Research Administrators’ Network Meeting

AGENDA
October 18, 2018
2:00-4:00 p.m.
Michigan League Ballroom
Webcast - http://orsp.umich.edu/ran-meeting-live-stream

Welcome & Introductions [2:00-2:10]
Becky O’Brien, RAAC Communications Subcommittee Chair
Nick Prieur, Guest Emcee

How Do I Get Involved with Professional Associations? [2:10-2:30]
NCURA - Craig Reynolds / Julie Olivero
SRA - Ruth Halsey / Amanda Hill
NORDP - Jill Jividen / Jennifer Huntington

RA Professional Development at U of M: [2:30-2:50]
RAMP - Chris DeVries / Jan Riggs
aiM Higher (CRA Study Group) - Sue Kelch / Kellie Buss
Navigate - Melissa Rider / Brenda Vyletel

Networking: Professional Development Bingo [2:50-3:05]
Meet with U of M folks who are involved with professional organizations

Updates [3:05-3:55]
Sponsored Programs - Debbie Talley, Director, Sponsored Programs [3:05-3:15]
Office of Research & Sponsored Projects - Craig Reynolds, Executive Director, ORSP [3:15-3:25]
ITS - Cathy Handyside, Assistant Director, eResearch Administration Systems [3:25-3:35]
Navigate - David Mulder, Training Manager [3:35-3:40]

Closing Remarks [3:55-4:00]

RAN schedule for the rest of this Academic Year:
http://orsp.umich.edu/ran
Ideas for a future meeting?
Contact ran-plans@umich.edu

Brought to you by the Research Administration Advisory Council (RAAC) Communications Subcommittee.
National Council of University Research Administrators (NCURA)

- Craig Reynolds, Executive Director, ORSP
- Julie Olivero, Project Representative, ORSP

http://www.ncura.edu
NCURA Upcoming Events

- Traveling Workshop
  - December 12-14, 2018, Savannah, GA
    - Topics include: Fundamentals; Sponsored Project Administration, Financial Research Administration, and Department Research Administration

- Financial Research Administration (FRA) Meeting
  - March 11-12, 2019, Las Vegas, NV (Workshop: March 13, 2019)

- Pre-Award Research Administration (PRA) Meeting

http://www.ncura.edu
Society of Research Administrators International (SRAI)

- **Ruth Halsey**, Post-Award Financial Manager, Cardiovascular Medicine
- **Amanda Hill**, Contract & Grant Specialist, U-M Dearborn ORSP

National Organization of Research Development Professionals (NORDP)

- **Jill Jividen**, Asst. Director for Research Development, Medical School
- **Jennifer Huntington**, Research Process Manager, Ross School of Business

http://www.nordp.org/
NORDP Upcoming Event

- **11th Annual NORDP Research Development Conference**
  - April 29-May 1, 2019, Providence, RI
  - Call for abstracts is open; deadline to submit is November 25, 2018

http://www.nordp.org/
Professional Development Panel

University of Michigan – RAMP↑, aiM Higher, Navigate
Research Administrators’ Network

October 18, 2018
Research Administration Mentoring Program (RAMP)

- **Chris DeVries**, Project Manager, RAAC
- **Jan Riggs**, Contract & Grant Specialist, Surgery

http://orsp.umich.edu/ramp
aiM Higher

aiM Higher – Certified Research Administrator (CRA)
Study Group

- **Sue Kelch**, Senior Financial Specialist, KHRI
- **Kellie Buss**, Project Representative, ORSP

[http://orsp.umich.edu/aim-higher](http://orsp.umich.edu/aim-higher)
Navigate: Professional Development and Training

- **Melissa Rider**, Research Process Coordinator, LSA
- **Brenda Vyletel**, Administrative Specialist, COE Climate & Space

[http://orsp.umich.edu/navigate](http://orsp.umich.edu/navigate)
Professional Development Bingo
Research Administrators’ Network

October 18, 2018
Professional Development Bingo

Professional Association Key

Have you participated with one of these groups? Affix correlating sticker(s) to your name tag.

- **NCURA** - National Council of University Research Administrators
- **SRA** - Society of Research Administrators
- **NORDP** - National Organization of Research Development Professionals
- **RAMP** - Research Administration Mentoring Program
- **aiM Higher** - Study group for Certified Research Administrator (CRA) exam
- **Navigate** - University of Michigan Professional Development and Training
- **RAAC** - Research Administration Advisory Council
Sponsored Programs Update
Research Administrators’ Network

Debbie Talley, Director, Finance-Sponsored Programs
October 18, 2018
Audits

FY18 Single Audit update

- No R&D findings noted so far
- Reviewing recharge unit activity
- Plan to complete audit by end of November
ORSP Update
Research Administrators’ Network

Craig Reynolds, Executive Director, ORSP
October 18, 2018
Private Sponsors Team Staff Updates

- Patrick Woods promoted to Managing Project Representative
- Emily Baxter promoted to Assistant Managing Project Representative
- Dan Garber promoted to Project Representative
- Lisa Johnson new Assistant Project Representative
- Kate Chie new Assistant Project Representative
- Thomas Paluchniak new Assistant Project Representative
ORSP Response Time Goals

- Successful partnerships require mutual understanding and shared expectations
- These response times are goals, not promises or guarantees.

<table>
<thead>
<tr>
<th>Task</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respond to status inquiries from PI or designated Administrative</td>
<td>2 to 3 business</td>
</tr>
<tr>
<td>Point of Contact</td>
<td>days</td>
</tr>
<tr>
<td>Review a Nondisclosure Agreement and reply as needed</td>
<td>3-5 business days</td>
</tr>
<tr>
<td>Review all other agreements and reply with a first revision</td>
<td>10 business days</td>
</tr>
<tr>
<td>Review and reply to sponsor comments during negotiations</td>
<td>10 business days</td>
</tr>
<tr>
<td>Post a response or otherwise reply to a Requested ORSP Action</td>
<td>2 to 3 business</td>
</tr>
<tr>
<td></td>
<td>days</td>
</tr>
</tbody>
</table>
ORSP Response Time Goals

● Sometimes circumstances prevent us from responding quickly:
  ○ Complex multi-party agreements
  ○ Issues requiring additional review outside of ORSP
  ○ Unusually long agreements (e.g. > 20 pages)
  ○ Delayed sponsor responses
  ○ Temporarily high workloads
  ○ Your understanding is always appreciated!

● Please help us help you
  ○ Always refer to the specific PAF/AWD/UFA in question
  ○ Designate a single individual to make inquiries
  ○ Ensure information or documents you provide are complete and accurate
  ○ Provide (when applicable) editable version of agreement and sponsor contact information
  ○ If you need a faster response, call your Project Rep. Explain what’s going on and what will happen if ORSP does not respond within time requested.
eRPM Award Management Tips

1. Compliance related matters must be resolved earlier in the award pipeline
2. There's the difference between "Hold" and "Compliance Hold"
   a. Hold = follow up with ORSP if you have questions
   b. Compliance Hold = follow up with IRB, IACUC, COI, etc. if you have questions
3. Use "Request Action/Modification" activity on AWD for post-award issues. If you need help with a post-award issue, don’t:
   a. Post a comment to the PAF
   b. Request ORSP Action on the PAF
   c. Post a comment to the AWD
4. Additional information is available in the AWD worksheet that is not visible on the AWD workspace tabs
Agency Updates

- NIH accepts decimal points for reporting effort on the RPPR (NOT-OD-18-202)
- NSF issuing new sexual harassment policy (News Release 18-082)
- OMB sets micro-purchase threshold at $10K (same as U-M’s bid limit)
- OMB sets simplified acquisition threshold at $250K (public bidding required)
New and Updated from ORSP

● Standard Operating Procedures
  ○ 100.01 Routing Pre-Proposals (PREs) & Proposal Approval Forms (PAFs)
  ○ 200.03 Reporting of Other Support
  ○ 300.04 Restoring a Proposal Approval Form (PAF)
  ○ 400.03 Gift versus Grant Determinations
● Post Award Change Request Form
● RPPR Guidance
ITS Update

Research Administrators Network

Cathy Handyside, Assistant Director - ITS Research Administration Systems
October 18, 2018
Topics

- Award Management implemented on August 20, 2018!
- Unit Resources
  - Job Aids & Training
  - Details on eRPM Updates
- Future Enhancements Prioritization Process
Unit Resources

- **Job Aids and Training** ([http://myumi.ch/6pgnm](http://myumi.ch/6pgnm))
  - Video-based Presentation with System Demonstrations
  - Step-by-Step Job Aids
  - Frequently Asked Questions
  - eRPM Sandbox

- **Details on eRPM Updates - What’s New** ([http://myumi.ch/JlM92](http://myumi.ch/JlM92))
  - System Updates
    - September 10, 2018
    - October 1, 2018
  - Grants.gov SF424 Updates
    - September 2, 2018
    - October 6, 2018
Future Enhancements Prioritization Process

- Enhancements List posted on eResearch site ([http://myumi.ch/abGGK](http://myumi.ch/abGGK))
- Gathering feedback from Schools/Colleges/Institutes and Central Offices to determine impact (Low, Medium, and High)
  - Impact Factors:
    - The number of people the change would affect
    - Does it help with efficiency of work?
    - Is there a stoppage of work?
    - Is there an institutional risk involved?
- Assessing level of effort to implement each request
- Working with RAAC Executive Committee to prioritize
Navigate Update
Research Administrators’ Network

David Mulder, Training Manager
October 18, 2018
Navigate Update

Navigate Professional Development Program

Upcoming Classes:

- Uniform Guidance - Nov 13 (Register at orsp.umich.edu/navigate/uniform-guidance)
- Budgeting Basics - Nov 16, 30 (Apply at orsp.umich.edu/budgeting-basics)
- Advanced Budgeting:
  - Task-Based/Hourly Budgets - Nov 27, Dec 11 (apply here)
  - Internal Proposals - Dec 10, 18 (application coming soon)
- Lunch & Learn - Nov 1 (waitlist only)

For more info, visit orsp.umich.edu/navigate or email navigate-research@umich.edu.
eLearning Modules

● New module(s) released monthly beginning end of October

● First set of modules released:
  ○ Pre-Closeout Analysis
    ■ Parent Summary, PBSR, Payroll Detail, Voucher Detail
  ○ Project Closeout
    ■ UG Report, Final Financial Status Report (FSR), Other Common Deliverables
  ○ Financial Status Report (FSR) Overview
    ■ Mini-module focused exclusively on Final FSR (same content as Project Closeout module)
Updated Leave Policies & Sponsored Funding

Research Administrators Network

Bekah Ashley, Director of Human Resources, UMOR
Becky O’Brien, Director of Research Administration, School of Information
October 18, 2018
What is New?

To support faculty and staff who welcome children by birth, adoption, foster care, or legal guardianship:

- Maternity Leave
- Parental Leave
Maternity Leave

- Up to 6 weeks of paid time off to recover from childbirth
- Available to birth mothers
- 6 weeks consecutively from the time of birth
What is New?

Parental Leave

- Up to 6 weeks of paid time off to bond with new child
- Available to birth mothers (in addition to maternity leave), fathers, and other parents (includes adoption, foster parenting, and legal guardianship)
- 6 weeks can be used consecutively or in separate increments for up to a year after the event
1. **Schedule Leave** - Work with supervisor & unit regarding when/how to schedule leave  
   a. Michigan Medicine, Medical School, Flint, & Dearborn, you must work with your unit HR office

2. **Notify Work Connections** - For any leave (medical) people paid on sponsored funds are required to go through Work Connections

3. **Notify Sponsor and Obtain Prior Approval** - The Principal Investigator may need to contact sponsor which may have requirements to notify them or seek their approval for a change in plans related to a leave.  
   a. Typically sponsors want notification/seek their approval for reducing planned effort by >25% or being away from the project for > 3 months for key personnel and possibly complete a Post-Award Change Request (PACR)

4. **Secure Reimbursement** - UMOR can reimburse your unit with funds from UMOR Pool account. Here’s how:
Reimbursement to Unit from UMOR Pool

Time & Labor Employees
(Do fill out timesheets in MPathways)

Reimbursement process automatically started by using the proper time reporting code

- MRL - Maternity Leave
- PRL - Parental Leave

UMOR Pool covers employees with effort on 20000 or 25000
Reimbursement to Unit from UMOR Pool

Faculty & Postdocs Not on Time & Labor
(aka DO NOT fill out timesheets in MPathways)

Must Submit Reimbursement Request Form

- **Faculty** Extended Sick, Maternity Leave, and/or Parental Leave Salary Transfer Request
- **Research Fellow** Extended Sick, Maternity Leave, and/or Parental Leave Salary Transfer Request

UMOR Pool covers employees with effort on 20000 or 25000
HR provides a handy matrix to let you know who is eligible and what is covered.

This has links to the Standard Practice Guide (SPG) sections so you can reference the full policy.

https://hr.umich.edu/working-u-m/my-employment/leaves-absence/maternity-childbirth-parental-leave

---

**Guide to Time Off Options for New Parents**

New parents at U-M can take advantage of a number of paid and unpaid time off options to recover from childbirth and to care for a child following birth or placement for adoption, foster care or legal guardianship. As of September 1, 2018, these include paid maternity (childbirth) and parental leaves. Some options may be granted at the faculty or staff member’s request, and others are discretionary. While the chart below does not specifically include vacation time and Paid Time Off (PTO), eligible individuals may request to use these types of paid time to care for or bond with a new child.

<table>
<thead>
<tr>
<th>Type of Time Off</th>
<th>Pay Status</th>
<th>Intended Use</th>
<th>Eligibility¹</th>
<th>Availability</th>
<th>Duration</th>
<th>Scheduling Subject to Approval?</th>
<th>Policy Reference</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maternity (Childbirth) Leave</td>
<td>Paid</td>
<td>Recovery from childbirth</td>
<td>Regular faculty², Regular campus² and Medical School staff with at least a 20% appointment</td>
<td>Upon hire</td>
<td>Up to 6 weeks (240 hrs with a full-time appointment)</td>
<td>No</td>
<td>SPG 201.30-6</td>
<td>Must be taken as a single block of time immediately after childbirth</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>Paid</td>
<td>Bonding with a new child</td>
<td>Regular hospital and health center staff with at least a 50% appointment; Postdoctoral research fellows¹</td>
<td>Birth or placement must take place after employee completes 6 months of service</td>
<td>Up to 6 weeks (240 hrs with a full-time appointment)</td>
<td>Yes</td>
<td>SPG 201.30-6</td>
<td>Must be used within 12 months of birth or placement for adoption, foster care or legal guardianship; faculty may use once every 12 months for foster care and legal guardianship; faculty may use in lieu of modified duties</td>
</tr>
<tr>
<td>Extended Sick Time</td>
<td>Paid</td>
<td>Prenatal care, recovery from childbirth</td>
<td>Faculty; Staff</td>
<td>After 1 year of service</td>
<td>Up to 1 year</td>
<td>No</td>
<td>SPG 201.11-9 (staff)</td>
<td>May be used to extend maternity leave in the event of complications, complications of delivery or illness</td>
</tr>
<tr>
<td>Short-Term Sick Time</td>
<td>Paid</td>
<td>Prenatal care, recovery from childbirth or care for a new child</td>
<td>Faculty; Staff who are not eligible for parental leave (except PTO-eligible staff)</td>
<td>Upon hire</td>
<td>Up to 15 days</td>
<td>No</td>
<td>SPG 201.11-1 (faculty)</td>
<td>Michigan Medicine PTO policy</td>
</tr>
</tbody>
</table>

¹ Faculty and staff covered by a collective bargaining agreement may access their contract regarding eligibility for hours bank. ² Includes Ann Arbor, Flin and Dearborn. ³ Non-instructional faculty must have at least a 20% appointment for parental leave but do not require a minimum appointment for maternity leave. ⁴ If not eligible for parental leave, may be used to bond with a new child within 1 year of the child’s birth or arrival in the home.
ORSP’s website outlines what must happen for any extended leave for faculty, staff, postdocs, and research fellows who request a leave while paid by sponsored funds (codes 20000 and 25000).

We link to all other related online resources to guide you.

https://orsp.umich.edu/extended-leave
Online Resources (3 of 3)

Payroll, on the Finance website, provides the forms you will need for Salary Transfer.

(This is only for those NOT in the Time & Labor system)

http://www.finance.umich.edu/finops/payroll/forms/salarytransfers
Closing Remarks

- Thanks to the RAAC Communications Subcommittee!
- Ideas for a future meeting? ran-plans@umich.edu
- Next RAN meeting:
  - February 26, 2019
  - 2:00 – 4:00 pm
  - Michigan League Ballroom