

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

Tuesday, April 18, 2023, 3:00 – 4:30 pm
Zoom Meeting
MINUTES

Attendees:

Andrea Anderson – ORSP	Stephanie Hensel – Education	Susan Powell – Engineering
Kristie Beckon – Sponsored Programs	Jennifer Huntington – ISR	Angie Skellie – OVPR
Beth Brant – Medical School	Laura Kaminski – Ford School	Danielle Smith – LSI
Cheri Brooks – ISR	Karen Kirchner – Nursing	Melanie Stapelman – ITS
Constance Colthorp – ORSP	Patrick Laguna – Dentistry	Debbie Talley – Sponsored Programs
Cindy Dames – ORSP	Jonah Lee – ACUO	Sheree Temple – Pharmacy
Jackie Dani – U-M Dearborn	Cathy Liebowitz – ISR	Michelle Terrell – SMTD
Lori Deromedi – OVPR	Jennifer Linzmeier – Dentistry	Anne Thomson – LSA
Chris DeVries – RAAC	Charlie Mattison – ISR	Pat Turnbull – U-M Dearborn
Kathy Devereux – OVPR	Becky O'Brien – Information	Bryan VanSickle – Sponsored Programs
Joanne DeVore – U-M Flint	Lauren Orleman – Public Health	Corene Weiland – Education
Teresa Herrick – SEAS	Carolyn Pappas – ITS	Rick Wintergerst – Engineering

The meeting started at 3:00 p.m.

1. **Welcome** (*Andrea Anderson*)

Debbie Talley welcomed everyone to the meeting.

2. **Presentation:** RAAC Process Subcommittee Update (*Anne Thomson*)

Attachment #1

Anne Thomson provided the RAAC Process Subcommittee update.

Membership

Joe Johnson from ORSP replaced Tony Nielsen who retired in February 2023. Other than that change, membership remains the same.

Project Updates:

Completed

- **Roles & Responsibilities:** All phases of this project are now complete, and are available on the ORSP website.
- **Reporting & Forecasting:** No substantial update except for that as we are going through feedback from the RAAC Survey, there are items that align with some of the enhancements we have previously requested.

- **ORSP Action Request:** We heard feedback from eRPM users that having a Sponsor Due Date field for ORSP Action Requests would be helpful. RAAC Process worked to clarify the requirements for this addition.
- **Revised PAF Help:** RAAC Process worked with ITS and provided feedback on the new help text layout in the PAF. The goal is to bring the PAF help to be more compliant with accessibility needs, especially for those using screen readers.
- **Compliance Hold Email:** The subcommittee helped develop descriptions for the system-generated emails that are sent when an award is put on compliance hold.
- **Publication Restrictions AAR Status:** There is a new email for questions relating to publication restriction AARs that come to OVPR for approval. The [ORSP AAR page](#) has been updated to reflect the new email address (ovpr.pub.restriction.status@umich.edu).
- **Inactivate Department IDs:** The group shared design suggestions related to displaying projects with inactive Department IDs in eRPM.
- **Ineligible PI job codes:** RAAC Process provided feedback on the impact changes to those jobcodes that are ineligible to hold PI status. The eRPM jobcodes are aligned to ORSP guidance and units can approve through exception process if necessary per unit policy.

Upcoming

- **RAAC Survey:** We are working to complete a review and prioritize the results from the 2022 RAAC Priorities survey of RAs. The RAAC Process portion allowed RAs to provide their top three pre- and post-award priorities. We received a total of 64 suggestions related to pre-award and 82 suggestions related to post-award.

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

In terms of staffing, there have been quite a few new hires in ORSP since the last update. You may notice changes in terms of project assignments in eRPM, if you have not already.

- Jeff Alber has rejoined ORSP on the Private Sponsors team reporting to Emily Baxter.
- Elena Taryor joined the Private Sponsors team reporting to Joe Johnson.
- Austin Hogg has joined the Private Sponsors team reporting to Daniela Marchelletta.
- Jelly French-Gilmore is a new support staff team member reporting to Tracy Schwab.
- Shandra White joined on April 10, 2023 as the new Assistant Vice President – Sponsored Projects.

There have also been a few promotions in ORSP, including:

- Kellie Buss has been promoted to Assistant Managing PR, overseeing the Government Blue team.
- Joe Johnson has been promoted to Assistant Managing PR for the Private Sponsors team replacing Tony Nielsen.

We have also had a few departures:

- Neil Carver left to take a role in the Research Development Office in OVPR.
- Raymond Cluckey accepted a position with Innovation Partnerships and will be leaving May 10.
- Caitlin Jost is going to work for Export Controls. Her departure date is TBD at this point.
- Linda Chadwick retired on April 3.

We currently have four open positions; three on the Private Sponsors team, and one on the Government team. We are in the interview process for all of them and hope to be able to fill them soon.

Sponsor Updates:

- NIST will use eRA Commons beginning in the Fall.
- NSF has issued revised FAQs related to the PAPPG questions.

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

There will be a system release on May 15, 2023 and a couple of the upgrades will impact the units. Carolyn provided a demonstration of the new functionality for selecting a Sponsor Code. This will be a required field, since it helps ORSP validate NSF proposals that require a Safe and Inclusive Work Environment plan. If you cannot find the code for the federal sponsor, there is a field where you can type in the federal sponsor name and ORSP can fill in the code.

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

Close-outs:

Thanks to the schools who are working with the Reporting Team on close-outs. If there are schools that could help us with close-outs it would be much appreciated.

Equipment Inventory:

We have not received an update from the Property Control Office regarding the equipment inventory. We do know that there is still equipment missing and the PCO has likely reached out to those units that are impacted, so please work with the PCO to resolve. If we get more information on outstanding equipment and will send information to you as we receive it.

6. **Matters Arising**

Kathy Devereux heard there may be GSRA appointment changes. Cathy Liebowitz responded that she understands that GSRAs will be moving to a 12-month appointment. Becky O'Brien said there were no fundamental changes to sponsored research, but the new process guarantees that GSRAs will have funding in the Spring/Summer terms. It may require some units to find money to support their GSRAs and Rackham may provide some money but she is not sure how much or for how long. There was a question about benefits for GSRAs. As far as Becky knows, it stays the same for spring and summer.

7. **Closing and Future Meetings** (*Andrea Anderson*)

The meeting ended at 3:45 p.m.

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

- Tuesday, May 16, 2023 (*Patrick Laguna, RAAC Training Subcommittee*)
- Tuesday, June 20, 2023 (*Cathy Liebowitz, RAAC Communications Subcommittee*)
- *No July 2023 meeting*

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

- Tuesday, May 9, 2023
- Tuesday, June 13, 2023
- Tuesday, July 11, 2023

RAAC Process Update

RAAC Committee-at-Large Meeting

Anne Thomson, Director of Research and Compliance, LSA
April 18, 2023



RAAC Process Members



Alameddine, Karen – ORSP	Karby, Melissa – OVPR
Anderson, Andrea – ORSP	Offhaus, Heather – Medical School
Brant, Beth – Medical School	Pappas, Carolyn – ITS
Cross, Kerri – ISR	Simon, Amanda – Sponsored Programs
DeVries, Chris – ORSP / Sponsored Programs	Kujawa, Lynn – Engineering
Ellis, Maryclaire – Ford School	Thomson, Anne – LSA
Herrick, Teresa – SEAS	Turnbull, Pat – Dearborn
Johnson, Joe – ORSP	VanSickle, Bryan – Sponsored Programs
<i>Tony Nielsen retired from U-M in February 2023 and is succeeded by Joe Johnson</i>	Wintergerst, Rick – Engineering

Project Updates – Roles & Responsibilities



- All phases of the Roles & Responsibilities project are now complete.
- Phase VII (Research Ethics & Compliance) is available on the ORSP website along with the other phases.

Roles & Responsibilities

This page contains the essential information on "Who Does What" in each phase of the research project lifecycle, in a collection of "Roles and Responsibilities" documents. Thanks to the RAAC Process Subcommittee for their work with this.

"Who Does What" in the U-M Research Project Lifecycle?

The Research Administration Advisory Council (RAAC) Process Subcommittee has defined the following Roles and Responsibilities documents according to the research project lifecycle. The Roles and Responsibilities documents serve to identify "who does what" during each phase of the research project lifecycle.

Roles and Responsibilities (Full Document)	
Develop Proposal	Proposal Development
Route & Submit	Proposal Review, Approval & Processing
Set Up Project	Award Negotiation and Acceptance
Manage Project	Financial Management of Awards Non-Financial Management
Close-Out Project	Award Close-Out
Research Ethics & Compliance	Research Ethics & Compliance

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	Paused
Add imputed indirect costs to cost-share P/Gs	Paused
Ability to expand account code rollups on budget reports	Paused

eRPM Updates – Completed



- **ORSP Action Requests**
 - Clarified requirements for a Sponsor Due Date field for ORSP Action Requests.
- **Revised PAF Help**
 - Provided usability feedback related to the new style of help text in the PAF.
- **Compliance Hold Email**
 - Developed descriptions of compliance holds on awards for system-generated emails.
 - New email for questions relating to AAR's that come to OVPR for publication restrictions. ORSP has updated the AAR website to show the email:
<https://orsp.umich.edu/set-project/agreement-acceptance-request-aar>

eRPM Updates – Completed



- **Inactive Department IDs**
 - Shared design suggestions related to displaying projects with inactive Department IDs.
- **Ineligible PI Jobcodes**
 - Discussed the impact of change of jobcode for emeritus faculty and library staff
 - eRPM jobcodes aligned to ORSP guidance; units can approve through exception process if necessary per unit policy

Upcoming Work



- **RAAC Survey**
 - Working to review and prioritize the results from the the RAAC Process portion of the 2022 RAAC Priorities survey of research administrators.
 - 64 suggestions related to pre-award
 - 82 suggestions related to post-award
- **As Needed**
 - We will continue to review and provide feedback on various ITS enhancement requests as needed.
 - We will continue to partner with the various subgroups for the multitude of projects being worked on when needed.

Questions/Comments



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

