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

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

Attendees:

Andrea Anderson – ORSP	**Joanne DeVore** – U-M Flint	**Carolyn Pappas** – ITS
Kristie Beckon – Sponsored Programs	**Stephanie Hensel** – Education	**Lisa Parker** – Nursing
Beth Brant – Medical School	**Teresa Herrick** – SEAS	**Kate Remus** – Corp. Res. Alliances
Cheri Brooks – ISR	**Jennifer Huntington** – ISR	**Angie Skellie** – OVPR
Linda Chadwick – ORSP	**Laura Kaminski** – Ford School	**Danielle Smith** – LSI
Constance Colthorp – ORSP	**Karen Kirchner** – Nursing	**Maggie Swift** – Corp. Res. Alliances
Cindy Dames – ORSP	**Patrick Lagua** – Dentistry	**Debbie Talley** – Sponsored Programs
Jackie Dani – U-M Dearborn	**Mindy LaRocca** – SPH	**Sheree Temple** – Pharmacy
Lori Deromedi – OVPR	**Jennifer Linzmeier** – Dentistry	**Pat Turnbull** – U-M Dearborn
Chris DeVries – RAAC	**Charlie Mattison** – ISR	**Rick Wintergerst** – Engineering
Kathy Devereux – OVPR	**Becky O'Brien** – Information	

The meeting started at 3:00 p.m.

1.   **Welcome** (*Andrea Anderson*)
        Andrea welcomed everyone to the meeting.

2.   **Presentation:** RAAC Training Subcommittee Update (*Patrick Lagua*)   Attachment #1
        Patrick provided the RAAC Training Subcommittee update to the group.

        Membership:
        Holly McCamant from Public Health joined the committee replacing Kate Althouse.

        Navigate Courses/eLearning Modules/Webinars:
        ● **Fundamentals** - is ongoing with 35 participants and has two sessions left ending December 2022. Finalized the trainers for the Spring 2023 cohort and an announcement will go out in mid/late January 2023, and the course will start in March 2023.
        ● **Uniform Guidance** - Completed this cohort today and had 34 participants. Instructors were Corinna Burghardt, Jenna Fitzgerald, and Jake Schlag.
        ● **Budgeting Basics** - Registration is open until Friday, November 18. The course is full with a waitlist. The instructors are Nick Prieur and Jodi Caviani.
        ● **Essential eLearning Modules** - There are several eLearning modules available for staff on the [Navigate website](#). A Certificate of Achievement is available (in MyLINC) when you complete an eLearning module. There are two new modules:

- ○ Sponsor Reporting: Research Administrator Best Practices in Supporting Compliance that is available in MyLINC.
- ○ Cost Accounting Standards (collaboration with Financial Operations office) and under review by the subject matter experts.
- **Webinars** - Webinars are also available on the [Navigate website](#), including:
  - ○ **NIH Data Management & Sharing Policy** - Presenters were Sara Samuel and Diane Wilson. The webinar was held on November 1, 2022, with 162 participants and a 96% satisfaction rate. The video and presentation are up on the website, with the Q&A being finalized and will be up on the website shortly.

Course schedule for 2023:
- **Subs of All Kinds** - Will be held in Spring 2023 and finalizing course activities. Instructors will be Jennifer Huntington and Lea Tune.
- **Advanced Budgeting: Tasked-Based Budgeting** - Converting to a virtual instructor-led course. It will be in the Spring/Summer of 2023. Instructors will be Lauren Tingwall, Kerri Cross, and Ruth Halsey.
- **Research Administrator Outreach Program** - is being folded into the virtual networking sessions. Had three pilot sessions in June, July, and August that were successful. Working with RAAC Communications to continue the virtual networking sessions going forward.
- **Department of Defense (DoD) Module** - Effort was put on pause but looking to create an eLearning module of key processes of the DoD. May create a webinar.

Current Projects:
- **Core Management** - Creating content to support/train RAs on the annual renewal cycle and financial management/monitoring. Meeting with Dr. Keller to coordinate efforts.
  - ○ Looking for core managers to help with content as subject matter experts.
- **Key Personnel** - Best practices for managing senior/key personnel on AWD records and making requirements from pre- and post-award perspectives. Coming along well.
- **SOP** - Pat Turnbull and Susan Powell from the RAAC Training subcommittee created an SOP to review existing content on the Navigate website, and completed a review of three eLearning modules (Stewardship, Financial Monitoring, and Cost Transfers). The Navigate team will review the feedback and update materials.
- **RAAC Training Scope** – We are looking to include aiM Higher, RAMP↑, and other professional development initiatives related to research administration, in the scope of RAAC Training. We are in the exploration phases and more will be forthcoming, but there is nothing definitive right now.
- **Research Administration Mentoring Program (RAMP↑)** – The RAMP↑ 7th cohort is underway, and will run through July 2023.

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

   A reminder to plan business around the university holiday/season day schedule. ORSP will be closed November 24-25, 2022, and December 26, 2022-January 2, 2023. We will also be closed at 3:00 p.m. the day before the holiday breaks. Contact support staff if your PR is not available during this time. Office hours will resume Tuesday, January 3, 2023. We are also planning an end-of-year party with a date TBD. Adjusted deadlines will be covered in the upcoming RAP and posted on the web.

The new AVP position is in virtual interviews that will be going on next week. We are also recruiting for two PRs on the Government and Private teams. The PR for the Private team is in anticipation of Tony Nielsen's retirement.

The next [data stewardship virtual seminar series](#) event is on Friday, December 2, 2022. This series will provide an opportunity for members of the research community to hear from faculty experts on research data-sharing practices, the value of data stewardship, and best practices for how to structure research programs or scholarships.

Sponsor updates:
DHHS:
DHHS has a new Cognizant Office contact, Olulola Oluborode, replacing Matt Dito. DHHS requires the university to maintain an approved disclosure statement (DS-2) on file with DHHS describing the university's accounting and management practices. Contact information for Olulola Oluborode is (301) 492-4065 or olulola.oluborode@psc.hhs.gov.

NIH:
- **Forms-H** - The new NIH Forms-H will be coming in January. Instructions, forms, and a checklist from NIH will be shared in the RAP. You will need to use it for grants on or after January 25, 2023.
- **GSRA** - Tracking GSRA compensation is on the ORSP website. NIH has requirements related to compensation levels for GSRAs working on NIH research grants. The GSRA rate is determined by the school/unit and can find the information on the [ORSP website](#). Additionally, you can find the [NRSA Stipend Levels and GSRA Max](#) for those who reconcile statements and sign off on Final Financial Reports (FSRs) can reference the rates from other schools and colleges.

NSF:
- **PAPPG** - A new version of the NSF Proposal & Award Policies & Procedures Guide (NSF 23-1) has been published. Will take effect on January 30, 2023.
- NSF FastLane will retire in January 2023 so start using Research.gov now.

Research.gov
Two items have been added to Research.gov:
- Supplemental funding requests including Career-Life Balance request
- SBIR/STTR

4. **ITS Update** (*Carolyn Pappas*)
eRPM 6.8 release - The release will be this Monday, November 21, 2022, and the new items were listed in the RAN slides that are up on the [ORSP website](#). Our release notes will be part of the RAP going out next month.

SF424 10.5 - There are a lot of forms. NIH Forms-H is to be used on grants on or after January 25, 2023. We received it late from the vendor and are currently testing the forms. We are looking to complete testing the forms by December 12 or 19, 2022. RAs can download the form now but some forms are new versions and better to wait.

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

Kris Beckon provided the update.

We are in our peak season and are 50% complete with reports, but MDHHS reports still need work. Aaron will be reaching out to the schools/colleges to give reminders. We have holidays coming up so need to get the reports in a timely fashion to work around the holiday schedule.

6. **Closing and Future Meetings** (*Andrea Anderson*)
There will be a link in the RAP for the RAAC Survey that will include a brief section for each RAAC subcommittee to get feedback on current and future programs. The last survey only required one person per unit/school/college to fill out. For this survey, we are asking for everyone's participation. It will be open for three weeks until December 12, 2022, and will analyze results to go over programs for 2023.

No meetings in December 2022 or January 2023. Will see you on February 21, 2023, for our next meeting.

The meeting ended at 3:30 p.m.

RAAC Committee-At-Large Meeting Dates (*all meetings 3:00-4:30 p.m., unless otherwise noted*)
- *No December 2022 meeting*
- *No January 2023 meeting*
- Tuesday, February 21, 2023 (*Cathy Liebowitz*, RAAC Communications Subcommittee)

Executive Committee Meetings (*all meetings 3:30-5:00 p.m., unless otherwise noted*)
- Tuesday, December 13, 2022
- Tuesday, January 10, 2023
- Tuesday, February 14, 2023

NAVIGATE

Research Administration Advisory Council
Committee-at-Large
Training Subcommittee Update
November 15, 2022

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Patrick Lagua
School of Dentistry

NAVIGATE   Current Subcommittee Membership

- **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

- **Jeanne Haney,**, Sponsored Programs
- **Patrick Lagua**, Chair, School of Dentistry
- *Holly McCamant, Public Health*
- **Jessica Mirelez,** Medical School
- **Susan Powell**, Engineering
- **Nick Prieur,** ISR
- **Pat Turnbull**, U-M Dearborn
- **Corene Weiland**, LSA

NAVIGATE

Agenda:

- Navigate Training Opportunities

- Current Projects

NAVIGATE

Instructor Led Courses - Virtual Learning

- Fundamentals
    - 35 participants
    - 10 half-day sessions
    - September 2022 to December 2022

Module	Trainer
Overview	Craig Reynolds
Overview	Debbie Talley
Understanding Funding	Jill Jividen
Understanding Funding	Joe Piffaretti
Understanding Funding	Andrea Anderson
Develop Proposal	Nick Prieur
Develop Proposal	Jodi Caviani
Route & Submit	Carolyn Pappas
Route & Submit	Christy Bohensky
Route & Submit	Lori Deromedi
Route & Submit	Arielle Javarinis
Set Up Project	Becky O'Brien
Set Up Project	Joe Johnson
Set Up Project	Kate Chie
Set Up Project	Prentiss Laich
Set Up Project	Jennifer Huntington
Manage Project	Susan Powell
Manage Project	Melissa Karby
Manage Project	Karen Alameddine
Close Out Project	Ruth Halsey
Close Out Project	Jenna Fitzgerald

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Instructor Led Courses - Virtual Learning (Cont.)

- Uniform Guidance Cost Principles
    - <u>Next Offering</u>: Nov 10 and Nov 15 (34 participants)
    - <u>Instructors</u>: Corinna Burghardt, Jenna Fitzgerald & Jake Schlag

- Budgeting Basics for Sponsored Projects
    - <u>Next Offering</u>: Dec 6 and Dec 13
    - <u>Instructors</u>: Nick Prieur and Jodi Caviani

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Instructor Led Courses - Virtual Learning (Cont.)

- Subs of All Kinds
    - <u>Pilot Offering</u>: Spring 2023
    - <u>Instructors</u>: Jennifer Huntington, Lea Tune

- Advanced Budgeting: Task-Based Budgeting
    - <u>Pilot Offering</u>: Spring/Summer 2023
    - <u>Instructors</u>: Lauren Tingwall, Kerri Cross and Ruth Halsey

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Navigate *E*-ssentials eLearning Modules

https://orsp.umich.edu/e-ssentials-elearning-modules

Currently Available:

- Monitoring Capital Equipment
- GSRA & PostDoc Appointments
- Award Modification
- Cost Transfers
- 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 (FSR)
- UG Cost Principles
- Stewardship
- Project/Grant ChartField Overview
- Stewardship

Sponsor Reporting: Research Administrator Best Practices in Supporting Compliance
New Module! Now available in MyLINC

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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

NAVIGATE

Webinars

- New NIH Data Management & Sharing Policy - **Nov 1**
  - 162 participants; overall 96% satisfaction rating
- <u>Presenters</u>:
  - Sara Samuel, Informationist, Taubman Health Sciences Library
  - Diane Wilson, Assistant Director, Office of Regulatory Affairs

NAVIGATE

New Research Administrator Outreach Program

- Pivoted from a more expansive program and folded into Communications-lead virtual networking session.

- Pilot sessions were extremely successful and we had good attendance:
  - June 2022 – Exploring RA Careers – 63 attendees
  - July 2022 – RAAC: Who, What, Why, How – 37 attendees
  - August 2022 – Professional Organizations – 38 attendees

- Very modest reach, but there are plans to repeat similar sessions in the future and this approach is probably more in line with RAAC's current scope and what is possible given U-M's decentralized operations.

NAVIGATE

Department of Defense (DoD) Module

- Effort was put on pause due to trainers competing priorities. Navigate team is meeting with workgroup again, and working on an eLearning module

  - <u>Members</u>: Huimin Ponchart (CoE); Betsy Brouhard (Michigan Medicine); Kellie Buss (ORSP); Lynn Kujawa (CoE)

NAVIGATE

Current Projects

Status of current initiatives pulled from RAAC Training Committee and Large/Complex Bucket

- Core Management
  - Goal is to develop content to assist RAs who manage cores, particularly the annual renewal cycle and also provide best practices for core financial management/monitoring
  - I and the Navigate Team met with Dr. Keller, who is spearheading a U-M wide effort to review U-M core management practices, to coordinate efforts and make sure content is consistent with central U-M guidelines/policies.
  - I and Navigate Team are currently assembling the workgroup to develop the content

- Key Personnel
  - Goal is to provide best practices for managing Senior/Key Personnel on AWD records and making requirements for Senior/Key personnel from sponsor- and ORSP side clearer.
  - Clarify who counts as 'Senior'/'key' for who and how to manage
  - Early draft of material is being reviewed by project team, composed of Training Committee members from dept. and ORSP side.

Current Projects

- Previously developed SOP for reviewing existing content has had its debut run
  - SoP created by RAAC Training Committee members Pat Turnbull and Susan Powell
  - Team of RA volunteers is used this SoP to review 3 published eLearning modules for possible updates:
    - Stewardship
    - Financial Monitoring
    - Cost Transfers
  - Navigate Team will take in consideration the feedback received, and make any necessary changes / updates to the published materials.

Current Projects

- RAAC Training Scope
  - Looking at how we might incorporate U-M professional development initiatives (aiM Higher CRA Study Group, RAMP↑, etc.) in the scope of RAAC Training.
  - Will work with the RAAC Executive Committee to confirm any scope changes.
  - Next steps will probably wait until a new AVP for research is appointed.

RAMP↑ Mentoring Program

- Volunteers assisted with implementing many of the recommendations that arose from our the programmatic review that took place last Summer and Fall.

- 7th cohort is now underway and will run through July 2023.

Questions?