

February 25, 2021 Research Administrators' Network (RAN) Meeting

Welcome!

RAAC Communications Subcommittee

- Constance Colthorp (ORSP/Spon Progs)
- Cindy Dames (ORSP)
- Lori Deromedi (UMOR)
- Chris DeVries (ORSP/Spon Progs)
- Dan Green (LSA)
- Cathy Liebowitz (ISR)
- Amy Lingle (Engineering)

- Daniela Marchelletta (ORSP)
- Sarena Nuttall (Mich Medicine)
- Becky O'Brien (UMSI)
- Sally Sivrais (Mich Medicine)
- Ashley Tyler (Spon Progs)
- Eric Ward (ORSP)

Meeting notes & details

- This event is being recorded
- Participants' video and microphone are automatically muted. Chat is disabled.
- Live captioning is turned on (you can disable this using your settings).
- You can submit questions via the Q&A function at the bottom of your screen.

Our agenda

What we have planned for you today

- Presentations on RAAC DEI Workgroup and Research Administrators' Forum
- Updates: ORSP, Sponsored Programs, ITS, Navigate & Professional Development

"Alone, we can do so little; together, we can do so much" – Helen Keller

Quick poll – Attendee Information

- This poll is anonymous.
- Please tell us about your research administration roles at U-M select all that apply.
- Tell us on average about how many RAN meetings do you attend per year
 - select one.

Our Emcees

From the Office of Sponsored Programs, Contract Administration

Pete Gerard, Assistant Director

- 23 years at U-M
- Three sons: Jake, Nick, and Luke, and a dog: Shadow
- Holds a business degree in Materials Management from MSU
- Spartan Fan



Pete Gerard

Our Emcees

From the Office of Sponsored Programs, Contract Administration

Khaled Eid, Contract Administration Manager

- 10 years at U-M
- Enjoys hiking, backpacking, and biking
- Holds a Master's degree in Finance from U-M Dearborn



Manistee River Loop Trail photograph, courtesy of Khaled Eid (in lieu of "COVID Hair" photograph).



Diversity, Equity, and Inclusion

February 25, 2021 RAAC Committee-at-Large **Craig Reynolds** / Asst. Vice President for Research – ORSP **Debbie Talley** / Director, Sponsored Programs



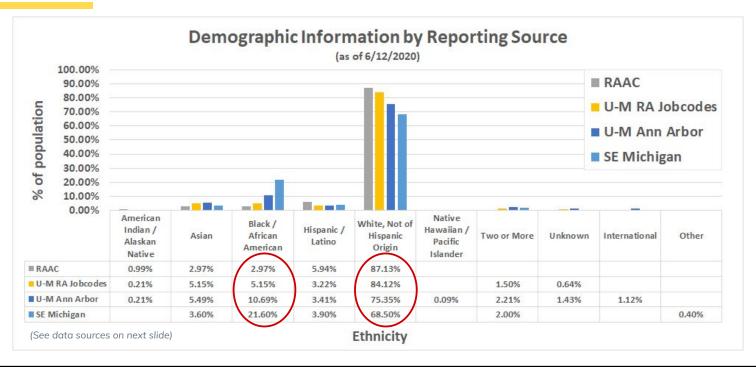
RAAC DEI Workgroup Overview

February 25, 2021 RAAC Committee-at-Large **Chris DeVries**, RAAC Project Manager

Background

- Presented demographic data to the RAAC Committee-at-Large in June 2020.
- Formed the RAAC DEI
 Workgroup in July 2020.
- Brought on two Undergraduate Research Opportunity Program (UROP) students in September 2020.
- Finalized mission statement, goals, and objectives in late 2020.

Comparative Demographics



Comparative Demographics

Ethnicity	RAAC	U-M RA Jobcodes	U-M Ann Arbor	SE Michigan
American Indian/Alaskan Native	0.99%	0.21%	0.21%	
Asian	2.97%	5.15%	5.49%	3.60%
Black/African American	2.97%	5.15%	10.69%	21.60%
Hispanic/Latino	5.94%	3.22%	3.41%	3.90%
White, Not of Hispanic Origin	87.13%	84.12%	75.35%	68.50%
Native Hawaiian/Pacific Islander			0.09%	
Two or More		1.50%	2.21%	2.00%
Unknown		0.64%	1.43%	
International			1.12%	
Other				0.40%
Total	100.00%	100.00%	100.00%	100.00%

As of 6/12/2020

Data Sources:

RAAC and U-M RA Jobcodes – RAAC Database

U-M Ann Arbor - Office of Budget and Planning, Faculty and Staff Headcount, 2019 Update (p. 23).

SE Michigan - Southeast Michigan Council of Governments (SEMCOG) Community Profile, using the 2010 US Census Data.

Membership

Andrea Anderson

(ORSP)

Cathy Liebowitz

(ISR)

Kristie Beckon

(Sponsored Programs)

Jennifer Martin

(ISR)

Linda Chadwick

(ORSP)

Becky O'Brien

(School of Information)

Molly Dahlgren

(Medical School)

Ayana Richardson

(UMOR)

Chris DeVries

(RAAC)

Fhaierr Steele

(Medical School)

Jennifer Huntington

(Ross School)

Eric Ward

(ORSP)

Tyler Nicolas

(UROP student)

Zeina Reda

(UROP student)

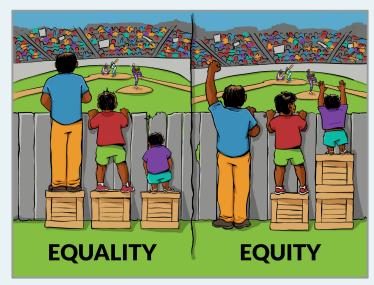
What do we mean by "diversity," "equity," and "inclusion?"

Diversity



Photograph showing a diverse group of individuals. From the National Credit Union Association

Equity



Split graphic showing three people watching a baseball game. On the left is a representation of "equality," where each person has one crate to stand upon; on the right is a representation of "equity" where each person has the number of crates needed to see the game.

From the Interaction Institute for Social Change | Artist: Angus Maguire

Inclusion



Photograph of four individuals with different colored puzzle pieces, working together to align the pieces.

From Getty Images

The RAAC DEI Workgroup is focused on actions we can take to bring about inclusion.

Mission

 Develop, foster, and guide a diverse and inclusive research environment at the University of Michigan.



Goals



- Promote a culture that encourages every voice to be heard, every individual to be judged based on skills, and allow for growth at all levels through mentorship or training opportunities.
- End university policies and procedures that contribute to the demographic disparities in research administration job positions.
- Enable and facilitate cross-university hiring teams to promote diversity and inclusion for research administration job positions.
- Continually educate the research administration community on issues of anti-racism and DEI.

Looking Forward

In the coming months:

- We plan to survey the RA community to assess DEI needs and opportunities.
- We will develop action plans to meet the identified goals as they relate to communications and HR.
- We will continue to provide updates at RAN and via other communication channels.

We're always looking for help!

If you or your colleagues would be interested in joining the RAAC DEI Workgroup, please contact Chris DeVries (cdevrie@umich.edu) for more information.





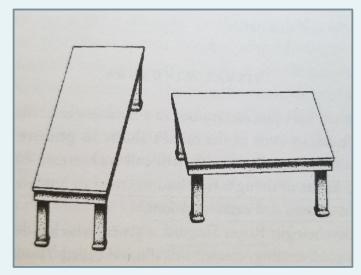
February 25, 2021 RAAC Committee-at-Large **Chris DeVries**, RAAC Project Manager

Invitations

- This activity will provide an opportunity for you to <u>discover</u> how <u>unconscious</u>, <u>or implicit</u>, <u>bias</u> can manifest itself by briefly highlighting how the brain works.
- The activity is <u>not</u> meant to arouse feelings of shame or guilt but <u>rather</u> to <u>illuminate</u> the fact that we all have <u>hidden biases</u>.
- If you have feedback on the activity, please contact Chris DeVries (cdevrie@umich.edu).

Woodworking Example

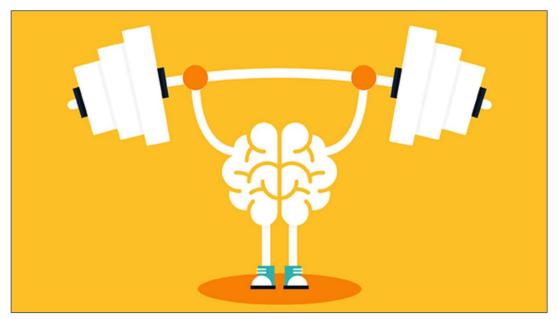
- Customer asks for two tables to be constructed, and presents sketches of each.
- Carpenter is pleased that they can cut the same tabletop twice instead of cutting tops of different dimensions.



A picture of two tables, situated differently, for an illusion entitled, $\mbox{\it Turning}$ the Tables.

Shepard R N. Mind Sights: Original Visual Illusions, Ambiguities, and other Anomalies. New York: WH Freeman and Company; 1990.

A Few Brain Exercises



Computer graphic of a brain lifting a barbell with weights.

Brain Exercise – Rabbits

- Take a deep breath and relax your mind.
- Say the word "hop" to yourself 10 times.
- In 10 seconds, you will be asked a question. Answer it to yourself as fast as possible.



Image of three rabbits – one tan; one white; one gray.

Brain Exercise – Rabbits (cont)

When driving, what do you do when you come to a green light?



Image of three rabbits – one tan; one white; one gray.

Brain Exercise - Colors



Footprints in a snowy field.



Clouds against a blue sky

Polar bear face and snout in a natural setting.

- Take a deep breath and relax your mind.
- Think of white snow, white clouds, and white polar bears.
- In 10 seconds, you will be asked a question. Answer it as fast as possible.

Brain ExerciseColors (cont)



Footprints in a snowy field.



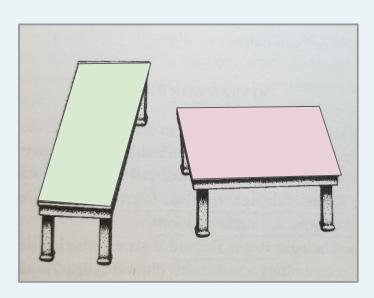
Polar bear face and snout in a natural setting



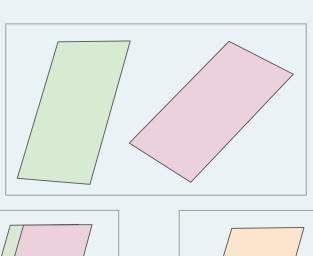
Clouds against a blue sky

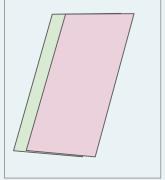
What do cows drink?

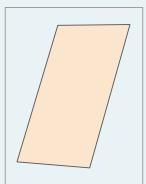
Woodworking Example



Shepard R N. Mind Sights: Original Visual Illusions, Ambiguities, and other Anomalies. New York: WH Freeman and Company; 1990.







Key Takeaways – Unconscious Bias

- While our sensory input (hearing, sight, smell, taste, touch) may be correct, our brain's interpretation is often incorrect.
- Our brains can be primed with bias, due to many external factors.
- We make decisions and act based on our brain's misguided interpretations.

Unconscious Bias Resources

- Unconscious Bias Learning Suite from Organizational Learning
 (http://hr.umich.edu/working-u-m/professional-development/courses/unconscious-bias-learning-suite)
- Implicit Association Tests from Project Implicit (http://implicit.harvard.edu/implicit/)
- Blindspot: Hidden Biases of Good People (http://blindspot.fas.harvard.edu/Book)



Screenshot from U-M Unconscious Bias Suite website



Screenshot from Project Implicit website



Blindspot: Hidden Biases of Good People Cover

Additional Resources

 Racial Equity Framework from the Taubman College

(http://taubmancollege.umich.edu/sites/default/files/files/resources/Racial-Equity-Framework.pdf)

 28 Days of Black History from the Anti-Racism Daily

(http://www.28daysofblackhistory.com/)

 U-M Finance DEI Team 2021 Black History Month Virtual Event

(http://umfinancecelebratingbhm.com/)

Quick Poll – DEI / U-M RA Forum

- This poll is anonymous.
- We would like to know which DEI topic areas you would be interested in hearing more about at RAN or via the RAAC DEI Workgroup – select all that apply.
- We would like to know if you have already signed up for the U-M Research
 Administration Forum on Workplace select one.



February 25, 2021
Research Administrators' Network (RAN) Meeting
Becky O'Brien / Director of Research Administration, School of Information

What's in the Communications Toolkit for RAs?

RAN - We connect at meetings like RAN, either "in-person" or via Zoom.

RAP/RAPid newsletters - We read updates shared through email.

Websites - We find information stored permanently on websites like eRPM, ORSP, Sponsored Programs, or unit sites.



What about informal sharing?

We now can fulfill this missing link in our Communications toolkit.



What Is the RA Forum on Workplace?



from FACEBOOK



Does this relate to Facebook?

Not really. This is an entirely separate site. It's just a product created by Facebook.

It's widely used at U-M.

No social media stress!



When and why did we launch this?

September 25, 2020 - Research Administrators' Day (and as a birthday present for Craig Reynolds).

Expanding our RA Networks

With working remotely, the need for this online forum has never been more important.



Can ORSP and Sponsored Programs staff answer questions here?

How to join the RA Forum on Workplace

Information and gateway:

Workplace from FACEBOOK

orsp.umich.edu/forum

Directly:

http://myumi.ch/BoNwZ

You may be prompted for your Umich email address.

University of Michigan is on Workplace

Join or log in using a business email.

umich.edu

Continue

Unlimited tools for you and your team to work together, wherever you are.

How to post on the RA Forum

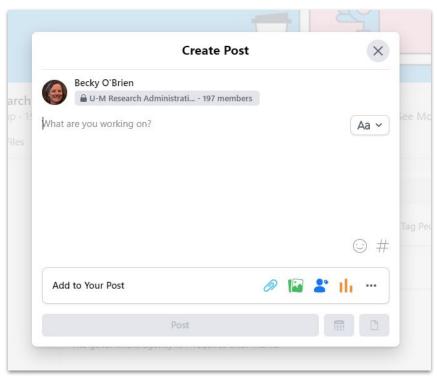
Write something

Select "Topics"

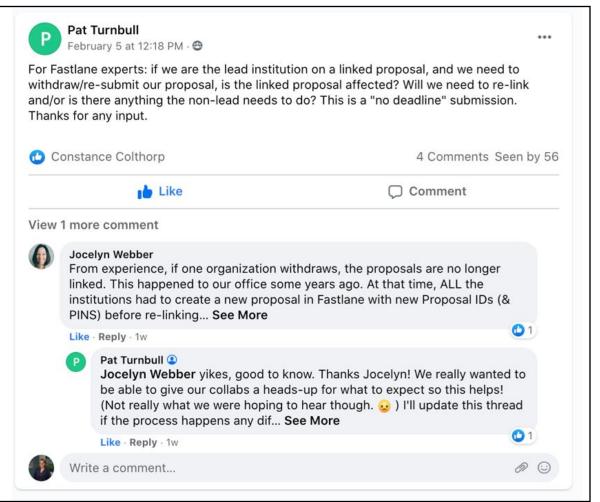
Add links, photos, or other relevant details

Click post

(Demo - http://myumi.ch/BoNwZ)



Post example



Terms of Use

- 1. Informal Resource
- 2. Be collegial.
- 3. We might delete your posts.
- 4. We might add tags or "topics" to your post.
- 5. You can search by Topic!



Join Us!



Questions? Reach out to us at ra-forum-help@umich.edu



February 25, 2021 Research Administrators' Network (RAN) Meeting **Andrea Anderson /** Associate Director, Office of Research and Sponsored Projects

Agency Updates



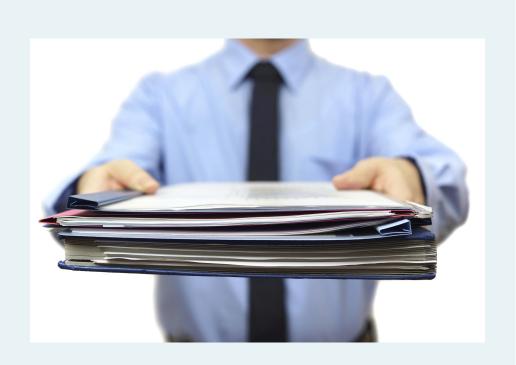
Agency Update Highlights

- Effective January 3, 2021, the salary limitation for Executive Level II is \$199,300.
- Updated Research Terms and Conditions 11/12/20
 - Noteable Agency Specific update: Emphasizes NSF's ability to terminate early if project no longer aligns with NSF goals/priorities
- NIH Released New Policy for Data Management and Sharing

On the Home Front

- Deliverables
- PACR Automation
- Deadline Policy
- Reminders

Deliverables



New Business Process for Federal Projects Closeouts

- New business process that will utilize the eRPM Deliverables functionality in Award Management on all federal projects for:
 - Final Progress/Technical Reports*
 - Final Hardware/Software/Other Item*
 - *Hereafter, collectively referred to as "Final Technical Report."
- The College of Engineering (CoE) currently partnering with ORSP in the first phase of the implementation.

New Business Process for Federal Projects Closeouts

- This new step in the closeout process is designed to:
 - Ensure institutional compliance with the terms and conditions of federal award agreements.
 - Reduce institutional risk and potential loss of federal funding.
 - Improve the efficiency, timeliness, and transparency of the project closeout process.

What's New for Project Teams?

- With the new business process, Project Teams will
 - Use the Deliverables activity in eRPM for federal projects to record the submission of the Final Technical Report to the Sponsor.
 - Receive email reminders from eRPM to complete the Deliverables prior to the deliverables due date.
 - Be alerted through automated notifications about any delinquent Final Technical Reports.



PACR

PACR Automation is in the works

- Implement a sequential approval process for routing to the PI,
 Department, and School/College that is visible on the ACR record
- Standardize the change type descriptions to include subheadings for: Use, Examples, Additional Information
- System enforcement of approval requirements (e.g. PI of AWD required to electronically sign all requests)
- Enhanced functionality to track status of multiple requests on one ACR

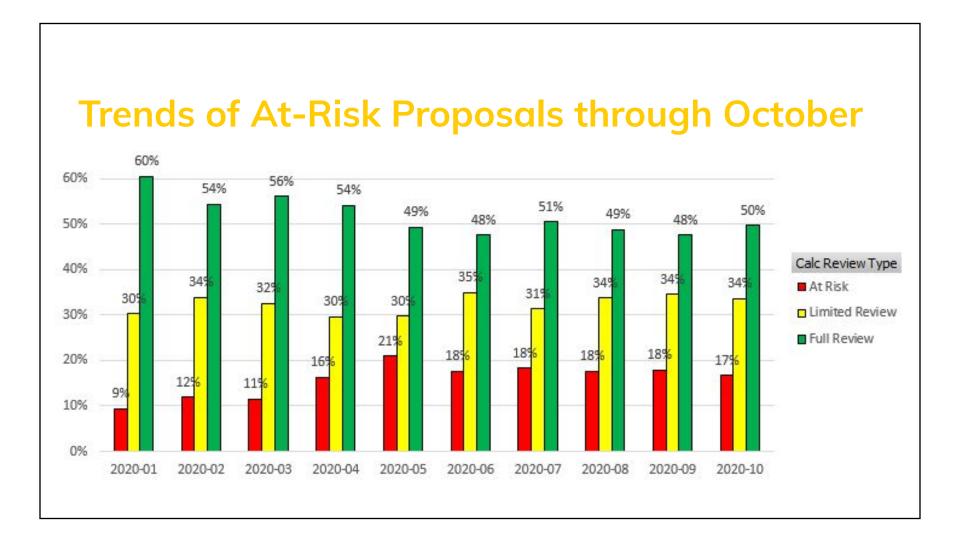


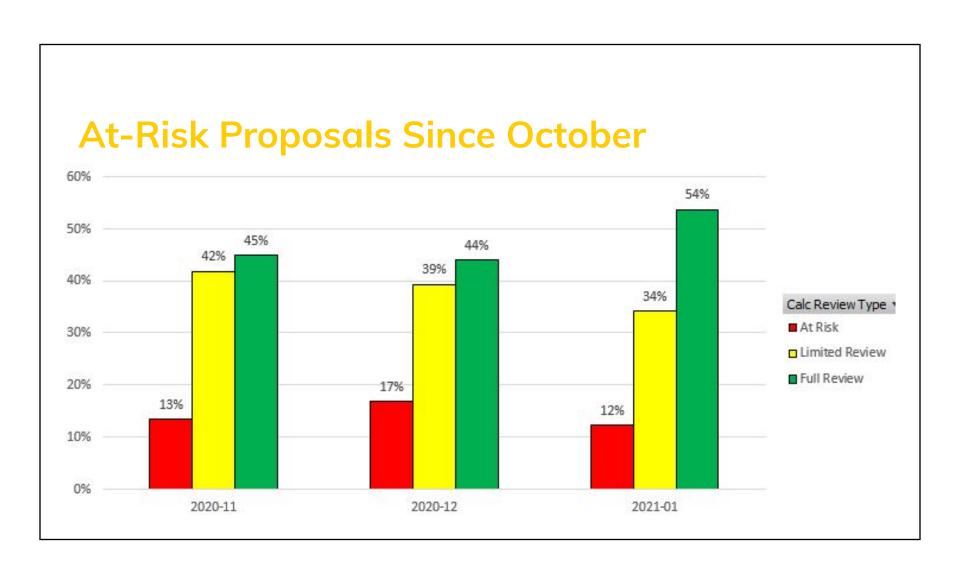
Deadline Policy Update

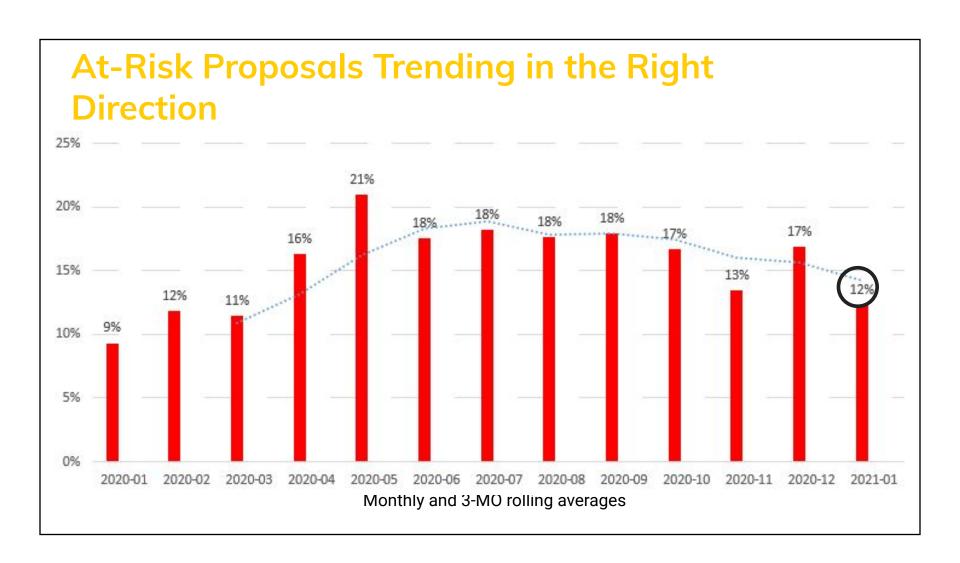
The Data Through October 2020

- The monthly percent of At-Risk proposals had steadily increased since January 2020 (9%) and plateaued at 18%
- 18% of proposals being at risk is unsustainable
 - Already negatively impacting ORSP's ability to complete non-deadline driven work
 - May start threatening ORSP's ability to get all deadline-driven proposals submitted
- "The Ask "in Nov. 2020: Reduce the percent of At-Risk proposals to 10% or less, or an At-Risk waiver requirement may be instituted

60







What are we asking now?

Continue excellent progress toward reducing overall percent of At-Risk proposals to 10% or less

International Activities Assessment Committee

Scope: The Committee will assess international engagements related to all aspects of the University's Mission where there is a written agreement

- Research
- Scholarship
- Service
- Clinical Care



International Activities Assessment Committee

- Preserve and protect the reputation and integrity of faculty, staff and the University by assessing university-related activities that:
 - Take place in foreign countries and/or
 - Happen in collaboration with entities located, established, or based in foreign countries
- Facilitate a University-wide awareness regarding the benefits and risks that international activities may present.
- Develop a set of policy guidelines and criteria for triaging, escalating and assessing international activities that present an elevated risk
- More details to come as the IAAC develops policies and procedures

Refresher on how to reach ORSP.

Best Practices for Communicating with ORSP

- Check locally first: your supervisor, unit research administrator, dean's office, etc. may have the answer!
- Request ORSP Action is still the preferred method
- Time-sensitive messages should describe consequences of being untimely.
- ORSP phones <u>not</u> being forwarded, however voicemails are computer-transcribed and forwarded via email
- Include the PAF, UFA, P/G or AWD number and the Pl's name, along with a succinct description of the request



Sponsored Programs Update

February 25, 2021 Research Administrators' Network (RAN) Meeting **Debbie Talley** / Director of Sponsored Programs

Reports, reports



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Peak Season Statistics (September - December)

Together, SP and RAs powered through busy season:

Reports to

Complete 2,128

Goal:

Total

Reports 2,071

Completed:

97.32% of Reports
Completed







Audits

- Single audit
- NSF OIG audit

Imaged documents

- Access to financial reports, opening documents, etc has changed
- Drawer renamed to FIN SPONSORED PGMS
- Separate access request in OARS, no longer bundled under FIN SP HIST.

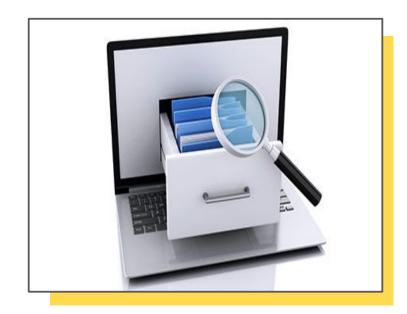


Image of a laptop computer with a filing cabinet drawer and magnifying glass.

Personnel updates

- David Thompson
- Aleesa Toman
- Linda Stehle
- Scott Stanfill

- Judy Jones
- Natalie Mussato
- Fareeha Azimi

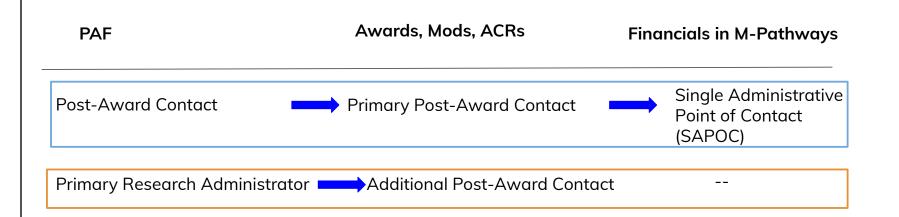
ITS Update

February 25, 2021 Research Administrators' Network (RAN) Meeting **Carolyn Pappas** / Business Systems Analyst Lead eResearch Administration Systems

eResearch Updates

- Proposal Management Framework upgrade on January 11, 2021
 - Remaining eResearch system to be upgraded is eRAM
- Proposal Management system enhancement update early April, 2021
- Future work in 2021
 - Full automation of the Post Award Change Request in eRPM
 - Amendment process for UFAs

New Administrative Contact on Award



Additional Post-Award Contact details

- The new role will only be populated on the Award if the person named as the PAF's Primary Research Administrator is different than the person named as the PAF's Post-Award Contact.
- It is an optional role.
- Both roles can be managed by project teams using the Manage
 Administrative Personnel Activity.
- This will only apply to new Awards. Existing Awards should be manually updated via the "Manage Administrative Personnel" Activity.

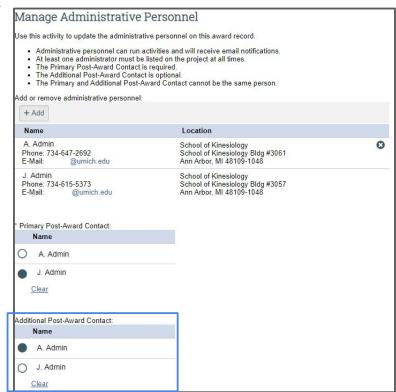
Award Workspace

Example showing new Additional Post-Award Contact

lain	Mod/ACR	Activity Log	\$\$\$	Deliverables	Terms	
Principal Investigator(s):		Jane PI	Jane PI UM Principal Investigator email @umich.edu			
Addition	Post-Award Contac al Post-Award Cont trative Home:		34 -000-0000	0-0000 email @umich. email@umich.edu 00	edu	
Project Representative: Project/Grant Coordinator:		www. seems water	Kellie Buss, 734-936-1361, klbuss@umich.edu Diane Nothaft, 734-647-1415, dnothaft@umich.edu			
Prime Sponsor: Prime Sponsor Award ID:		National Scienc 99999	National Science Foundation-Subcontracts 909400 99999			
Direct Sp	oonsor: oonsor Award ID:	University at Bu 67567586	University at Buffalo 926559 67567586			

Manage Administrative Personnel

Award activity to manage the administrative people on the project





Navigate Training Update

February 25, 2021
Research Administrators' Network (RAN) Meeting
Chris DeVries / RAAC Project Manager

Virtual Learning Opportunities

- Budgeting Basics April 2021
 - Two Half-Day sessions, with optional Lab hours
 - Course is currently full, join the waitlist
- Uniform Guidance Cost Principles
 - Pilot course coming in the Spring 2021

Webinars

Past Sessions

 Recording and materials available online

Upcoming Session - Date tbd

Topic: Sponsor Billing
 (In collaboration with Finance-Sponsored Programs and SSC)

https://orsp.umich.edu/training-work shops/navigate-webinars

New Courses

Topics Under Development

- Department of Defense (DoD)
- Subs of All Kinds

Delivery method, and dates tbd

New eLearning Modules

Under Development

- Understanding Graduate
 Student and Postdoctoral
 Appointments on Sponsored
 Projects
- Understanding Project/Grant
 Chartfield Information

E-ssentials eLearning Modules

Reminder! eLearning Modules <u>Available</u>

- Cost Transfer
- Award Modification
- 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
- UG Cost Principles
- Stewardship

RA Professional Development Resources

Reminder! Research Administrator Competencies & Resources Available on the Navigate Website!

https://orsp.umich.edu/sites/default/files/resource-download/racompetencies 072820.pdf



RAMP↑ Mentoring Program

- 6th cohort ended July 2020
- We are evaluating the program to consider addressing mentoring needs virtually.
- We are also taking this time to look at other aspects of the program, including whether and how we can incorporate suggestions from prior cohorts.

Navigate Program

Questions? Comments?

Please email the Navigate Program Team at: navigate-research@umich.edu





Professional Societies Update

February 25, 2021 Research Administrators' Network (RAN) Meeting Chris DeVries / RAAC Project Manager

Professional Societies Update

- NCURA
- SRAI
- NORDP

National Council of University Research Administrators (NCURA)



National Council of University Research Administrators

NCURA Region IV

- Region IV Spring Meeting
 - o Rescheduled to May 2022
- Mentoring Our Own (MOO)
 - Accepting applications through March 31, 2021.

Visit <u>ncuraregioniv.com</u> for more information

NCURA Workshops

- Financial Research Administration
 - March 15–17, 2021 (virtual)
- Pre-Award Research Administration
 - March 23–25, 2021 (virtual)

Go to <u>ncura.edu</u> for more information

National Organization of Research Development Professionals (NORDP)



NORDP National Meeting

- May 3–6, 2021 (virtual)
- Program will be posted soon nordp.org/nordp-2021.
- Includes live events, sessions throughout May 2021, pre-recorded content, access to post-session recordings, and fun events.
- Plenary Session speakers include Dr. Rob Sellers (U-M).

Go to <u>nordpnews.org</u> or <u>nordp.org</u> for more information

Society of Research Administrators International (SRAI)



Joint Virtual Section Meeting

- o April 26–30, 2021
- https://www.srainternational.org/virtu alsectionmeeting/home

• Elections Underway

- Midwest Section President Elect and Secretary
 - Vote by February 25, 2021
- Michigan Chapter President Elect and Treasurer
 - Vote by February 26, 2021

Michigan "Chapter Chat"

- Second session coming in April 2021
- "Organize Your RA Workload Like a Boss!"



February 25, 2021 Research Administrators' Network (RAN) Meeting

Quick poll – RAN Meeting Planning

- This poll is anonymous
- Please tell us whether you found today's meeting content relevant and useful to your role as an RA – select one.
- Please let us know if you would be interested in having breakout rooms at future RAN meetings, focused on networking – select one.
- Please let us know what type of breakout room you would be interested in joining at a future RAN meeting – select all that apply.

Thank you for attending RAN

Thank you to our Emcees, Pete and Khaled, all of our presenters for preparing content, to the RAAC Communications Committee for planning and running the meeting, and most of all to you for joining us today.

Keep the community strong on the Research Administrators' Forum

Have ideas bubbling? Send feedback to ran-plans@umich.edu

Save the Date! The next RAN of 2021 will be Wednesday May 19th



AND LET THE
RESEARCH ADMINISTRATOR
HANDLE IT