

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

Tuesday, September 21, 2021, 3:00 – 4:30 pm
Zoom Meeting
MINUTES

Attendees:

Kristie Beckon – Sponsored Programs	Jennifer Huntington – Ross School	Susan Powell – Engineering
Beth Brant – Medical School	Teresa Herrick – SEAS	Craig Reynolds – ORSP
Cheri Brooks – ISR	Laura Kaminski – Ford School	Jane Sierra – Medical School
Jodi Caviani – Social Work	Karen Kirchner – Nursing	Debbie Talley – Sponsored Programs
Linda Chadwick – ORSP	Patrick Laguna – Dentistry	Michelle Terrell – SMTD
Constance Colthorp – ORSP	Jennifer Linzmeier – Dentistry	Anne Thomson – LSA
Cindy Dames – ORSP	Maureen Martin – Foundation Relations	Pat Turnbull – U-M Dearborn
Kathy Devereux – UMOR	Charlie Mattison – ISR	Bryan VanSickle – Sponsored Programs
Joanne DeVore – U-M Flint	Jan Mitchell – Pharmacy	Rick Wintergerst – Engineering
Chris DeVries – RAAC	Becky O'Brien – Information	Jackie Yannatta – U-M Dearborn
Stephanie Hensel – Education	Carolyn Pappas – ITS	

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

Debbie called the meeting to order at 3:00 p.m. and welcomed everyone to the first RAAC meeting for the Fall.

Membership Update:

Debbie welcomed a new member, Jackie Yanatta, from U-M Dearborn. Jackie succeeds John Cristiano on the RAAC.

2. **Presentation:** RAAC Metrics Subcommittee Update (*Jennifer Huntington*) Attachment #1

Membership Update:

No changes to the Metrics Subcommittee membership since the last update to the RAAC Committee-at-Large in March 2021.

Communications:

We are putting together a RAPid email to promote the Report Library in M-Reports as well as the Tableau visualizations, and announce the updated and new BusinessObjects Reports.

Recent Work:

The Deadline Policy Metrics subgroup met to discuss creating more tools for how we measure the Deadline Policy data, including:

- Additional Reports/Visualizations.
- Qualitative assessment of available metrics.
- Develop analysis tools to see trends/issues across campus.

We had discussions on how we can look at the information we have and get a better understanding of the metrics, and how the deadline metrics are representative. Always open to suggestions.

Craig asked if there are metrics for measuring the number/percentage of projects that don't adhere to the Deadline Policy (e.g., Complete Packages, Direct Sponsor Submissions, etc.)? Has the Deadline Policy pushed any business underground? Are we looking at the complete picture of who is adhering to the policy and those trying to get around it? Jennifer responded that these specific metrics can be a struggle to ascertain as you have to dig into each proposal. We can look at regular trends and what the metrics are showing us.

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

Attachment #2

We are back in the office in a hybrid capacity. Every staff member is working one day on-site except parents with children < 12 years of age. The on-site schedule is planned 2 months in advance. We are operating under ITS guidelines to not forward phones. Looking at IP phone technology ("soft phones") to have calls go to an individual's computer which is dependent on U-M sourcing a vendor. Until then, continue leaving voicemails and standard practices of the past.

Staff Updates:

- Kathy DeWitt, Managing PR, is retiring on 12/31/2021.
- Colleen Vogler, Senior PR, is retiring on 12/31/2021.
- Ivana Tullett, Assistant PR, left for Michigan Medicine.
- Christy Bohensky, Assistant PR, is on parental leave.
- Becca Timmermans, Assistant PR is on parental leave.
- Manny Pierce, Assistant PR, is on parental leave
- Rebekah Turner, Administrative Assistant, left for LSA
- David Mulder, Project Manager, left for Michigan Medicine.
- Karen Alameddine was promoted to Managing PR
- Daniela Marchelletta was promoted to Assistant Managing PR
- Lizzie Howard and Karen Sampson, Administrative Assistants, were promoted to Assistant PRs.
- Michael Hudson from U-M-Dearborn was hired as Assistant PR handling DUAs
- Erin Kingsley from UM-Flint was hired as Assistant PR.
- Sabrina Wilson, Administrative Assistant, returned from parental leave.
- Kim Pascual was hired as an Administrative Assistant.

Customer Satisfaction Survey:

ORSP is reviving the Customer Satisfaction Survey. The first two surveys will be for proposals and agreements that have been negotiated. Working on a third survey related to Award Change Requests (ACR).

- Emails will be sent to the Contact PI and Primary Research Administrator (PRA).
- Putting into place a rotating list to not overwhelm everyone.
- Questions will be presented to Faculty Advisory Committee members for feedback.

Proposal Survey Questions:

1. ORSP successfully balanced the interests of U-M, its research investigators, and the sponsor during the routing, review, and submission of the proposal.
2. I am satisfied with the quality of the review provided by ORSP for this proposal.
3. My proposal was reviewed in a timely manner.
4. The communication from ORSP during the proposal submission was effective.

5. With respect to this specific proposal, I was satisfied with the service provided by ORSP.
6. What did ORSP do well?
7. Any additional comments.

Agreement Survey Questions:

1. ORSP successfully balanced the interest of U-M, its research investigators, and the sponsor.
2. I am satisfied with the quality of the review provided by ORSP for this proposal.
3. ORSP was responsive to questions or concerns during the negotiation process.
4. With respect to this specific agreement, I am satisfied with the services provided by ORSP.
5. This agreement was reviewed and negotiated in a timely manner.
6. What did ORSP do well during the negotiation process?
7. Additional comments you may have regarding ORSP.

Agency Updates:

NSF

There are a lot of updates at NSF that Craig did not get a chance to review. There will be a webinar on all the updates and is recommended to watch.

NIH

Biosketches submitted on/after January 25, 2022 will need to follow new guidance. Non-compliance to the following may cause NIH to withdraw application.

- Follow the new Biosketch format or use sciENCv Biosketch.
- Section B “Positions and Honors” renamed “Positions, Scientific Appointments, and Honors”
- List all positions and scientific appointments, both domestic and foreign, in reverse chronological order whether or not remuneration is received, and whether full-time, part-time, or voluntary.

Similarly, Other Support submitted on/after January 25, 2022 will need to follow new guidance:

- Use SciENCv Other Support or the new Other Support format.
- Report completed support for the last 3 years in the Project/Proposal Support section (but not in In-Kind)
- Report outside activities (e.g., consulting, visiting professorships) as Other Support if senior/key person is conducting research as part of the activity.
- Submit copies of investigators’ outside agreements with a foreign entity if appointment/employment is a current source of Other Support.
- Translated copy must be provided if not in English (machine translation is acceptable).
- **NEW! Redactions on agreements with foreign entities not allowed!**
- Agreements will be reviewed by U-M for compliance with U-M and sponsor requirements prior to submission to NIH.

With the new changes, especially regarding reviewing agreements, ORSP has to be careful not to give faculty legal advice but can let them know policy rules. For example, if faculty goes over the number of days (> 1) allowed for consulting, ORSP can let the faculty know they will not be able to submit, or suggest reducing the number of days to one.

On January 25, 2022, key personnel must electronically sign a PDF of their Other Support, and PDF must be “flattened” prior to submission. Non-compliance may cause NIH to withdraw the application. Craig is planning on going out to units to explain the process.

Becky asked how agreements be submitted for review – should this happen through M-Inform? Craig believes through the standard process in M-Inform but he will confirm.

Jan asked if ORSP is going to look at these prior to a just-in-time request from NIH. Will there be an option for you to look at them before they start signing these agreements? Craig responded that currently, ORSP doesn't have the bandwidth to review these so he cannot commit to a specific point in the process. Some of this is dependent upon the COI group and Craig cannot commit on their behalf.

4. **ITS Update** (*Carolyn Pappas*)
Award Change Request (ACR)

We are nearing completion of the ACR design and should be completed in mid-November. Carolyn will have more detailed information next month. The changes will be for those in the reviewer role, and it will have an updated department information screen.

NIH FORMS-G

The new NIH FORMS-G will be required for proposals submitted on January 25, 2022 and after. Grants.gov will release the forms in October, but ITS won't get them from the vendor until December. Will provide more information next month.

Federated ID

Constance was asked to update the NIH webpage for Federated ID Login and will need to send communication out. She is looking for clarification on what to say in communication. Carolyn clarified that the Federated ID is available for investigators, and she is not sure about administrative roles. The Federated ID is different from login.gov which can be used in Commons. The Federated ID uses U-M credentials to log in. People currently use login.gov so we will need to clarify the communication.

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

Sponsored Programs will have 5 people back in the office starting October 4, 2021, but most staff will remain remote.

Staff Updates:

- Lori Maddix has joined OCA.
- Dean Michalak is back in Customer Service.

General Updates:

- We are starting the busy season and looking for your support to get the reports wrapped up.
- September 25th is Research Administration Day. Thank You, and we appreciate all you do!
- Have postings for entry-level and internships accounting positions.

6. **RAAC DEI Workgroup Update** (*Chris DeVries*)

Attachment #3

Membership:

- Added Melissa Li from Medical School.

Over the summer, the RAAC DEI Workgroup reviewed the results of Zeina Reda's survey to the RA community and we are planning to hold some dialog/conservation sessions. Unconscious bias was very high on the survey in terms of topics, and is what we will focus on for the first set of

sessions. Will communicate the plan for the dialogue sessions to the RA community. We also concluded our search for another UROP student.

Chinese Culture & Language - Melissa Li is willing to present to any interested groups.

- June 2021 sessions were well attended.
- Contact Melissa (melilimi@umich.edu) with any questions.

We are always looking for help. Reach out to Chris DeVries (cdevrie@umich.edu) if you are interested.

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

Chris let the group know that he received an email from Stephanie regarding the RAAC CAL meetings for 2022. Chris confirmed the meetings will stay the same for 2022. We meet for 8 months out of the year (no meetings in January, July, August, or December) and the meetings will continue to be held on the 3rd Tuesday of each month.

Debbie reminded everyone that the next RAAC CAL meeting is scheduled for Thursday, October 19, 2021, at 3:00 p.m. with a RAAC Process update.

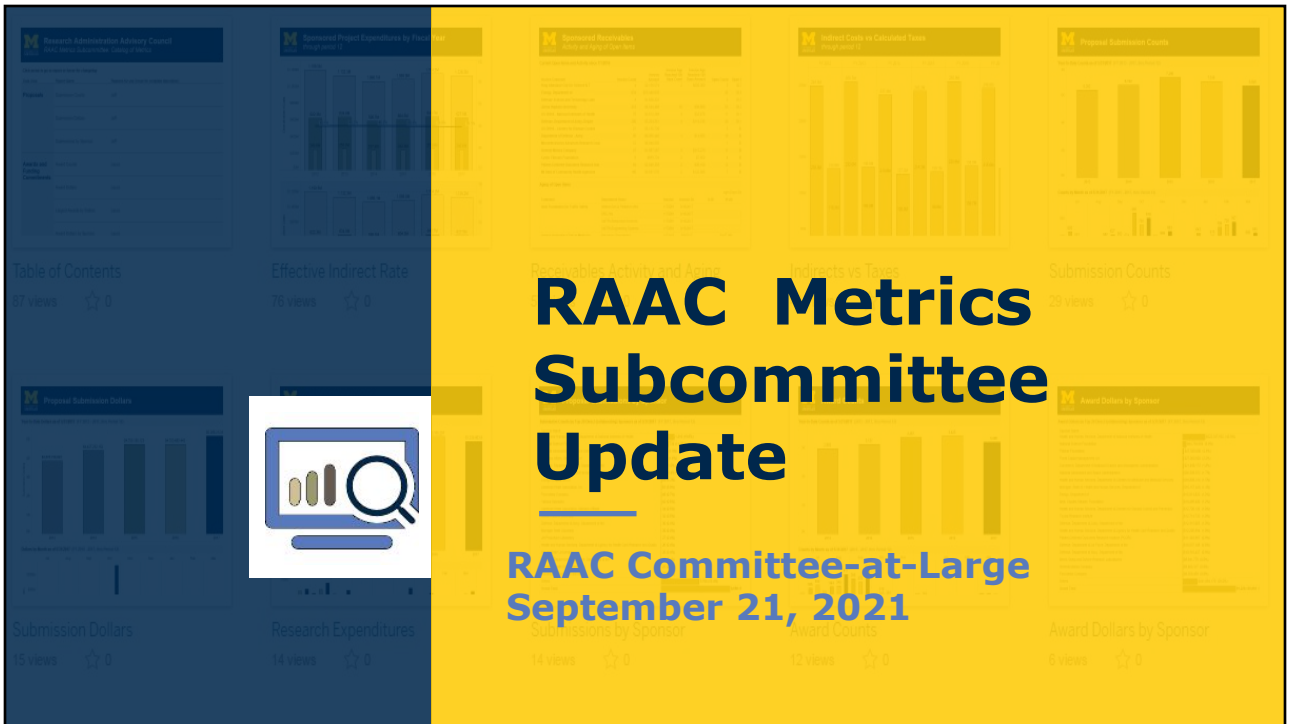
The meeting ended at 4:00 p.m.

RAAC Committee-At-Large Meeting Dates

- Tuesday, October 19, 2021 - 3:00-4:30 p.m. (*Melissa Karby*, RAAC Process Subcommittee)
- Tuesday, November 16, 2021 - 3:00-4:30 p.m. (*Patrick Laguna*, RAAC Training Subcommittee)
- *No December 2021 meeting*

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

- Tuesday, October 12, 2021
- Tuesday, November 9, 2021
- *No December 2021 meeting*

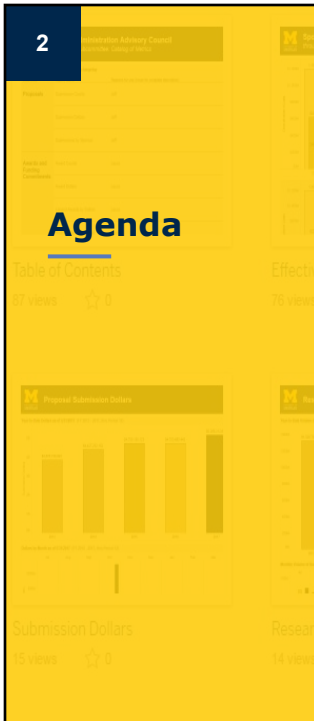


RAAC Metrics Subcommittee Update

RAAC Committee-at-Large
September 21, 2021

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Agenda



Today's agenda

- RAAC Metrics membership
- Communications
- Recent Work
- Questions/Discussion

Members

- Chris Allan (ISR)
- Steve Beach (LSA)
- John Cristiano (Dearborn)
- Chris DeVries (RAAC)
- Laura Dickey (ORSP)
- Stephanie Hensel (School of Education)
- Jennifer Huntington, chair (Ross School)
- Adam Mall (Sponsored Programs)
- Vasu Ramani (ITS)
- Mike Randolph (ITS)
- Kristen Rea (LSA)
- Rachael Ristau (Engineering)
- Susan Sica (Medical School)
- Amy Webb (ORSP)
- Beth Wenner (ORSP)
- Rick Wintergerst (Engineering)

**no membership changes since last update*

Upcoming

Communications

RAP Email:

- Promote Report Library in M-Reports
- Promote the Tableau Catalog
- Announce updated and new BusinessObjects Reports

What we've been up to

Deadline Policy Metrics Group

Purpose: to create more tools to support the measurements of the deadline policy.

- Additional Reports/Visualizations
- Qualitative assessment of available metrics
- Analysis tools to help see trends/issues across campus
- Open for suggestions/discussion

Q&A

Questions/Discussion



ORSP Update

September 21, 2021
RAAC Committee At Large

ORSP Return to WoTo

- Staff working at least 1 day/week on site
 - Parents of children < 12 years of age exempted
- Days on site determined by employee whenever possible
- Plans to get “soft phones” in the works
 - Dependent on U-M sourcing a vendor
 - Until then, continue to leave voicemails, submit ACRs, post comments, etc.

ORSP Staff Updates - It's a juggling act

- Managing PR Kathy DeWitt retiring 12/31/2021
- Senior PR Colleen Vogler retiring 12/31/2021
- Asst. PR Ivana Tullett left for Michigan Medicine
- Asst. PR Christy Bohensky on parental leave
- Asst. PR Becca Timmermans on parental leave
- Asst. PR Manny Pierce on parental leave
- Admin. Asst. Rebekah Turner left for LSA
- Project Manager David Mulder left for Michigan Medicine

ORSP Staff Updates - or a game of dominos

- Asst. Managing PR Karen Alameddine promoted to Managing PR
- PR Daniela Marchelletta promoted to Asst. Managing PR
- Admin. Asst. Lizzie Howard promoted to Asst. PR
- Admin. Asst. Karen Sampson promoted to Asst. PR
- Michael Hudson from UM-Dearborn hired as Asst. PR
- Erin Kingsley from UM-Flint hired as Asst. PR
- Admin. Asst. Sabrina Wilson returned from parental leave
- Kim Pascual hired as Admin. Asst.

New ORSP Customer Satisfaction Survey

- Starting with surveys for proposals and agreements
- Emails will be sent to the Contact PI and Primary Research Administrator
- PIs and PRAs will only get surveyed once (per survey) every five months
- Seeking feedback from the RAAC Faculty Advisory Committee

Proposal Survey

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Agreement Survey

1. ORSP successfully balanced the interests of U-M, its research investigators, and the sponsor well during this negotiation process.
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NIH Reminders/
Updates

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RAAC DEI Workgroup Update

September 21, 2021
RAAC Committee-at-Large
Chris DeVries, RAAC Project Manager

Membership

Andrea Anderson
(ORSP)

Kristie Beckon
(Sponsored Programs)

Linda Chadwick
(ORSP)

Molly Dahlgren
(Medical School)

Chris DeVries
(RAAC)

Jennifer Huntington
(Ross School)

Melissa Li
(Medical School)

Cathy Liebowitz
(ISR)

Jennifer Martin
(ISR)

Becky O'Brien
(School of Information)

Ayana Richardson
(UMOR)

Mission

Mission:

- Develop, foster, and guide a diverse and inclusive research environment at the University of Michigan.



Updates

Since June 2021, we have:

- Added one new member to the group.
- Reviewed Zeina Reda's survey to the RA community.
- Created preliminary plans to hold dialogue/conversation sessions.
- Concluded the search for another UROP student.

Looking Forward

In the coming weeks:

- We will complete our plans for rolling out dialogue sessions.
- We will communicate the plan for the dialogue sessions to the RA community.
- We will work with our selected UROP student to help implement the dialogue sessions.

Educational Opportunity



Chinese Culture & Language

- Melissa Li is willing to present to any interested groups.
- The June 2021 sessions were well attended and received very positive feedback.
- Contact Melissa for more info (melilimi@umich.edu).

We're always looking for help!

If you have colleagues who would be interested in joining the RAAC DEI Workgroup, please contact Chris DeVries (cdevrie@umich.edu) for more information.

