

Research Administration Advisory Council (RAAC)

Committee-at-Large

Tuesday, June 18, 2019, 3:00 – 4:30 pm
General Motors Room – Lurie Engineering Center
1221 Beal Ave.
MINUTES

Attendees:

Chris Allan – ISR	Stephanie Hensel – Education	David Mulder – ORSP / Sponsored Programs
Meenu Baxendale – Taubman College of Architecture & Urban Planning	Jennifer Huntington – Business	Lisa Parker – IRWG
Beth Brant – Medical School	Meredith Ingram – Social Work	Umesh Patel – BEC
Cheri Brooks – ISR	Melissa Karby – Dentistry	Jane Sierra – Medical School
Cindy Dames – ORSP	Karen Kirchner – Nursing	Danielle Smith – LSI
Lori Deromedi – UMOR	Mahendra Kumar – Stamps School of Art & Design	Debbie Talley – Sponsored Programs
Kathy Devereux – UMOR	Pat Lagua – Dentistry	Michelle Terrell – SMTD
Chris DeVries – RAAC	Mindy LaRocca – SPH	Traci Trimmer – SSC
Karen Durigon – Engineering	Marina Lukyanchuk – Kinesiology	Pat Turnbull – Dearborn
Cathy Handyside – ITS	Charlie Mattison – ISR	Bryan VanSickle – Sponsored Programs
Linda Forsyth – Engineering		

1. **Introductions of Members and Guests** (*Debbie Talley*)

Debbie called the meeting to order at 3:00 p.m. The group went around the room for introductions.

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

Attachment #1

Chris Allan gave the update for the RAAC Metrics subcommittee.

Member update - four new members:

- Jennifer Huntington (Ross School of Business)
- Kristen Rea (LSA)
- Susan Sica (Med School)
- Beth Wenner (ORSP)

Current and Pending Web Application:

- Solicited volunteers for a user group in March:
 - Have nine representatives from various units on campus.
 - ITS has developed a prototype and it is ready for User Group feedback.
- Development started:
 - Export data into Word documents mirrors NSF and NIH format.

- ITS will reach out and interview the members of the working group for feedback.
- Will use the user group to obtain feedback during the various iterations of the tool. If anyone has the interest to being part of the group, contact Chris Allan.

Existing Purpose:

- Identify effective and efficient metrics that provide consistent definitions and interpretations of measurable data for decision-making.
 - Strategic metrics are for strategic planning and management decisions by Unit, College, VP or University leadership.
 - Tactical metrics are those to guide/plan/improve day-to-day operations.
 - Focus is on the “what” the metrics mean.
 - Data and reporting related to research administration.

Updated Purpose:

- Assist those interested in research administration data by enabling them to acquire the information desired to meet their strategic and operational data needs.
- Helping users know where to locate reporting resources, how to use those resources, and advocate for the best possible availability and experience with the related tools and datasets.

Objectives: Communicate, Advocate, Educate

Communicate:

- Work with RAAC Communications for collaboration.
- Share ideas of what has been helpful to the unit.
 - Solicit new ideas or suggested tools.
- Reaching out to people for what makes the job easier to support leadership reporting questions.
- One suggestion was M-Reports enhancement requests, which came out of the RAAC Process subcommittee. Will work with other groups to get the best solution and not step on any toes.

Educate:

- Working with RAAC Training – data specific training with datasets out there.
 - Expand Lunch & Learn for Tableau, Report Catalog, and BusinessObjects tabs.
- Expanded BusinessObjects reports to supplement Tableau, provide the basics.
- Expand on other resources with the goal of helping to know where to find data that exists in a variety of places.
- Working on an export button for Tableau.
- Giving tools to put out fires.
- Working with ITS and others for unit maintained documents.

Advocate:

- Early involvement with process changes.
- What are reporting implications with process changes?
- Very proposal driven.

Reporting Best Practices: Collaboration with RAAC Communication and RAAC Training.

Communicating and Advocating: Opportunity for updates at our regular meetings.

- Stay informed of Central Office initiatives.
- Make sure RAAC Metrics meetings are cognizant of developments withing ITS, ORSP, and Sponsored Programs.

Educating and Advocating:

- Dataset curated for specific needs. Easing the data pull process.
- Demonstrate the benefit of having data entered in systems that feed the Data Warehouse.
- Process changes to fill data gaps.
 - Projections – let units know helpful ways to enter data.

Bringing it all together:

- Inclusive report catalog/portal. There are so many places where data is located.
 - Need to determine how to share all the resources.
 - Make it easier to find the information.

David asked if the idea for the catalog/portal is to use the Report Library in M-Reports or create the solution from scratch? Chris A. responded, the latter – start from scratch. With the right filters, the Report Library could do that, but it is not quite there. Cathy mentioned there is flexibility with the new MaizeLink functionality in Wolverine Access. There is a folder of research tiles and ITS is able to create new tiles.

Data Visualization Workshop:

- Very good workshop and discussed where we could incorporate methods (e.g., color schemes, etc.) to improve existing metrics reports.

RAAC Metrics work in the wild:

- RAAC Metrics provided the hierarchical Department Reporting Tree into the data warehouse.
- Worked with ITS and SSC on transitioning the service of maintaining the tree to SSC, and, with LSA as a volunteer, working on how units can communicate such requests to SSC.
- Continue to work on how to incorporate the hierarchical filtering of a Department Group into our Tableau reports.

3. **ORSP Update** (*David Mulder*)

David Mulder provided the ORSP update.

- The International Research Security Working Group is developing a foreign influence webpage that will be released soon.

Deadline Policy:

- Identify areas for early adoption of the new business process before we “go live” with the policy.
- Plan to start with July 22 PAF changes providing feedback to project teams whether requested changes are required or recommended.
- Plan to start consistently using “send to project team for changes” activity, provided there are no unintended consequences during the transitional period.

Personnel Updates:

- Two new Project Representative positions have been approved and will be posted soon.
- Maggie Swift, PR, is back from maternity leave. She will be working part-time initially.
- Pat Roe, Administrative Assistant, retired.

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

Attachment #2

Cathy Handyside provided the ITS update.

- IBC Application data was updated on PAFs/Awards.
- In May, a new process for IBC applications (previously IBC registration, which was part of the legacy process that retired in 2018) was introduced in 2016.
 - As project teams have renewed their IBC applications between 2016-2018, they were moved over to the new process.
 - Unfortunately, there are 4,000 projects in eRPM that need to update old registrations/applications. An email was sent out to any PI on PAF/Award, as well as research administrators/liaisons for those projects.
 - If interested in getting a list for your area, put in a ticket to the Help Desk.

July 22 eRPM System update:

- New UFA Agreement for System Security Plans.
- Quick wins for Award Enhancements.
- Changes to the PAF for the new Deadline Policy. The Deadline Policy won't go into effect until January 2020.

In preparation for the July 22 system update, ITS will be sending an email on July 8 which will contain:

- Slide Deck
- Mock-ups of:
 - PAF changes. Showed tool and new boxes. Let Cathy know if you need something different to show the PAF changes.
 - Clinical Trial Routing Form (CTRF) changes.
 - Mostly to accommodate the target date.
 - Email notification changes:
 - ORSP changes requested: Will separate out "required" changes and "recommended" changes (only in full review) in two separate boxes.
 - Email notification from ORSP will have a distinction of the type of changes.

Linda F. asked for clarification: ORSP will be sending emails in July, but the policy will not be in effect until January. Don't some of the emails ORSP will be sending pertain specifically to the deadline policy? Cathy responded, clarifying that in July, ORSP will have the ability to send comments or changes. While they will do this to acclimate project teams, they will not institute a full or limited review until January 2020.

Beth followed up by asking if the project teams will still be required to perform an action, even if they choose to ignore the recommended changes from ORSP. Cathy responded that yes, the project team will still need to perform an action.

Proposal Submitted to Sponsor:

- Text on email will be updated to let RA/PIs know deadline policy is coming.

Patrick asked if the email will indicate what type of review the proposal would have received when it was submitted. Cathy responded that although this was discussed by the Working Group, she is not in favor. This is because the workflow will not be implemented in July, so the system has no way to determine if a proposal has been finalized.

Send Cathy an email if you think of other questions on changes to PAF for July update.

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

A reminder that year-end is approaching; an email went out detailing cut-off dates for journal entries.

Single Audit:

- Worked with external auditors to rotate major programs. This year we will not have an audit for research and development, and will not have to provide anything. Part of the Uniform Guidance states that we are able to rotate every year.
- Sponsored Programs will still have to provide information related to the standard audit of U-M's finances.

There is a change in how we record lump-sum advances. Communications went out to those that use them.

- As of May 1, 2019, lump-sum advances will not be shown as an immediate expense. They will now sit on the Balance Sheet as a receivable. Once the amount use has been confirmed, it will be charged to the project as an expense.

6. **Matters Arising**

Cathy noted it is the end of the fiscal year and M-Inform will be offline for a period of time and will be available after July 1, 2019.

7. **Closing and Future Meetings** (*Debbie Talley*)

We do not meet until September 17, 2019. The meeting will be held at the School of Public Health and Melissa will give an update on Process.

RAAC Committee-At-Large Meeting Dates

- *No July meeting*
- *No August meeting*
- Tuesday, September 17, 2019, 3:00 – 4:30 pm @ School of Public Health (*Melissa Karby*, RAAC Process Subcommittee)

Executive Committee Meetings

Wolverine Tower, Conference Room 1025 (unless noted)

- Tuesday, July 9, 2019, 3:30 – 5:00 pm
- *No August meeting*
- Tuesday, September 10, 2019, 3:30 – 5:00 pm



**update to RAAC committee-at-large
June 18, 2019
@ College of Engineering**

Agenda

- RAAC Metrics members
- Current & Pending Support web application
- RAAC Metrics purpose and activities
 - Updated purpose
 - Objectives and activities
- Other things we've been up to
 - Data Visualization workshop
 - RAAC Metrics work in the wild
- Questions/discussion

Members

RAAC Metrics membership

- Chris Allan, chair (ISR)
 - Steve Beach (LSA)
 - John Cristiano (Dearborn)
 - Chris DeVries (Sponsored Programs/ORSP)
 - Laura Dickey (ORSP)
 - *Jennifer Huntington (School of Business)
 - Adam Mall (Sponsored Programs)
 - Vasu Ramani (ITS)
 - Mike Randolph (ITS)
 - *Kristen Rea (LSA)
 - Rachael Ristau (Engineering)
 - Bryant Sheppard (Medical School)
 - *Susan Sica (Medical School)
 - Amy Webb (ORSP)
 - *Beth Wenner (ORSP)
- *new member since last update*

Current & Pending Support

Current & Pending Support web app

- Working group volunteers in March
- Development in progress with tangible output
- Individual interviews to be scheduled
- Use of working group feedback on next steps

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Rethinking the committee purpose

Expanded thoughts on our objectives and activities

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Purpose and Activities

Existing Purpose

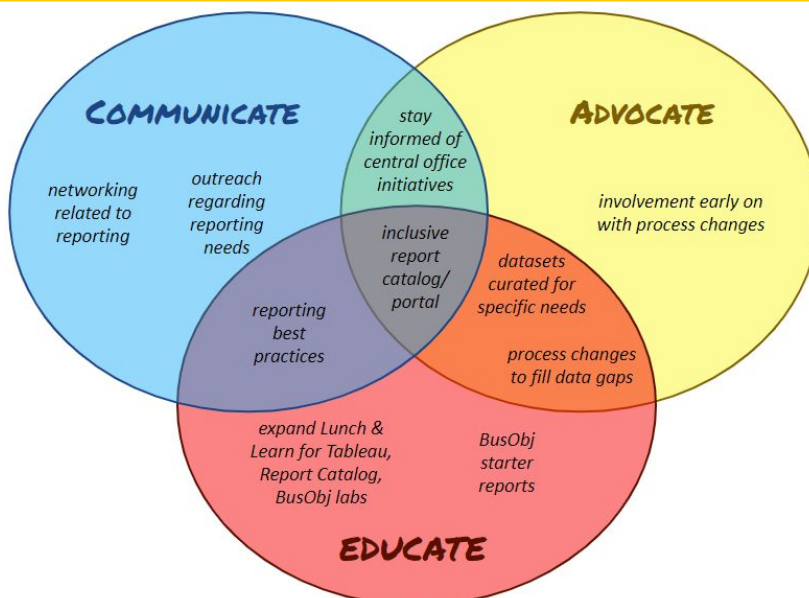
The RAAC Metrics Subcommittee seeks to identify effective and efficient metrics that will provide consistent definitions and interpretations of measurable data for strategic and tactical decision-making. Strategic metrics are those that would be used for strategic planning and management decisions by Unit, College, VP or University leadership. Tactical metrics are those to guide/plan/improve day-to-day operations.

Purpose and Activities

Updated Purpose

The RAAC Metrics subcommittee aspires to assist those interested in research administration data by enabling them to acquire the information desired to meet their strategic and operational data needs.

The group seeks to accomplish this by helping users know where to locate reporting resources, how to use those resources, and by advocating for the best possible availability and experience with the related tools and datasets.



Purpose and Activities

Communicating



- Still trying to share ideas
- Still reaching out, but more about what you'd like help with

Purpose and Activities

Educating



- Working with RAAC Training
- Expanded BusObj reports to supplement Tableau, provide the basics

Purpose and Activities

Advocating

ADVOCATE

*involvement early on
with process changes*

Asking early: “what are the reporting implications with this?”

Purpose and Activities

Communicating and Educating

*reporting
best
practices*

Collaboration with RAAC
Communication and
RAAC Training

Purpose and Activities

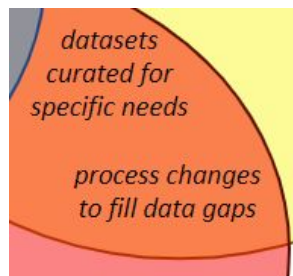
Communicating and Advocating



Opportunity for updates at our regular meetings

Purpose and Activities

Educating and Advocating

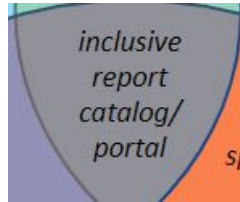


- Easing the data pull process when possible
- Demonstrating the benefit of having data entered

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Purpose and Activities

Bringing it all together



We just want data and don't care where it is.

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Other items

What else have we been up to?

Other items

Data Visualization workshop

U-M Data Visualization Workshop

featuring

Dr. Stephanie Evergreen



Wednesday, May 29, 2019

8:30am-4:00pm

Presented by the Office of Enrollment Management

Other items

RAAC Metrics work in the wild

From the June 13 SSC update email:

Department Reorganization Requests

Did you know that SSC Accounting Customer Service (ACS) can assist departments who wish to reorganize their U-M Org Security and Department Reporting Trees? If you are planning to make a change or have questions about how best to set up your department structure, feel free to reach out to the ACS team.

Questions? Email us at accountingcustomerservice@umich.edu or call: 734-615-2000 press 3, then press 4.

Questions/ Discussion

Table of Contents

17 views ☆ 0

Effective Indirect Rate

76 views ☆ 0

Proposed Submission Dollars

15 views ☆ 0

Research Expenditures

14 views ☆ 0

Submission Dollars

15 views ☆ 0

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](https://www.slidescarnival.com)

ITS Update

RAAC Committee-at-Large

Cathy Handyside, Assistant Director - ITS Research Administration Systems
June 18, 2019



IBCA Update



- IBC Application data updated on PAFs/Awards
- Two types of IBC approval
 - IBC Registration - Legacy process; retired in 2018
 - IBC Application - Introduced in 2016
- Email sent June 10, 2019 to:
 - PAF PI + PRA + SAPOC
 - AWD PI + Admin
 - Research Unit Liaisons

eRPM System Update - July 22, 2019



- New UFA Agreement Type for System Security Plans
- Award Enhancements - Quick Wins
- Changes to support new Deadline Policy

Deadline Policy Changes - July 2019



Unit Materials Planned for July 8 distribution:

- Slide Deck
- Mock-ups of:
 - [PAF Changes](#)
 - CTRF Changes
 - Email Notification Changes
 - [ORSP Changes Requested](#)
 - [Proposal Submitted to Sponsor](#)