Research Administration Advisory Council (RAAC)  
Committee-at-Large  
Tuesday, May 21, 2019, 3:00 – 4:30 pm  
2001 LSA Building  
500 S State St  
MINUTES

Attendees:

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meenu Baxendale</td>
<td>Taubman College of Art &amp; Architecture</td>
</tr>
<tr>
<td>Teresa Herrick</td>
<td>SEAS</td>
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<tr>
<td>Lisa Parker</td>
<td>IRWG</td>
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<tr>
<td>Beth Brant</td>
<td>Medical School</td>
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<td>Jennifer Huntington</td>
<td>Business</td>
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<tr>
<td>Craig Reynolds</td>
<td>ORSP</td>
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<tr>
<td>Cheri Brooks</td>
<td>ISR</td>
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<tr>
<td>Meredith Ingram</td>
<td>Social Work</td>
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<tr>
<td>Jane Sierra</td>
<td>Medical School</td>
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<tr>
<td>Constance Colthorp</td>
<td>ORSP / Sponsored Programs</td>
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<tr>
<td>Melissa Karby</td>
<td>Dentistry</td>
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<td>Nicole Sleight</td>
<td>SSC</td>
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<td>Kerri Cross</td>
<td>ISR</td>
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<td>Karen Kirchner</td>
<td>Nursing</td>
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<tr>
<td>Yvonne Sturt</td>
<td>ORSP</td>
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<td>Cindy Dames</td>
<td>ORSP</td>
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<td>Pat Lagua</td>
<td>Dentistry</td>
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<td>Danielle Smith</td>
<td>LSI</td>
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<td>Lori Deromedi</td>
<td>UMOR</td>
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<td>Mindy LaRocca</td>
<td>SPH</td>
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<tr>
<td>Debbie Talley</td>
<td>Sponsored Programs</td>
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<td>Kathy Devereux</td>
<td>UMOR</td>
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<td>Jan Mitchell</td>
<td>Pharmacy</td>
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<td>Michelle Terrell</td>
<td>SMTD</td>
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<td>Chris DeVries</td>
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<td>David Mulder</td>
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<td>Traci Trimmer</td>
<td>SSC</td>
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<td>Cathy Handyside</td>
<td>ITS</td>
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<td>Becky O’Brien</td>
<td>Information</td>
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<tr>
<td>Pat Turnbull</td>
<td>Dearborn</td>
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<tr>
<td>Stephanie Hensel</td>
<td>Education</td>
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1. **Introductions of Members and Guests (Craig Reynolds)**

Craig called the meeting to order at 3:00 p.m. We went around the room for introductions.

2. **Presentation: RAAC Communications Subcommittee Update (Becky O’Brien)  
Attachment #1**

Becky gave the update for the RAAC Communications subcommittee.

The subcommittee’s charge:

- Identify and assess communication methods currently used at U-M for research administration.
- Once identified, work to develop improved systems that support robust, consistent, and effective communications within the research administration community.
- Recommend best practices by topic, purpose, and/or method.
- Facilitate and foster communication to Research Administrators through RAN meetings.

Member Update:

- Sherri Cranson (LSA) replaced Nicole Dyer.

Accomplishments:

- Two RAN Meetings: October 18, 2018, and February 26, 2019.
- Live Stream Alternative Search.
• Communications Feedback.

October 18, 2018, RAN Meeting:
Topics:
• How to get involved with Professional Associations.
• Research Administration Professional Development at U-M
• Professional Development Bingo.

Attendee Breakdown: 107 in-person, 65 remote
Emcee: Nick Prieur
YouTube: 326 Remote viewings

February 26, 2019, RAN Meeting:
Topics:
• Invention Reports
• RAAC Overview and Update
• Open Networking
• ORSP Deadline Policy update.

Attendee Breakdown: 74 in-person, 84 remote
Emcee: Craig Reynolds
YouTube: 66 views thus far.

RAN Meeting Numbers:
64% in-person (per sign-in sheet responses)
36% Remote

• The February 26, 2018 meeting had a shift in numbers for in-person and remote. In-person 74% and Remote 84%.
• Other meetings were about the same percentages.
• Those that registered and attended vs. not were about the same percentage for February. The other meetings were higher for those attending. Most people who come register ahead of time.

Craig asked if our Live Streaming has the ability to run a survey so we would know who was watching the live stream. Becky responded that currently, we do not have that ability with LSA Technology Services. However, the group is considering other ways we can get at this information.

Post-RAN meeting surveys:
• The positive rating has gone up every meeting since October 2017 meeting.
• For the February 2019 meeting, we sent out a survey to those who registered and did not attend.
• Received 21 responses out of 57 (37%). Most identified workload (62%) as the reason for not attending. The other reason was the location (13%).

Alternative Search for Live Stream:
We were using LSA Technology Services for live streaming services. They fit our budget and provided the services we needed. Unfortunately, LSA informed us in October 2018 that they could no longer provide these services for our 2019 meetings. We looked into other vendors but they were well over our budget, or did not offer the same level of service. Linda Chadwick helped get LSA Technology Services back to provide Live Streaming capability for RAN meetings and we are very thankful.
Communications Feedback:
Provided feedback on Award Management and Training Orientation.

In Progress:
- RAN Meeting
- Review and feedback on ORSP web pages
- Informal Peer-to-Peer Sharing for the RA community

- Emcee: Cathy Handyside
- Kristie Beckon talking about Closeout Best Practices
- Deadline Policy
- UMOR Staff Recognition Awards

Review & Feedback of webpages:
- Completed:
  - Cost Share webpage
  - Subaward, Award, and Extended Leave.
- Working on:
  - Manage Project landing page.
- Next:
  - Route & Submit landing page

Toolkit:
- Increase efficiency
- A “How-To” for the review process

Peer-to-Peer Informal Forum:
- We asked for volunteers. Need between 20-100 testers to test “invite” and “direct add” by ITS.
- We are testing categorizing topics and sorting.
- Sample questions on Forum: Does anyone have a budget template for a Department of Transportation grant?

3. **Sponsored Programs Update** (Debbie Talley)

Single Audit: Submitted in April with a finding, related to the Strategic Supplier Program fee.
- Earlier this month, the FAQs on the Procurement Services website were updated with information on how to prepare a journal entry. Ask a Sponsored Programs Customer Service Representative if you need help with journal entries.

Personnel Updates:
Dennis Poszywak and his team support and prepare hybrid agreements. The group has officially moved to Sponsored Programs from Procurement Services. The group will now report to Pete Gerard in Contract Administration. Dennis is going to be retiring soon and we are looking to fill a Contract Administrator Lead position. Dennis is responsible for writing all clinical trial hybrid agreements. It would be nice to have a candidate with research administration experience.

Other Staff Updates:
- On May 13 we had eight new staff - five accountants / three interns.
- Kimdra Payton is now a Reporting Supervisor.
4. **ORSP Update** *(Craig Reynolds)*

**Staffing:**
- No staff updates. We are fully staffed, but some still in training.

**Deadline Policy:**

**Two levels of service:**
- **> 32 business Hours (4 business days) - Full Review**
  - Proposal checked for compliance with U-M requirements
  - Proposal submitted by Sponsor Deadline
  - Proposal checked for compliance with Sponsor Guidelines
  - Terms & Conditions binding upon award reviewed for acceptability
  - Proposal successfully received by the sponsor

- **< 32 Business Hrs. >15 business hours. (1 day, 7 hours - 9 a.m.) - Limited Review.**
  - Proposal checked for compliance with U-M Requirements
  - Proposal submitted by sponsor deadline

- **<15 Business Hrs. - “At Risk”. If ORSP has capacity, and no other proposals in the queue, the proposal will be submitted.**
  - Proposal checked for compliance with U-M requirements.

**Policy Announcement:** May 22, 2019, by Jack Hu and Martin Philbert
- Email: will go out to Dean/RADs/Exec. Committee/ORSP staff (advance notice)
  - Policy assessment begins on July 1, 2020.

**Phase 1:** Now through Jan. 5, 2020
- Communication/awareness building of policy requirements
- PAF changes (July 22, 2019)
- eRPM programming and testing
- User Acceptance Testing
- Communication and training.

**Items Worked On:**
- Deadline policy website is live and will be promoted tomorrow.
- The link to Google form should be used to submit any questions.
- Working on a schedule of milestones. There will be changes in ORSP on limited/full reviews checklists and will be on the website. PRs will use Limited Review Checklist when proposals come in late.
- ORSP will publicize the milestones.
- Coordinating with school/college/institute/department and Flint/Dearborn campus
- Working on Metrics (e.g., KPIs, etc.). Looking at data and whittle down to what is needed to see what is impacting the policy.
- Update to new SOP 200.01 Proposal Review by ORSP
- Training presentations at multiple locations. Partner with School/Colleges to co-present. Will record to make available.
- Job Aids.
Phase 2:
- January 6, 2020, through June 30, 2020 - Policy enforcement date, and start collecting data.

Phase 3:
- Analysis of data collected regarding the effects of the deadline policy.
- Refinement of policy and procedures as necessary.
- RADS and VPR reach out to those who are chronic “at risk” submitters.
- VPR assessment of the need for waiver requirement. Put on hold for now, but will evaluate.

Jane asked if, after July 22, ORSP PRs will begin telling project teams how many days they have for the review. Craig answered, not specifically the number of days, but PRs will be letting project teams know whether the proposal will receive a limited or full review.

Kathy D. asked how the reviews will be handled when there are changes needed on the proposal. Craig responded that there will be a “holding pen” and the proposal won't go to ORSP for review until all signatures are in place and the proposal is final.

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

Cathy presented the updates.

- eRPM system updates completed on May 6, 2019.

**Award Enhancements:**
- Additional Award email notification updated
- Update to the Award Unit Tab to allow Unit-entered terms.

- There are new IBC forms, however, you still may see the old style as ITS is working on the update.
- Two communications went out to RAs on PAF changes.
- IBC needs to send out communications to schools/colleges.
- If you have questions, call IBC office if faculty submitted the form.

**Compliance Changes:**
- Changes related to Biosafety questions on PAF and UFA.
- New question for use of controlled substances.
- New question for need for enhanced IT security.
- Update to existing Export Controls question.

Jan commented that when checking the IBC PAF question related to cell lines, the PAF indicates that an IBC is required. Is this the case? Cathy responded, yes. However, at this time, the PAF will not go on hold. Will be required in the near future. Would help to educate your faculty and get them started now on the IBCA.

**Award Enhancements - Quick Wins. - July 22, 2019**
- New UFA Agreement Type for System Security Plans
- Changes to Awarded PAFs: Updating to PAFs that have been awarded. Looking to do more communication on this issue. All PAFs are historical. Need to go to Award record.
  - Add new Workspace message
- Looking to move Award number higher in PAF Workspace.
- Removing the Post A Comment Activity
- Give all award project personnel view access to the PAF.

Award & Modifications – Add department contacts to a Post a Comment.

Kathy D. commented that there can be multiple PAFs with same Award record. When posting a comment, is it possible to specify a PAF to which the comment relates, so it goes to those specific recipients? Cathy responded that she does not think this can be done but she will check.

PAF changes:
- Add new questions and re-organized the PAF.

1st new question: On page 1 of PAF - Is for a proposal (grant) or funding agreement (i.e., contract) or both.
- Answer to this question will limit some of the questions further down the PAF.

Jennifer raised a question related to the new question 1.2 in terms of an agreement “ready for review.” There are times when Jennifer sends a request to ORSP for them to initiate an agreement with a sponsor. Where would this activity fall? Cathy will take this back to the working group for discussion.

Section 5 routing questions are going away and being distributed throughout the PAF.

Revised Section 6 to include:
- Capture of submission deadline
- Calculation of ORSP Deadlines for Full and Limited Review
- New options on Proposal Submission Methods
- New option to indicate Target Date
- Instruction for ORSP - better help content.

Capture of Submission Deadline.
Should reflect the date the proposal needs to leave U-M
Date that will be used to calculate the ORSP Deadline.

6.1.1. Submission Deadline – enter sponsor deadline. Date it has to leave U-M campus. Date to determine the type of review (full or limited review).

A calculation will happen after answering question 6.1.1 for ORSP Deadlines for Full and Limited Review.
It will calculate when you need to get a proposal to ORSP for type of review.

If you answered 1.2 you will see questions for proposal submission methods. For example, routing a previously submitted proposal. New options to indicate that proposal submission is not required.

New option to indicate desire Target Date:
- Optional, but if you put a date you will need to give an explanation.

Instructions for ORSP:
- Enhanced help guidance for proposals and funding agreements.
  ○ 6.2.3 Proposal Submission, Funding Agreement for Negotiation, or other instructions for ORSP.
  ○ Need to split into two questions depending on if submitting or funding agreement.
Debbie suggested that for proposed question 6.2.3 there be numbers or letters denoting whether the various conditions are applicable. That way, the project teams can use the respective number or letter when answering the question.

There was a question about the ORSP policy of providing copies of proposals to the sponsor. Craig mentioned that the ORSP Standard Operating Procedure for this was recently updated. He will verify the details of the policy.

6. **RAAC Faculty Advisory Council** (*Craig Reynolds / Debbie Talley*)
   - New member nominations

   There are three openings for the RAAC Faculty Advisory Council. Please let Chris know if you have any faculty you feel would be of value for the committee. Looking for Med School, Engineering, and small school/colleges representation. Chris will send a description of time commitment.

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

   PAF changes go into effect on July 22. We do not have a meeting scheduled in July but could schedule a meeting on July 16 if needed. Group said no need for a meeting, but would like a set of screens that they could present to the staff. Cathy will give the slide presentation of changes with help text.

Meeting adjourned at 4:41 p.m.

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**RAAC Committee-At-Large Meeting Dates**

- Tuesday, June 18, 2019, 3:00 – 4:30 pm @ Lurie Engineering Center (*Chris Allan*, RAAC Metrics Subcommittee)
- *No July meeting*
- *No August meeting*

**Executive Committee Meetings**

Wolverine Tower, Conference Room 1025 (unless noted)

- Tuesday, May 30, 2019, 1:30 – 3:00 pm – 2001 LSA Building (*joint meeting with the RAAC Faculty Advisory Council*)
- Tuesday, June 11, 2019, 3:30 – 5:00 pm
- Tuesday, July 9, 2019, 3:30 – 5:00 pm
Research Administration Advisory Council
Communications Subcommittee

Update to RAAC CAL
May 21, 2019

Communication Subcommittee Charge

The RAAC Communications Subcommittee seeks to:

- **Identify and assess the communication methods** currently used at U-M for research administration
- Once identified, **work to develop improved systems** that support robust, consistent and effective communications within the research administration community
- **Recommend best practices** by topic, purpose, and/or method
- **Facilitate and foster communications to and among research administrators by conducting the quarterly** Research Administrators Network (RAN) meetings
Communication Subcommittee Members

- Kellie Buss, ORSP
- Constance Colthorp, ORSP and Sponsored Programs
- Sherri Cranson, LSA (new as of April)
- Cindy Dames, ORSP
- Lori Deromedi, UMOR Compliance
- Chris DeVries, ORSP and Sponsored Programs
- Kathy Kuhn, Engineering
- Cathy Liebowitz, ISR
- Dean Michalak, Sponsored Programs
- Becky O’Brien (Chair), School of Information
- Brenda Phillips, Medical School
- Maggie Swift, ORSP
- Pat Turnbull, Dearborn
- Tina Wells, UMTRI

Accomplishments Since October 9, 2018

- RAN Meetings
  - October 18th
  - February 26th
- Live Stream Alternative Search
- Communications Feedback
Research Administrators’ Network (RAN) Meetings - Thursday, October 18, 2018

Topics: 
- How do I get involved with Professional Associations
- RA Professional Development @ UM
- Professional Development Bingo

Attendees: 107 in-person, 65 remote
Emcee: Nick Prieur
YouTube: 326 subsequent views thus far

Agendas and presentations on the RAN webpage: http://orsp.umich.edu/ran/

Research Administrators’ Network (RAN) Meetings - Tuesday, February 26, 2019

Topics: 
- Invention Reports
- RAAC Overview & Update
- Open Networking
- ORSP Deadline Policy Update

Attendees: 74 in-person, 84 remote
Emcee: Craig Reynolds
YouTube: 66 subsequent views thus far

Agendas and presentations on the RAN webpage: http://orsp.umich.edu/ran/
RAN Meetings: The Numbers

Total RAN Attendees Per Meeting

In-Person (per Sign in Sheet)* | Remote (per Logins) ** | Room Capacity = 224

May 2015*** (216 Total)
Oct 2015 (231 Total) 171
Dec 2015 (177 Total) 168
Feb 2016 (141 Total) 69
May 2016 (130 Total) 124
Oct 2016 (205 Total) 122
Feb 2017 (186 Total) 122
May 2017 (160 Total) 112
Oct 2017 (204 Total) 121
Feb 2018 (194 Total) 114
May 2018 (181 Total) 112
Oct 2018 (172 Total) 112
Feb 2019 (158 Total) 14

RAN Attendees: Average In-Person vs. Remote

In-Person (per Sign in Sheet)* | Remote (per Logins) **

64% 36%

RAN Attendee Tracking 2.0

In-Person Numbers: Comparing Registration and Attendance

Registered - Attended vs. Not

Attended - Registered vs. Not
Post-RAN Meeting Survey

October 24, 2017
- 44 responses (21% response rate)
- 56% rated event “Very Good” or “Excellent”

February 22, 2018
- 33 responses (16% response rate)
- 73% rated event “Very Good” or “Excellent”

May 15, 2018
- 49 responses (18% response rate)
- 76.5% rated event “Very Good” or “Excellent”

October 18, 2018
- 45 responses (18% response rate)
- 83.9% rated event “Very Good” or “Excellent”

February 26, 2019
- 18 responses so far (11.4% response rate)
- 94% rated event “Very Good” or “Excellent”

Continuously improving!

Post-RAN Meeting Survey: New Addition

New Post-Meeting Survey:

RAs who registered prior to meeting, but did not attend (in person at least)

We Missed Seeing You at RAN!

This is a friendly and anonymous survey sent to those who registered but whose name did not appear on the sign-in sheets for the February 26, 2019, Research Administrators’ Network Meeting (RAN). We love to see you in-person when we can. Additionally, your feedback helps us ensure that RAN content is relevant to you and your project team.

If you were unable to attend RAN, can you help us understand what contributed to that decision?
Nov 2018: LSA Technology Services - unable to support RAN going forward
  ● Search for Alternative
    ○ Much higher cost for recording alternatives (which did not include live streaming)
Jan 2019: LSA Technology Services - ultimately able to again support RAN!

Communications Feedback

Provided Feedback on:
  ● Award Management Training/Orientation
In progress:

- Next RAN Meeting - May 23, 2019
- Review & Feedback of Web Pages
- Informal Peer-to-Peer Sharing for RA Community

Research Administrators’ Network (RAN) Meetings - Thursday, May 23, 2019

Topics:
- Closeout Best Practices
- ORSP Deadline Policy
- Followed by UMOR Staff Recognition Awards

Emcee: Cathy Handyside

Agendas and presentations on the RAN webpage:
http://orsp.umich.edu/ran/
Review of ORSP Webpages

Done!
- Cost Share Webpage
  (Along with Subaward, Award, and Extended Leave)

Currently Working On:
- Manage Project landing page

Up Next:
- Route & Submit landing page

Toolkit:
- Increase Efficiency
- A “How-To” for the Review Process

Informal Peer-to-Peer Sharing Forum

Fill the communication toolset gap for informal community sharing.

Current Status:
- We asked for volunteers. We needed between 20 & 100 testers to test “invite” and “direct add” by ITS
- We are testing categorizing topics and sorting.
- Sample question on Forum might be:
  - “Anyone have a budget template for a Dept of Transportation grant?”

  Thank you for spreading the word!
Questions?
# Deadline Policy

**RAAC Committee at Large**

**Craig Reynolds**, Executive Director, ORSP  
May 21, 2019

## Service Standards by Business Hours Prior to Deadline

<table>
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<tr>
<th>Service Level Standard</th>
<th>≥ 32 Business Hrs (Full Review)</th>
<th>&lt; 32 Business Hrs; ≥ 15 Business Hrs (Limited Review**)</th>
<th>&lt; 15 Business Hrs (&quot;At Risk&quot;)</th>
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<tbody>
<tr>
<td>Proposal Checked for Compliance with U-M Requirements</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Proposal Submitted by Sponsor Deadline</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal Checked for Compliance with Sponsor Guidelines</td>
<td>✔</td>
<td></td>
<td></td>
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<tr>
<td>Terms &amp; Conditions Binding Upon Award Reviewed for Acceptability</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal Successfully Received by Sponsor</td>
<td>✔</td>
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** Proposal must be finalized by 9AM on the first business day before the Submission Date entered on PAF.
Today’s Take Away Message

<table>
<thead>
<tr>
<th>2019</th>
<th>2020</th>
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<tbody>
<tr>
<td>May</td>
<td>Jun</td>
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- **Policy announcement** May 23, 2019
- **Policy enforced starting** Jan. 6, 2020
- **Policy assessment begins** July 1, 2020

Implementation Plan - Phase 1

**Now through Jan. 5, 2020**

- Communication/awareness building of policy requirements
- PAF changes (July 22, 2019)
- eRPM programming and testing
- User Acceptance Testing
- Communication and training
More specifically...

- Deadline policy website
  - [https://orsp.umich.edu/deadline-policy](https://orsp.umich.edu/deadline-policy)

- Google form for submitting questions
  - [http://myumi.ch/6Oekk](http://myumi.ch/6Oekk)
  - Basis for an FAQ

- Schedule of milestones
  - For example, Project Reps start doing Limited and Full reviews, returning PAFs that are not final, etc.

More specifically...

- School/College/Institute/Department and Flint and Dearborn campus policy review
- Metrics and KPIs
- New SOP 200.01 Proposal Review by ORSP
  - [https://orsp.umich.edu/standard-operating-procedures-and-policies](https://orsp.umich.edu/standard-operating-procedures-and-policies)
- Training presentations at multiple locations
- Job aids
Implementation Plan - Phase 2

**Jan. 6, 2020 through June 30, 2020**
- Policy enforcement starting Jan. 6, 2020
- Collection of policy-related system data begins

Implementation Plan - Phase 3

**July 1, 2020 and beyond**
- Analysis of data regarding effects of policy begins
- Refinement of policy and procedures as necessary
- RADs and VPR reach out to those who “work outside the system” or are “chronic ‘at risk’ submitters”
- VPR assessment of need for waiver requirement
ITS Update
RAAC Committee-at-Large

Cathy Handyside, Assistant Director - ITS Research Administration Systems
May 21, 2019

System Updates

Completed

- eRPM - May 6, 2019

Upcoming

- eRPM - July 22, 2019
May Update - Completed May 6

Award Enhancements - Quick Wins
- Additional Award email notifications updated with list of email recipients
- Updates to the Award Unit Tab to allow Unit-entered terms

Compliance Changes
- Changes related to Biosafety questions on PAF and UFA
- New question for use of controlled substances
- New question for need for enhanced IT security
- Update to existing Export Controls question

Coming July 22, 2019

New UFA Agreement Type for System Security Plans

Award Enhancements - Quick Wins

PAF Changes to support new Deadline Policy
Changes to Awarded PAFs

- Add new workspace message
  - “This PAF is awarded and is for reference only. All comments and transactions should occur on the AWD record.”
- Move the Related Award higher on the PAF workspace
- Remove the Post A Comment Activity
- Give all award project personnel view access to the PAF

Award & Mod - Add Department Contacts to Post a Comment

PAF Changes to support Deadline Policy

New question to identify whether you are routing a proposal for external funding, a funding agreement, or both.

1.2 Select one of the following: *

- This PAF is for a proposal.
- This PAF is for a funding agreement that is ready for review.
- This PAF includes BOTH a proposal and a funding agreement ready for review.
Revised Section 6 to include:

- Capture of Submission Deadline
- Calculation of ORSP Deadlines for Full and Limited Review
- New options on Proposal Submission Methods
- New option to indicate Target Date
- Instructions for ORSP

If proposal indicated in question 1.2

- Capture of Submission Deadline
  - This date should reflect the date the proposal needs to leave U-M
  - This is the date that will be used to calculate the ORSP Deadline
If proposal indicated in question 1.2

- Calculation of ORSP
- Deadlines for Full and Limited Review

### Deadline Dates (read-only)

<table>
<thead>
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<th>Category</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Prime Sponsor Deadline</td>
<td>5/1/2019</td>
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<tr>
<td>Submission Deadline</td>
<td>4/1/2019</td>
</tr>
<tr>
<td>Full Review ORSP Deadline</td>
<td>3/26/2019</td>
</tr>
<tr>
<td>Limited Review ORSP Deadline</td>
<td>3/26/2019</td>
</tr>
</tbody>
</table>

### 6.2 Submission Methods

#### 6.2.1 Will ORSP submit the proposal or part of the proposal to the sponsor?
- Yes
- No

#### 6.2.2 Proposal Submission Methods

- Select all that apply:
  - eResearch Submission to Grants.gov (displays Grants.gov link on PAF workspace)
  - Other Online System (e.g. Fastlane, Grants.gov Workspace, proposal-CENTRAL)
  - Email
  - Commercial Courier (FedEx, UPS, etc.)
  - US Mail
  - Fax
  - Routing Previously Submitted Proposal - No Proposal Submission Required
  - Routing Proposal and Award Together - No Proposal Submission Required
  - Other
New option to indicate desired Target Date

- Can be used when routing a proposal or a funding agreement
- Target Date is optional
  - If entered, explanation is required

Instructions for ORSP

- Enhanced help guidance for proposals and funding agreements

Enter any information ORSP may need to process this PAF, including:

- Detailed instructions to ORSP for submission of the proposal, part(s) of the proposal, and/or tangible materials (e.g., proposal hardcopies, flash drives).
- Delivery routing contact & contact information (address, fax number, email, etc.).
- Whether ORSP Signature is required and on which documents/pages.
- Whether an institutional (cover) letter is required.

ORSP will prepare up to three (3) unbound black-and-white or color copies of the proposal for hard copy submission, provided the final proposal and PAF are received in ORSP four (4) or more business days in advance of the sponsor’s deadline, and provided the final proposal is uploaded to the PAF as a single file. All other tangible materials and electronic media that must be submitted to the sponsor (e.g., CDs and flash drives) must be furnished by the Project Team. If ORSP will be the entity submitting the proposal, ORSP advises that hard copies prepared by ORSP may not meet the PI’s standards for image quality or the sponsor’s requirements for minimum dots-per-inch.

Specify whenever these notes are award related and not related to final proposal submission to sponsor.
Instructions for ORSP

- Enhanced help guidance for proposals and funding agreements

When routing an agreement for negotiation, please provide the following, as applicable:

- Whether ORSP should provide the agreement. If an agreement is attached, please indicate who provided it.
- Whether there are any requested contract terms (e.g., fixed fee or cost reimbursement).
- Whether the sponsor has already agreed to fund this project or agreed to any associated terms (e.g., a payment schedule).
- Whether this project will involve the exchange of confidential information.
- Whether U-M will be disclosing, or receiving from the sponsor, any confidential information. If yes, provide a non-confidential description of the information to be disclosed and its intended use (e.g., a research topic statement).
- Whether it is likely that intellectual property will be created by U-M during this project.
- Whether publication is anticipated as a result of this funding.