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]
UMOR - Maternal and Parental Leave Policy [3:40-3:55]

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.

Research Administrators' Network

Welcome!

October 18, 2018

Professional Development Panel

Professional Associations – NCURA, SRAI, NORDP

Research Administrators' Network

October 18, 2018

NCURA

National Council of University Research Administrators (NCURA)

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

http://www.ncura.edu

NCURA
Supporting Research...*together*™
National Council of University Research Administrators

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***
  - March 14-15, 2019, Las Vegas, NV (Workshop: March 13, 2019)

http://www.ncura.edu

NCURA
Supporting Research...*together*™
National Council of University Research Administrators

SRAI

Society of Research Administrators International (SRAI)

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

http://www.srainternational.org/

SRA International
Society of Research Administrators International

SRAI

http://www.srainternational.org/

SRA International
Society of Research Administrators International

NORDP

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
National Organization of Research Development Professionals

NORDP

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/

NORDP
National Organization of Research Development Professionals

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

RAMP↑ RESEARCH ADMINISTRATION MENTORING PROGRAM
NAVIGATING RESEARCH ADMINISTRATION AT THE UNIVERSITY OF MICHIGAN

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

aiM Higher

Navigate

Navigate: Professional Development and Training

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

http://orsp.umich.edu/navigate

M | NAVIGATE

Professional Development Bingo

Research Administrators' Network

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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.

Respond to status inquiries from PI or designated Administrative Point of Contact	2 to 3 business days
Review a Nondisclosure Agreement and reply as needed	3-5 business days
Review all other agreements and reply with a first revision	10 business days
Review and reply to sponsor comments during negotiations	10 business days
Post a response or otherwise reply to a Requested ORSP Action	2 to 3 business days

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)
  - 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)
  - System Updates
    - September 10, 2018
    - October 1, 2018
  - Grants.gov SF424 Updates
    - September 2, 2018
    - October 6, 2018

eRPM Enhancements

- Future Enhancements Prioritization Process
  - Enhancements List posted on eResearch site (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

NAVIGATE
UNIVERSITY OF MICHIGAN

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.

Navigate: *E*-ssentials

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

What is New?

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

Considerations / Planning Ahead

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:

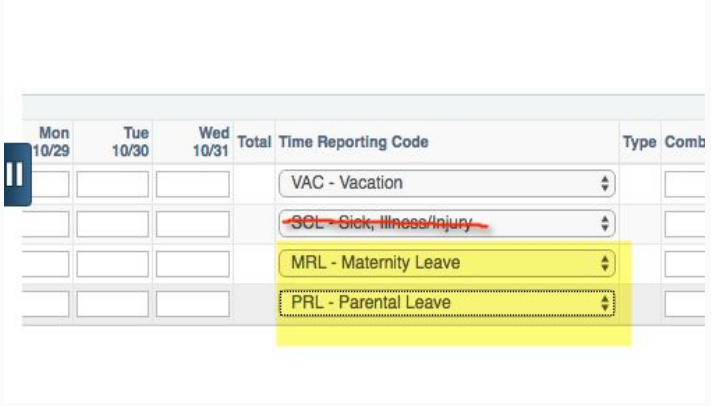
Reimbursement to Unit from UMOR Pool

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

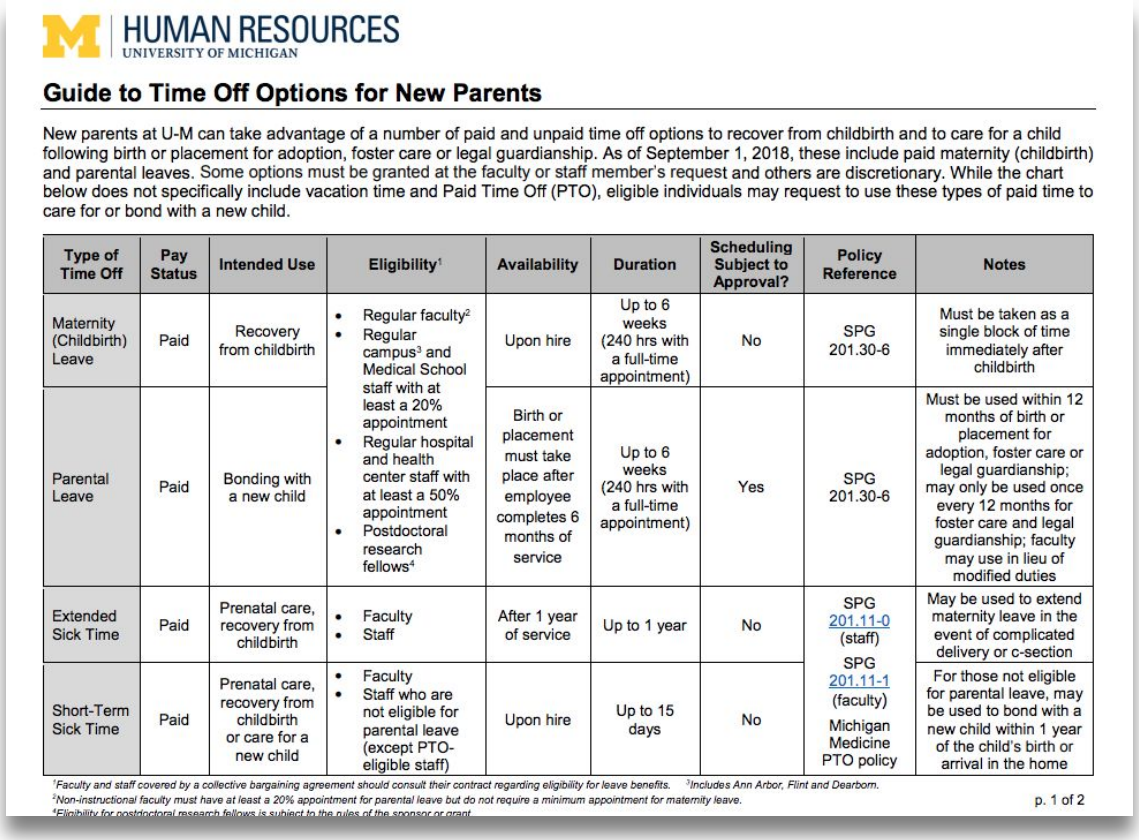
Faculty & Postdocs Not on Time & Labor
(aka **DO NOT** fill out timesheets in MPathways)

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

Online Resources (1 of 3)



HUMAN RESOURCES
UNIVERSITY OF MICHIGAN

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 must 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.

Type of Time Off	Pay Status	Intended Use	Eligibility[1]	Availability	Duration	Scheduling Subject to Approval?	Policy Reference	Notes
Maternity (Childbirth) Leave	Paid	Recovery from childbirth	• Regular faculty[2] • Regular campus[3] and Medical School staff with at least a 20% appointment • Regular hospital and health center staff with at least a 50% appointment • Postdoctoral research fellows[4]	Upon hire	Up to 6 weeks (240 hrs with a full-time appointment)	No	SPG 201.30-6	Must be taken as a single block of time immediately after childbirth
Parental Leave	Paid	Bonding with a new child		Birth or placement must take place after employee completes 6 months of service	Up to 6 weeks (240 hrs with a full-time appointment)	Yes	SPG 201.30-6	Must be used within 12 months of birth or placement for adoption, foster care or legal guardianship; may only be used once every 12 months for foster care and legal guardianship; faculty may use in lieu of modified duties
Extended Sick Time	Paid	Prenatal care, recovery from childbirth	• Faculty • Staff	After 1 year of service	Up to 1 year	No	SPG 201.11-0 (staff) SPG 201.11-1 (faculty) Michigan Medicine PTO policy	May be used to extend maternity leave in the event of complicated delivery or c-section
Short-Term Sick Time	Paid	Prenatal care, recovery from childbirth or care for a new child	• Faculty • Staff who are not eligible for parental leave (except PTO-eligible staff)	Upon hire	Up to 15 days	No		For those 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

[1]Faculty and staff covered by a collective bargaining agreement should consult their contract regarding eligibility for leave benefits. [3]Includes Ann Arbor, Flint and Dearborn.
[2]Non-instructional faculty must have at least a 20% appointment for parental leave but do not require a minimum appointment for maternity leave.
[4]Eligibility for postdoctoral research fellows is subject to the rules of the sponsor or grant.

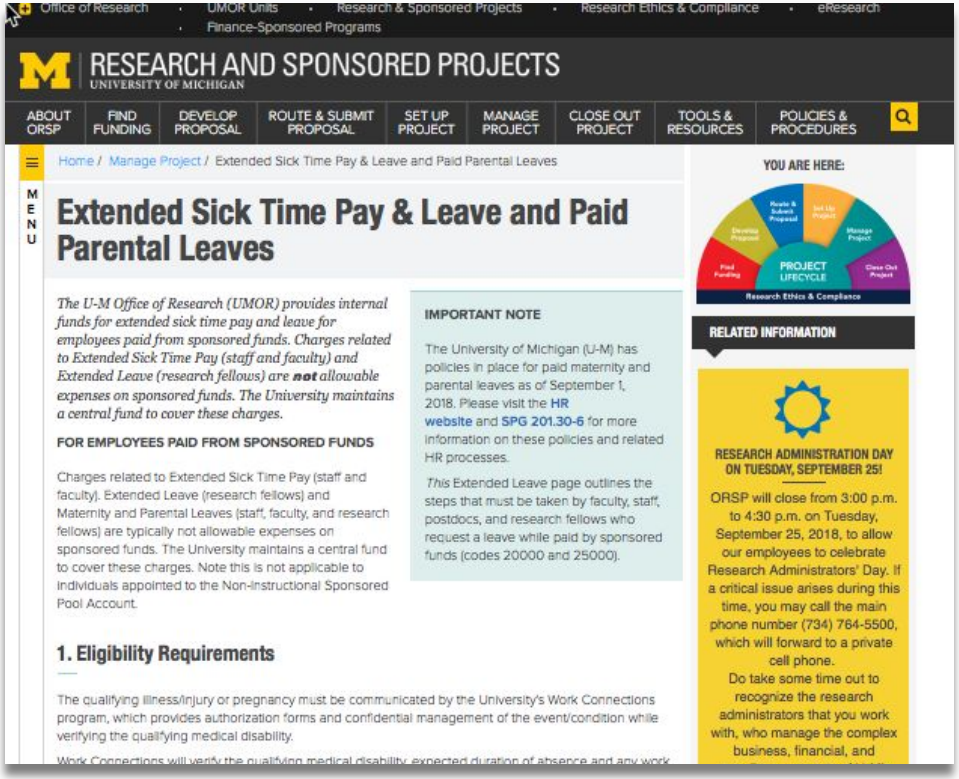
p. 1 of 2

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

Online Resources (2 of 3)

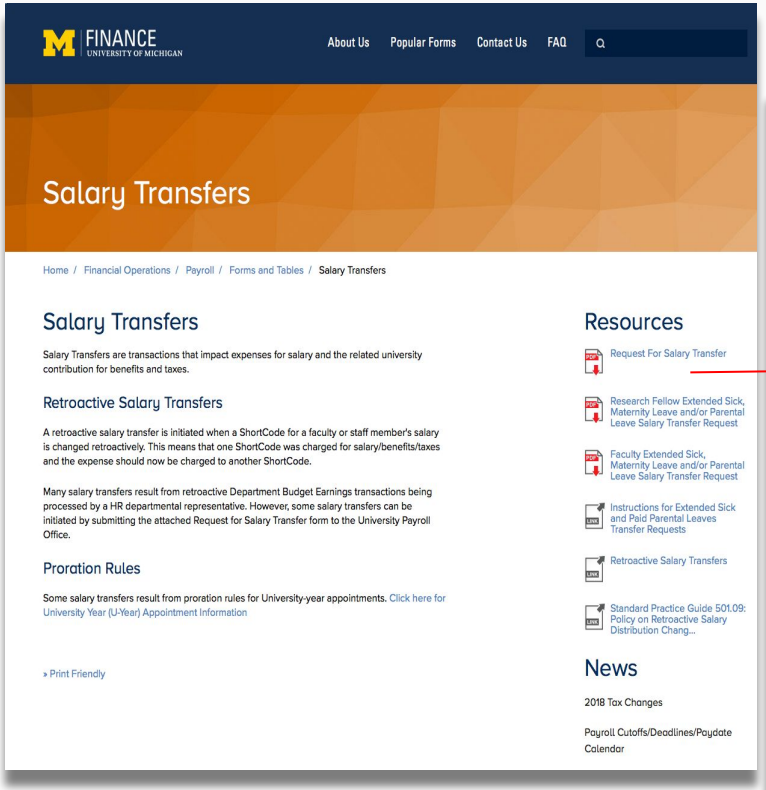


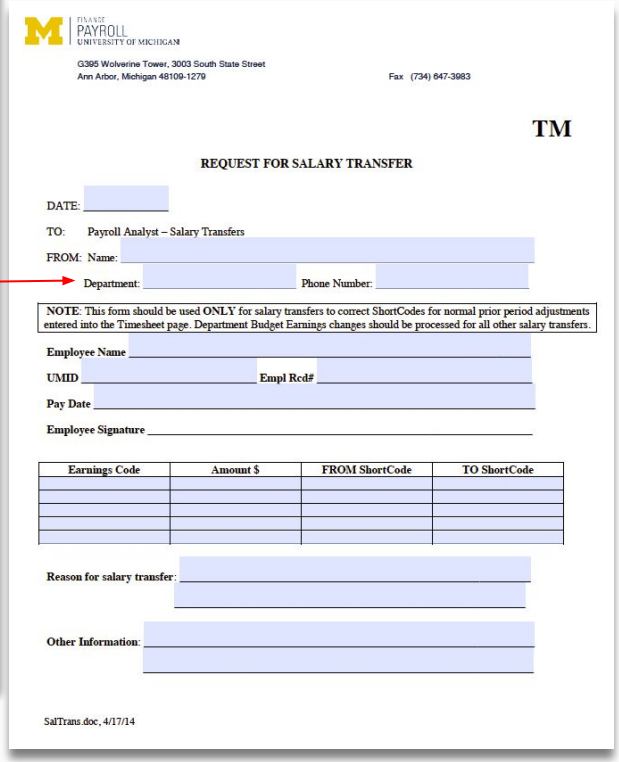
ORSP's website outlines what must happen for *any* extended leave for faculty, staff, postdocs, and research fellows who request a leave while paid by sponsored funds (codes 20000 and 25000).

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**