

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

Tuesday, February 15, 2022, 3:00 – 4:30 pm
Zoom Meeting
MINUTES

Attendees:

Andrea Anderson – ORSP	Amalie Helms – U-M Flint	Lisa Parker – Nursing
Beth Brant – Medical School	Stephanie Hensel – Education	Craig Reynolds – ORSP
Cheri Brooks – ISR	Laura Kaminski – Ford School	Danielle Smith – LSI
Linda Chadwick – ORSP	Melissa Karby – UMOR	Debbie Talley – Sponsored Programs
Constance Colthorp – ORSP	Karen Kirchner – Nursing	Sheree Temple – Pharmacy
Scott Culver – SEAS	Patrick Lagua – Dentistry	Michelle Terrell – SMTD
Cindy Dames – ORSP	Cathy Liebowitz – ISR	Anne Thomson – LSA
Lori Deromedi – UMOR	Jennifer Linzmeier – Dentistry	Pat Turnbull – U-M Dearborn
Chris DeVries – RAAC	Charlie Mattison – ISR	Bryan VanSickle – Sponsored Programs
Kathy Devereux – UMOR	Becky O'Brien – Information	Rick Wintergerst – Engineering
Joanne DeVore – U-M Flint	Stacy Orban – SSC	Jackie Yannatta – U-M Dearborn
Cathy Handyside – ITS	Carolyn Pappas – ITS	

- Welcome** (*Craig Reynolds*)
Craig called the meeting to order at 3:00 p.m.

Attachment #1

- Presentation: RAAC Communications Subcommittee Update** (*Cathy Liebowitz*)
Cathy Liebowitz gave the RAAC Communications Subcommittee update. She went over the subcommittee's charge.

Membership:

There are two new members, Prentiss Laich from Sponsored Programs and Thomas Paluchniak from ORSP.

Accomplishments:

Held the October 28, 2021, virtual RAN meeting. The emcees were the RAAC Subcommittee chairs: Jennifer Huntington (Metrics), Melissa Karby (Process), and Patrick Lagua (Training). They each explained the roles of their respective subcommittees. This was a joint meeting with UMOR Staff Recognition Awards.

We are currently planning the February 22, 2022, virtual RAN meeting. A reminder that the meeting is next Tuesday and registration is open.

- The emcee will be Sue Kelch, who will be retired by next week, but has agreed to come back and emcee. Sue headed up the aiM Higher CRA support group for research administrators.

- The presentations are on the new Foundation Relations website, and Federal Sponsor Other Support & International Engagement.
- We will also have a RAAC DEI Workgroup update.

Cathy reviewed the RAN attendance numbers. For the last four RAN meetings, we have averaged around 300 attendees.

The Research Administrators' Forum has migrated from Workplace to Slack. There are currently 438 members in the RA Forum. We are trying to stimulate the traffic and build momentum for the group.

The NIH FORMS-G Worksheet has been updated. Thanks to Chris DeVries for going above and beyond to keep this worksheet updated.

In Progress:

- Working on plans for the May and October 2022 RAN meetings. Networking is a big piece for RAN and looking at how we can hold networking breakout rooms for future "virtual" RAN meetings.
- Additional communications input opportunities. We continue to proactively plan and develop content for communication across multiple channels.
- Ongoing web page review - continue to review web pages for consistency and updates.
- Collaborate with RAAC DEI workgroup.

Comments:

Craig asked the group to let him know if any resources up on the ORSP website need improvements, additional content, etc. for the International Engagement and Other Support.

Craig commented that ORSP switched to Slack and appreciates the RAAC Communications Subcommittee continuing conversations in Slack.

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

ITS has an eRPM release on February 28, and also an SF424 update but going to hold off until March 21, 2022. Details will be forthcoming as we get closer to the release date.

The eRPM release will include moving searches for eRA Commons IDs into eRPM. We will be doing enhancements to the top navigation menu (reduced and reordered some tabs) and introducing a new search to include the reviewers to search across PAF, AWD, SubK, Sponsor Reference Number, Word Reference Number, along with Project Grant. The new search tab is based on your role. So, reviewers, approvers see what they are responsible for.

The first six criteria boxes can be searched across Award to UFA. There is a search tip for all the new fields. A PAF can be looked up by a sponsor code or the sponsor name. In order to find a PAF it has to go through ORSP first for it to come up. The PAF Query has no changes just moved down the page. The "PAF Search" tab was renamed to "Project Team PAF Search." It is dependent on role so if you are a PI you will not see the first 2 tabs.

eRA Commons ID is a new tab. You will now come to eRPM vs. the ORSP webpage. Andrea Anderson said we have the search function on the ORSP page but the software was out-of-date and we are going to lose that search functionality. ITS was gracious to take it over. Constance is making changes to the eRA Commons intake form (on the website) as it will also be obsolete and we will convert it to a Google Form. We will link to the eResearch site from the ORSP webpage.

Cathy Liebowitz asked about the security behind the eRA Commons ID lookup. Carolyn responded that since this is in eRPM, which is behind the U-M firewall, the lookup functionality is similarly secure. However, the registration process for visiting scholars will not be in eRPM. Karen asked if the PEERRS lookup will also be changing. Carolyn answered that it will not and it will be the same as it is now.

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

Thanks to all of you for helping to complete our year-end reports before the break. Now we are moving on to closeouts. If you have any questions with closeouts, contact your customer representative. Our focus is to get all the closeouts done.

The equipment inventory has been completed through an external auditor for about a year. There are several pieces of equipment for federal projects that are missing. We have some assets with obligations to the federal government (around 50) and are looking to locate them. To date, we have found 17 of them. We are working with the auditors on the remainder that have not been found. There are 225 that are \$50K or more and could be as long as 20 years ago. Most have been purchased in the last 10 years but some longer. The goal is to resolve the missing inventory before June 30, 2022. Thanks to all who are helping with this matter.

Dennis Poszywak is retiring at the end of the month. Anne Diment will be Dennis' replacement but Dennis has over 30 years of experience so we will be working to get Anne up-to-speed. A card is going around to send him well wishes.

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

ORSP is getting softphones soon. It will probably take a month but we will be reachable by phone.

Hiring:

- Recruiting for International Engagement position (formerly served by David Mulder).
- Posting a PR position to replace Kullie Kennedy.
- Lost Amy Webb (IT member) who is moving on to another department in U-M. Our data team is going to be slower to respond until we get a replacement.
- Two admin assistant positions are also open.

Training is available for the new deliverables function in eRPM. Available online and refer to the [RAPid](#).

The NIH Grants Policy Statement has been updated.

Other Support reporting is on the website with a link from the home page. There is a matrix of what you need to disclose and where to go, along with a checklist and FAQs.

We are finding the addition of requiring signatures on Other Support forms is causing file size issues. The best way to avoid this is to flatten the PDF. Please make your teams aware, and ORSP will provide information.

Patrick asked who should be contacted for data requests, given Amy Webb's departure. Andrea responded that Laura Dickey should be contacted.

Beth mentioned that she has heard of ACRs being sent back to the project team with a request that the information be updated in the associated PAFs. However, Beth's understanding is that the PAFs are locked down and cannot be revised. Andrea asked Beth to provide some additional information to her so she may take a look into the situations.

Joanne asked, when submitting an ACR, can the research administrator receive the notifications sent to the PI and the other approvers? Andrea deferred to Carolyn/Cathy as a system upgrade. Carolyn said it may be your role on the ACR, the data model was to include most of the notifications, but she suggested that Joanne reach out to her directly to see what is happening.

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

Getting close to announcing the Unconscious Bias dialog sessions. An update will be provided at the upcoming RAN meeting, with additional communications to follow.

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

The meeting ended at 3:45 p.m. Hope to see you at RAN next week.

RAAC Committee-At-Large Meeting Dates (*all meetings 3:00-4:30 p.m., unless otherwise noted*)

- Tuesday, March 15, 2022 (*Jennifer Huntington, RAAC Metrics Subcommittee*)
- Tuesday, April 19, 2022 (*Melissa Karby, RAAC Process Subcommittee*)
- Tuesday, May 17, 2022 (*Patrick Laguna, RAAC Training Subcommittee*)

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

- Tuesday, March 8, 2022
- Tuesday, April 12, 2022
- Tuesday, May 10, 2022

Research Administration Advisory Council Communications Subcommittee

Update to RAAC Committee At-Large
February 15, 2022



Communication Subcommittee Charge



The RAAC Communications Subcommittee seeks to:

- **Identify and assess the communication methods** currently used at U-M for research administration
- Once identified, **work to develop improved systems** that support robust, consistent and effective communications within the research administration community
- **Recommend best practices** by topic, purpose, and/or method
- **Facilitate and foster communications to and among research administrators by conducting the quarterly** Research Administrators Network (RAN) meetings

Communication Subcommittee Members



- Jodi Caviani, Social Work
- Constance Colthorp, ORSP & Sponsored Programs
- Cindy Dames, ORSP
- Lori Deromedi, UMOR Compliance
- Kathy Devereux, UMOR
- Chris DeVries, ORSP & Sponsored Programs
- Dan Green, LSA
- ***Prentiss Laich***, Sponsored Programs
- ***Melissa Li***, Medical School
- Cathy Liebowitz (Chair), ISR
- Amy Lingle, Engineering
- Daniela Marchelletta, ORSP
- Sarena Nuttall, Engineering
- Becky O'Brien, SI
- ***Thomas Paluchniak***, ORSP
- Sally Sivrais, Medical School
- Ashley Tyler, Sponsored Programs

Bold italicized are new members since last update

Accomplishments since June 2021



RAN Meetings Held - October 28, 2021 (virtual)

- Emcees: RAAC Subcommittee chairs - Jennifer Huntington (Metrics), Melissa Karby (Process), and Patrick Laguna (Training)
- Joint meeting with UMOR for Staff Recognition Awards

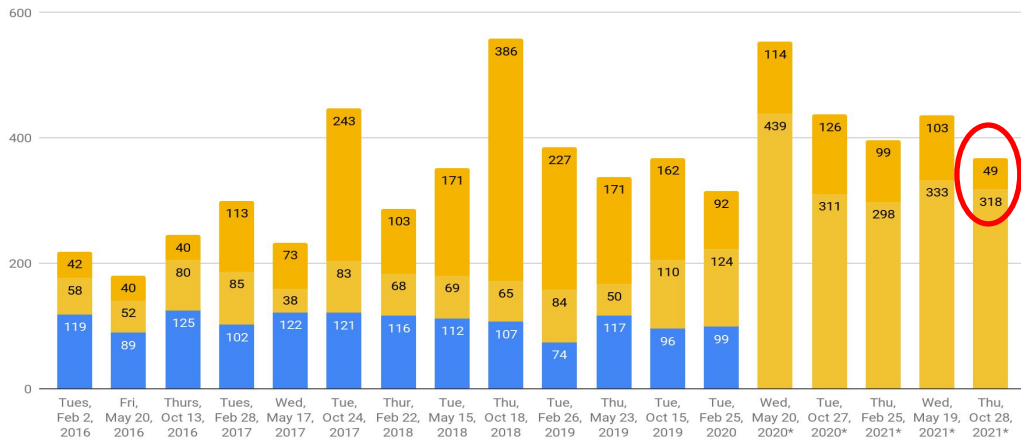
RAN Planning Near-Term - February, 2022 (virtual)

- Emcee: Sue Kelch
- Foundation Relations website; Federal Sponsor Other Support & International Engagement; DEI Workgroup update



RAN Meetings: The Numbers

Total RAN Attendees per Meeting: In Person (Blue), Remote (Gold), YouTube (Orange)



Accomplishments since June 2021



Research Administrators' Forum orsp.umich.edu/forum

- In Fall 2021, swift migration from Workplace to Slack
- 438 members currently in RA Forum on Slack



NIH Forms G Worksheet Update

- NIH Forms G Worksheet updated
- Thanks to Chris DeVries for again going above and beyond

"Communication works for those who work at it." ~ John Powell

In Progress:



RAN Meeting Planning

- May 2022
- October 2022

Virtual Networking

Additional Communications Input Opportunities

- Let us know if we can help
- We continue to proactively plan and develop content for communication across multiple channels

Ongoing Web Page Review - consistency checking, and feedback

Collaborate with RAAC-DEI Workgroup

Downloading Success
Please Wait...



Questions?

