Research Administration Advisory Council (RAAC)
Committee-at-Large

Tuesday, April 21, 2020, 3:00 – 4:30 pm
Zoom Meeting
https://umich.zoom.us/j/91971661273
Minutes

Attendees:

Andrea Anderson – ORSP	**Stephanie Hensel** – Education	**Jan Mitchell** – Pharmacy
Steve Beach – LSA	**Teresa Herrick** – SEAS	**David Mulder** – ORSP/Sponsored Programs
Kristie Beckon – Sponsored Programs	**Jennifer Huntington** – Ross School	**Becky O'Brien** – Information
Beth Brant – Medical School	**Laura Kaminski** – Ford School	**Carolyn Pappas** – ITS
Cheri Brooks – ISR	**Melissa Karby** – Dentistry	**April Pepperdine** – UMOR
Constance Colthorp – ORSP/Sponsored Programs	**Karen Kirchner** – Nursing	**Craig Reynolds** – ORSP
Cindy Dames – ORSP	**Heather Kraus** – LSA	**Jane Sierra** – Medical School
Lauren Danridge – ACUO	**Patrick Lagua** – Dentistry	**Nicole Sleight** – SSC
Lori Deromedi – UMOR	**Jonah Lee** – ACUO	**Danielle Smith** – LSI
Kathy Devereux – UMOR	**Mary Locey** – ITS	**Ken Sylvester** – U-M Flint
Chris DeVries – RAAC	**Maureen Martin** – Foundation Relations	**Debbie Talley** – Sponsored Programs
Linda Forsyth – Engineering	**Charlie Mattison** – ISR	**Pat Turnbull** – Dearborn
Cathy Handyside – ITS	**Nick Miller** – BEC	**Bryan VanSickle** – Sponsored Programs

1. **Welcome** (*Debbie Talley*)

    Debbie called the meeting to order at 3:00 p.m.

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

    Chris went over the list of attendees who were signed in and the logistics of the meeting.

3. **Presentation:** RAAC Process Subcommittee Update (*Melissa Karby*)   Attachment #1

    Melissa gave the RAAC Process Subcommittee update.

    Membership:
    Amanda Simon from Sponsored Programs has been added to the RAAC Process subcommittee since the last RAAC Process update in September 2019. There were two people who left the group - Victoria Devulder (pharmacy) and Daniel Smith (LSI).

Roles and Responsibilities:
- Phase 7 is the last R&R document to be produced which includes various compliance offices. We have reached out to compliance offices for help in completing this.
- Reviewing the completed R&R documents to see if changes need to be made in light of the implementation of the ORSP Deadline Policy.

Reporting and Forecasting:
Found out from a survey and direct feedback from the RAs they would like more in the way of reporting on a faculty portfolio level. The recommendations that came out of the working group were more system-related, including PeopleSoft and M-Reports:

The following items were sent to ITS via business cases:
- *Electronic Concurrence Receipt Workflow (In Progress)*: While not related to reporting specifically, the Office of Contract Administration (OCA) has an interest in moving the subrecipient invoice process to an electronic format.
- *Wire transfer information saved on vouchers (Completed)*.
- *Show cents in M-Reports (with toggle) (Completed)*.
- *Remove hyperlinks from exports to Excel format (Completed)*.
- *Provide consolidated portfolio view in M-Reports (Completed).* There is now a 3rd tab which combines the sponsored and non-sponsored in one view.
- *7471 Phase II (Estimate received)*. This is also known as the Budget Reallocation Tool in M-Pathways. The goal of this phase is to fully automate the process from start to finish. Sponsored Programs is taking the lead on this phase.
- *Add purchasing commitments to non-sponsored P/Gs (Not started)*.
- *Add imputed indirect costs to cost-share P/Gs (Not started)*.
- *Ability to expand account code rollups on budget reports (Not started)*.

Upcoming projects:
Internal Awards: The workgroup includes Steve Beach and Victoria Devulder as project co-leads. Victoria left RAAC Process but will continue to help lead the project.
- Going to be retooling scope but waiting until we get back from COVID.

CR Workflow (OCA Concurrence Receipt Workflow):
- This project is moving forward and is being led by the OCA team with ITS.
- Some programming finished and in test mode and hope to test it soon.
- Business process items still need to be worked out whether it is a training or system issue. If a training issue, how do we get it out to the units to change the process?
- Keeping COVID in mind before rolling out as it will have faculty involvement. Will pick the date when back working on campus. We hope to test soon and work the bugs out before we go live on the system date.

Electronic PACR: This group is looking to take the paper Post-Award Change Request (PACR) form on the ORSP website and find ways to program the form in eRRPM to make the process electronic, including submitting and approving requests.

eReconciliation Enhancement - A new "Unit Review" field has been added to the eReconciliation module in M-Pathways. We have also requested that the field be added to BusinessObjects and M-Reports. Those two requests are being worked on currently.

Ongoing projects:
- NDAs agreement questions on UFAs
- DUA questions on UFAs

- Talking with ORSP on Project Title Fields, how they are used, etc.

Upcoming Projects:
- Working through the ITS enhancement requests. Waiting for ITS to prioritize, and when our tasks are prioritized, we will dive deeper and will get estimates.
- Review R&R documents for needed updates for the ORSP Deadline Policy.
- Continue to partner with sister subcommittees (Communications, Training).

4.   **Presentation**: PEERRS Update (*Lori Deromedi/David Mulder*)

The Research Integrity group in UMOR Ethics and Compliance is planning on publishing a true Responsible Conduct of Research (RCR) course for faculty and students.
- The go live date for the course is May 11, 2020, which may be pushed back. The RCR course will replace three current PEERRS courses:
  - Authorship
  - Conflict of Interest
  - Current Foundations for Good Research Practices.

Communications will be sent to those who have approvals for one of the three courses above will be expiring and will let them know about the new course. There will be changes to the requirements for who has to take the course. This includes any and all investigators listed on the PAF. A determination about whether the course will be required for students has not been made. There will also be a RAPid going out announcing the new course.

Linda Forsyth asked how this will affect schools and colleges RCR courses? Lori answered that Mike Imperale and Julia Behnfeldt are in the process of reaching out to the RCR contacts in the schools and colleges to let them know what the change will mean. For NSF, there is not the constraint for a person to have a RCR course for a specific number of hours. It is an NIH rule. Julia is investigating what U-M can do for NSF.

Kathy asked if the RCR website has a page that indicates the completed certifications by person, like PEERRS? Lori responded that it will be the same as the PEERRS. Julia is working to have some information centrally tracked. Lori will ask Julia to present when this is available.

Danielle asked if U-M will now be monitoring RCR, and how does the new course suffice if RCR requires in-person along with didactic? Lori answered that there will be some centralized internal tracking to monitor RCR, and it is the same as today.

5.   **Update:** Conflicts of Interest (*April Pepperdine*)   Attachment #2

In response to the ongoing discussions related to international engagements, UMOR/OVPR is enhancing research-related disclosure and reporting processes as of July 1, 2020 (go live date):
- Expanding applicability of the UMOR "COI in Research" policy requirement of outside activity reporting in M-Inform for all investigators listed on PAF or AWD for any sponsored research project.
  - Approximately will impact 1400 investigators across all three campuses. All must disclose on M-Inform.
- Updating M-Inform to improve outside activity disclosure.

M-Inform enhancements go live July 1, 2020 and include:

- Ability to identify if outside activity is with a foreign entity.
- Clear examples and exceptions of reportable activities.
- More intuitive system design for easier navigations.
- Improved detailed options to describe the outside activity.

Implementation timeline:
- March - April - the COI policy revised.
- April - May - Unit preparation for July 1 go-live date:
  - Policy / impact on units.
  - How units can prepare.
  - Deadlines for actions.
- May - June - Discloser preparation:
  - policy requirements to disclose.
  - M-Inform changes.
  - What to disclose / not disclose.
  - Resources and contacts for help.
- July 1, 2020 - FY 21 annual M-Inform disclosure initiation.
  - Will get a contact email from the system.
- July - August - Disclosure assistance sessions.
- August - September - Disclosure reminders.

Rebecca Cunningham will be presenting to the Deans and Directors through Academic Programs Group (APG) and Provost' Office and explain the impact on their school/units.
- A message will also go out through M-Inform.

David Mulder asked if demonstrations will be available and will they be pre-recorded or live sessions? April responded that they will be offering nbth. Will have to prepare for everything as we are not sure where we will be on July 1.

6. **Update**: COVID-19 Developments (*Craig Reynolds/Debbie Talley*)

President Schlissel sent out an email to U-M yesterday concerning the financial impact to U-M from the COVID-19 pandemic.
- It is a broad range of $400M - $1B cashflow problem. Keep in mind the University is a $9B enterprise. A $1B shortfall is not a challenge we cannot get through. Debbie/Craig attend a financial call every morning and we are financially stable, but we need to be cautious.
- The statement called out fully funded federal research allowed to go forward. UMOR was able to get one sentence in the message, but that sentence only pertains to 80% of the sponsored funding . The concern is in today's financial environment we can expect industry sponsors to issue Stop Work Orders or be unable to pay invoices. We are trying to limit U-M exposure for not getting reimbursed for our invoices.
- Details for projects are in the FAQ that is linked in the President's message and also on the UMOR website.
- Non-profit and state and local government funding can continue if previously in place.

Industry Sponsored Research Continuing:
1) Review the T&C of the award. If the sponsor gives a 30-day written notice before terminating and will cover the non-cancelable obligations, the work may continue.
2) If we get a written confirmation from the sponsor they will continue to fund the project.
3) Or if the project is an ongoing clinical trial.

Craig's advice is to only reach out to the sponsor for that documentation if we don't have the language in the contract that we need. Keep it inside the university if possible. If there is satisfactory language in the agreement, there is no need to reach out to the sponsor. For research we have to justify our expenditures; they must be essential for conduct to the project.

Melissa mentioned that there is some confusion about travel on sponsor projects - what is the official stance on this? Would be good to clarify on FAQ. Craig responded that unless travel is required to satisfy a term of the award (e.g., conference grants elsewhere), non-essential travel (grant or university) is not allowed. University policy is going to trump what the sponsor might allow.

Nick asked if all of the information is covered on the Research website? Craig responded that a new section named [Research and Sponsored Projects' Spending and Hiring Amid COVID-related Financial Challenges](#) has been added to the FAQ. It answers a lot of the questions you may have, but per the previous conversation, travel needs to be added.

There was a question about how to treat industry-sponsored projects that are actually federal flow-through projects. Craig responded that we should treat these like an industry sponsored project as our relationship is with the industry partner. Craig also urged the group to not just worry about expenditures as they relate to budget, but is the sponsor paying their bills. Keep an eye on the invoicing. If the sponsor is delinquent or makes partial payment, or issues a stop work order, there would be the need to halt the project and research the reason. Let ORSP know.

Lauren suggested that we may want to think about animal research as it relates to the ramp up. We'd like to make sure that U-M can handle the animal research so that the project teams do not contemplate outsourcing the animal portion of the project.

Patrick asked how to justify the purchase of essential supplies? Craig responded that he is not sure if Procurement knows this is coming their way. They may be focused more on delays in terms of obtaining equipment, not regular supplies. Melissa mentioned the President's message is confusing. Craig and Debbie will work to get clarification on essential supply purchases.

Craig said there is active work going on right now looking at when we might be able to ramp up the research enterprise. While we do not have firm plans right now, the campus will open gradually and will be done by following the best guidance in protecting public health. PIs will need to put forward a plan demonstrating that opening up their lab is in compliance within the guidelines. This might include: X number of people allowed per sq. foot; requirements for Personal Protective Equipment (PPE), etc. Craig estimates that if the public health guidance indicates, we could be looking at a partial reopen in mid-May/early June. It will be intense and will require your input. It is unlikely the rest of the campus will be asked to come in immediately during or after the reopen.

Becky asked if the CAL members can be added to the RAD weekly emails. The RAD communications she receives includes new information that Becky has not seen. Some of the information communicated is not reaching the RA community. Craig will ask Rebecca if RAs can be included. Becky said if not able to include on RAD communications, could they get the pertinent information they need?

7.   **ORSP Update** (*Craig Reynolds*)

Andrea Anderson has started in the new position of Associate Director for ORSP. She comes from University of North Texas Science Center. She is here with her two sons – Gabriel and Oliver, and her

husband is still working in Texas. She has been meeting with Craig to review the ORSP process and what she will take off Craig's plate.

Craig said there is a data integrity issue in the eRPM system and we will be asking for your assistance to clean it up. There are some 240 faculty investigators who do not have an appointing department listed, which likely means they are no longer working at U-M. We will be asking you to either assign a department or to move them to an inactivated status.

There is a new question on the PAF that is related to foreign components. In addition to COI changes, there will be a new question "Will a significant aspect of this project be conducted outside of the U.S.?" It will be for any foreign components. If yes, we need to know what country. Will be used for validation during the just-in-time cycle to ensure full disclosure is happening.

Kathy had a question about the Deadline Policy and whether additional proposals have not been submitted due to missing the deadline. Craig has not heard of proposals that have not been submitted as a result of missing the deadline.

8.   **ITS Update** (*Cathy Handyside*)   Attachment #3

Changes to eRPM and M-Inform are coming.
  ● Update to SF424 form to submit to Grants.gov. Change to country codes and many forms need to be updated along with bug fixes.
    ○ Mid to late May
  ● NIH moved to cloud services – had some issues but up and running.
  ● Foreign influence: Coming late June.
    ○ The update to eRPM will coincide with updates in M-Inform and there will be a new PAF question.
    ○ June update – there will be new PAF questions related to foreign components as well as data use agreements (DUAs) and non-disclosure agreements (NDAs)
    ○ M-Inform will be updated on July 1, 2020. Of that 1,400 there are 200 that do not have an appointment so this will be the clean up that Craig mentioned.
  ● Update to eRPM (September)
    ○ Second part of foreign influence changes. Include responsibilities for a bigger set of investigators having to sign off on PAF. Confirm they completed disclosure in M-Inform when PAF is submitted.
  ● Upgrade to software (November)
    ○ Replace DUNS number to a new Unique Entity Identifier (UEI).

Beth asked, in terms of the cleanup for July 1, if there are faculty in a PI role who do not have an appointment. Cathy answered that the report will includes investigator roles, the sponsor PI, and the effort shown on the Award record. ITS will send the RA a report of PIs who do not have an active appointment for cleanup. If non-key PI you have the ability to clean up. If key PI, it will need to go through Craig. Beth did not think they had the ability to tell what award a non-appointed PI is associated with. Carolyn said there should be a query in the data warehouse to get the Award information.

Patrick asked if the U-M DUNS number listed in the FAQ on the ORSP webpage with change? Criag answered that it will be updated to the new UEI number.

Patrick asked if having an adjunct appointment is considered an appointment? Cathy answered that the ITS report will show "unknown department" for missing appointments, and adjunct faculty may show up.

Jan asked about a case where a sponsor specifically asks for a DUNS number. Craig answered that once the change to UEI is made, all institutions will use it, as the DUNS number will be retired. Bryan added that OMB is using calendar 2020 as their transition year. All SAM registrants will receive a UEI number.

There was a suggestion to list the university's DUNS number and UEI numbers, once the UEI number is implemented. This will help if there are non-federal sponsors or entities that might request the DUNS number. The UEI number will be used by all federal entities.

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

Debbie thanked everyone for their help on closeouts. We have inactivated over 600 projects.

Kathy asked to confirm that OCA is accepting signatures via Adobe Signature. Debbie confirmed that this is the case.

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

Meeting adjourned at 4:30 p.m.

RAAC Committee-At-Large Meeting Dates
● Tuesday, May 19, 2020, 3:00 – 4:30 pm, School of Education (*Judy Carrillo*, RAAC Training Subcommittee)
● Tuesday, June 16, 2020, 3:00 – 4:30 pm, Wolverine Tower (*Cathy Liebowitz*, RAAC Communications Subcommittee)
● Tuesday, September 15, 2020, 3:00 – 4:30 pm, Location TBD (*Chris Allan*, RAAC Metrics Subcommittee)

Executive Committee Meetings
Wolverine Tower, Conference Room 1025 (unless noted)
● Thursday, April 30, 2020 (*joint meeting with the RAAC Faculty Advisory Council*) – remote meeting
● Tuesday, May 12, 2020
● Tuesday, June 9, 2020

RAAC Process Update

RAAC Committee-at-Large Meeting

Melissa Karby, Director of Research Administration, School of Dentistry
April 21, 2020

RAAC Process Members

Alameddine, Karen – ORSP	Nielsen, Tony – ORSP
Brant, Beth – Medical School	Offhaus, Heather – Medical School
Bollman, Robyn – Engineering	Pappas, Carolyn – ITS
Cross, Kerri – ISR	*Simon, Amanda – Sponsored Programs*
DeVries, Chris – ORSP / Sponsored Programs	Thomson, Anne – LSA
Forsyth, Linda – Engineering	Turnbull, Pat – Dearborn
Herrick, Teresa – SEAS	VanSickle, Bryan – Sponsored Programs
Karby, Melissa – Dentistry	

New members since last RAAC CAL update in September 2019.
Victoria Devulder (Pharmacy) and Danielle Smith (LSI) left the subcommittee since September 2019.

Project Updates – Roles & Responsibilities

Phase I (*Proposal Development*) – **Completed**

Phase II (*Proposal Review, Approval, and Processing*) – **Completed**

Phase III (*Award Acceptance and Negotiation*) – **Completed**

Phase IV (*Financial Management of Awards*) – **Completed**

Phase V (*Non-Financial Management*) – **Completed**

Phase VI (*Award Closeout*) – **Completed**

Phase VII (*Human / Animal Protocol Review, Approval, and Monitoring*) – continuing to work with respective compliance offices

Project Updates

Reporting and Forecasting:
- The many recommendations from the Reporting and Forecasting business case were split into groups and submitted to ITS via the Finance Prioritization group. The status of the recommendations is shown below:

Item	Status
Electronic Concurrence Receipt Workflow	*In Progress*
Wire transfer information saved on vouchers	*Completed*
Show cents in M-Reports (with toggle)	*Completed*
Remove hyperlinks from exports to Excel format	*Completed*
Provide consolidated portfolio view in M-Reports	*Completed*
"7471 Phase II"	*Estimate received*
Add purchasing commitments to non-sponsored P/Gs	*Not started*
Add imputed indirect costs to cost-share P/Gs	*Not started*
Ability to expand account code rollups on budget reports	*Not started*

Project Updates

Internal Awards

- The work group began meeting in late 2019, but RAAC Process decided to pause the project, in order to determine the appropriate scope. The COVID-19 pandemic has also prohibited the group from meeting in person, which we feel is key to getting the project up and running

CR Workflow

- A work group with representation from ITS, Sponsored Programs, OCA, and various units began work in October 2019. The electronic workflow has been developed. System testing and change management will begin soon.

Project Updates

Electronic PACR

- The work group formed to move the Post Award Change Request to an electronic workflow kicked off meeting in March 2020 and continues to meet remotely. The group will look at all aspects of the current PACR process and develop recommendations for how to implement the electronic workflow.

eReconciliation Enhancements

- RAAC Process endorsed adding a "Unit Review" field in eReconciliation, BusinessObjects, and M-Reports.

Ongoing Work

Various eRPM Updates

- NDA questions on UFAs
- DUA questions on UFAs
- Project Title fields

Upcoming Work

- The group will work through the ITS enhancement requests that arise and consult with ITS to assign priority and gather business needs.
- We will begin reviewing the R&R documents for needed updates as they pertain to the implementation of the ORSP Deadline Policy.
- We will continue to partner with the various RAAC subcommittees for aspects of projects that fall under their respective oversight.

Questions/Comments

- **As always we welcome your feedback!**
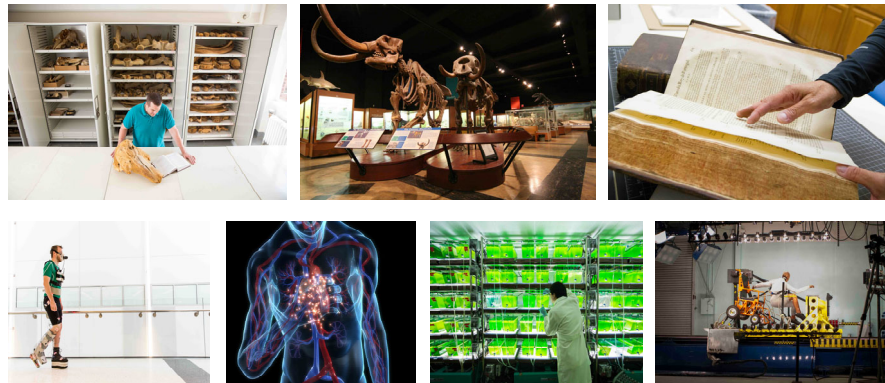
COI – UMOR/OVPR Response to International Engagement Considerations

U-M International Engagement Response: Conflict of Interest Updates

UMOR/OVPR is enhancing research-related disclosure and reporting processes as of July 1, 2020:

- Expanding applicability of the UMOR "COI in Research" policy requirement of outside activity reporting in M-Inform for **all investigators** listed on proposal approval forms (PAF) or awards (AWD) for **any sponsored project**

- Updating M-Inform to improve outside activity disclosure

Policy revision will impact approximately 1,400 investigators across the U-M campuses

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M-Inform Outside Activity Disclosure System Updates

M-Inform enhancements to go live **July 1, 2020** include:

- Ability to identify if an outside activity is with a foreign entity
- Clear examples and exceptions of reportable activities
- More intuitive system design that is easier to navigate
- Improved detailed options to better describe the outside activity

Implementation Timeline

Revised COI in Research policy to be released (effective July 1, 2020)

M-Inform system updated to include international engagement questions

| April 2020 | July 1, 2020 | September 2020 |

Communications and outreach to faculty and administrators to facilitate outside activity disclosure via emails, presentations, virtual meetings, demos, and website updates

Communication Plan: Summary

Time Period	Communication Topic	Audience
March - April	• Revised COI policy • Impact on units	U-M Leadership: • Provost, Executive Officers, Deans and Directors, OGC
April - May	Unit preparation for July 1: • Policy / impact on units • How units can prepare • Deadlines for actions	• RADs • M-Inform Unit Contacts • M-Inform Unit Administrators • Central offices w/COI touchpoints
May - June	Discloser preparation for July 1: • Policy/requirement to disclose • M-Inform changes • What to disclose / not disclose • Resources & contacts for help	• New disclosers • Current disclosers • RADs • M-Inform Unit Contacts • Research Administrators
July 1	• FY 21 annual M-Inform disclosure initiation	• All required disclosers
July - Aug	• Discloser assistance sessions	• All required disclosers
Aug - Sept	• Disclosure reminders	• Disclosers not yet disclosed

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ITS Update

RAAC Committee-at-Large

Cathy Handyside, Assistant Director - ITS Research Administration Systems
April 21, 2020

Upcoming System Updates

- SF424 Update 9.2 - May 2020
  - Country Code changes - Form updates
  - Bug Fixes
- eRPM Update 5.8 - June 29, 2020
  - Coincides with expanded disclosure requirements & M-Inform changes
- M-Inform Update - July 1, 2020
- eRPM Update 5.9 - September 2020
- Upgrade to Click Portal 9.0 - November 2020 (tentative)
- SF424 9.3 - Jan 2021
  - UEI change (replaces DUNS number)

June eRPM Update

- New PAF question - Foreign Component
- New DUA questions - Multi-Site & UM as Coordinating Center
- New/Modified NDA questions - updating current question about entering a non confidential description and adding new question about disclosing U-M confidential information.