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

Tuesday, April 19, 2022, 3:00 – 4:10 pm
Zoom Meeting
MINUTES

Attendees:

Andrea Anderson – ORSP	**Teresa Herrick** – SEAS	**Susan Powell** – Engineering
Beth Brant – Medical School	**Jennifer Huntington** – ISR	**Craig Reynolds** – ORSP
Cheri Brooks – ISR	**Laura Kaminski** – Ford School	**Jane Sierra** – Medical School
Jodi Caviani – Social Work	**Melissa Karby** – UMOR	**Danielle Smith** – LSI
Linda Chadwick – ORSP	**Karen Kirchner** – Nursing	**Debbie Talley** – Sponsored Programs
Constance Colthorp – ORSP	**Patrick Lagua** – Dentistry	**Lauren Tingwall** – Education
Cindy Dames – ORSP	**Mindy LaRocca** – Public Health	**Pat Turnbull** – U-M Dearborn
Lori Deromedi – UMOR	**Charlie Mattison** – ISR	**Bryan VanSickle** – Sponsored Programs
Chris DeVries – RAAC	**Becky O'Brien** – Information	**Rick Wintergerst** – Engineering
Kathy Devereux – UMOR	**Carolyn Pappas** – ITS	**Jackie Yannatta** – U-M Dearborn
Joanne DeVore – U-M Flint		

The meeting started at 3:05 p.m.

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

     Craig welcomed everyone to our Spring/April RAAC CAL meeting. Craig welcomed our newest member, Lauren Tingwall, from the School of Education.

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

     Membership:
     There have been no membership changes since the last RAAC Process update at the October 2021 meeting. We have good representation on the subcommittee right now.

     Roles & Responsibilities:
     Phases I - VI have been completed and reviewed. Phase VII (Human / Animal Protocol Review, Approval, and Monitoring) is being finalized and almost finished. We made some changes to the document and handed them over to David Mulder and April Pepperdine for review. They have until the end of April for their review and then will process.

     Lori asked if anyone else from any of the compliance areas is reviewing the document. Melissa answered, not right now because it is completely revamped. We took the angle of only including those items that can cause compliance holds on projects. Will bring it to RAAC EC for review and go from there.

Project Updates:

The recommendations from the Reporting and Forecasting business case were split into groups and sent to ITS. Six enhancements have been completed:

- Electronic Concurrence Receipt Workflow
- Wire transfer information saved on vouchers
- Show cents in M-Reports (with toggle)
- Remove hyperlinks from exports to Excel format
- Provide consolidated portfolio view in M-Reports
- "7471 Phase II" - SubPG request process transition to online February 2022 (Budget Allocation form)
  - 7471 is how subaccounts are processed. It is working according to FinProd.

The final three enhancements have not been started:

- Add purchasing commitments to non-sponsored P/Gs
- Add imputed indirect costs to cost-share P/Gs
- Ability to expand account code rollups on budget reports

We are waiting for an ITS developer with availability to start the projects.

Award Change Requests:

The implementation of the new workflow in eRPM occurred on November 15, 2021. Positive feedback was received on the implementation and functionality. If something isn't working please submit your feedback.

Ongoing Projects:
- eRPM Updates: Provided input and feedback on various updates.
- Discussed and brainstormed on deliverables projects with ORSP. Talk with Sponsored Programs on childcare reimbursements costs for Ruth L. Kirschstein NRSA Fellows.
- R&R Review:
  - Completed the review of all published R&R documents.
  - Included new Other Support/Foreign Influence items as needed.
  - Compliance R&R is in process and will be reviewed in May 2022

Upcoming Work:
- We will continue to provide feedback to ITS on various enhancement requests as needed.
- We will finalize the last R&R document (7471) and update other R&R documents for policy/terminology changes.
- We will continue to partner with the various subgroups on projects being worked on when needed.

Melissa let the group know that her term is up in June as the RAAC Process Chair, and we are seeking anyone who is interested in serving as the RAAC Process Chair to let her or Chris DeVries know. Chris will send a formal email to RAAC CAL to let them know we are looking for applications. There will be a review process. Please direct any questions to Melissa.

Craig asked if there were plans to share the RASCI matrix with faculty? Many faculty would be surprised what they are responsible for. It would be a good way to educate and inform the faculty. Melissa responded they have not discussed it yet, but thought it was a good idea and will make sure to communicate. It may be a good idea to have the RAAC Faculty Advisory Council review and provide input.

Craig mentioned that there is preliminary work being done on the UFA module in eRPM. Has this been discussed at RAAC Process? Melissa responded, not yet. We are waiting for ITS to put this together and share with the subcommittee.

3. **Update**: RAAC Process Subcommittee Chair (*Craig Reynolds / Debbie Talley*)

Craig thanked Melissa for her great leadership and for doing a great job being the Chair of the RAAC Process subcommittee. The Chair replacement process will be the path for leadership for all subcommittees. We are trying to be more transparent.

Constance Colthorp said the RAAC Communications subcommittee will put a RAPid together to get the word out.

Debbie thanked Melissa for her years of service, and how the process for leadership to subcommittees has been interesting and looking forward to being more transparent. If anyone is interested, or would like to nominate someone for the Chair position, contact Debbie Talley, Craig Reynolds, or Chris DeVries.

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

There will be updates to the eRPM Sandbox this weekend. There were a number of updates and will have a RAPid go out.

There will be an eRPM Update 6.5 on May 2 and will include four updates - three on the PAF and one on the UFA.
- PAF - Updated text for ineligible job code
- Updates to existing PAF pages:
  - Subproject Grants
  - U-M other Commitments
- Copy Map Update for Dearborn and Flint campuses
- All UFAs lister

PAF Unit Approve Activity

There will be new attestation language for PI job codes that are marked as ineligible.
- Included in the PAF page for ineligible job code comments.
- Wanted to have more text included in the system for the ineligible PI job code, and key bullet points in the system to not have to search for it.

PAF Page Updates

We are going through pages with old code/fragile coding to more current technology. The difference is when you "add" information under 3. Budget you will get a pop-up box to add a description and it will be added to the PAF.

PAF Updates Anticipated Subproject Grants

You will get a pop-up box if you "add" information. It will add rows on the page with the added information. Note: to get the grand totals to update you must hit "SAVE."

PAF Updates to Copy Map Activity - for Grants.gov
- Reinstated System-to-System (S2S) support for all three (3) U-M campuses.
- Select the campus from which you are submitting to Grants.gov. Default is the Ann Arbor campus. There will be a dropdown box to select which campus.

<u>UFAs Lister</u> - Making it look more like the PAFs
- First tab "Created/Pending UFAs"
- Second tab "Active UFAs"
- New column in all tabs for Prime External Entity
- Splitting all UFAs into three (3) lists - should result in faster searching.

5. **Sponsored Programs Update** (*Debbie Talley*)
   - The single audit will be wrapped up at the end of the month.
   - We are in the process of hiring new staff, and moving people around. More to come on that.

6. **ORSP Update** (*Andrea Anderson*)
   <u>Staffing Updates</u>:
   - We have a new Assistant PR, Jake Young, who started on April 11. Jake brought a wealth of Research Administration experience from LSA.
   - We are finalizing recruiting two support staff positions
   - We are looking for Project Representatives on the Government team, and the Private Sponsors team - DUA.

   We have posted new webinars on our webinar page: NCURA conference in March, NSF, and NIH Updates. There will be an upcoming RAPid coming out. We are sending out a communication to collect information on minimum postdoc compensations from all schools and colleges.

7. **RAAC DEI Workgroup Update** (*Chris DeVries*) Attachment #2
   <u>Membership</u>: Chris thanked the members for all their work.

   <u>Updates</u>:
   - Conducted three separate dialogue sessions
     - Used the same pre-work and grounding materials and resources.
     - Focused on Confirmation and Perception Biases based on the survey results
   - Gathered data from those sessions, both in-session and post-session, to develop a matrix.
   - Assisted Ali Curry in finalizing her UROP poster presentation for the Spring Symposium.
   - The sessions provided an opportunity for both small and large group dialogue.
   - Participants were given post-session resources.

   <u>Looking forward</u>:
   - The workgroup will analyze the data from the dialogue sessions and share lessons learned.
   - Ali Curry will present her poster at the UROP Spring Symposium. It is in-person at the Michigan League from 10:00 - 10:50 a.m.
   - Planning for what's next to work on.

   Craig thanks Chris for all his leadership for the group. Craig thought the sessions were very helpful.

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

The next meeting was supposed to be on Tuesday, May 17, 2022, however, it is the same day as the OVPR Staff awards. We will reschedule the May meeting so all can attend the awards meeting.

The meeting ended at 3:50 p.m.

RAAC Committee-At-Large Meeting Dates (*all meetings 3:00-4:30 p.m., unless otherwise noted*)
- Tuesday, May 17, 2022 (*Patrick Lagua*, RAAC Training Subcommittee)
- Tuesday, June 21, 2022 (*Cathy Liebowitz*, RAAC Communications Subcommittee)
- *No July 2022 Meeting*

Executive Committee Meetings (*all meetings 3:30-5:00 p.m., unless otherwise noted*)
- Tuesday, April 26, 2022; 3:00-4:30 p.m. – *Joint meeting with the RAAC Faculty Advisory Council*
- Tuesday, May 10, 2022
- Tuesday, June 14, 2022

RAAC Process Update

RAAC Committee-at-Large Meeting

Melissa Karby, Associate Director for Research Administration, OVPR
April 19, 2022

RAAC Process Members

Alameddine, Karen – ORSP	Offhaus, Heather – Medical School
Anderson, Andrea – ORSP	Pappas, Carolyn – ITS
Brant, Beth – Medical School	Simon, Amanda – Sponsored Programs
Cross, Kerri – ISR	Smith, Amber – Engineering
DeVries, Chris – ORSP / Sponsored Programs	Thomson, Anne – LSA
Herrick, Teresa – SEAS	Turnbull, Pat – Dearborn
Karby, Melissa – OVPR	VanSickle, Bryan – Sponsored Programs
Nielsen, Tony – ORSP	Wintergerst, Rick – Engineering

No membership updates since last RAAC CAL update in October 2021.

Project Updates – Roles & Responsibilities

Phase I (*Proposal Development*) – **Completed & Reviewed**

Phase II (*Proposal Review, Approval, and Processing*) – **Completed & Reviewed**

Phase III (*Award Acceptance and Negotiation*) – **Completed & Reviewed**

Phase IV (*Financial Management of Awards*) – **Completed & Reviewed**

Phase V (*Non-Financial Management*) – **Completed & Reviewed**

Phase VI (*Award Closeout*) – **Completed & Reviewed**

Phase VII (*Human / Animal Protocol Review, Approval, and Monitoring*) – Finalizing…we are almost to the finish line!

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:

Item	Status
Electronic Concurrence Receipt Workflow	*Completed*
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" - SubPG request process transition to online February 2022	*Completed*
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*

Project Updates

Award Change Request (ACR) Design Team

- The implementation for the new workflow in eRPM occurred on November 15, 2021.
- We have received positive feedback on the implementation and the functionality.

Ongoing Work

Various eRPM Updates

- Provided input and feedback on the various

Various Discussions/Brainstorms:

- Deliverables project
- Process for childcare costs for Ruth L. Kirschstein NRSA Fellows (complete)

R&R Review:

- Process has completed the review of all published R&R documents
- Included new OS/Foreign Influence items as needed
- Compliance R&R is in process and will be reviewed by Process in May 2022

Upcoming Work

- We will continue to review and provide feedback on various ITS enhancement requests as needed.
- We will finalize the last R&R document and update other R&R documents for policy/terminology changes by the end FY22 (if not sooner).
- We will continue to partner with the various subgroups for the multitude of projects being worked on when needed.

RAAC Process Subcommittee Chair Update

- Seeking interested candidates to succeed Melissa Karby as the Chair of the RAAC Process Subcommittee.
  - We are looking to open the search beyond the RAAC, as well as put more structure around the chair succession process.
- A formal email will be sent to the CAL in the next day or two.
- Please respond if you are interested or if you would like to nominate someone else.
- Any questions may be directed to either Melissa Karby or Chris DeVries.

Questions/Comments

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

RAAC DEI Workgroup Update

April 19, 2022
RAAC Committee-at-Large
Chris DeVries, RAAC Project Manager

Membership

Andrea Anderson
(ORSP)

Kristie Beckon
(Sponsored Programs)

Linda Chadwick
(ORSP)

Ali Curry
(UROP student)

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)

Updates

- Conducted three dialogue sessions, focused on confirmation and perception biases.

- Gathered data from those sessions, both in-session and post-session.

- Assisted Ali Curry in finalizing her UROP poster presentation at the Spring Symposium.

Unconscious Bias Dialogue Sessions

- Conducted three separate pilot sessions
  - All sessions used the same pre-work and grounding material and resources.
  - Session content focused on Confirmation and Perception Bias.
- Sessions provided an opportunity for both small and large group dialogue.
- Participants were given post-session resources for further exploration.
- The RAAC DEI Workgroup made adjustments across the three sessions to accommodate feedback.

Looking Forward

In the coming weeks:

- We will analyze the data from our dialogue sessions and share lessons learned.

- Ali Curry, our UROP student, will be presenting at the UROP Spring Symposium.

  - **Wednesday, April 20, 2022 from 10:00-10:50 a.m. (Michigan League)**

- We will begin planning for what comes next after our dialogue sessions.

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.

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