

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

Tuesday, November 16, 2021, 3:00 – 4:30 pm
Zoom Meeting
MINUTES

Attendees:

Andrea Anderson – ORSP	Teresa Herrick – SEAS	Susan Powell – Engineering
Kristie Beckon – Sponsored Programs	Jennifer Huntington – Ross School	Nick Prieur – ISR
Steve Beach – LSA	Laura Kaminski – Ford School	Craig Reynolds – ORSP
Beth Brant – Medical School	Patrick Lagua – Dentistry	Jane Sierra – Medical School
Cheri Brooks – ISR	Mindy LaRocca – SPH	Danielle Smith – LSI
Cindy Dames – ORSP	Jennifer Linzmeier – Dentistry	Debbie Talley – Sponsored Programs
Lori Deromedi – OVPR	Charlie Mattison – ISR	Michelle Terrell – SMTD
Kathy Devereux – OVPR	Jan Mitchell – Pharmacy	Pat Turnbull – U-M Dearborn
Joanne DeVore – U-M Flint	Becky O’Brien – Information	Bryan VanSickle – Sponsored Programs
Amalie Helms – U-M Flint	Carolyn Pappas – ITS	Jackie Yannatta – U-M Dearborn
Stephanie Hensel – Education	Lisa Parker – Nursing	

1. **Welcome** (*Debbie Talley*)
Debbie called the meeting to order at 3:00 p.m.
2. **Presentation: RAAC Training Subcommittee Update** (*Patrick Lagua*) Attachment #1
Patrick Lagua provided the update for the RAAC Training Subcommittee.

Membership:

Kate Althouse from Public Health has joined the RAAC Training Subcommittee succeeding Mindy LaRocca.

Training Updates: Instructor-Led Virtual Learning Classes

Budgeting Basics: Instructors: Nick Prieur and Judy Carrillo

- Held a Pilot in November 2020 and a Spring 2021 session with a 95% satisfaction rate.
- The Fall session was held on October 19 and 28, 2021, with 21 attendees.

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

- The Pilot session was held on May 25 and June 8 with 24 attendees.
- The Fall session is scheduled for December 2 and 7, 2021. Registration is full. Jenna Fitzgerald is replacing Mia Bennardi as an instructor.

eLearning Modules:

All eLearning Modules are up on the Navigate portal and available 24/7.

- A new eLearning Module has been released for Monitoring Capital Equipment: Research Administrator Best Practices.

Webinars:

All webinars are up on the ORSP website under Training and Workshops and are available 24/7.

- The committee will be exploring and planning for new webinar offerings in 2022.

Content Review:

eLearning/ Webinar/Lunch & Learn:

Susan Powell and Pat Turnbull have been going over the content for the modules.

- Worked on creating an SOP for content review, along with creating some templates for future review teams to use.
- The Navigate team tested the process/tools with a few RA volunteers.
- Work has been completed and the Navigate team is ready to launch the review session for existing materials.

RAMP↑: Co-leads: Nick Prieur and Jeanine Tsang.

- We had 25 RA volunteers review the final evaluations for the last 3 cohorts to analyze what is working well, and what can be improved for future enhancements to the program.
- Produced a report and presented it to the Training Subcommittee to review and prioritize items to be tackled first. Will share soon.

Fundamentals:

- Working on a virtual format. Target delivery is Spring 2022 and will include the full gamut of the Life Cycle.

DoD:

- Workgroup members: Kristin Parrish (CoE); Huimin Ponchart (CoE); Betsy Brouhard (Michigan Medicine); Kellie Buss (ORSP); and Navigate Administrative Team
- Still in development. Sent out a survey for topics of interest and it will be a series of modules (including virtual instructor-led sessions and eLearning).

Complex Project Management:

- Looking at Sub of all Kinds. Working on creating content on how to set up sub-awards in eResearch including routing to OCA/Unit approvals, and also the PI review of subawards.

Useful Reports for RAs:

- Report descriptions have been finalized and are being entered into the library. More information will be forthcoming from Chris DeVries.

Resurrected Projects:

- Faculty Resources portal will be revived and headed by Lori Deromedi. It will involve 12 tiles.
- Research Career Fair will be in a virtual format. The first meeting will be in January 2022.

3. **ITS Update** (*Carolyn Pappas*)

The Award Change Request was implemented yesterday (Monday, November 15). So far there have been no tickets and only a few questions. The next release will be mid-winter and we hope to receive FORMS-G in December.

4. **ORSP Update** (*Andrea Anderson*)

Some PRs are coming back from parental leave, and some are retiring. There will be some shifts in assignments. We are going to split out on how work is structured to STEM and Health Sciences for the Government Team. It will be a bit more specialized per sponsor.

Colleen Vogler and Kathy DeWitt will be retiring and want everyone to keep in mind we are losing our senior PRs. More than half of the PRs are going to have three or fewer years experience.

We sent out a communication today on Other Support that will be effective in January. Contact Andrea if you have any questions.

You can expect more communication/training for Other Support on Foreign Entities. This will be separate and targeted to faculty who work independently.

Q: Is there a place where we can send questions on Other Support? Should we send them to NIH or ORSP?

A: We have a separate support email address. First, questions should be sent to the PR assigned to the grant. For more generic questions email other-support-reporting@umich.edu.

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

- Dennis Posywak is retiring in February and looking for a replacement.
- Debbie thanked everyone for getting reports back and submitting them on time.
- Sponsored Programs will be sending out a communication on the final date to get reports in before year-end.
- Cheryl Soper sent a communication out on general entries that need to be processed.
- PWC (outside auditor for Uniform Guidance) is getting wrapped up and hopefully will be completed by the end of the year.

Equipment inventory:

- Hired an external firm to do an inventory of the equipment and received the preliminary report. We will be reaching out to the RAs on the equipment we were not able to locate. They include some old equipment but many are recent. We need to go by sponsor guidelines as to how the equipment needs to be disposed of. More information will be forthcoming. Will reach out to you on those assets we are not able to locate.
 - We have a finding from last year, so we need to address it in the coming months.

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

The next meeting will be Tuesday, February 15, 2022, with an update from the RAAC Communications subcommittee. Debbie wished everyone a great holiday season.

RAAC Committee-At-Large Meeting Dates

- *No December 2021 meeting*
- *No January 2022 meeting*
- Tuesday, February 15, 2022 (*Cathy Liebowitz*, RAAC Communications Subcommittee)

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

- Tuesday, December
- Tuesday, January 11, 2022
- Tuesday, February 8, 2022



Research Administration Advisory Council
Executive Committee
Training Subcommittee Update
November 16, 2021

Patrick Lagua
School of Dentistry



Current Subcommittee Membership

- | | |
|--|---|
| <ul style="list-style-type: none">• Amy Brooks, CoE• Betsy Brouhard, Medical School• Kellie Buss, ORSP• Kate Chie, ORSP• Lori Deromedi, UMOR• Chris DeVries, ORSP/Sponsored Programs• Raquel de Paula Silvius, ORSP/Sponsored Programs• Lyn Fyfe, ORSP/Sponsored Programs | <ul style="list-style-type: none">• Jeanne Haney, Sponsored Programs• Sue Kelch, Medical School• Patrick Lagua, Chair, School of Dentistry• Kate Althouse, Public Health• Jessica Mirelez, Medical School• Susan Powell, Engineering• Nick Prieur, ISR• Jeanine Tsang, LSA• Pat Turnbull, U-M Dearborn |
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Agenda:

- Navigate Training Opportunities and some completed projects
- Projects in Development and work in progress

Instructor-Led Virtual Learning

- Budgeting Basics for Sponsored Projects:
 - Instructors: Nick Prieur and Judy Carrillo
 - Pilot Session: Nov 10 and 17, 2020 - 18 attendees, 95% satisfaction
 - Spring Session: April 6 and 14, 2021 - 20 attendees, 95% satisfaction
 - Fall Session: October 19 and 28, 2021 - 21 attendees, 93% satisfaction
- Uniform Guidance Cost Principles:
 - Pilot Session: May 25 and June 8 2021 - 24 attendees; 92% satisfaction
 - Instructors: Nick Prieur, Mia Bennardi & Jake Schlag
 - Fall Session: December 2 and 7, 2021 - 25 participants registered
 - Instructors: Nick Prieur, Jenna Fitzgerald & Jake Schlag

Navigate *E*-ssentials [eLearning Modules](#)

Currently Available:

- | | |
|---|--|
| <ul style="list-style-type: none">● Cost Transfer● Award Modification● Financial Monitoring● Effort Certification● Understanding Effort● Proposal Prep & Submission● Pre-Close Out Analysis | <ul style="list-style-type: none">● Costs of All Kinds● Cost Share● Project Close Out● Financial Status Report● UG Cost Principles● Stewardship● GSRA & Postdoc Appointments● Project/Grant Chartfield Overview |
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Recently Released: *Monitoring Capital Equipment: Research Administrator Best Practices*

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>

Upcoming Sessions:
Exploring new webinar topics for 2022!

eLearning, Webinar, Lunch & Learn - Content Review

- Workgroup Members:
 - Susan Powell, Engineering &
 - Pat Turnbull, Office of Research, Dearborn
- A procedure for reviewing eLearning, Webinar, and Lunch & Learn content was created.
- Tested the process / tools with a few RA volunteers.
- Work has been completed and the Navigate team is ready to launch the inaugural review session using the new tool / process created.

RAMP↑ Programmatic Review

- Co-Leads: Nick Prieur (ISR) and Jeanine Tsang (LSA)
- 25 volunteers and the co-leads reviewed the final evaluations from the last three RAMP↑ cohorts
 - Analyzed what is working well, what can be improved upon and any suggested enhancements to the program.
- Co-Leads have produced a report with recommendations.
- Training Committee has reviewed recommendations have ranked which ones should be prioritized. List of priority items to be tackled first will be shared very soon.



Fundamentals – Virtual Course (*Pilot*)

- Currently working with trainers to redesign materials for virtual learning
- Target Delivery: Spring 2022
 - Pilot Course Modules Include:
 - Overview
 - Find Funding
 - Develop Proposal
 - Route & Submit Proposal
 - Set Up Project
 - Manage Project
 - Close Out Project



Department of Defense (DoD) Course - In Progress

- Workgroup Members: Kristin Parrish (CoE); Huimin Ponchart (CoE); Betsy Brouhard (Michigan Medicine); Kellie Buss (ORSP) & Navigate Administrative Team
 - Trainers – Kristin Parrish (CoE) and Lynn Kujawa (CoE)
- Deployed a survey to identify topics of interest; now implementing feedback received from survey participants
- Delivery Format: Series of virtual modules (including virtual instructor-led sessions and eLearning)

New Training Opportunity In Progress

RA Complex Project Management

(pre- and post-award)

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

Current topic under development

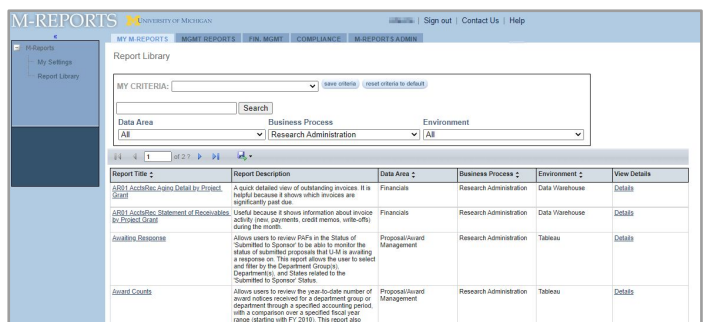
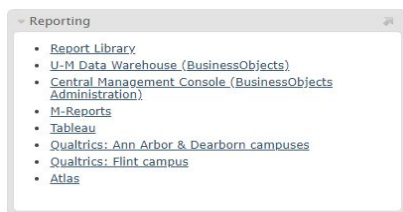
- Subs of all Kinds

Working Group Members: Becky O'Brien, Zonda Ketola, Samar Farha, Rebecca Youmans DeMoss, Susan Macfarlane, Navigate Administration Team



Useful Reports for RAs

Available Now!



Collaboration with RAAC Metrics

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







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 sites below, **Search** by keywords, and/or **Filter** by Research Lifecycle Phase and/or Topic.

Search Research Lifecycle Phase Topic

Items per page

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

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

Review Team: Lori Deromedi (UMOR), Constance Colthorp (ORSP/SP) and Navigate Admin Team



Questions?

