

Research Administration Advisory Council (RAAC)

Committee-at-Large

Tuesday, July 17, 2018, 3:00 – 4:30 pm
1240 School of Nursing Building
Minutes

Attendees:

Chris Allan – ISR	Victoria Devulder – Pharmacy	Charlie Mattison – ISR
Meenu Baxendale – SEAS	Cathy Handyside – ITS	David Mulder – ORSP / Sponsored Programs
Steve Beach – LSA	Stephanie Hensel – Education	Nicole Sleight – SSC
Beth Brant – Medical School	Teresa Herrick – SEAS	Scott Stanfill – Social Work
Tony Burger – Procurement	Jennifer Huntington – Business	Debbie Talley – Sponsored Programs
Cindy Dames – ORSP	Melissa Karby – Dentistry	Pat Turnbull – U-M Dearborn
Kathy Devereux – UMOR	Karen Kirchner – Nursing	Bryan VanSickle – Sponsored Programs
Chris DeVries – RAAC	Heather Kraus – LSA	Daryl Weinert – UMOR
Lori Deromedi – UMOR	Patrick Lagua – Dentistry	

Meeting started at 3:00 p.m.

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

Daryl welcomed everyone and thanked Karen Kirchner for hosting the meeting. The group went around the room for introductions.

2. **Presentation: RAAC Metrics Subcommittee Update** (*Chris Allan*) Attachment #1

New members:

- Rachel Ristau - Engineering
- Amy Webb - ORSP

Current and Pending Support:

While there are no substantive updates on this project, Chris A. reminded the group of the project's goals, namely:

- Reduce administrators' efforts in preparation of current and pending support documents.
- 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 to the sponsor's format.
- Make the above "tool" to a web application.

In terms of the goal to turn the form into a web application, RAAC Metrics has gathered and passed along feedback on specific requirements for the application. Further discussions with ITS have been deferred for Award Management rollout. RAAC Metrics will lead project management efforts with ITS

as a web application is developed. In terms of feedback from units, RAAC Metrics is working to ensure we have all the needed fields as well as understand which fields should be editable for units. There may be additional work needed to allow for exporting to NASA and DoD formats. Once the feedback has been gathered, we will work with ITS to move the project forward.

Department Reporting Hierarchy:

The goals of the project include:

- Provide a table in the data warehouse that reflects multi-level hierarchies beyond the Dept Group.
- Make the table available in tools like BusinessObjects and Tableau.

Daryl asked how the tree handles Dearborn and Flint campuses. Chris A. responded that they will be shown as one group. The group tree is all on one level and can break down further by department or campus.

In terms of a status update, the table is complete and available in the data warehouse in the Financials, Payroll, and Student universes. Chris A. worked with LSA and SSC on a template to help communicate tree changes to SSC. This should help ease the pain of SSC maintaining. Engineering and ISR are currently reviewing their hierarchies and will go through same exercise in terms of changes with the SSC. RAAC Metrics is looking to promote the tree in an effort to generate more interest and to receive feedback on how units would use it.

Next Steps:

- Spread the word more to other groups (Deans/BAG/leadership) on campus.
- Get ideas from technical resources on how to incorporate the hierarchy into RAAC Metrics visualizations. This will help reduce filters and clutter.

Award Management:

RAAC Metrics worked with ITS on the initial design of the structure of data and the changes that will come with Award Management.

In working with ITS on the data aspects of Award Management, the goals are to:

- Provide assistance wherever possible.
- Provide feedback and guidance on how to ease reporting related to awards that will not be converted.
- Provide advice on communications to Remote Data Access and BusinessObjects users. Invited Remote Data Access users on some of the changes to come back and test.

Submission Lead Time (Deadline Policy):

The goal of this project is to make sure we're all measuring success in the same way. Since the upcoming ORSP Deadline Policy will rely heavily on submission lead time analyses, RAAC Metrics has provided data to inform what things look like today. A BusinessObjects query report was created to aid in pulling of data and a corresponding Excel file is available.

Next Steps:

- Work with ITS, ORSP and campus units on how to measure this to get information out of the data warehouse:
 - what we want to measure,
 - how we want to measure it, and
 - how to pull it without too much additional effort.
- Have concise table with relevant fields, talk in same language.

Metrics Visualizations:

As of today, there are five categories (workbooks) with 16 reports available at Wolverine Access > Tableau > RAAC Metrics. The visualizations are available to: RAAC CAL, Deans, RADs, BAG, Proposal Management BusinessObjects users. Chris A. previously shared a direct link to the Table of Contents.

There have been a few changes to the visualizations since the last RAAC Metrics update to the Committee-at-Large, including:

- Proposal and Award reports now updated every weekday. Previously, they were refreshed at the beginning of the month.
- Added “Apply” button to all filters, which allows for checking multiple filter items before the report refreshes. This should make the visualizations more efficient and reduce the time needed to wait for the desired filters to take effect.
- Added filter for Class to Research Expenditures report, which allows for another way to look at things.
- Added filters to Table of Contents to allow narrowing list or searching for keywords. Can also filter by description.

Chris A. let the group know about additional visualizations that have been implemented. There are four new proposal reports, covering:

- Submissions by size (\$)
- Submissions by size (\$) and status
- Submissions by sponsor and status
- Awaiting response

Additionally, there will be a new award report detailing awards by size (\$). Chris A. is also working on a new category for award rates, with four to five reports initially.

Chris A. will email RAAC CAL when Award Rates are ready with summary of recent additions.

Looking forward, Chris A. let the group know that RAAC Metrics is in the process of creating a survey to send to units. The survey will be very brief and will likely include questions pertaining to:

- What is leadership looking for (in terms of data and metrics)?
- What data gaps do you run into (when trying to answer questions from leadership)?
- Space data.

The intent is to send the survey to the RAAC CAL, rather than a larger audience. However, the hope would be that the RAAC CAL members would pass the survey along to those who regularly work with leadership on metrics, or the unit’s leadership themselves. RAAC Metrics will analyze the feedback and determine how best to implement the recommendations. We are looking to have it go out soon (maybe a month or two). The RAAC CAL members should be the point person for their unit, but are not necessarily asked to provide all the answers.

3. ITS / Award Management Update *(Cathy Handyside)*

Attachment #2

Cathy provided the ITS / Award Management update. As of right now, the programming of the functionality is complete and ITS is in the process of testing. The plan is to go live August 18-19, 2018. eRPM will go offline starting Friday, August 17 at 5:30 p.m. and back up on Monday, August 20 by 6:00 a.m.

Data Conversion will occur the same weekend as the implementation. ITS will be converting existing PAFs awarded into a new Award Record. A PAF with 1:1 relation will get new Award Record. Awards

with multiple PAFs but the same Project/Grant (P/G) will be converted into a new award/single P/G. This will include projects that are complete, but not yet closed.

There are some PAFs that will require manual conversion. These include:

- Complex awards with multiple PAFs (e.g., master agreements with money)
- No PAF but Active P/G in Fin (e.g., holding accounts)
- Single PAFs and multiple PAFs with multiple active P/Gs.

No closed projects will be converted and their associated PAF(s) will remain in the eRPM system in "Closed" state.

In terms of data conversion where multiple PAFs correlate to a single award, data will be converted from those PAFs following this structure:

- Pulled from all related PAFs – investigators, budget period dates and dollars, sum of project period dollars, max of project end date or NCE, and compliance items.
- Pulled from initial PAF – project title, long title, date awarded, project start date, and pre-award spending authorization date.
- Pulled from most recent PAF – contact PI, primary post-award contact, and project representative.
- Pulled from the most recent Project Award Change – terms and conditions.

Beth asked if it will be possible to override any of the information if it is not correct. Cathy answered that this will be possible. Changes will be handled by ORSP and will be reviewed by Kate Strzempek to prioritize requests. There will not be a need to handle change requests through a Help Desk incident.

Cathy also let the group know that converted data will be in eRPM sandbox next week. Please review and report any discrepancies on the Google Form provided.

In terms of BusinessObjects & Remote Data Access (RDA) Users, all U-M maintained queries in BusinessObjects will be updated with the new award structure. There will be assistance for ad-hoc queries and reporting, in the form of:

- Draft data dictionary sent to Data Warehouse users on July 13.
- BusinessObjects test environment updated with Award data for testing of new data structure in the QA environment.
- In-person Lab Session for reporting planned for July 20th for those who do ad-hoc queries and reporting - sign up in MyLinc.

Scott ask if internal proposals will be moved to the Data Warehouse. Cathy answered that there are no plans at this point.

Unit Training materials will be available the week of July 23. This will include:

- Video presentation with system demonstrations.
- Step-by-step job aides that will be online.
- FAQs
- eRPM Sandbox

Additionally, ITS will conduct two interchanges meant to answer in-person questions in a public forum. The sessions will be held:

- South Campus – G18 Wolverine Tower – Tuesday, August 14, 3:00 – 4:30 p.m.
- North Campus – location pending – Friday, August 17, 9:00 – 10:30 a.m.

There was a question about whether the in-person lab session on July 20 is for people who have their own existing reports. Cathy answered that it is a good session to attend to see how it will affect the queries.

David asked if there will be any impact to ORSP business processes. Cathy responded that yes, ORSP will not process new awards during the week of August 13 unless there is a matter of urgency. OSRP will resume processing new awards will on August 20. Proposal submissions will not be impacted, only the creation of new awards.

4. Sponsored Programs Update (*Debbie Talley*)

Debbie provided the Sponsored Programs update. June business (which is fiscal year-end) we will be closing on July 19. In the process of closing June business, the process to generate invoices automatically kicked off before the allocations were finished. Had to go back and reissue credit memos to vendors, then reissue invoices. On your Statement of Activity, you may see invoices that were billed followed by a credit memo, followed by another invoice. Communications were sent to vendors who received an errant invoice, instructing them not to pay. Some vendors may not have even seen the wrong invoice as the process to correct was fast, but it will show up on Statement of Activity and Statement of Receivables.

The auditors will be back tomorrow to work on the single audit, and will be back early fall.

Procurement is working on Uniform Guidance communication on the micro-purchase threshold of \$10K and will communicate the impacts via a RAPid.

5. ORSP Update (*Daryl Weinert*)

Daryl provided the ORSP update. Regarding Award Management, ORSP will be doing a pilot related to entering deliverables after the rollout and Kathy Dewitt will take lead. In terms of the RPPR business process, Colleen Vogler and Terri Maxwell will be the leads.

We were not successful in getting funding for the MIDAR project. However, UMOR may consider funding for a consultant after an RFP is issued. Jessica Durkin has been hired, and one of her tasks is to develop the RFP. UMOR will partner with a School of Information student project to help with the RFP. Potential to go back if quotes we get from vendors are reasonable.

In terms of staffin:

- Tom Zdeba has retired, but is working part-time to help with training and a few projects.
- Promoted Patrick Woods to Managing Project Representative and Emily Baxter to Assistant Managing Project Representative on Private Sponsors Team.
- Training more Project Representatives to handle Data Use Agreements. Work has increased 35% and training additional people to help.
- We have nine (9) Project Representatives with under 18 months experience, so we are in a difficult situation.
- Trying to better coordinate Maize and Blue Private teams to share work loads.

Regarding the Deadline Policy, we have the green light to move forward. Due to the Award Management rollout, the soft launch for the deadline policy is delayed to 2019, perhaps March, depending on resource availability. There will be 8-9 month soft launch to review how it goes and

determine if we have a hard stop. Please work with faculty to encourage good behavior. No “skinny” review will happen if proposal arrive less than 2 days of due date. Deans/RADs are on board.

There was a question about when will the final details of the policy will be communicated. Daryl responded that we will have a lot of communications going out and he will work with Craig and Constance on timing.

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

No meeting in August, and will reconvene September 18, 2018.

Meeting adjourned 4:15 p.m.


RAAC Committee-At-Large Meeting Dates

- *No August meeting*
- Tuesday, September 18, 2018, 3:00 – 4:30 pm @ U-M Dearborn (*Melissa Karby*, RAAC Process Subcommittee)
- Tuesday, October 16, 2018, 3:00 – 4:30 pm @ 1322 School of Education Building (*Judy Carrillo*, RAAC Training Subcommittee)

Executive Committee Meetings

Wolverine Tower, Conference Room 1025 (unless noted)

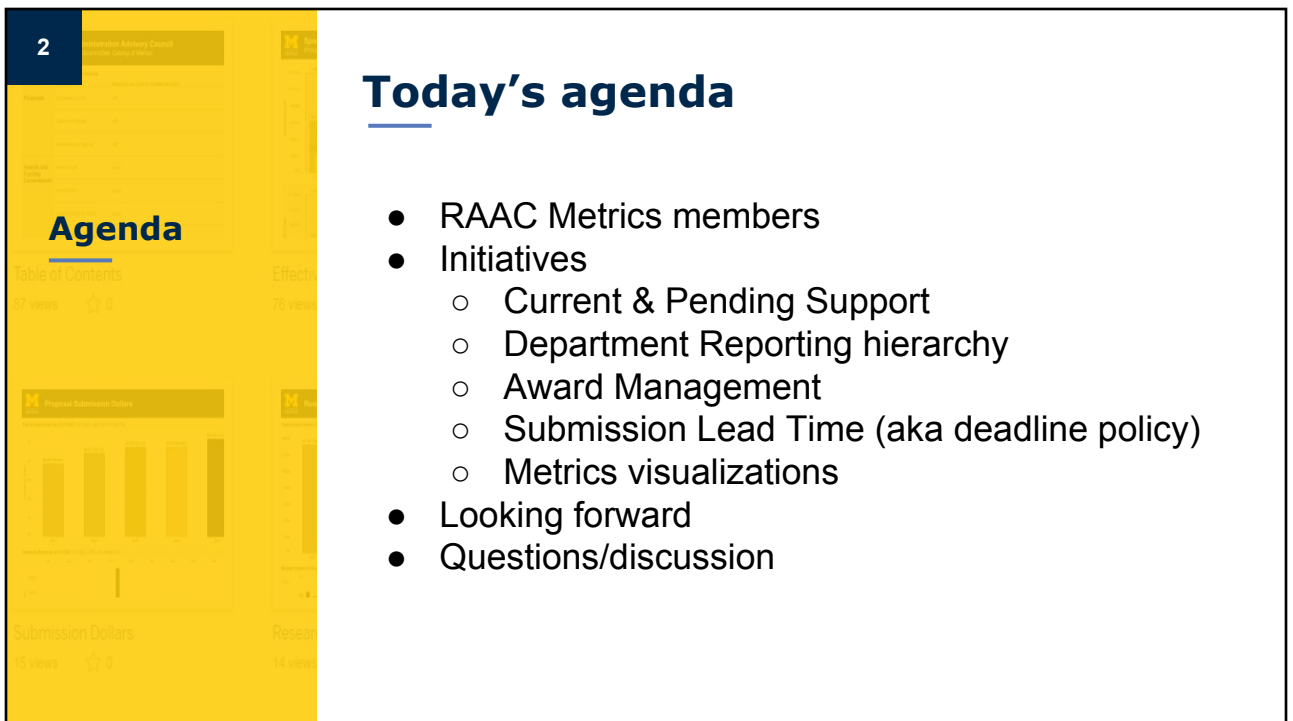
- *No August meeting*
- Tuesday, September 11, 2018, 3:30 – 5:00 pm
- Tuesday, October 9, 2018, 3:30 – 5:00 pm



The slide features a dark blue vertical bar on the left with a white icon of a laptop displaying a bar chart and a magnifying glass. The main background is a yellow-tinted image of a modern building interior. The text is centered on the right side.

RAAC Metrics Subcommittee

update to RAAC committee-at-large
July 17, 2018
@ School of Nursing



The slide has a yellow background on the left side with a dark blue header containing the number '2'. The right side is white with a blue header and a bulleted list.

2

Agenda

Today's agenda

- RAAC Metrics members
- Initiatives
 - Current & Pending Support
 - Department Reporting hierarchy
 - Award Management
 - Submission Lead Time (aka deadline policy)
 - Metrics visualizations
- Looking forward
- Questions/discussion

Background: Members

- Chris Allan, chair (ISR)
- Steve Beach (LSA)
- Brandi Berg (LSA)
- John Cristiano (Dearborn)
- Chris DeVries (Sponsored Programs/ORSP)
- Laura Dickey (ORSP)
- Linda Forsyth (Engineering)
- Jeff Longe (ORSP)
- Adam Mall (Sponsored Programs)
- Mike Randolph (ITS)
- *Rachael Ristau (Engineering)
- Bryant Sheppard (Medical School)
- *Amy Webb (ORSP)

**new members since last update*

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

Initiatives: Current & Pending

Current and Pending Support

- Status and next steps
 - While discussions with ITS on a web application have been deferred for the Award Mgmt rollout, we passed along some questions to gather feedback on more specific items
 - Lead project management efforts with ITS as a web application is developed

Initiatives: Dept Rptg Hierarchy

Department Reporting Hierarchy

- Goals
 - Provide a table in the data warehouse that reflects multi-level hierarchies beyond the Dept Group
 - Make that table available in tools like BusinessObjects and Tableau
- Status
 - Table is complete and available in the data warehouse (Financials, Payroll, and Student universes in BusinessObjects, under the existing Dept view)

Initiatives: Dept Rptg Hierarchy

Department Reporting Hierarchy

- Status (cont'd)
 - Worked with LSA and SSC on a template to help communicate tree changes
 - Engineering and ISR looking at going through same exercise
- Next steps
 - Spread the word more to other groups on campus
 - Get ideas from technical resources on how to incorporate the hierarchy into RAAC Metrics visualizations

Initiatives: Award Management

Award Management

- Goal
 - Provide assistance wherever possible
- Status
 - Provided feedback and guidance on how to ease reporting related to awards that will not be converted
 - Provided advice on communications to remote data access and BusinessObjects users

Initiatives: Submission Lead Time

Submission Lead Time

- Goal
 - Make sure we're all measuring success in the same way
- Status
 - As the policy has been discussed, provided data to inform what things look like today
 - In BusinessObjects > User-Shared > RAAC Metrics, a report exists with pertinent fields; a corresponding Excel file is also available

Initiatives: Submission Lead Time

Submission Lead Time

- Next steps
 - Work with ITS, ORSP, and campus units on a concise way to get this information out of the data warehouse
 - What we specifically want to measure
 - How we want to measure it
 - How to pull it without too much additional effort

Initiatives: Metrics

Metrics Visualizations

- As of today, there are five categories (workbooks) with 16 reports
- 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

Initiatives: Metrics

Metrics Visualizations

- Recent changes
 - Proposal and Award reports now update every weekday (same as all reports now)
 - Added “Apply” button to all filters (allows checking multiple items before report refreshes)
 - Added filter for Class to Research Expenditures report
 - Added filters to Table of Contents to allow narrowing list or searching for keywords

Initiatives: Metrics

Metrics Visualizations

- New proposal reports
 - Submissions by Size
 - Submissions by Size and Status
 - Submissions by Sponsor and Status
 - Awaiting Response
- New award report
 - Awards by Size
- In-progress
 - New category for Award Rates, with four to five reports initially
- Once Award Rates are ready, we’ll email RAAC CAL with summary of these recent additions

Looking forward

What will we be up to?

Looking forward

Reaching out with a survey

- Goals:
 - Brief! We'll keep it short and sweet.
 - Intention is to gather feedback from campus units on a few areas:
 - What is leadership looking for?
 - What data gaps do you run into?
 - Space data

Questions/ Discussion

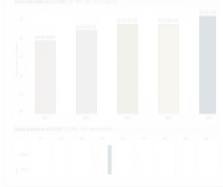
Table of Contents

7 views ☆ 0

Effective Indirect Rate

76 views ☆ 0

Proposed Submission Dollars



Submission Dollars

6 views ☆ 0

Research Expenditures



Research Expenditures

14 views ☆ 0

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
July 17, 2018



Topics



Award Management

- Project Timeline
- Update on Data Conversion
- Preparation for Business Objects and Remote Data Access
- Unit Training

Project Timeline



Award Management

- Implementation planned for the weekend of August 18-19, 2018
 - During implementation weekend, eRPM will be offline starting Friday evening at 5:30 PM until Monday, 6:00 AM

Update on Data Conversion



- Will occur the same weekend as the implementation
- What is getting converted?
 - PAFs with Active P/Gs
 - Single PAF = New Award/Single P/G
 - Multiple PAFs with same P/G = New Award/Single P/G
 - Includes PAFs that are expended, but related to an active P/G.
 - This includes projects that are complete, but not yet Closed.
 - To be manually converted:
 - Complex Awards with Multiple PAFs (e.g., master agreements with money)
 - No PAF but Active P/G in Fin (e.g., holding accounts)
 - Single PAFs and Multiple PAFs with Multiple Active P/Gs
- What is NOT getting converted?
 - Closed Projects
 - PAFs will remain in system in Closed state

Data Conversion: Multiple PAFs = Single Award



- **Pulled from all related PAFs**
 - U-M Investigators
 - Budget Period Dates & Dollars
 - Sum of Project Period Dollars
 - Max of Project End Date or NCE
 - Compliance Items
 - If any PAF has a “yes” (human subjects, animals, etc.); Award will have “yes”
- **Pulled from initial PAF**
 - Project Title, Long Title
 - Date awarded (Award Publishable Date)
 - Project Start Date
 - Pre-award Spending Auth Date
- **Pulled from most recent PAF**
 - Contact PI
 - Primary Post-Award Contact
 - Project Representative
- **Pulled from the most recent Project Award Change**
 - Terms & Conditions

5

Preparing Business Objects & RDA Users



- U-M Maintained queries
 - ORSP will update U-M maintained queries with new award structure
- Assistance for Ad-hoc queries and reporting
 - Draft data dictionary sent to Data Warehouse users on July 13
 - Business Objects QA environment updated with Award data
 - Option to copy existing custom reports into the QA environment
 - In-person Lab Session planned for July 20th for those who do ad-hoc queries and reporting
 - Sign up in MyLinc



- Training Materials available week of July 23
 - Video-based Presentation with System Demonstrations
 - Step-by-Step Job Aids
 - Frequently Asked Questions
 - eRPM Sandbox
- Interchanges
 - In-Person Question and Answer
 - Two Sessions:
 - Central Campus - G18 Wolverine Tower
 - Tuesday, Aug. 14, 3:00-4:30 PM
 - North Campus - Location Pending
 - Friday, Aug. 17, 9:00-10:30 AM