

# Research Administration Advisory Council (RAAC)

## Committee-at-Large

Tuesday, October 20, 2020, 3:00 – 4:30 pm  
Zoom Meeting  
MINUTES

### Attendees:

Andrea Anderson – ORSP	Stephanie Hensel – Education	Becky O'Brien – Information
Steve Beach – LSA	Teresa Herrick – SEAS	Carolyn Pappas – ITS
Kristie Beckon – Sponsored Programs	Jennifer Huntington – Ross School	Lisa Parker – IRWG
Beth Brant – Medical School	Laura Kaminski – Ford School	Craig Reynolds – ORSP
Cheri Brooks – ISR	Melissa Karby – UMOR	Jane Sierra – Medical School
Linda Chadwick – ORSP	Karen Kirchner – Nursing	Danielle Smith – LSI
Constance Colthorp – ORSP/Sponsored Programs	Patrick Lagua – Dentistry	Ken Sylvester – U-M Flint
Cindy Dames – ORSP	Mindy LaRocca – Public Health	Debbie Talley – Sponsored Programs
Lori Deromedi – UMOR	Maureen Martin – Development	Michelle Terrell – SMTD
Kathy Devereux – UMOR	Charlie Mattison – ISR	Pat Turnbull – U-M Dearborn
Chris DeVries – RAAC	Jan Mitchell – Pharmacy	Bryan VanSickle – Sponsored Programs
Nicole Dyer – LSA	David Mulder – ORSP	Rick Wintergerst – Engineering
Linda Forsyth – Engineering		

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

Craig welcomed back everyone and called the meeting to order at 3:05 p.m. He provided some late-breaking news; there is a two-week shelter-in-place order for the Ann Arbor undergraduate students mandated by President Schlissel. Students paid to work in the lab may continue based on supervisor approval. Melissa asked if this applies to UROP students. Craig responded that he is not sure but will find out.

**Update:** If a UROP student was already doing in-person research prior to 10/12/2020 (i.e., the date on which the broad restriction against undergrad participation in in-person research was lifted), then they can request an exception. If not, they are on pause for 2 weeks.

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

Craig congratulated Melissa on her new role at UMOR as Associate Director for Research Administration.

Melissa provided the RAAC Process Subcommittee update.

### Membership:

We have one new member - Amber Smith has succeeded Robyn Bollman as representative from the College of Engineering.

### Roles & Responsibilities:

Phases I - VI have been completed. Still working on Phase VII (Human / Animal Protocol Review, Approval, and Monitoring) - compliance related items are on hold. We met with ULAM and they had questions and continue to work with them on how much detail to include.

Chris and Melissa to review other R&R docs to determine what changes might be needed in light of the Deadline Policy and Sign PAF Activity.

### Reporting & Forecasting:

The Reporting and Forecasting business case recommendations were submitted to ITS from the Finance Prioritization group. The status of the items are as follows:

- 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 - slow moving but starting slowly.
- 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

We are waiting for ITS to prioritize those items that have not been started yet.

### Project Updates:

#### *Electronic PACR*

The workgroup has completed reviewing all change types. They will present their recommendations at an upcoming RAAC Process meeting.

#### *Subrecipient Invoice Approval Process (Workflow)*

Since the last update, the project has continued to gather requirements and testing was completed in July 2020. The implementation date is November 10, 2020. There is a Navigate webinar scheduled for October 29, 2020. Need to register by noon on October 28, 2020.

#### *Internal Awards*

This project is still on hold due to the pandemic. The plan is to review the scope and set clear objectives to ensure they are accurate before restarting the project.

#### *eReconciliation Enhancement*

The "Unit Review" field is now available in the eReconciliation tool, BusinessObjects, and M-Reports.

#### *Budget Allocation Tool*

ITS is working to implement a few changes to the Budget Allocation Tool at the request of RAAC Training. This includes an alert in M-Reports when a budget allocation is pending, as well as a link to the tool directly from M-Reports.

### Ongoing Work:

#### *Various eRPM Updates:*

- Improvement to the Subcontract Details page
- New PAF questions related to Foreign Components
- Review Project Title fields
- PAF questions related to multi-site studies

- All Investigator Sign Activity
- PI and Project Team inbox design

#### Upcoming Work:

- ITS enhancement requests as needed.
- Continue to review the R&R documents for updates as they pertain to ORSP Deadline Policy.
- Continue to partner with various subgroups.

Craig thanked the Process Subcommittee for all the hard work they have been doing.

### 3. **Presentation:** Subrecipient Invoice Approval Process (*Chris DeVries*) Attachment #2

Chris provided an overview of the new subrecipient invoice approval process. There is not enough time to provide a system demonstration, but the upcoming Navigate webinar will include a demonstration.

#### Background

In August 2018, a RAAC Process workgroup suggested enhancements to the OCA workflow. Two of the recommendations from that group were:

- Automating electronic routing of invoices to research team for approvals.
- Automate invoice approval through M-Pathways

In October 2019, another workgroup was created to design a process that fulfills the recommendations from the original OCA workgroup. This project is a joint effort between OCA and ITS, with support from RAAC.

#### Implementation Specifics

The new workflow will be implemented on November 10, 2020. Subrecipient invoices will be subject to the new approval process in M-Pathways as of that date, and any invoices received before November 10 will fall under the current process. A reminder that under Uniform Guidance (UG), subrecipient invoices should be paid within 30 days. This means not all PIs and SAPOCs will need to take action on November 10, 2020.

#### *Why is this happening?*

The new workflow allows for greater efficiency with the invoice approval process. It eliminates double handling of documentation and means that there is no longer working both within and outside a central system.

The new process also helps to increase compliance and recordkeeping for audit purposes. A reminder that per the U-M Standard Practice Guide, PIs are ultimately responsible for approving financial expenditures. Additionally, audit stamps in the system and documentation contained in the approval framework allow for a more efficient audit process.

Finally, the new workflow brings the process in line with other uM processes that use electronic approvals.

#### *Who is affected?*

There are two groups that will be most impacted by the change. The first group are those who currently approve subrecipient invoices. This includes the Contact PI in eRPM, the Primary Post-Award Administrator in eRPM, the SUBK Managing Investigator and SUBK Managing Administrator (if applicable) in eRPM, and the SAPOC in M-Pathways.

The second group impacted by the change are those who will be required to approve invoices beginning on November 10. This includes any PI or Project Director on a Project/Grant with an open purchase order that originates from OCA. Additionally, SAPOCs on these P/Gs and any ad-hoc approvers will also be impacted.

#### *What is changing?*

Instead of OCA sending Concurrence Receipt reports to the project teams, all approvals will occur within the M-Pathways Financials System and Concurrence Receipts will no longer be sent to the project teams. There will not be any changes to the Accounts Payable process.

#### *Change Management Plan*

Chris reviewed the various presentations and steps in the change management process that will occur over the next few weeks. This includes a presentation to RAAC Process tomorrow (10/14/2020) and presentations to the RAAC Committee-at-Large. Additionally, a Navigate webinar on the topic will be held on October 29, 2020. We will be announcing the webinar at RAN.

Additionally, there will be resources to assist faculty and staff in the process. This includes a crosswalk document that indicates where to find the fields on the Concurrence Receipt in the approval framework. There will also be a one-page guide for SAPOCs and PIs explaining the new process. A reminder about the webinar on October 29. Also, Chris is willing to provide consultations to project teams. This could take the form of providing advice about how to prepare, or offering support both during and after the implementation. Chris is willing to have a Zoom call with project teams to walk them through the new process if that is what is needed.

#### *Approval Process*

System access is granted on a nightly basis to the SAPOC and PI on any P/G with an open PO with an origin of OCA.

The process steps include:

- Accounts Payable: Receives invoices and key information into M-Pathways
- OCA: Reviews and approves invoice; approval email sent to SAPOC
- SAPOC - reviews and approves invoice; adds additional approver(s) as needed; approval email sent to PI/PD
- PI: Reviews and approves invoice; adds additional approver(s) as needed
- Accounts Payable: Performs final compliance checks and remits payment

System reminders will go to the step currently needing approval at 14 and 28 days.

#### How to Prepare for Implementation:

SAPOCS and PIs will need to use Duo Two-Factor Authentication to log into M-Pathways and approve invoices.

#### *Key Change – Approval Routing*

- Currently the recipients of the CR are in the following roles:
  - Contact PI in eRPM (unless there is a SUBK Managing Investigator)
  - Primary Post-Award Administrator in eRPM (unless there is a SUBK Managing Administrator)
  - P/G Administrator in M-Pathways Financial (i.e., SAPOC)
- Under the new process, email notifications to approve a subrecipient invoice will go out to the following roles:

- P/G Director in M-Pathways Financials
- P/G Administrator in M-Pathways Financials
- P/G Administrators and Directors may include additional approvers, or temporarily delegate approval authority as needed.

#### *Best Practices*

- Make sure to use Duo Two-Factor Authentication to access M-Pathways.
- Align the PI and SAPOC on the P/G in M-Pathways to those who should be approving subrecipient invoices.
  - Contact the Sponsored Programs Customer Service Coordinator to change the contact on the P/G.
  - Contact OCA Specialist on the subcontract to change the P/G on the PO.
  - Set up sub-P/Gs for subrecipient expenses if the PI approving invoices is different from the PI on the “parent” P/G.
- Insert Ad-hoc approvers into the workflow as needed. The SAPOC and PI will still need to approve the invoice.
- If you use delegates, use them wisely.
  - The delegate will receive **all** the workflow in M-Pathways.
  - Delegates are meant to be temporary and require an expiration.

Chris asked the group to stress to faculty that they realize what it means to approve. Not only should they review the charges and chartfields for accuracy and appropriateness on the project, but they also need to attest that the work has been completed.

Debbie reiterated this point; what is written on the Concurrence Receipt attestation is that the PI knows what work has been done, and what they are paying for. Once it is paid and if work was not done, the school would have to cover the costs until it gets resolved. It is very hard to get the money back from the subrecipient.

Chris will send the list from Sponsored Programs of current mis-matches between those currently receiving the Concurrence Receipts and those who will need to approve under the new process.

#### 4. **ORSP Update** (*Craig Reynolds*) Craig provided the ORSP update.

#### International Engagement:

There are new questions on the PAF for Foreign Components and PI Sign Activity. If a faculty member answers “yes,” David Mulder is running a pilot to make sure the Other Support documentation that is submitted to the sponsor is congruent with what is shown in the PAF.

David added that there are two parts to the pilot: the first is at the proposal stage; the second is at the award stage. The Other Support review occurs before at the proposal stage and if necessary, there will be a compliance hold on the award during the second stage.

Jan mentioned a current award that includes samples obtained from China. The project is being renewed and Jan would like to know if the Chinese company should be listed as a Foreign Component in Question 5.13. David responded that yes, this is a foreign component.

### Policy Revision:

Craig mentioned that the Department of Energy released a revision to Policy Doc. 486.1A. The policy indicates that participation in foreign government talent programs by DoE awardees is not allowed. Additionally, other foreign involvement is prohibited if not approved by DoE. The new policy also defines Other Support for DoE purposes.

### Federal Guidance:

In terms of the Uniform Guidance (UG) and Federal Acquisition Regulations (FAR), the use of certain telecommunications equipment and video surveillance services or equipment from Huawei Technologies or other China entities is prohibited. We have a gap in terms of using P-Cards, and we are working with Procurement to develop guidance.

### COVID-19 Update:

We are encouraging spending on research accounts - does not apply to the other COVID-19 expenditure holds. Make sure to monitor the revenue.

### OMB Memo:

A process for charging salaries of idle employees has been established. U-M will cover salaries for those who are on federal projects and unable to work due to COVID. Use the new time tracking code - Federally-Funded Lack of Work (LOW) in combination with exception time codes Regular Pay Not Worked (RPN) / Pandemic Tracking (PAN).

## 5. **ITS Update** (*Carolyn Pappas*)

We are radio silent at this point as we are in upgrade mode. The upgrade is not related to system functionality but will affect the look and feel of the system.

### Clone a PAF:

We discovered a bug in the previous release. When you clone a PAF that has been signed by a PI, some of the old dates are getting copied over. It is cosmetic in nature, but is confusing. It doesn't affect the PI finding the activity, but will make David's review challenging. Will be cleaned up in the next release at the end of November.

### New PAF generator:

Carolyn mentioned that ITS introduced a pilot 5 months ago enabled on a new PDF generator for eRA Commons. It shows the actual image from eRA Commons, but pulls out other documents (cover letter, appendices, etc.). Do you like the feature, or should we turn off and go back the old way for the image? Patrick asked if it is possible to choose which PDF is generated. Carolyn responded that it is a toggle for ITS but the system can only accommodate one option. The group agreed that having a PDF containing all documents is preferred, but that having an option to choose the desired output would be ideal. Carolyn will speak to the vendor to see if they could build for us.

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

- Uniform Guidance (UG) audit is on going and no information to date.
- We will be audited by NSF for the period March 1 - September 30, 2020 on OMB Memos related to pandemic.

Sponsored Programs is in their busy season and Debbie thanked those who are getting reports into us. Currently 750 out of 2100 reports have been completed. Please get them back as soon as possible.

**7. DEI Workgroup Update**

- Brought on two UROP students that are helping the group. They are exploring what to do for the research community.
- Close to be finalized on mission statement and guidance.
- Looking how to collaborate with other DEI committees for the RA community.

**8. Closing and Future Meetings (*Craig Reynolds*)**

RAN is next Tuesday, October 27, 2020.

Next meeting is November 17 with the RAAC Training update.

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**RAAC Committee-At-Large Meeting Dates**

- Tuesday, November 17, 2020, 3:00-4:30 p.m. (*Judy Carrillo, RAAC Training Subcommittee*)
- *No December meeting*
- *No January 2021 meeting*

**Executive Committee Meetings (*all meetings 3:30-5:00 p.m., unless otherwise noted*)**

- Tuesday, November 10, 2020
- Monday, November 30, 2020 – 3:00-4:30p.m., *Joint meeting with the RAAC Faculty Advisory Council*
- Tuesday, December 9, 2020

# RAAC Process Update

## RAAC Committee-at-Large Meeting

Melissa Karby, Associate Director for Research Administration, UMOR  
October 20, 2020



## RAAC Process Members



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

*New members since last RAAC EC update in April 2020.*  
Amber Smith succeeds Robyn Bollman.

# 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:

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

# Project Updates



## Electronic PACR

- The workgroup has completed reviewing all change types and is working through a summary of its recommendations. The current plan is to present the workgroup's recommendations to RAAC Process in November 2020.

## Subrecipient Invoice Approval Process (aka, CR Workflow)

- The project continued to gather requirements during the pandemic, and testing of this functionality was completed in July 2020. Implementation date is November 10, 2020. Webinar scheduled 10/29. Register by 10/28 @ 12PM!

# Project Updates



## Internal Awards

- This project was put on hold at the outset of the pandemic. Before restarting the project, we plan to review the scope and objectives to ensure they are accurate.

## eReconciliation Enhancements

- The "Unit Review" field is now available in the eReconciliation tool, BusinessObjects, and M-Reports.

# Project Updates



## Budget Allocation Tool

- RAAC Process worked with ITS to implement a few changes to the Budget Allocation Tool, at the request of RAAC Training. This includes an alert in M-Reports when a budget allocation is pending, as well as a link to the tool directly from M-Reports.

# Ongoing Work



## Various eRPM Updates

- Improvements to the Subcontract Details page
- New PAF questions related to Foreign Components
- Reviewed Project Title fields
- PAF questions related to multi-site studies
- All Investigator Sign Activity
- PI and Project Team inbox design



## Upcoming Work

- We will continue to review and provide feedback on various ITS enhancement requests as needed.
- We will begin reviewing the R&R documents for updates as they pertain to the ORSP Deadline Policy.
- We will continue to partner with the various subgroups for the multitude of projects being worked on when needed.



## Questions/Comments

- **As always we welcome your feedback!**



# Subrecipient Invoice Approval Process

RAAC Committee-at-Large Meeting

October 20, 2020



## Agenda



1. Background
2. Implementation Specifics
3. Approval Process
4. How to Prepare for Implementation
5. Questions

## Background



- In August 2018, a RAAC Process work group suggested the following enhancements to the Office of Contract Administration (OCA) workflow:
  - “Automate electronic routing of invoices to research team for approvals.”
  - “Automate invoice approval through M-Pathways.”
- In October 2019, another work group was created to design a process that fulfills the two recommendations above.
- The project is a joint effort between OCA and Information and Technology Services (ITS), with project management support and input from the RAAC.

## Implementation Specifics



### When is this happening?

- Beginning **November 10, 2020**, subrecipient invoices will be subject to the new approval process in M-Pathways.
  - All invoices processed prior to November 10, 2020 will be subject to the current process.
- Remember, under Uniform Guidance (UG), subrecipient invoices should be paid within 30 days.
  - This means that not all PIs and SAPOCs will need to take action on November 10, 2020.

# Implementation Specifics



## Why is this happening?

- Allows for greater efficiency with the invoice approval process.
  - No more working within and outside a central system.
  - Eliminates extraneous document handling by both OCA and the project team.
- Increases compliance and recordkeeping for audit purposes.
  - PIs and PDs are approving financial expenditures as required per U-M SPG 500.01.
    - "The PI is the individual with the ultimate responsibility for the administrative and programmatic aspects of the project including ensuring funds are spent in accordance with University and sponsor guidelines."
  - Audit stamps and documentation in the approval framework.
- Brings this process in line with other U-M processes.

# Implementation Specifics



## Who is affected?

Anyone currently approving subrecipient invoices

- Contact PI in eRPM
- Primary Post-Award Administrator in eRPM
- SUBK Managing Investigator in eRPM
- SUBK Managing Administrator in eRPM
- Single Administrative Point of Contact (SAPOC) in M-Pathways Financials

Anyone required to approve beginning November 10, 2020

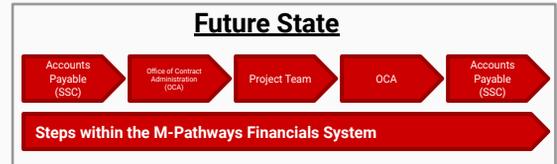
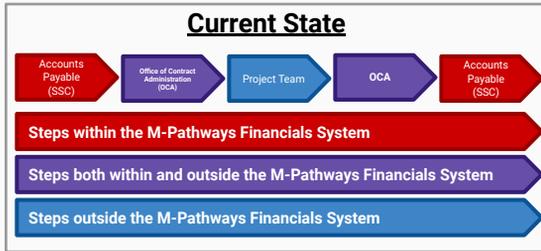
- Principal Investigators (PIs) on Project/Grants (P/Gs) with open purchase orders (POs) associated with subrecipient agreements on grants or contracts
- SAPOCs on the P/Gs detailed above
- Ad-hoc approvers and PI/PD or SAPOC delegates

# Implementation Specifics



## What is changing?

- Beginning **November 10, 2020**, all subrecipient invoices will need to be approved in the M-Pathways Financials System.



# Implementation Specifics



## How is the process changing?



- |                      |  |
|----------------------|--|
| OCA                  | <ul style="list-style-type: none"> <li>Concurrence Receipt report no longer sent to the Project Team.</li> </ul>   |
| Project Team – SAPOC | <ul style="list-style-type: none"> <li>Receives automated approval email from M-Pathways after OCA review of invoice.</li> <li>Reviews and approves invoice in M-Pathways.</li> <li>May add approvers to the workflow.</li> </ul>                |
| Project Team – PI    | <ul style="list-style-type: none"> <li>Receives automated approval email from M-Pathways after SAPOC review and approval of invoice.</li> <li>Reviews and approves invoice in M-Pathways.</li> <li>May add approvers to the workflow.</li> </ul> |
| OCA                  | <ul style="list-style-type: none"> <li>Concurrence Receipt report no longer received from Project Team.</li> </ul>   |

# Implementation Specifics



## Change Management Plan

<u>Item</u>	<u>Date</u>	<u>Status</u>
Communication to RAAC Process, workgroup, testers	October 1, 2020	<i>Completed</i>
Communication to eRPM / M-Pathways contacts and RAAC	October 8, 2020	<i>Completed</i>
Presentation to RAAC Executive Committee	October 13, 2020	<i>Completed</i>
Presentation to RAAC Process Subcommittee	October 14, 2020	<i>Completed</i>
Webinar Announcement	October 15, 2020	<i>Completed</i>
Presentation to RAAC Committee-at-Large	October 20, 2020	<i>In Progress</i>
Reminder about webinar at RAN Meeting	October 27, 2020	<i>Not Started</i>
Webinar	October 29, 2020	<i>Not Started</i>
Webinar materials published	Week of November 2, 2020	<i>Not Started</i>
Go-Live	November 10, 2020	<i>Not Started</i>

# Implementation Specifics



## Change Management Plan

- Developing resources to assist faculty and staff in the process.
  - Concurrence Receipt / Voucher Approval Framework Crosswalk.
  - Overview of Changes for SAPOCs and PIs.
- Navigate Webinar on October 29, 2020 at 11:00 a.m.
  - Recording/materials available after the webinar.
- Consultations with project teams as needed.
  - How to prepare for the change.
  - Support both during and after the implementation.



# How to Prepare for Implementation



## Key Change – Approval Routing – Current State

- Currently, the recipients of the CR are those in the following roles:
  - Contact PI in eRPM
    - Unless there is a SUBK Managing Investigator
  - Primary Post-Award Administrator in eRPM
    - Unless there is a SUBK Managing Administrator
  - P/G Administrator in M-Pathways Financials (i.e., SAPOC)

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<b>SUBK Managing Department:</b> Population Studies Center, 5877000	<b>SUBK Managing Administrator:</b> Chris Jackson, 734-763-2222, cjohns@umich.edu
<b>SUBK Managing Investigator:</b> John Smith, 734-763-1111, johnsmith@umich.edu	<b>Primary Post-Award Administrator:</b> Julie Adams, 734-615-2222, juleadams@umich.edu
<b>Contact PI:</b> Larry Jones, 734-615-1111, larryjones@umich.edu	<b>Project Administrative Home:</b> G. Ford Sc Pub Pol., 464000

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Financials Homepage

Report ID: H600158 Res. Unit: UMCS--The University of Michigan Monthly Rpt Period: OCT-2020 P/G: H6000-PROJ-Sub of MICHIGAN Health Care Priority Center and National I P/G Eff. Status: Active P/G Director: DICTA-JON P/G Administrator: ADAMS-JULIE Adv Address: 1100 SIV TOWERB 4620A-0208	The University of Michigan STATEMENT OF ACTIVITY BY PROJECT/GRANT Page No. 1 Run Date 10/08/2020 Run Time 08:54:01	Fin Ops Coordinator: H6000-ALICEA 768-6267 P/G Status: Approved P/G Start/End: 20-NOV-2018 to 30-SEP-2021 P/G Department: 58700-Pop Studies-Research Sponsor/Donor: 8011 and Multiple Source Foundation																														
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# How to Prepare for Implementation



## Key Change – Approval Routing – Future State

- Under the new process, those in the following roles will receive the email notifications to approve a subrecipient invoice:
  - P/G Director in M-Pathways Financials
  - P/G Administrator in M-Pathways Financials
- P/G Administrators and Directors may include additional approvers, or temporarily delegate approval authority as needed.

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# How to Prepare for Implementation



## **Best Practices**

- Make sure use Duo Two-Factor Authentication to access M-Pathways.
- Align the PI and SAPOC on the P/G in M-Pathways to those who should be approving subrecipient invoices.
  - Contact the Sponsored Programs Customer Service Coordinator to change the contacts on a P/G.
  - Contact the OCA Specialist on the subcontract to change the P/G on the PO.
  - Set up sub-P/Gs for subrecipient expenses if the PI approving invoices is different than the PI on the “parent” P/G.

# How to Prepare for Implementation



## **Best Practices**

- Insert ad-hoc approvers into the workflow as needed.
  - The SAPOC and PI will still need to approve the the invoice.
- Use delegates as needed, but use them wisely:
  - Delegates receive all delegated workflow in M-Pathways.
  - Delegates are meant to be temporary and require an expiration.

**Thank You!**



**Questions?**