

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:

Meenu Baxendale – Taubman College of Art & Architecture	Teresa Herrick – SEAS	Lisa Parker – IRWG
Beth Brant – Medical School	Jennifer Huntington – Business	Craig Reynolds – ORSP
Cheri Brooks – ISR	Meredith Ingram – Social Work	Jane Sierra – Medical School
Constance Colthorp – ORSP / Sponsored Programs	Melissa Karby – Dentistry	Nicole Sleight – SSC
Kerri Cross – ISR	Karen Kirchner – Nursing	Yvonne Sturt – ORSP
Cindy Dames – ORSP	Pat Lagua – Dentistry	Danielle Smith – LSI
Lori Deromedi – UMOR	Mindy LaRocca – SPH	Debbie Talley – Sponsored Programs
Kathy Devereux – UMOR	Jan Mitchell – Pharmacy	Michelle Terrell – SMTD
Chris DeVries – RAAC	David Mulder – ORSP / Sponsored Programs	Traci Trimmer – SSC
Cathy Handyside – ITS	Becky O'Brien – Information	Pat Turnbull – Dearborn
Stephanie Hensel – Education		

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

RAN Meeting: Thursday, May 23, 2019.

- 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:

Attachment #2

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 enforced starting January 6, 2020.
 - 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*)

Attachment #3

Cathy presented the updates.

- eRPM system updates completed on May 6, 2019.
- Upcoming systems - July 22, 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.

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

Established in partnership with unit administrators to support Research Administrators at U-M, the Research Administrators' Network (RAN) meetings are meant to provide continuing education in the area of research administration and provide opportunities for unit administrators to interact with each other and leaders in central administration.

Next Meeting(s)

2018 RAN Meeting:

Date: Thursday, October 18, 2018

Time: 2:00 p.m. - 4:00 p.m.

Location: Michigan League Ballroom

[Register here](#) @



ACCESS RAN LIVE STREAM DURING THE MEETING

To view the Live Stream on the day of the event, go to <http://orsp.umich.edu/ran-meeting-live-stream>.

ACCESS RAN WEBCASTS AFTER MEETING

Some of our RAN meetings are available by webcast. If you would like to experience RAN after the meeting, please visit the Meeting Packet for that meeting, available below under

References and Resources. If available, the links to the video links will appear within each Agenda.

Photo by Sue Kelch

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

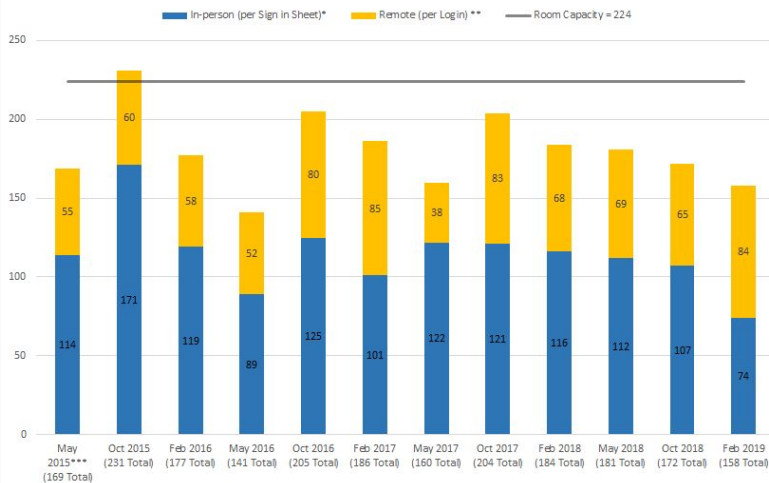
Agendas and presentations on the RAN webpage:
<http://orsp.umich.edu/ran/>



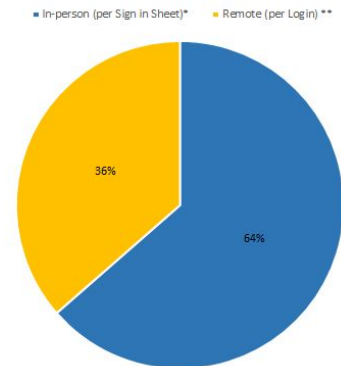


RAN Meetings: The Numbers

Total RAN Attendees Per Meeting



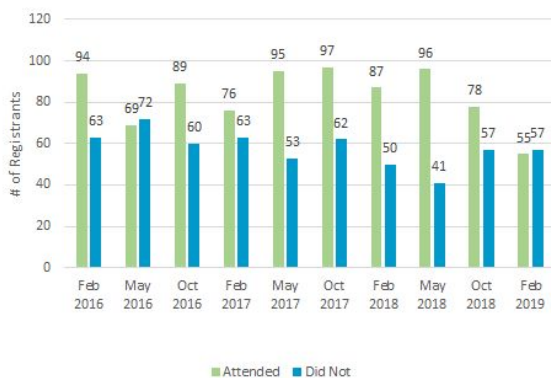
RAN Attendees: Average In-Person vs. Remote



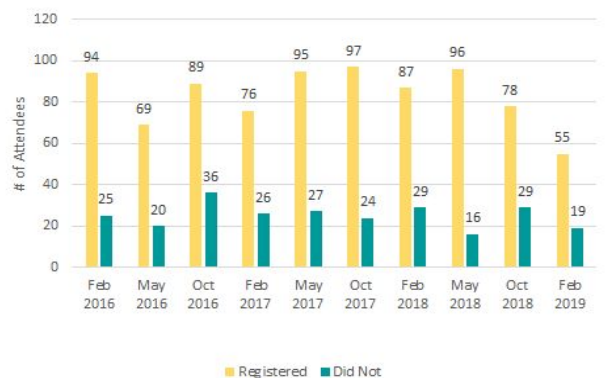
RAN Attendee Tracking 2.0

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

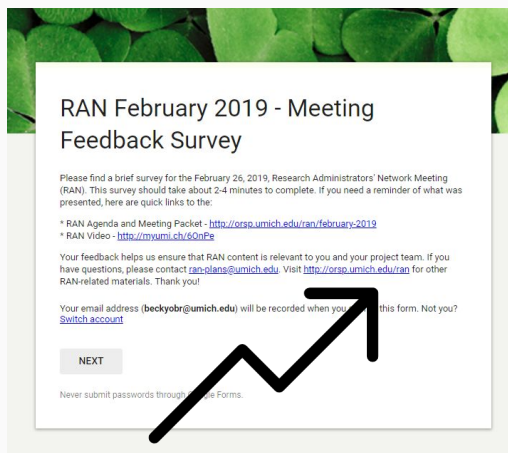
- 49 responses (18% response rate)
- 76.5% rated event "Very Good" or "Excellent"

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"



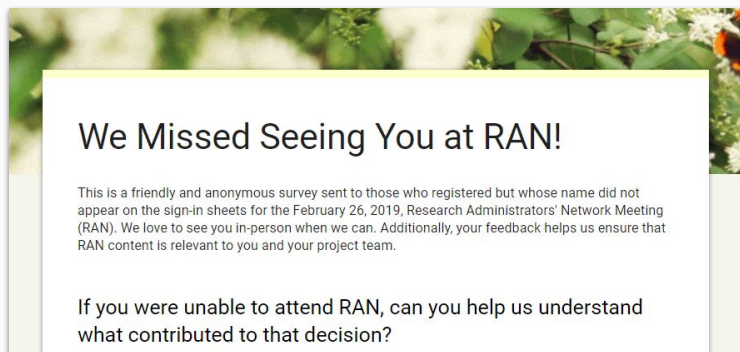
Continuously improving!



Post-RAN Meeting Survey: New Addition

New Post-Meeting Survey:

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



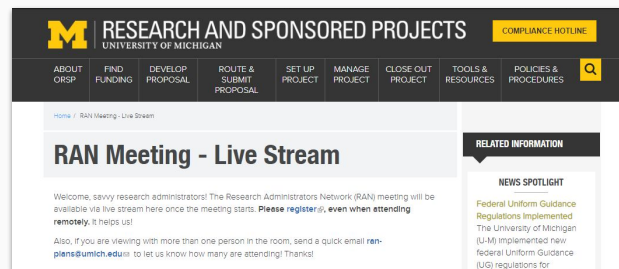
RAN Meeting Live Stream Alternative Search



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/>

Research Administrators' Network (RAN) Meetings

Established in partnership with unit administrators to support Research Administrators at U-M, the Research Administrators' Network (RAN) meetings are meant to provide continuing education in the area of research administration and provide opportunities for unit administrators to interact with each other and leaders in central administration.

Upcoming 2019 RAN Meetings:

Date: Thursday, May 23, 2019

Time: 2:00 p.m. - 3:30 p.m.

3:30 p.m. - 5:00 p.m. (Office of Research Staff Recognition Awards)
Location: Michigan League Ballroom



ACCESS RAN LIVE STREAM DURING THE MEETING

To View the Live Stream on the day of the event, go to <http://orsp.umich.edu/ran-meeting-live-stream>.

ACCESS RAN WEBCASTS AFTER MEETING

Some of our RAN meetings are available by webcast. If you would like to experience RAN after the meeting, please visit the Meeting Packet for that meeting, available below under **References and Resources**. If available, the links to the video links will appear within each Agenda.

Photo by Sue Kelch

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



Service Level Standard	≥ 32 Business Hrs (Full Review)	< 32 Business Hrs; ≥ 15 Business Hrs (Limited Review**)	< 15 Business Hrs (“At Risk”)
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 Sponsor	✓		

** Proposal must be finalized by 9AM on the first business day before the Submission Date entered on PAF.



Today's Take Away Message

2019								2020						
May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul

Policy
announcement
May 23, 2019

Policy
enforced
starting
Jan. 6, 2020

Policy
assessment
begins
July 1, 2020

3



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

4



More specifically...

- Deadline policy website
 - <https://orsp.umich.edu/deadline-policy>
- Google form for submitting questions
 - <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.

5



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>
- Training presentations at multiple locations
- Job aids

6

Implementation Plan - Phase 2



Jan. 6, 2020 through June 30, 2020

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

7

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

8

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

Award Enhancements - Quick Wins



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.

PAF Changes to support Deadline Policy



Revised Section 6 to include:

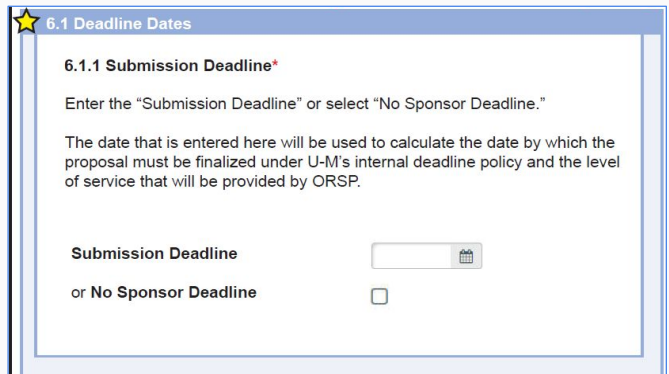
- Capture of Submission Deadline
- Calculation of ORSP Deadlines for Full and Limited Review
- New options on Proposal Submission Methods
- New option to indicate Target Date
- Instructions for ORSP

PAF Changes - Section 6 (Proposals)



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



6.1 Deadline Dates

6.1.1 Submission Deadline*

Enter the "Submission Deadline" or select "No Sponsor Deadline."

The date that is entered here will be used to calculate the date by which the proposal must be finalized under U-M's internal deadline policy and the level of service that will be provided by ORSP.

Submission Deadline

or No Sponsor Deadline ☐

PAF Changes - Section 6 (Proposals)



If proposal indicated in question 1.2

- Calculation of ORSP Deadlines for Full and Limited Review

Deadline Dates (read-only)	
Prime Sponsor Deadline:	5/1/2019
Submission Deadline	4/1/2019
ORSP Deadlines	
Full Review:	3/26/2019
Limited Review:	3/28/2019
School/College Deadline:	
Dept/Unit Deadline:	
Target Date:	

PAF Changes - Section 6 (Proposals)



If proposal indicated in question 1.2

- Proposal Submission questions display
- New options to indicate that Proposal Submission is not required

★ 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*

How will the proposal document be submitted from U-M to the Sponsor? (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

PAF Changes - Section 6



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

6.1.3 Target Date

Explanation:* **3.**

PAF Changes - Section 6



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*

Enter any information 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.

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

6.2.3 Proposal Submission, Funding Agreement for Negotiation, or Other Instructions for ORSP*



Enter any
including:
-- Detailed
proposal,
(e.g., prop
-- Deliver
number, 4
-- Whether
document
-- Whether

ORSP will
or color c
provided 1
four (4) or

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 sentence).
- 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