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

Tuesday, November 17, 2020, 3:00 – 4:30 pm
Zoom Meeting
MINUTES

Attendees:

Andrea Anderson – ORSP	**Nell Dority** – BEC	**David Mulder** – ORSP
Steve Beach – LSA	**Amalie Helms** – U-M Flint	**Becky O'Brien** – Information
Kristie Beckon – Sponsored Programs	**Stephanie Hensel** – Education	**Stacy Orban** – SSC
Beth Brant – Michigan Medicine	**Teresa Herrick** – SEAS	**Carolyn Pappas** – ITS
Cheri Brooks – ISR	**Jennifer Huntington** – Ross School	**Lisa Parker** – IRWG
Judy Carrillo – Michigan Medicine	**Laura Kaminski** – Ford School	**Craig Reynolds** – ORSP
Linda Chadwick – ORSP	**Melissa Karby** – UMOR	**Jane Sierra** – Michigan Medicine
Constance Colthorp – ORSP/Sponsored Programs	**Karen Kirchner** – Nursing	**Danielle Smith** – LSI
Cindy Dames – ORSP	**Patrick Lagua** – Dentistry	**Debbie Talley** – Sponsored Programs
Lori Deromedi – UMOR	**Mindy LaRocca** – Public Health	**Anne Thomson** – LSA
Kathy Devereux – UMOR	**Charlie Mattison** – ISR	**Pat Turnbull** – U-M Dearborn
Chris DeVries – RAAC	**Jan Mitchell** – Pharmacy	**Bryan VanSickle** – Sponsored Programs

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

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

2. **Presentation:** RAAC Training Subcommittee Update (*Judy Carrillo*)   Attachment #1
   Judy Carrillo gave the RAAC Training Subcommittee update.

   Membership:
   Kate Chie joined us from ORSP, succeeding Terri Maxwell, who has retired from the university.

   Navigate Training Updates:
   The following instructor-led classes are on pause until further notice:
   - Fundamentals
   - Advanced Budgeting - Tasked-Based/Hourly Budgets

   We are working to transition a few of the instructor-led courses to remote learning, and two of the courses have, or will have, pilot sessions for the remote format.
   - Budgeting Basics (Instructors: Nick Prieur and Judy Carrillo).
     - Day 1 held November 10, 2020 (18 participants; 95.5% overall satisfaction rate)
     - Day 2 held November 17, 2020 (no evaluation results yet)

   - Uniform Guidance (Instructors: Nick Prieur, Mia Bennardi, and Jake Schlag)

- ○ Remote pilot scheduled for February. Will incorporate Budgeting Basics feedback into this pilot.

Judy wanted to remind everyone there are a lot of eLearning Modules available to the RA community for learning opportunities.

RAMP↑:

The 6th cohort ended in July 2020 and the 7th cohort is currently on pause. The Navigate Team will evaluate the program and look at past and current feedback to determine how to meet mentoring needs virtually.

Webinars:

Launched several successful webinars partnering with Taubman Health Sciences Library, David Mulder, and Chris DeVries. Have had over 800 participants. Look for more webinars in late winter. Also a reminder the past webinars are on the website with recordings available.

Competency Roadmap:

This was a big project with the goal to find training gaps and provide RA and supervisors with knowledge needed for the job. It is a very comprehensive roadmap and looking to make it available on the website when financial limitations are lifted. The Navigate team scaled the matrix down and put it up on the website.

Work In Progress:

Department of Defense (DoD) Course:
- The workgroup is composed of: Kristin Parrish; Huimin Ponchart; Betsy Brouhard; Kellie Buss & Navigate Administrative Team.
- Learning objectives being established and working on the content.
- Delivery format to be determined (i.e., instructor-led or online).

Useful BusinessObject Report:
- Takes all of the reports available for RAs and puts them into one easy to find location.
- Almost ready to be released. Will communicate availability soon.

Under Development:

Faculty Resources website:
- Due to financial constraints the project has been put on hold.
- The workgroup is still developing content.

RA Complex Projects:
- Amy Brooks (Engineering) and Patrick Lagua (Dentistry) are the project co-leads.
- eLearning module content being developed and will be released soon.
  - ○ Subs of all Kinds
  - ○ Pre-Award Management
  - ○ Financial
  - ○ Human Resources

RA Recruitment Program:

The goal is to develop a program to identify and recruit staff to the research administration career track. The project is currently paused due to the hiring freeze, and the group feels it would be better as an in-person activity and have a career day when we get back to the office.

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

2020-2021 Seasons Days:
    ORSP will have extra days at Thanksgiving and Holiday break and will be closed. A communication (RAPid) has gone out about this.

Deadline Policy:
    The At-Risk proposals (proposals that arrive in ORSP less than 2 days of Sponsor's deadline) have been increasing. In January when implemented, At-Risk proposals were at 9-10% and ORSP is looking to get back to a more manageable number. Last month the At-Risk proposals increased to 18%.
    Craig went over the metrics for proposals from the Deadline Policy implementation (January 2020). You can review the metrics by going into Tableau and logging into the U-M server. Select the RAAC Metrics folder and you will see a number of reports related to the Deadline Policy. In January, 90% of the proposals were coming in with full or limited review, however, we are now seeing an increase lately of At-Risk proposals. To see your units data, select the "Department Group" tab in the left column.
    Craig shared the information with the Associate Deans last week to work with faculty to get the At-Risk percentage down. If the At-Risk percentage does not go back down, we may develop a waiver requirement or something else to help.

Department of Defense (DoD) Cyber Security Maturity Model Certification:
    This new DoD IT security standard is a prerequisite to compete for DoD funds. U-M needs to have an independent security company come in to confirm we are meeting their standards. We are implementing the first phase.

NSF :
    NSF updated their Terms & Conditions to be consistent with the Uniform Guidance CF 200. They are minimal, but one of the Terms & Conditions is if we don't submit reports (to Finance) within 1 year of the end date, NSF has to report us as a failure of the award and are removed from their list. This is a shared responsibility with Investigators and ORSP to make sure we are not on the list.

    We have no obligation to the sponsor for program income that is received beyond life of the award.

Department of Energy (DoE) - Order 486.1A:
- Faculty have a choice to receive DoE funding, or participate in a Foreign Talent program but not both.
- Other Foregin Government Sponsor Activity - DoE requires it be disclosed and have ability to approve or disapprove continued participation.
- New definition of Other/Pending Support - more expansive than NIH. Look for a new definition.

NCURA
    We received approval for ORSP to subscribe to NCURA webinars. We will make the webinars available to the RA community behind a secured wall. More information will come out how to access the webinars.

    Patrick asked if the DoD cybersecurity requirement (CMMC) is effective now. Craig responded that we are required to be ready by December 1. Not sure yet about current proposals. Institutions need to be certified for CMMS. Probably will be a little while before implementation.

Becky asked for clarification about ORSP's approach to the RCRS PEERRs module. Some proposals have holds in place related to the need to complete the new RCRS module before June. They were up-to-date on the old PEERRs but concerned on the Hold part. Lori indicated she has not heard anything from the PEERRS staff and Craig will look into it. Becky will send the PAF to Craig. Teresa added that Linda Forsyth let her know that there was one case in CoE they were told they should take the new RCRS module now. Teresa will ask Linda to send the PAF to Craig.

Teresa asked about the At-Risk proposal numbers. Why are we going back to January? She thought January-June was a learning curve. Craig answered that the numbers were 18% in July so it was substantially more. We know it is a trying time, but just trying to get it down and understand the trends.

4. **ITS Update** (*Carolyn Pappas*)
There was an eRPM Update sent today to report season days/deadline policy issues. Introduced the cloning issue and should be fixed.

It was planned to do an upgrade this weekend, however, there were some issues. We are testing now and looking good, but moved the upgrade to the weekend of January 9, 2021.

5. **Sponsored Programs Update** (*Debbie Talley*)
Uniform Guidance audit – we will be sending Internal Controls questionnaires to PIs. The questionnaires will go out Friday (11/20) to the 25 testing/sample groups and would like them back by December 4th.

Waiting for updates from OMB on how to audit for the CARES Act funding.

Thank you for getting reports back! We have 70% completed. We have 200 reports due by the end of November. With season days that only leaves a little time so please get them back to the reporting accountants.

Staff
David Thompson started back with Sponsored Programs (from LSA). Happy to have him back.

6. **RAAC DEI Workgroup Update** (*Chris DeVries*)
The DEI workgroup continues to meet every 2 weeks. We are very close to having our mission, goals, and objectives finalized to share.

Brought on two UROP students and well into their research on ways we can do assessments of the RA community, and policy issues working with CSG on race and ethnicity requirements.

The group will also be sending a communication related to various celebrations and observances. In November, we will highlight those that occur in November, December, and January.

Working on other resources/programming but nothing to announce yet.

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

2021 meeting invitations will be sent soon and will continue to be virtual. Wishing everyone a great end of the year and will see everyone back in February.

Meeting was adjourned at 4:00 p.m.

RAAC Committee-At-Large Meeting Dates
- *No December meeting*
- *No January 2021 meeting*
- Tuesday, February 16, 2021 – 3:00-4:30 p.m. (*Cathy Liebowitz*, RAAC Communications Subcommittee)

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

NAVIGATE

Research Administration Advisory Council
Committee At Large
Training Subcommittee Update
November 17, 2020

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Judy Carrillo
Michigan Medicine

NAVIGATE

Current Subcommittee Membership

- **Judy Carrillo,** Chair, Michigan Medicine
- **Chris DeVries**, ORSP/Sponsored Programs
- **Raquel de Paula Silvius,** ORSP/Sponsored Programs
- **Lyn Fyfe,** ORSP/Sponsored Programs
- **Kim Angelopoulos**, LSA
- **Amy Brooks**, CoE
- **Kellie Buss,** ORSP
- **Kate Chie**, ORSP
- **Lori Deromedi**, UMOR

- **Jeanne Haney,**, Sponsored Programs
- **Sue Kelch,** Michigan Medicine
- **Patrick Lagua**, Dental
- **Jessica Mirelez,** Michigan Medicine
- **Melinda LaRocca**, Public Health
- **Susan Powell**, CoE
- **Nick Prieur,** ISR
- **Cathy Seay-Ostrowski**, ISR
- **Pat Turnbull**, U-M Dearborn

NAVIGATE

Agenda:

- Update: Navigate Training Opportunities

- Work in Progress

NAVIGATE

Instructor Led Courses - On Pause until Further Notice

- Fundamentals
- Advanced Budgeting Task-Based/Hourly Budgets

Instructor Led Courses - Remote Learning Pilots

- Budgeting Basics (Instructors: Nick Prieur & Judy Carrillo)
  - Day 1 delivered Nov 10: 18 participants; 95.5% overall satisfaction rate
  - Day 2 delivered Nov 17: Evaluation results not available yet

- Uniform Guidance Cost Principles
  - Pilot; tentatively scheduled for February
  - Instructors: Nick Prieur, Mia Bennardi & Jake Schlag

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Reminder: eLearning Opportunities Available
https://orsp.umich.edu/training-workshops/e-ssentials-elearning-modules

- Cost Transfer
- Award Modification
- Financial Monitoring
- Effort Certification
- Understanding Effort
- Proposal Prep & Submission
- Pre-Close Out Analysis

- Cost of All Kinds
- Cost Share
- Project Close Out
- Financial Status Report
- UG Cost Principles
- Stewardship

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RAMP↑ Mentoring Program

- 6th cohort ended July 2020
- Currently on pause
- Evaluation of program to consider addressing mentoring needs virtually

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Webinars

- Successful Partnership with Taubman Health Sciences Library
  - NIH Biosketch and SciENcv (96 attendees; 91% overall satisfaction rating)
  - NSF Biosketch and SciENcv (107 attendees; 98% overall satisfaction rating)
- Other Webinar Offerings
  - "Sign PAF" Requirement for Investigators & "Other Support" Review
    - 230 attendees; 95% overall satisfaction rating
  - Single IRB-of-Record - What RAs Should Know
    - 180 attendees; 78% overall satisfaction rating
  - Subrecipient Invoice Approval Process
    - 230 attendees; 93% overall satisfaction rating

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Navigate: Webinars

The *Navigate: Webinars* series covers a variety of topics related to research administration at the University of Michigan. The sessions are open to faculty, research administrators, and others involved in research administration in any phase(s) of the sponsored project lifecycle.

PAST SESSIONS

View past Webinar sessions.

GO

UPCOMING SESSIONS
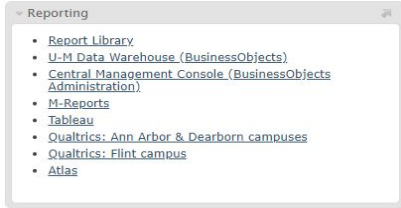
Register for upcoming sessions.

GO

https://orsp.umich.edu/training-workshops/navigate-webinars

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Research Administrator Competency Roadmap
Now Available on the Navigate Website!

RESEARCH ADMINISTRATOR
COMPETENCIES & RESOURCES

Key skills, knowledge, and abilities are tied
to various training and resources to further
professional development

GO

https://orsp.umich.edu/sites/default/files/resou
rce-download/ra_competencies_072820.pdf

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Department of Defense (DoD) Course - In Progress

- Workgroup created to revise current content
  - Members: Kristin Parrish (CoE); Huimin Ponchart (CoE); Betsy Brouhard
    (Michigan Medicine); Kellie Buss (ORSP) & Navigate Administrative Team
- Learning objectives established - polishing up content
- Delivery format to be determined (instructor-led; online)

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M NAVIGATE

Useful Business Objects Reports
Almost There!

Reporting
- Report Library
- U-M Data Warehouse (BusinessObjects)
- Central Management Console (BusinessObjects Administration)
- M-Reports
- Tableau
- Qualtrics: Ann Arbor & Dearborn campuses
- Qualtrics: Flint campus
- Atlas

Collaboration with RAAC Metrics
- Report descriptions are finalized and reports are being entered into the library.
- More communication is forthcoming.

Report Library

MY CRITERIA: All Reports   save criteria   reset criteria to default

[Search]   Search

| Data Area | Business Process | Environment |
| All | All | All |

Report Title	Report Description	Data Area	Business Process	Environment	View Details
(Career) Students Requiring NFC/REP Adjustments	Displays list of students, by career, who require a NFC/REP adjustment.	Student	Enrollment Management	CSPROD	Details
(Career) Students with Direct Duplicate Courses	Displays list of students, by career, who have direct duplicate courses.	Student	Enrollment Management	CSPROD	Details
[Total Undergraduate, Total Graduate, Non-Resident Undergraduate, Non-Resident Graduate, Resident Undergraduate OR Resident Graduate] Enrollment and Credit Hours by School and College and Class Level for Term [prompt]	For selected term, reports on enrollment and student credit hours taken by class level (Freshman, Sophomore, etc.) for each school/college. The report has six tabs, one for each of six types of enrollment: undergraduate, graduate, non-resident undergrad	Student	Official Third Week Reporting	Data Warehouse	Details
[Undergraduate OR Graduate] Student Credit Hours Taught to Students in Own Unit vs. Those in Other Units by Unit of Instruction and Class Level Term [prompt]	For selected term, reports by unit of instruction (school/college) on credit hours taught to students in own unit vs. students in other units. The report has two tabs, one for undergraduate and one for graduate.	Student	Official Third Week Reporting	Data Warehouse	Details
A-21 Expense Review Aid	This report enables users to actively monitor A-21 expenditures on Federally Sponsored Project Grants. Its format mimics the A-21 worksheet used in the annual and final reviews for Federally Sponsored Projects Grants. The report has three tabs.	Financials	Budget to Actual Review	Data Warehouse	Details

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Slide 12

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Faculty Resources

Under Development

Faculty Digest of Research Administration

Welcome to the Research and Sponsored Projects *Faculty Digest.* Managing the compliance, regulatory, and fiduciary responsibilities of sponsored research can be complex and overwhelming. Consider this *Faculty Digest* an executive summary of key concepts. You can *Browse* the tiles below; *Search* by keyword; and/or *Filter* by Research Lifecycle Phase and/or Topic.

Search   Research Lifecycle Phase   Topic
[ ]   - Any -   - Any -

PROJECT LIFECYCLE
Research Ethics & Compliance

FACULTY DIGEST of RESEARCH ADMINISTRATION
UNIVERSITY OF MICHIGAN

Items per page 12

APPLY   RESET

AGREEMENT ACCEPTANCE REQUEST	AWARD NEGOTIATION	AWARD NOTIFICATION	BIOSKETCH
Certain Award Changes May Require PI Approval	Award Review and Negotiation	Start spending money	A research investigator's CV.

Workgroup members:

Lori Deromedi (UMOR); John Christiano (U-M Dearborn); Erin Kingsley (U-M Flint); Amanda Simon (Sponsored Programs), Lark Haunert (ORSP); Patrick Lagua (Dentistry); and the Navigate Administrative Team

NAVIGATE

New Training Opportunity In Progress
RA Complex Project Management
(pre- and post-award)

Co-Leads: Amy Brooks, CoE; Patrick Lagua, Dental

Topic Areas Identified
- Subs of all Kinds (how to manage subcontracts; pass thru invoicing; subprojects with UM)
- Pre-Award Management (contracts-small business; compliance)
- Financials (internal controls; cost transfers-JEs; invoicing)
- Human Resources (recharge rate; payroll; U Year; GSRA appointments)

E-Learning Module Content
- Graduate Students / Postdoctoral Appointments
  - Learning objectives identified
  - Content under development

Up Next: Subs of all Kinds

NAVIGATE

New Research Administrator
Recruitment Program (On Pause)

Objective: To collaborate in the development of a program to identify & recruit staff in the research administrator career track to meet the needs of Michigan's growing research portfolio.

Deliverables: 1) To communicate the career pathways in Research Administration and 2) support growth opportunities within those Research Administration pathways.

Workgroup Members: Kim Angelopoulos (LSA); Judy Carrillo (Michigan Medicine); Sue Kelch (Michigan Medicine); Jessica Mirelez (Michigan Medicine); Nick Prieur (ISR); Cathy Seay-Ostrowski (ISR); Chelsea Tatchin (Michigan Medicine); Navigate Administrative Team