

**Research Administration Advisory Council (RAAC)
Committee-at-Large
(with RAAC Executive Committee)**

Tuesday, March 17, 2020, 3:00 – 4:30 pm

BlueJeans

Minutes

Attendees:

Chris Allan – ISR	Chris DeVries – RAAC	Jan Mitchell – Pharmacy
Steve Beach – LSA	Linda Forsyth – Engineering	David Mulder – ORSP/Sponsored Programs
Kristie Beckon – Sponsored Programs	Cathy Handyside – ITS	Becky O'Brien – Information
Beth Brant – Medical School	Stephanie Hensel – Education	Carolyn Pappas – ITS
Cheri Brooks – ISR	Teresa Herrick – SEAS	Craig Reynolds – ORSP
Judy Carrillo – Medical School	Jennifer Huntington – Ross School	Jane Sierra – Medical School
Linda Chadwick – LSA	Melissa Karby – Dentistry	Nicole Sleight – SSC
Constance Colthorp – ORSP/Sponsored Programs	Karen Kirchner – Nursing	Danielle Smith – LSI
Kerri Cross – ISR	Heather Kraus – LSA	Ken Sylvester – U-M Flint
Cindy Dames – ORSP	Patrick Lagua – Dentistry	Debbie Talley – Sponsored Programs
Lauren Danridge – ACUO	Mindy LaRocca – SPH	Pat Turnbull – Dearborn
Lori Deromedi – UMOR	Cathy Liebowitz – ISR	Bryan VanSickle – Sponsored Programs
Kathy Devereux – UMOR	Charlie Mattison – ISR	Rick Wintergerst – Engineering

1. **Welcome** (*Craig Reynolds*)

Craig called the meeting to order at 3:05 p.m.

2. **Roll Call Attendance** (*Chris DeVries*)

In lieu of taking a roll call, Chris D. was able to see the list of attendees, all by name, and took attendance via the Participants list in BlueJeans.

3. **COVID-19 Response and Planning** (*Craig Reynolds / Debbie Talley*)

Updates:

Craig mentioned there has been constant attention to U-M policies when working to manage the COVID-19 response and information changes consistently, even on an hourly basis. Craig welcomed suggestions on how we can best keep people up to date.

U-M Office of Research response:

Craig recapped the series of official announcements that have been sent to the university community:

- On March 5, President Schlissel sent out a cautionary communication, urging everyone to adopt best practices in an effort to slow the virus.
- On March 9, OMB issued a memorandum related to administrative relief that gives federal agencies latitude in a few different areas when working with institutions during the COVID-19 situation.
- On March 11, President Schlissel sent another communication moving in-person classes to online classes and a website with FAQ was published.
- Between March 11th and March 15th faculty were informed of two important developments in terms of human subjects and animal research (see below).

Human Subjects:

- There should be a pause on any human subject face-to-face interactions. It caused a lot of questions.
 - Certain categories of human subjects will be paused. Face-to-face or research that is not high-risk will be paused.
 - Questions should be directed to the IRB of record on the study.

Animal Research:

- An FAQ has been developed.
- Faculty were told no new animal studies can be initiated.
- No vendors can send animals. Breeding of species that are commercially available were stopped. If we can buy it from a vendor we do not need to breed them.
- Postpone any experiments that are not time-sensitive.

Rebecca Cunningham and Susan Collins sent a communication on March 16 recommending changes to how faculty and research staff organize their research. The headline got buried and it is very important. The main message focused on social distancing and other precautions to avoid spreading the virus. However, everyone is highly encouraged to develop a continuity of operations plan by the end of this week (March 20). Craig believes Friday is too late. There are conversations happening right now related to what constitutes mission-critical research. Anything not mission-critical will likely need to be ramped down by the end of this week. The Research Associate Deans heard this message yesterday and they have encouraged faculty to take it seriously.

Regarding animals, Melissa asked if labs can still breed current colonies. Lauren responded that the ACUO is asking that you not begin any new experiments. More guidance will be forthcoming, but if we get to a point where we are reducing staff, we need to be able to manage the care of animals. Any commercial shipments of new animals will not be permitted.

There was a question regarding mission-critical research and a potential stoppage. Does this relate more to the physical sciences and not social sciences? Craig responded that we are trying to reduce the footprint at U-M, regardless of the nature of the research. Also, if a pause in the research would be impossible to restart within a certain number of months, it could possibly continue. Research activities vs. maintenance activities (i.e., critical equipment, animal samples) will have different standards. We don't want to lose infrastructure. We will differentiate between those two, and how many people will be allowed in the labs.

There were two questions related to continuity of operations plans – who is going to make sure faculty are compliant with their plans, and with whom should the plans be shared? Craig did not have an answer on either question, but will try to find out. Craig asked Lauren is there any need to have plans shared with the ACUO. Lauren responded, not at this time, but please let her know if you have questions that are not part of the FAQ.

A question related to animal research was raised. If we are suspending animal research should proposals be submitted? Lauren responded that she will look into this. Craig added that, from an ORSP perspective, any proposal having to do with COVID-19 is a go, although he is not sure about animals. We are submitting proposals now at ORSP.

Jan mentioned that a number of PIs on Pharmacy are looking to put in a number of proposals, will ORSP be able to handle? Craig responded that they will be ready.

There was a question related to human subjects. If we screened participants for the study, but are unable to continue the research, how should we proceed? The sponsor is NIH. Craig referred to the guidance released by NIH related to unanticipated costs due to COVID-19. NIH is sympathetic and will be as accommodating as they can. The OMB memo had a number of flexibilities for administrative relief, for all federal funding, not just projects having to do with the coronavirus.

Becky asked about processing PACRs and some of the potential difficulties with getting signatures. Is it possible to send an email approval vs. obtaining signature? Craig answered that this will be fine.

ORSP and Sponsored Projects are open for business. If you call someone you will get voicemail (ORSP could not forward to personal phones) but email/voicemails will be monitored closely. Many of the federal agencies will be flexible to deadlines. NIH issued a notice to the effect of, if you put a cover letter on top of the proposal explaining circumstances for the delay, 99% will be approved. The U.S. Department of Energy is providing a 14-day grace period after the deadline.

Melissa asked if there is standard language for memos above. Craig answered that there probably should be but nothing has been drafted yet. If anyone would like to draft one and put on FAQ Craig will look over. Constance or the RAAC Communications subcommittee will take that over.

A message went out to the university that there is an 80-hour bank available for use related to COVID-19 (children home from school, caring for a loved one, work situation, etc.). Need to follow instructions on how to code that time. Refer to the HR website for more information. Patrick mentioned that some faculty are asking who is paying for the time off. Craig responded that he hasn't heard at this time. Look for an update on the FAQ. We have to assume the grants will be picking up the cost as normal.

Danielle asked if we are receiving any guidance from non-federal sponsors. Craig answered that ORSP has heard from a small number of sponsors, but certainly not all of them.

Chris D. provided a brief update on the RAAC operational plan going forward. Besides this meeting, we have canceled all RAAC meetings for the week of March 16. Chris D. has heard from a few RAAC members who are responsible for managing their local response and planning for COVID-19, so we want to give latitude in those situations. Chris D. will be meeting with the RAAC subcommittee chairs to determine which projects are urgent or have dependencies on other organizations (e.g., ITS). Our plan will be to continue as many projects as we can remotely. We will just need to be flexible and think about other ways of working.

Craig asked for suggestions on ideas of ways to more seamlessly communicate COVID-19 issues, let him know. If you have thoughts about how we can leverage the RAAC to get the word out to faculty or research administrators, let Craig or Chris know.

Craig also suggested looking into Zoom for videoconferencing. He had a chance to use Zoom yesterday and was very impressed.

Sponsored Programs Updates:

Bryan, Debbie, and a couple of others are working in the office. All others working remotely. You can reach them via email.

- If you need more time for getting reports submitted due to COVID-19, reach out to Aaron Campbell and let him know.
- The baseline survey of equipment and other assets, to be conducted by Procurement, has been postponed due to COVID-19. Will reschedule when back to normal.

ORSP Updates:

Staffing - three new positions opened:

- Project Representative dealing with Data Use Agreements
- Assistant Director
- Training Manager

Kathy asked that any requests for UMOR cost-share be submitted promptly, and if you know you will need UMOR cost-share, please let Kathy know so she can be prepared.

Craig let everyone know that David Mulder is moving into the new role of Program Manager of International Security and Compliance at ORSP. Andrea Anderson will be joining ORSP on April 20 as Assistant Director. Andrea came from the University of North Texas Health Science Center.

Melissa congratulated Craig on his promotion to Assistant Vice President for Research-Sponsored Projects, much deserved.

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

Meeting adjourned at 4:18 p.m.

RAAC Committee-At-Large Meeting Dates

- Tuesday, April 21, 2020, 3:00 – 4:30 pm, 2001 LSA Building (*Melissa Karby*, RAAC Process Subcommittee)
- Tuesday, May 19, 2020, 3:00 – 4:30 pm, School of Education Building (*Judy Carrillo*, RAAC Training Subcommittee)
- Tuesday, June 16, 2020, 3:00 – 4:30 pm, Location TBD (*Cathy Liebowitz*, RAAC Communications Subcommittee)

Executive Committee Meetings

Wolverine Tower, Conference Room 1025 (unless noted)

- Tuesday, April 14, 2020
- Tuesday, May 12, 2020
- Tuesday, June 9, 2020