Silvius</b>, ORSP/Sponsored Programs</li><li>● <b>Kim Angelopoulos</b>, LSA</li><li>● <b>Lori Deromedi</b>, UMOR</li><li>● <b>Cathy Handyside</b>, ITS</li><li>☀ <b>Emily Hamilton</b>, Medical School (new)</li><li>☀ <b>Tricia Haynes</b>, ORSP (new)</li></ul> | <ul style="list-style-type: none"><li>● <b>Sue Kelch</b>, Medical School</li><li>☀ <b>Patrick Laguna</b>, Dentistry (new)</li><li>☀ <b>Amy Holihan</b>, ORSP (new)</li><li>● <b>Melinda LaRocca</b>, Public Health</li><li>☀ <b>Kristina Oberly</b>, CoE (new)</li><li>● <b>Susan Powell</b>, CoE</li><li>● <b>Cathy Seay-Ostrowski</b>, Biomedical Eng</li><li>☀ <b>Amanda Simon</b>, Sponsored Programs (new)</li><li>● <b>Pat Turnbull</b>, U-M Dearborn</li></ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



# Current Projects



## Research Administration Mentoring Program (RAMP<sup>↑</sup>) Update

### 4th Cohort Underway

#### Program Overview

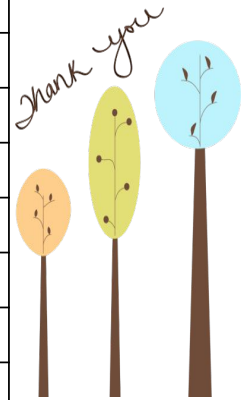
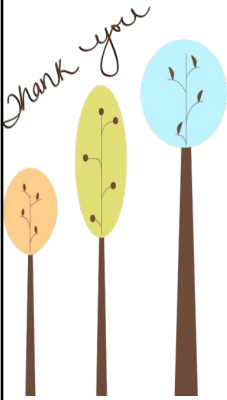
- 36 participants / 18 matched pairs
  - Program to run September 2017 - June 2018
- New Advisory Board Members
  - Cindy Dames (ORSP); Chris DeVries (ORSP/Sponsored Programs); **Cathy Seay-Ostrowsky** (Biomedical Eng); Lea Tune (Psychiatry); **June Wilson** (IntMed); **Gary Smith** (IntMed); Pat Turnbull (UM Dearborn); Raquel de Paula Silvius (Sponsored Programs); David Mulder (ORSP/Sponsored Programs)





## Thank You to our Mentors!

Mentors	Mentors
Diane Hilfinger - Transplant	Corey Turner - Engineering
Dharmika Dewasurendra - LSA	Jacqui Hinchey - ISR
Patrick Laguna - Dentistry	Cindy Shaw - Pediatrics
Brenda Bernhardsson - SPH	Nicholas Prieur - ISR
Tasha Garwood - Urology	Jan Riggs - Surgery
Nancy Oeffner - ISR	Diana Armistead - ISR
Stacey Althouse - Ophthalmology	Gregory Young - Engineering
Marie Eddy - Urology	Gary Smith - IntMed
Jodi Caviani - Engineering	Becky O' Brien - Information



## Navigate: Fundamentals

- Fall 2018 now in session
  - September 14 - December 5
  - 33 Participants
- Will be offered again in Spring 2018



**Course Limit: 30 participants (Fee: \$400.00)**



## Navigate: Uniform Guidance Cost Principles

- Two courses offered to date -- February & July
  - Next Offering - November 30th
  - Enrollment now open until October 27th
  - Trainers: Cory Livingston (Sponsored Programs), Nick Prieur (ISR) & Jacob Schlag (LSA)
    - Nick joined as a trainer, replacing Donna Boyer; Cory to step down with Mia Bennardi replacing him in November

**Course Limit: 30 participants (Fee: \$95.00)**



**UNIFORM GUIDANCE**

NAVIGATING RESEARCH ADMINISTRATION AT THE UNIVERSITY OF MICHIGAN



## Navigate: Budgeting Basics (new-pilot)

- Course content from Fundamentals: Proposal Development
  - 38 applications received; 22 selected
  - Now piloting
    - **Day 1:** September 13, 2017: 8:30 a.m. - 4:30 p.m.
    - **Day 2:** September 20, 2017: 8:30 a.m. - 4:30 p.m.
    - **Day 3:** October 17, 2017: 8:30 a.m. - 12:00 p.m.
- Trainers: Cathy Seay-Ostrowski (Biomedical Eng) & Judy Carrillo (Med School)

**Course Limit: 20 participants**

**Fee: To Be Determined**



**BUDGETING BASICS**

NAVIGATING RESEARCH ADMINISTRATION AT THE UNIVERSITY OF MICHIGAN



## Navigate: Advanced Budgeting I

- First in a series of three that will move the learner through increasingly more advanced budgeting topics
  - Registration now closed
  - 38 applications received; 22 selected
  - **Day 1:** October 18, 2017: 8:30 a.m. - 12:00 p.m.
  - **Day 2:** October 31, 2017: 8:30 a.m. - 12:00 p.m.
  - **Day 3:** November 17, 2017: 1:00 p.m. - 4:30 p.m.
- Trainers: Grace Sinay (Med School); Kerri Cross (ISR); Marlie Bartow (Med School); Ruth Halsey (Med School)

**Course Limit: 15 participants**

**Fee: \$150**



## Navigate: Advanced Budgeting II (new-pilot)

- Second in a series of three courses
  - Registration now closed
  - 20 applications received; 15 selected
  - **Day 1:** November 6, 2017 - 8:30 a.m. - 4:30 p.m.
  - **Day 2:** December 1, 2017 - 8:30 a.m. - 4:30 p.m.
  - **Day 3:** December 13, 2017 - 8:30 a.m. - 12:00 p.m.
- Trainers: Trina Bailey (Med School); Kimberly Mann (Engineering)

**Course Limit: 15 participants**

**Fee: To Be Determined**



## Navigate: Lunch & Learn (new)

- Launched June 2017
  - Approx. 35 attended FSR presentation from Kristie Beckon
- Up Next - October 20th
  - Subawards, Hybrids & POs
  - Instructor: Dennis Poszywak

**Course Limit: Limited Seating**

**Fee: Free with light refreshments served**



**LUNCH & LEARN**  
NAVIGATING RESEARCH ADMINISTRATION AT THE UNIVERSITY OF MICHIGAN



## Navigate: Train the Trainer

- Launched June 2017
  - Navigate program has teamed up with ITS to offer a course on Classroom Delivery Skills
  - Taught by Jeanne Mackey
  - Geared towards new Navigate instructors



# Work in progress



## Navigate: Faculty Training in Research Administration

- Two working groups have been formed
  - Content
    - Review existing resources at UM and peer institutions
  - Delivery
    - Explore mechanisms currently used to deliver content



## Research Administration Roadmap to Training

- To be based on UM Professional Organization Competencies
  - Building Relationships/Interpersonal Skills
  - Communication
  - Creative Problem Solving/Strategic Thinking
- Technical Skills Specific to Research Administration
  - Navigate training programs, for example



## What's Next.....

- Continue to develop mini-course/stand alone training opportunities from Fundamentals
- Look into course development for training grants
  - Identified as topic of interest in surveys and CAL
- Look into course development for project management
  - Identified as topic of interest in surveys
  - Focus group scoped project and identified potential topics in February 2016
- Course development for Advanced Budgeting III
  - Third in a series of three advanced budgeting courses
  - Will solicit feedback on course content from EC and CAL



# Questions?

