Research Administration Advisory Council (RAAC)
Committee-at-Large
Tuesday, November 19, 2019, 3:00 – 4:30 pm
3100 School of Information / North Quad (Ehrlicher Room)
105 S. State St.
Directions here: Directions to Ehrlicher Room
MINUTES

Attendees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Steve Beach</td>
<td>LSA</td>
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<tr>
<td>Jill Jividen</td>
<td>UMOR</td>
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<td>Becky O’Brien</td>
<td>Information</td>
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<td>Cheri Brooks</td>
<td>ISR</td>
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<td>Melissa Karby</td>
<td>Dentistry</td>
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<td>Jane Sierra</td>
<td>Medical School</td>
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<td>Cindy Dames</td>
<td>ORSP</td>
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<td>Karen Kirchner</td>
<td>Nursing</td>
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<td>Danielle Smith</td>
<td>LSI</td>
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<td>Kathy Devereux</td>
<td>UMOR</td>
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<td>Heather Kraus</td>
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<td>Yvonne Sturt</td>
<td>ORSP</td>
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<td>Chris DeVries</td>
<td>RAAC</td>
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<td>Patrick Lagua</td>
<td>Dentistry</td>
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<td>Debbie Talley</td>
<td>Sponsored Programs</td>
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<tr>
<td>Linda Forsyth</td>
<td>Engineering</td>
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<td>Mindy LaRocca</td>
<td>SPH</td>
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<td>Michelle Terrell</td>
<td>SMTD</td>
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<td>Cathy Handside</td>
<td>ITS</td>
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<td>Mindy Lowe</td>
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<td>Pat Turnbull</td>
<td>Dearborn</td>
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<td>Teresa Herrick</td>
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<td>Charlie Mattison</td>
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<td>Bryan VanSickle</td>
<td>Sponsored Programs</td>
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<td>Jennifer Huntington</td>
<td>Business</td>
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<td>Jan Mitchell</td>
<td>Pharmacy</td>
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<td>Rick Wintergerst</td>
<td>Engineering</td>
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1. **Introductions of Members and Guests (Debbie Talley)**

Debbie Talley called the meeting to order at 3:00 p.m. and the group went around the room for introductions. Debbie introduced Jill Jividen and Mindy Lowe, who will be discussing the Research Commons application.

2. **Presentation: Research Commons (Jill Jividen / Mindy Lowe)**

Jill Jividen mentioned that the Office of Research developed Research Commons in September. When the university rolled out InfoReady, there were too many URLs trying to find funding. Research Commons includes InfoReady Scale which solves the multiple URL problem, and serves as an umbrella that sits over the top of other platforms to provide one URL to find funding opportunities.

**Research Commons:**
- It is a web-based tool used to advertise and promote internal funding opportunities across all U-M campuses.
- The tool was developed by InfoReady and integrates with InfoReady Review. It provides one portal for faculty to conveniently locate all internal funding opportunities.

**How does it work?**
- There are two carousels for funding opportunities – one each for internal and external.
- It is possible to scroll through opportunities, or filter based on specific criteria or keyword.
- The third carousel provides an option to create a tile for a new opportunity to be reviewed and posted by the Office of Research.
- Clicking on a funding opportunity tile brings back specific information about that opportunity.
There have been 46,000 views with an average of 20 clicks per visit and 600+ users of the Commons.

Mindy asked group to spread the word and share the site URL to others so they are aware of the available funding opportunities. Jill would like to implement training around how to successfully create a funding opportunity – specifically, the eligibility and scientific criteria. This site includes all current open sponsor opportunities and internal opportunities on campus.

- The Library site (links to Pivot, etc.) only includes internal funding opportunities.
- Research Commons includes all funding opportunities, and Jill would like to include Limited Submissions.

Yvonne asked where one might find directions indicating on how to create a tile. Mindy answered that InfoReady Review has instructions. Additionally, once the “date to remove” has passed, the funding opportunity will be removed from the application.

Yvonne followed up by asking how the rollout in September was shared with the units. Mindy responded that there was an article in The Record and Blueprint as well as an email announcement from Rebecca Cunningham.

3. **Presentation:** RAAC Communications Subcommittee Update (*Becky O'Brien*)

Becky O'Brien provided the RAAC Communications Subcommittee update.

**Subcommittee Charge** (for the research administration community):
- Identify and assess the communication methods used at U-M.
- Work to develop improved systems that support effective communications.
- Recommend best practices.
- Facilitate and foster communication to and among research administrators via RAN meetings.

**Member Update:**
- Kathy Austin from Engineering replaced Kathy Kuhn.
- Looking for a representative from Medical School replacing Brenda Philips.
- Lisa Wintergerst replaced Dean Michalak from Sponsored Programs.

**Accomplishments:**
- RAN Meetings held on May 23, 2019 and October 15, 2019.
- Sent out surveys for feedback.
- Communications feedback.

**RAN May 23 Meeting:**
Topics: Closeout Best Practices, Deadline Policy, followed by UMOR Staff Recognition Awards
Attendance: 117 in-person, 50 remote
Emcee: Cathy Handyside
YouTube: 118 views

**RAN October 15 Meeting:**
Topics: Deadline Policy, New RA Title series, RA Quiz show for networking
Attendance: 96 in-person, 110 remote
Emcee: David Mulder
YouTube: 149 subsequent views
We are seeing consistent averages in terms of how people attend – 35% remote, 65% in-person.

**Surveys:**
- A general audience survey for feedback on RAN. While the proportion of respondents who rate the meeting as “Very Good” or “Excellent” is rising, we are seeing the number of total respondents decline. This leads us to question the utility of sending this survey after every meeting.
- A targeted survey for RAs who registered for RAN but did not attend.
  - 20 responses out of 57 sent out.
  - 62% of respondents indicated that workload was the key factor for not attending in-person.
  - 24% noted location/parking issues.
  - Several respondents appreciated the remote access capability.
- October survey asked to rank topic ideas (received from past survey) along with providing new ideas.

**Communications Feedback:**
- RAPid communications
  - New numbering convention for non-Federal sponsored projects.
  - Strategic Supplier Announcements
  - Foreign Influence
  - Deadline Policy
  - Returning PAF when not finalized.
  - Returning UFAs and PAFs for contracts without PI’s signature.
- Faculty Digest tie to Glossary terms.
- Deadline Policy - limited and full review checklists
- Compliance / PR Hold system-generated email
- New Subrecipient Commitment Form
- Research tools & biomaterial sharing

Based on a few requests we received for providing feedback to various groups, we decided to formalize the intake process and created a new form for requesting feedback from the subcommittee.

- Identified guidelines when gathering information from requestor:
  - Goal
  - Time Frame/Constraints
  - Expectations
  - Audience.

**In Progress:**
  - Working on topics and emcee.
- Opportunities for sharing research tools (discovery and gathering requirements).
- Review and feedback of ORSP web pages.
  - Manage Project - landing page updated and sub pages. Touches 47 underlying pages/sections.
  - Currently unifying content with Glossary and Faculty Digest.
  - Route & Submit - coming up next.
  - Completed: Cost Share, Subaward, Extended Leave, HSIP.
- Informal Peer to Peer Sharing Forum.
  - Delayed due to central ITS making updates to Google Groups.
○ Will get back working on categorizing topics and testing with RAs.

Yvonne asked if there is a minimum number of people whereby a decision would be made to not have the RAN meetings at the League. Becky answered that we have not come up with a threshold of what that number would be. We still have a large enough group, and need to reserve space 18 months in advance.

Yvonne mentioned they looked at other venues a few years ago and she believes that information is stored for reference. Chris responded that Palmer Commons has come up as a possibility, as well as the Michigan Union. However, LSA Technology Services (livestream provider) is limited in terms of travel. Becky mentioned that we also discusses North Campus as a possibility, but nothing has come that is as convenient as the League.

4. **ORSP Update** *(Yvonne Sturt)*

Yvonne provided the ORSP update.

**Personnel:**
- Associate Director position is posted and closes 11/28/20.
- There is a pending offer for a sixth Project Representative. She is from Canada and working on Visa issues. We are hopeful for a January start date. The other five new PRS are doing really well.
- Will be posting a new position for a Project Manager for International Security and Compliance.

**Miscellaneous:**
- The ORSP holiday party is on December 5 and the office will be closed starting at noon. We are doing a tour of the Big House and lunch at Paesano.
- Craig Reynolds and Cathy Handyside will conduct an interchange on the Deadline Policy. It will be streamed live along with a video recording for viewing later.
  - The interchange will be held at the Ross Business School on Thursday, December 5, 2019 from 9:00 a.m. - 10:00 a.m.
  - You can attend in person, watch livestream, or watch later.
  - Recommend to only come in person if your unit does not have its own training session planned.

**Foreign Influence:**
- There has been no new federal agency guidance released.
- Coordinating Committee on International Engagement (CCIE) has been created. Co-chaired by Craig Reynolds and David Grim (from OGC).
- A new job posting for a Project Manager/Program Manager is forthcoming, and is related to this. It will be a three-year term-limited position that will report to Craig Reynolds. This person will be responsible for coordinating and implementing U-M's strategic plans and objectives for complying with new and existing federal requirements of activities involving foreign entities.

**Policy Changes:**
- NIH Working group formed:
  - Rebecca Cunningham
  - Jessica Durkin
  - Mike Imperiale
• NIH recommendations:
  o Revise UMOR Conflicts of Interest/Conflicts of Commitment (COI/COC) policies.
  o Write an ORSP Foreign Components Policy.
  o Revise ORSP's Other Support Policy.

Training / Guidance
There will be numerous ways in which the effects of the various sponsor policies will be communicated. These include:
  • Hosting town hall meetings.
  • Presenting at faculty meetings.
  • Updating FAQs on the website.
  • Implementing a new Responsible Conduct of Research (RCR) Module.
  • Updating M-Inform training.

Melissa asked if the new RCR Module will need to be implemented by schools/colleges or if the university is looking at an institutional-wide class pertaining to the RCR. Yvonne answered that she believes the latter, but she will take back the question and find out. Cathy thought it may be an update to an existing PEERRS module.

Process & System Changes:
• Revise eRPM “PI Sign” activity.
• Review Just-in-Time (JIT) for Disclosure Compliance.
• Add RPPR reminders to disclose.
• Update PAC-R form.
• Revise M-Inform questions.

Internal Controls:
• Review publications for potential foreign components.

Karen asked how the University intends to review publications for foreign components – this seems like an enormous undertaking. Yvonne responded that she is not sure, but that there will be more to come on this.

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

Deadline Policy:
• The new Deadline Policy will go into effect January 6, 2020 and will release eRPM updates.
• The largest change is the requirements for a proposal to make it to the “ORSP Review” state. The proposal must be finalized and the PAF approved before ORSP will review and approve/submit.
  o A contract does not have the same conditions.
• Service levels are the same by lead time.
  o Full review (≥32 hours prior to deadline): 5:00 p.m. Monday for a Friday deadline.
  o At-risk: Thursday by 9:00 a.m. for a Friday deadline would be a risk.
• The assigned Review Type will be visible to units in PAF workspace. This will be assigned by the system based on when the proposal arrives in ORSP.
• Email reminder messages: two new nightly emails will go out the night before proposal lead time changes.
The message is sent to the PI and Project Team. It will indicate what type of review the proposal would receive if it were submitted promptly.

Karen asked about at-risk proposals and will ORSP submit them without a review. Cathy responded that ORSP will submit an at-risk proposal only if there is enough time to conduct a limited review. If there is not enough time for a limited review, it will not be submitted. Karen asked if there will be a phone call or other communication letting the PI or Project Team know the proposal is at-risk. Cathy responded that there will only be the emails going out the night before if lead time changed.

Changes Requested Workflow:

- If PR sends back for changes – either required or recommended – the PAF will stay in the state of ORSP Review, and when the changes are submitted, the review level will not change.
- Incomplete proposals will be “unfinalized” and they system recalculate the review type based on the date when the proposal is actually finalized.

Q: Will there be a list to clarify what constitutes an “Incomplete” proposal?
A: There will be communications on what it includes.

Q: Will signatures be stripped if ORSP sent back it was not final?
A: ORSP has an activity to revoke what their change request was and reinstate lead time date. No signatures will be stripped.

Kathy asked who at ORSP reviews whether the PR or support staff determine if a proposal is complete. Cathy answered that the review for completeness can be performed by either the support staff or PR depending on different criteria. Support staff will check if ORSP has access to sponsor system.

If there is no PI signature, it would not be finalized, and it won’t get in ORSP. PI signature is not required to send to sponsor, but needed for Award.

In ORSP Review, there will be a box to “click here” to see Required Changes / Recommended Changes from ORSP, or in the Activity History. Has message under status bar in dashboard.

There will be a recording in the data warehouse on what changes were made, date sent, etc.

Q: Is that report available to everyone?
A: Not sure if available to everyone now, but will make a note.

Admin Home Approvers:

- Suspend approval: You can stop approval so the proposal does not continue down the approval / submission path. There is a new activity that is available to Admin Home Approver to remove approvals and will stop activity. This will move the PAF to the state of Unit Review, remove the ORSP review type, and will send an email notification to PI/Project Team, the Department PAF notifiers in Admin Home chain, and the assigned PR. It will be recalculated for review type once it is resubmitted through system.
- The proposal not proceed without unit approvals. If you Suspend Approval it will go into Pending, and would need all unit approvals again. Dean’s level approval will be the only method to continue.

Q: Will non-home units be able to suspend?
A: No. Admin Home will have control.
Submission Deadline Passed:
- If proposal never gets finalized, and hits the deadline, it will automatically move into a new state “Submission Deadline Missed” and sit there for 30 days.
- The PI or Project Team may update the Submission Deadline with a new date (up to 30 days past the original deadline) and the clock will restart.
  - Available to PI/Project Team/Admin Home Reviewer/Approvers.
- New deadline cannot be more than 30 days past the original submission deadline.
  - If ORSP sends back to make changes, you will not be able to change submission deadline.
- You cannot use the same PAF if past the 30 days of the original submission deadline. You would have to cancel the PAF and clone with a new date.

Unsubmitted Proposal:
- Will automatically move to Sponsor Deadline Missed, and if at ORSP, and At-risk state, will be the same. If Limited or Full Review, it will stay with the PR, email will be sent to PR and figure out how to proceed.

Cathy will work with the workgroup on 30-day limitation.

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

Debbie provided the Sponsored Programs update, and thanked everyone for getting reports submitted; they are 75% complete.
- 85 reports remain outstanding and need to be submitted by next Wednesday. Get in ASAP if you want completed by the end of the month.
- December 16 is the cutoff for final invoices to Shared Services.

Staff:
- We hired Hui Chen on November 11, 2019 in Contract Administration. Will handle Clinical Trial Agreements, Subcontracts, etc.
- The five new accountants are working well.
- The next new hires will start January 13, 2020.

MDHHS awards
- The NIH salary cap (FY20) apply to all of them (federal or state - including State of Michigan).
- NIH CP program code used for tracking salary cap is not intended to be used for non-federal contracts. Looking into it.

The Sponsored Programs Holiday party will be held on December 19, 2019, and the office will be closed at 11:30 a.m.

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

- Reminder that we are still seeking locations for the 2020 meetings!
- Chris is still looking for locations for 2020 meetings. Please reach out to Chris.
- This is the last meeting for 2019. Next meeting is Tuesday, February 18, 2020 at Wolverine Tower.
RAAC Committee-At-Large Meeting Dates

- No December meeting
- No January meeting
- Tuesday, February 18, 2020, 3:00 – 4:30 pm, G18 Wolverine Tower

Executive Committee Meetings

Wolverine Tower, Conference Room 1025 (unless noted)

- Thursday, November 21, 2019, 3:00 – 4:30 pm *(joint meeting with the RAAC Faculty Advisory Council)*
- 2001 LSA Building
- Tuesday, December 10, 2019, 3:30 – 5:00 pm
- Tuesday, January 14, 2020
What is Research Commons?

Research Commons is a web-based tool curated by the Office of Research to advertise and promote internal funding opportunities across all three of the U-M campuses. This tool was developed by InfoReady and is integrated with InfoReady Review (also called Competition Space). The purpose for Research Commons is to provide one portal for faculty to conveniently locate all internal funding opportunities without having to navigate multiple sites.

How does it work?

Faculty and administrators can use Research Commons to:

- Access and apply to internal funding opportunities currently available at U-M (not an exhaustive list)
- Filter funding opportunities by eligibility, funding amount, or by school/college/unit
- Create or request a funding opportunity tile to promote
- Easily link funding opportunity tiles to InfoReady Review/Competition Space
- Offer a visually appealing and customizable experience to promote and locate internal funding

How do I create a tile?

Administrators can quickly and easily create a funding tile from InfoReady Review by following a few simple steps when creating a new competition:

- From the “Details” page of your competition, select “YES” to the question “Increase Awareness of this Competition”
- On the “Finalize” page of your competition, click “Configure Tile” to create your tile
- Upload an interesting image to capture users’ attention
- Insert a Short Title (80 characters), a longer description (140 characters) and any three custom fields, such as Due Date, Funding Amount, and/or Eligibility
- Select which “Store Front” or “Carousel” and relevant categories your opportunity should be listed (pilot/seed, award, etc.)
- The most important step is to check as many boxes within “Search Configuration”, and include as many keywords as possible allowing faculty to easily locate your specific funding opportunity

Not using InfoReady Review to manage your funding opportunity? No problem! Research Commons can also advertise funding opportunities through the “Create a Tile” form located within the “Research Commons & Resources” carousel. Tiles are generally created within 24 to 48 hours of the initial request.

Inquiries?

If interested in learning more about Research Commons, to request a demo, or to create a tile, please email ResearchCommons@umich.edu. This email group is staffed by the U-M Office of Research Development Team to ensure a quick and coordinated response.

Visit Research Commons today to promote your school, college, or unit’s funding opportunities! Please help us spread the word about this wonderful tool so that we can continue to curate a comprehensive and robust list of funding opportunities campuswide!

https://researchcommons.umich.edu/hub
eRPM Update November 19, 2019

ORSP Deadline Policy

Cathy Handyside, Assistant Director - ITS Research Administration Systems
November 19, 2019

What You Need to Know

- Policy goes into effect January 6, 2020

- Proposal must be finalized and PAF approved before ORSP will review and approve/submit
## Service Levels by Lead Time

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<tr>
<th>Service Level Standard</th>
<th>≥ 32 Business Hrs (Full Review)</th>
<th>≥ 15 Business Hrs (Limited Review)</th>
<th>&lt; 15 Business Hrs (“At Risk”)</th>
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<tbody>
<tr>
<td>Proposal Checked for Compliance with U-M Requirements</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Proposal Submitted by Sponsor Deadline</td>
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<td>✔</td>
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<tr>
<td>Proposal Checked for Compliance with Sponsor Guidelines</td>
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<td></td>
<td></td>
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<tr>
<td>Terms &amp; Conditions Binding Upon Award Reviewed for Acceptability</td>
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<tr>
<td>Proposal Successfully Received by Sponsor</td>
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### Assigned Review Type displayed in PAF Workspace

**Title:**
PAF Example Title

**ORSP Staff Note:**

**Principal Investigator(s):**
- Sandra Richardson, UM Principal Investigator, risandra@umich.edu
- Carolyn Pappas, UM Sponsor Principal Investigator, cpappas@umich.edu

**Deadlines:**
- Submission Deadline: 11/29/2019
- ORSP Full Review Date: 11/21/2019
- ORSP Limited Review Date: 11/28/2019

**ORSP Review Type:** Full Review

**Primary Research Administrator:**
- Peter Tracey, 734-274-5911, tracype@umich.edu

**Project Has Indirect Cost Waiver:**
- No
Email Reminder Messages:

System emails will be sent to PI/PT the evening before Limited Review cut-off and At Risk cut-off for PAFs not yet at ORSP

- For example, proposal due on Friday
  - Email sent Sunday night indicating that PI/PT has until 5:00pm on Monday to receive a Full Review
  - Email sent Wednesday night indicating PI/PT has until 9:00am Thursday morning to receive a Limited Review
Changes Requested Workflow

- Workspace message indicates changes have been requested
- Click to display specific changes requested
- Also recorded in Activity History and stored for reporting purposes
New Activity - Remove Approvals

- Available to all levels of Admin Home Approvers once PAF is at ORSP
- Activity removes selected approvals, returns PAF to Unit Review, and removes ORSP review type
- Email notification sent to PI/Project Team, Department PAF Notifiers in Admin Home chain, assigned Project Representative

Submission Deadline Passed
What happens to unsubmitted proposals

Proposals in the state of Awaiting Finalization will be moved to state of Sponsor Deadline Missed after business hours on the night of the deadline.

Proposals in ORSP review states
1. At Risk - Automatically moved to Sponsored Deadline Missed night of deadline
2. Limited/Full Review - PAF will remain in ORSP Inbox; email sent to assigned PR

New Activity -  
\textit{Update Submission Deadline}

- Available to:
  - PI/Project Team
  - Admin Home Reviewers/Approvers
- Available in:
  - Awaiting Final Proposal, Submission Deadline Missed, ORSP Review - Project Team Making Changes
- New deadline cannot be more than 30 days past the original submission deadline