

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

Tuesday, February 16, 2016, 3:00 – 4:30 pm
Institute for Social Research
426 Thompson Street
Conference Room 6050

MINUTES

1. **Introductions of Members and Guests:** (*Daryl Weinert*) [3:00 - 3:05]

Daryl offered a belated Happy Valentine's Day greeting, thanked Carol and Institute for Social Research for hosting us today, and welcomed the remote attendees.

2. **Presentation:** RAAC Process Subcommittee Update (*Heather Offhaus*) [3:05 – 3:35]

Heather is representing the process group subcommittee. The group gets together twice a month and used to report issues and as a think tank. There has been only one switch out since July meeting. Get together twice a month.

The Process Group is made up of Task Forces, Focus Groups, and Work Groups – who present to the RAAC Executive Committee. If anyone has questions/concerns/ideas, please reach out to Heather or any of the Champions of the groups.

Unit-defined batch administrative personnel changes in eRPM - is complete and Group is done! Group created an intake form for ITS which will allow searches anywhere in system. NOTE: If less than 20 changes are needed, will need to do by hand. Release is scheduled for Monday.

Phase II – Roles and Responsibilities/Risks in Research Admin Process - are next. Carole and Craig are Champions. Finishing up award negotiation and setup. Phase III and IV to come. Need to go through one more walk through from feedback received, and then will come to team for one final push. Agenda time at March meeting will be used to present Phase II.

Please review the R&R document when received, and be prepared to talk about it at the RAAC CAL March meeting. Looking for feedback on how your group will implement. Unit needs to guide how to go public. Finish process, and start considering what Phase II R&R to tackle. Asking for volunteers for Phase III work group (summer?)

Budget Template for potential incorporation in eRPM. Beth Brant is Champion. It now captures systems that will populate in to Form 424. Beth sent out communication to two-dozen focus group members – a lot of interest to evaluate the tool to reduce the administrative burden and populate the form.

Close out process – Anita English is Champion. Met several times (14 contact hours) and cataloged all the issues they had from unit perspective. Received 13 recommendations on what can help unit individuals, and trying to combine into bigger bucket. Varying levels of recommendations from checklist to potential training ideas. Will next take to Executive Committee.

Award Process – Carole/Bryan/Craig/Cathy are champions.

On hold, but moving forward.

ORSP has a hire to transition for award process in next few months. Still project for the long haul, but has potential for huge impact. Still waiting if there will be funding from ADAC.

Consideration of transparency - PAF side of eRPM – Anne Thomson is Champion. Completed for now. Focus group feedback gathered, process group and Executive Committee reviewed. Went to Faculty Advisory Committee and RADS. Had mixed reviews so tabled.

Daryl indicated the RADS vote was 6 to 5 against transparency. Concern over the impact of Export Control issues and accessibility. Process will discontinue work.

“On Call” – central unit has issues – we serve the role. RAAC Process will continue to respond to changes to electronic systems by ITS, and comment on ORSP / Sponsored Program initiatives.

Finished – Roles & Responsibility - Phase I
PAF Transparency Conversation
Unit-driven way to batch change PRAs in eRPM

Ongoing – Phase II
Budget templates for incorporation in eRPM
Defining the financial close out process
Award Process

Start – Roles & Responsibilities Phase III

Linda asked for any suggestions and any issues that are ongoing projects.

Peggy mentioned Closeout process - Craig said might be better to wait to Phase II ???

3. **Video Premiere:** [3:35 – 3:50]

- "Research at Michigan" video: **New video just released.**

<https://www.youtube.com/watch?v=16YER2AYSA>

- "U-M Office of Research | Impact of Research Administrators" video:

<https://www.youtube.com/watch?v=rTqxQ4wnS1Y>

Daryl introduced the videos – for RAs and how they support their faculty. The Research at Michigan was shown in the Navigate Fundamentals class. Office of Research had that video produced – good introduction to RAs of what Research is going on, the opportunities.

Daryl thought both videos were done very well!

4. **ITS Update:** (*Carolyn Pappas*) [3:50 – 4:05]

SF424 Update – there is a current issue with SF424 Subaward Budget. There is a validation error on Subaward if the Subrecipient Lead Investigator Role is not PD/PI. If you run into this problem, enter the role you wish to use, clear all validation errors, and contact Med School Grants Office or ITS Service Center to bypass validation activity.

NIH Forms-D – in production after March/early April

Admin Personnel change process – new option available on eRPM Home Workspace. Better interface to make changes. Automated form to request admin personnel changes on a group of PAFs or UFAs.

New support links – opens whole page and people in path and also UFAs.

Peggy – asked if information would go out in RAPid.

Available for changes to more than 20 PAFs or UFAs. Under 20 is completed by ITS – easier for them to do than set up program.

If you have to reopen a job – need to bypass. ORSP also has the activity.

Scott asked how Change of RAs are handled in path – what kind of evaluation is completed. PI and project team level – not UL level – very concerned. Carolyn indicated three people handle the change process that knows the people asking for changes. If someone new requested a change, the support person will go to administrator to confirm it is ok to make the change.

Group felt more comfortable with process since it was handled by “human interaction” and not an automated process.

System performance issues / slowdown has been addressed with vendor – seeing different behavior. Data is being collected and trying to minimize the impact. Seems to slow down between 2pm - 4pm. When they take down the system it is for 5 minutes, and will try and schedule around peak times.

ORSP and group who does submissions are notified directly as they are on the system all day long.

5. **Sponsored Programs Update:** (*Debbie Talley*) [4:05 – 4:15]

RAN Meeting Update. 39 awards have transitioned to NIH subaccounts. 127 project grants (parent and subs).

Audit Update – will be this month. NSF audit was handed out for feedback.

Job aids for A21 and UG Monitor Budgets / UG reports – explains the criteria we look at.

6. **ORSP Update:** (*Craig Reynolds*) [4:15 – 4:25]

Craig went over all the HR updates - number of promotions.

Daryl Weinert – AVP for Research – Business Operations.

Coleen Vogler - Sr. PR.

Tracy/Amy/Julie - full PRs.

Mike McAllister – training up on clinical trial area.

Kendra Walter – Admin. Asst. Sr. – accepted position with Krista Campeau in Export Controls.

Award management – Kate Strzempek accepted position of Project Manager. Kate will be located in Boyer with a temporary office in ORSP. Craig was excited by Kate’s experience, and knowing our business processes and will reach out to all of you.

Kate’s position of Operations Manager has been reconfigured and elevated to Assistant Director position. Posting will be out until March.

Admin. Asst. open for RPPR – and not sure if will be broken down to 1 or 2 positions. Kendra will handle until new person hired.

Craig mentioned at the end of the meeting of Metrics to workload balancing. Metrics is testing new model of workload analysis with expanded use of the Just In time (JIT use to be NIH only), and now trying to expand to other sponsors. Sponsors will run most activity. Don’t be surprised if JITs are being requested on non-NIH path.

7. Closing and Future Meetings: (*Daryl Weinert*) [4:25 – 4:30]

RAAC – Becky Obrien – taking over Training subcommittee.

RAAC Faculty Advisory Counsel meeting – Monday – Jeff McMahon is taking over committee chair and very happy with the group. Colin Anderson coming from Procurement to explain what Central Procurement does, what the units do, and to get a clear direction what we might pursue for more efficient processes.

Feedback UM got from Federal – ?

Faculty Advisory Council in general - to look at the bylaws and review what changes are needed.

March meeting will be held at School of information. We need to come up with location for April and May meetings.

Daryl thanked Carol and the Institute for Social Research for hosting!

The meeting was adjourned at 4:05 pm

Minutes submitted by Cindy Dames

RAAC Committee-At-Large Meeting Dates

- Tuesday, March 15, 2016 (*Mindy LaRocca*, RAAC Training Subcommittee @ School of Information)
- Tuesday, April 19, 2016 (*Becky O’Brien*, RAAC Communications Subcommittee @ TBD)
- Tuesday, May 17, 2016 (*Dan Stanish*, RAAC Metrics Subcommittee @ TBD)

Executive Committee Meetings

Wolverine Tower, Conference Room 1025

- Tuesday, March 8, 2016, 3:30 – 5:00 pm
- Tuesday, April 12, 2016, 3:30 – 5:00 pm
- Tuesday, May 10, 2016, 3:30 – 5:00 pm

