

Research Administrators Network Meeting

May 14, 2013 Agenda

Welcome

Updates

- ORSP--Daryl Weinert
- RA Schools/Colleges--Cathy Seay-Ostrowski
- ITS--Cathy Handyside
- Sponsored Programs--Thom Madden and Pete Gerard

Putting the N back into RAN-Pat Turnbull

RAAC Subcommittee Updates

- Communication--Nancy Stock and Peggy Westrick
- Metrics--Diane Winter
- Process--Heather Offhaus
- Training--Cathy Seay-Ostrowski

Research Administrators Network

1

WELCOME

May 14, 2013

Research Administrators Network

2

Changes made by RAAC Communication Subcommittee

- Moved the room around to make it feel cozier
- Slightly different format
- Bringing back the networking part of the meeting
- Today:
 - We have a shorter meeting so we can celebrate with the OVPR Service Award recipients
 - We will be using i>Clicker Technology

Research Administration Schools and Colleges

3

RASC

Research Administration Schools and Colleges (RASC)

4

Membership

- Carole Bach, Institute for Social Research (ISR)
- Lori Bowden, School of Public Health (SPH)
- Linda Forsyth, College of Engineering
- Heather Offhaus, Medical School
- Cathy Seay-Ostrowski, OVPR Units, Chair
- Scott Stanfill, Small Schools and Colleges, Scribe
- Peggy Westrick, College of Literature, Science and the Arts (LSA)

Purpose of RASC



Mission Statement

The Research Administration Schools Committee (RASC) exists to:

- Identify research administration issues in need of resolution from the Schools and Colleges perspective.
- Make recommendations for policy or system changes in research administration.
- Share ideas and solutions regarding best practices in the research administration arena.
- Consolidate School/College opinions regarding issues and share with other University groups such as the Research Administrative Advisory Group (RAAC), the Office of Research and Sponsored Programs (ORSP), Sponsored Programs Financial Operations, Contract Administration, and the like.

Research Administration Schools and Colleges (RASC)

6

Current Activities

- We are collecting information on what each unit reviews when they are approving PAFs for multi-unit (Schools/Colleges) proposals. We hope to use this to develop a best practice document for Research Administrators to use.
- Our group has been discussing such things as A-21 policies and how we monitor and practically adhere to these policies in our respective units.

:: SUBK Amendments

Request an amendment to change part of the subcontract agreement. E.g., a no-cost time extension on the prime award that also extends to the subcontractor institution.

Who can request a SUBK amendment?

- Request is usually started by the PI/Project Team and sent to OCA. OCA creates an amendment to the agreement and sends it to the subcontracting institution.
- OCA has the ability to initiate an amendment, if necessary.

When can it be requested?

- SUBK must be **Active** in order to request an amendment.
- Only one amendment request can be in progress at any given time. You must wait for an amendment cycle to finish before requesting additional amendments.

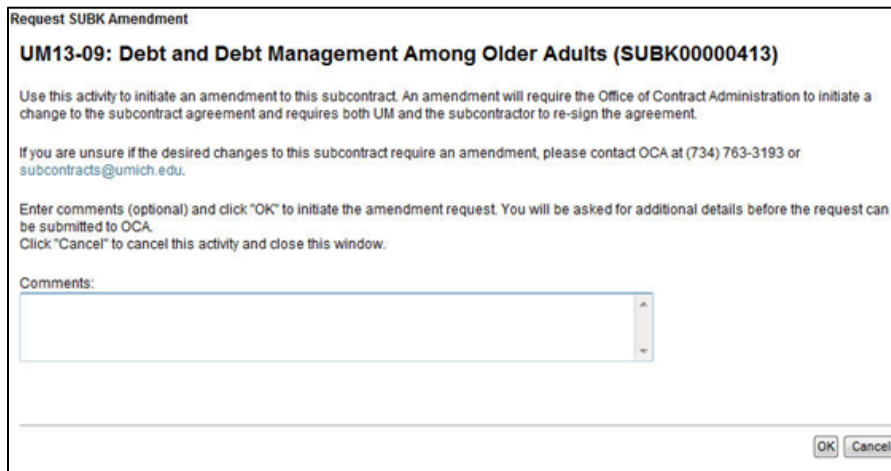
:: Starting an Amendment



The screenshot shows a sidebar menu with several sections. The 'Current State' section at the top has a button labeled 'Active' which is highlighted with a red box. Below this are sections for 'SUBK Summary', 'SUBK Worksheet', 'Manage Data', and 'Activities'. The 'Activities' section at the bottom has three buttons: 'Post a Comment to the Entire Project', 'Request SUBK Amendment' (highlighted with a red box), and 'Request SUBK Closeout'.

Current State of SUBK is **Active**.

Click the **Request SUBK Amendment** activity.



The screenshot shows a window titled 'Request SUBK Amendment'. It contains the following text: 'UM13-09: Debt and Debt Management Among Older Adults (SUBK00000413)', 'Use this activity to initiate an amendment to this subcontract. An amendment will require the Office of Contract Administration to initiate a change to the subcontract agreement and requires both UM and the subcontractor to re-sign the agreement.', 'If you are unsure if the desired changes to this subcontract require an amendment, please contact OCA at (734) 763-3193 or subcontracts@umich.edu.', and 'Enter comments (optional) and click "OK" to initiate the amendment request. You will be asked for additional details before the request can be submitted to OCA. Click "Cancel" to cancel this activity and close this window.' Below the text is a 'Comments:' label and a text input field. At the bottom right are 'OK' and 'Cancel' buttons.

Activity window opens with a brief explanation of the amendment process.

Enter comments, if desired, and click **OK**.

:: Amendment Request Form

> Indicate change type(s)

Amendment Request Form

The amendment request form is set up to only display questions based on the change type selected. Listed below are two common requests and directions for selecting the appropriate change type:

- 1) In a Multi-year project to add additional funds and extend date, choose "Time Extension" and "Change in Funding"
- 2) Reduce/Add funds in the current budget year, choose "Change in Funding"

NOTE: Any requests made for changes in funding and dates should be supported in the PAF and PAN/PAC details listed below.

Question Help
Click on underlined questions to display helpful information such as definitions, examples, or links.

Indicate the type of changes requested with this amendment (select all that apply): *

- ☐ Time Extension
- ☐ Change in Funding
- ☐ Update to Statement of Work
- ☐ Subcontractor Investigator Change
- ☐ UM Investigator Change
- ☐ Early Termination of Subcontract
- ☐ Other

- Indicate the type(s) of changes requested.
- The Amendment Request Form will display questions based on the change type(s) indicated here.

:: Converted SUBKs

- Imported into eRPM on April 19th, along with the new amendment functionality.
- Only paper subcontracts with an end date of 10/1/2012 or later were imported.
- Converted records are now attached to one PAF in eRPM. Best attempts were made to make the data match both PAF and the M-Pathways Financial System.
- Denoted in eRPM with the ID of SUBK-C + 4 numbers.
- If you need to amend an existing paper subcontract that was not converted, contact subcontracts@umich.edu.

SUBK00000617

SUBK00000767

SUBK00001042

SUBK-C0312

SUBK-C1022

SUBK-C0066

SUBK-C1333

:: Training

To learn more about submitting and amending subcontracts:

- Download the step-by-step instructions on the eResearch site:
 - http://www.umich.edu/~eresinfo/erpm/docs/PM_PT_subcontracts_SS.pdf
 - http://www.umich.edu/~eresinfo/erpm/docs/PM_SUBK_Amend_SS.pdf
- Attend the Subcontracts Webinar on **May 29th from 11 am-12 pm**. This session will include a presentation, demo, as well as answer any participant business or technical questions.

For detailed instructions for attending a webcast please visit here:

http://www.mais.umich.edu/WebConferencing/downloads/WC_AttendingaMAISWebConference_ss.pdf

NETWORKING

12

[HTTP://MP3SKULL.COM/MP3/
JEOPARDY_THEME_MUSIC.HTML](http://MP3SKULL.COM/MP3/JEOPARDY_THEME_MUSIC.HTML)

[HTTP://MP3SKULL.COM/MP3/
CHICKEN_DANCE_SONG.HTML](http://MP3SKULL.COM/MP3/CHICKEN_DANCE_SONG.HTML)

Networking

13

Would you prefer networking opportunities that allow you to interact with:

- A. peers from other units who have jobs similar to yours
- B. people in central offices (ORSP, SP)
- C. both groups above, at the same time
- D. both groups above individually

Networking

14

The type of networking activity I would most prefer is:

A. a fun activity that is pre-planned and directed

B. an unstructured period where tables can talk about whatever comes up

C. an informal discussion about a specific predetermined topic

Communication

15

Membership

- Amanda Coulter, ORSP
- Barb Tietjen, Taubman College
- Cathy Handyside, ITS eResearch
- David Lampe, OVPR
- Leslie Chavez, Sponsored Programs
- Lori Deromedi, OVPR Compliance
- Nancy Stock, Kinesiology
- Pat Turnbull, Dearborn
- Peggy Westrick, Chair, College of LSA
- Suzanne Tainter, ORSP

Scope

*The RAAC Communication Subcommittee will provide expertise and advice to ensure that ORSP, Sponsored Programs and the Schools/Colleges are speaking with one voice to the University's Research Administration community. We will review, evaluate, and recommend actions, as well as **provide gap analysis** for research administration communications at the University. Additionally, this Committee will help develop the RAN agendas, and be a resource for providing advice and feedback on the ways of communicating change as UM research administration evolves.*

Communication

17

- We are developing a **RAN virtual “drop box”** for suggestions/concerns about processes in the various offices (SP, ORSP, ITS, Schools/Colleges).
- This drop box would be automated to forward to a specific person at each of the offices for their assessment.
- If it is something that is overarching then it would go to RAAC.
- Once a problem is fixed or a process is developed from the drop-box our Committee would communicate that change most likely through a UM wide RAN email group.

Communication

18

1. When using the websites of the Schools/ Colleges, ORSP, and/or Sponsored Programs which is most important:

- A. Content
- B. Lay-out
- C. Number of Clicks to find information
- D. Speed

Communication

19

2. Does the Research Administration community communicate (pick which one best represents your opinion):

- A. Too much?
- B. Too little?
- C. Just right?
- D. Mostly on relevant topics?

RAAC METRIC SUB-COMMITTEE



Committee Update to RAN

May 14, 2013

•Compliance

COMMITTEE MEMBERS

21



Diane Winter – Chair - ISR

**Catherine Seay-Ostrowski -
UMTRI**

Jeff Longe - ORSP

Dan Stanish - ORSP

Linda Forsyth - Engineering

Mary Martinowicz - Nursing

Mike Randolph - ITS

Patricia Schultz - Dentistry

**Brandon Cachia – Sponsored
Programs**

Steve Beach - LSA

Teri Grieb - Medical

Scope



Metrics Specific to UM Data

- Strategic
- Tactical

Advisory

- ORSP Metric Committee
- Metric Design / Specifications

D

Research

- What are metrics
- Who already has metrics
- How are metrics being used
- Availability of external data
- Who are our peers

O

Advisory

- Feedback to ORSP about surveys and data
- Handling feedback within our own domain
- Determine needs / uses

N

Metric Inventory

- Create Inventory
- Categorize
 - Strategic
 - Tactical

E

Develop a Quick Win

- Review raw data output
- Re-define data points

Q u i c k

W i n

24

- ORSP and Units want to know, “How are we doing?”
- Days to ORSP before proposal Due Date
- Data available
- Report is in it's 4th iteration
- What does it tell us?
- How would you (unit) use?
- How frequently?

N

Survey

- Audience: RAAC Units
- One voice per Unit
- Top 5 Strategic
- Top 5 Tactical
- What's Missing

E

Deliver Quick Win

Days to ORSP before Due
Date by School

- Defining data points

**Develop Focus
Groups**

- Effectiveness
- Efficiency
- Test Drive

X

Prioritize Metrics

- What exists
- What needs to be built
- Business Objects Query
vs. MReport
- Push/Pull
- How will metric be
used?
- What are the
performance targets?

T

Long-Term

- Inventory External Data
 - Gov't data sources
 - NSF Reports
 - COGR Reports
- Dashboards
 - Compliance
 - Productivity



METRICS



GOAL: Effective & Efficient Metrics will provide Measurable data for Strategic and Tactical decision making

Metrics

27

1. What do metrics tell us?

- A. Productivity
- B. Process Efficiency
- C. Data for fact based decisions
- D. Strategic planning trajectories
- E. All of the Above

Metrics

28

2. Understanding and defining the data points is essential in building metrics?

- A. True
- B. False

Process Subcommittee

29

CAROLE BACH

First 6 Topics We Are Tackling

30

- Award Acceptance / System Solution to Award Process
- Electronic Solution to the Budget Allocation process (7471s)
- Best Practices in how to effectively use the Post A Comment and other text activities in eRPM

Process Poll #1

31

For Best Practices for using the “Post A Comment” function in eRPM, would you like the Process Group to focus on:

- A. Request action by the recipient (PRA, PI, Unit, ORSP, Spons Prog)
- B. Convey time sensitive issues
- C. Only provide information that isn't actionable
- D. All of the above - Everything and Anything!

First 6 Topics We Are Tackling

32

- Identified and defined Roles & Responsibilities between Units and Central Services
- UFAs: An electronic solution for capturing, routing, and viewing
- Quick Win – move the Change of Title to the top of the Post A Comment Activity

Process Poll #2

33

As we address the next “Quick Win” in eRPM, it would be most helpful to me to have:

- A. Additional fields under Manage Unit Data
- B. Unit level access to PAFs for faculty with joint appointments
- C. Improved layout/readability in system issued emails
- D. I’m good for now, thanks for asking.

UM RAAC TRAINING SUBCOMMITTEE MEMBERS

34

Cathy Seay-Ostrowski, UMTRI, (Chair)

Cathy Handyside, ITS, (Co-Chair)

Lori Deromedi, ITS

Teresa Herrick, Ross School of Business

Melinda LaRocca, College of Engineering

Mary Martinowicz, School of Nursing

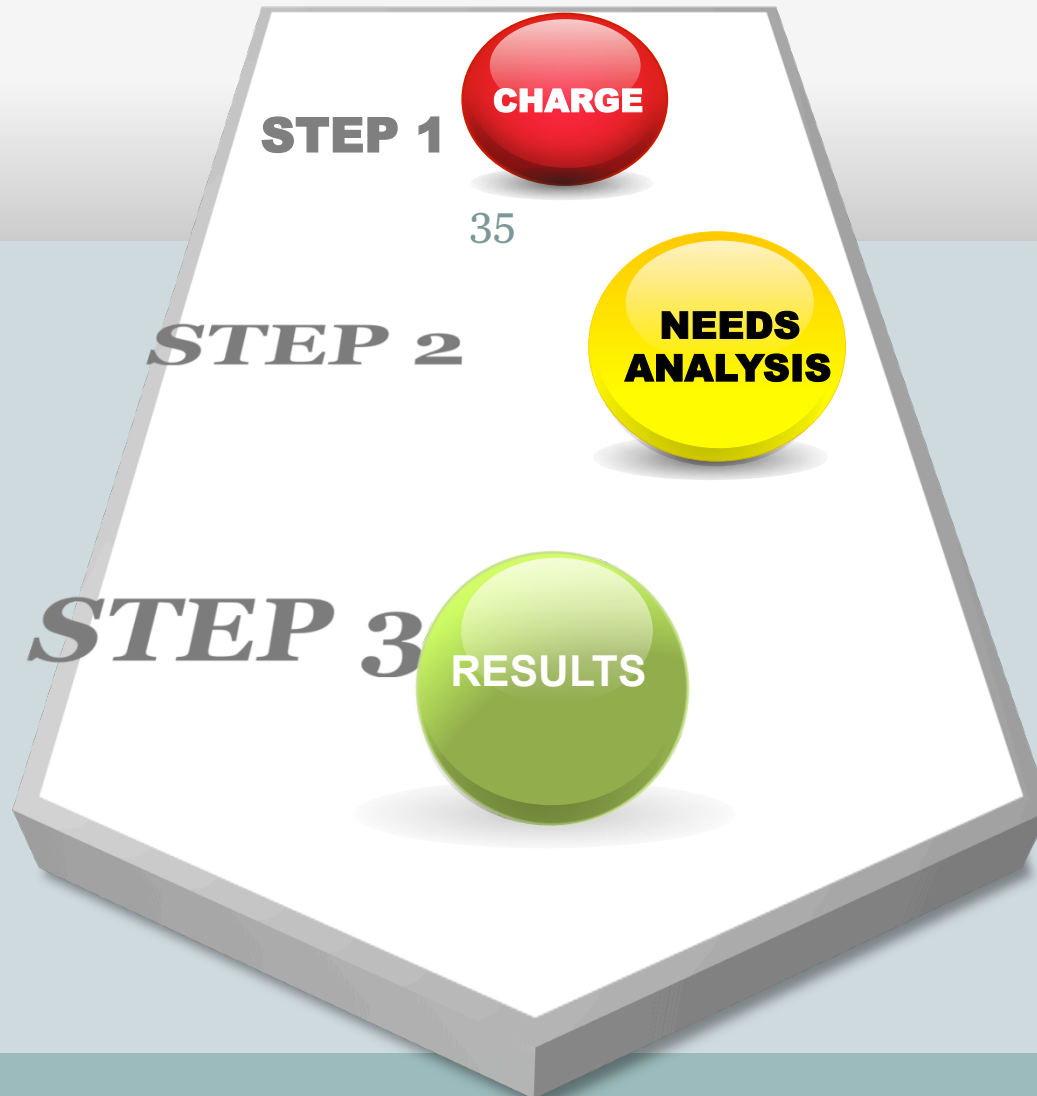
Marifelice Roulo, ORSP

Sharyn Sivyer, ORSP

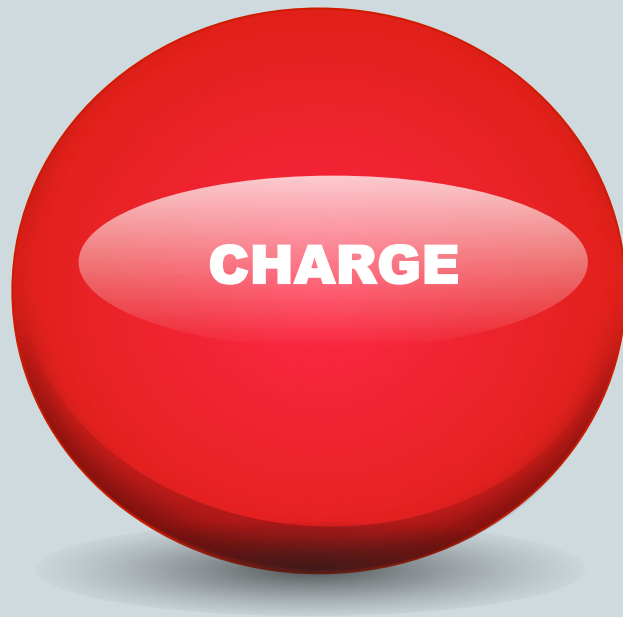
Lea Tune, Sponsored Programs

Pat Turnbull, UM -Dearborn

UM RAAC TRAINING SUBCOMMITTEE



STEP 1 – CHARGE AND SCOPE



- Inventory and access current training within and beyond UM research administration
 - Central Units
 - Academic Units
 - Professional Organizations
 - Other Universities

STEP 2 – NEEDS ANALYSIS



- Needs Analysis Tool
 - Identify Training Gaps
 - Conduct a Survey

STEP 3 – NEXT STEPS



- Results
 - Analyze survey results
 - Recommend new trainings to be developed at UM
 - Identify training delivery methods for new training
 - Work with other UM committees as appropriate

RAAC TRAINING COMMITTEE CHECKLIST

WE ARE HERE

39

CHECKLIST

Identified Charge

Presentation to RAAC

Created the SURVEY

SURVEY Focus Group

**SURVEY Research
Administration Community**

Analyze survey results

Recommend new training

**Recommend training
methods**

Training

40

1. Do you feel you are supported by your unit in attending training and professional activities in research administration:

A. Yes

B. No

Training

41

2. What training mode would you like to see more of in research administration:

- A. Interactive instructor-led workshop
- B. In person lecture/demonstration
- C. Webinar
- D. e-learning
- E. Self-paced,
non-electronic
(i.e. training manual)

Session 5/14/13 Summary Report : [RAN](#)

Date [5/14/2013](#)

Number of Students: 188

Total Questions: 10

Total Points Available: 0

Session Average: 0.00

Questions Asked: 10

Questions Deleted: 0

Participation Points Available: 0

Performance Points Available: 0

AP = Anonymous Polling.

Session Average = Average calculation based only on students who voted in this session.

Average Score per Question: Average calculation based only on students who responded to this question.

Question Title	Time Started	Time Stopped	Number of Responses	Maximum Score	Average Score
Question 1	2:33:39 PM	2:34:40 PM	171	0.00	0.00
Question 2	2:35:19 PM	2:36:20 PM	157	0.00	0.00
Question 3	2:47:44 PM	2:48:46 PM	172	0.00	0.00
Question 4	2:49:00 PM	2:49:41 PM	161	0.00	0.00
Question 5	2:55:23 PM	2:55:54 PM	157	0.00	0.00
Question 6	2:55:57 PM	2:56:25 PM	157	0.00	0.00
Question 7	3:01:46 PM	3:02:47 PM	159	0.00	0.00
Question 8	3:06:10 PM	3:07:11 PM	156	0.00	0.00
Question 9	3:10:16 PM	3:10:47 PM	153	0.00	0.00
Question 10	3:10:58 PM	3:11:45 PM	159	0.00	0.00

Question 1

Question Type: **Multiple Choice**
 Significant Characters: **16**
 Time Started: **2:33:39 PM**
 Correct Answer(s): ?

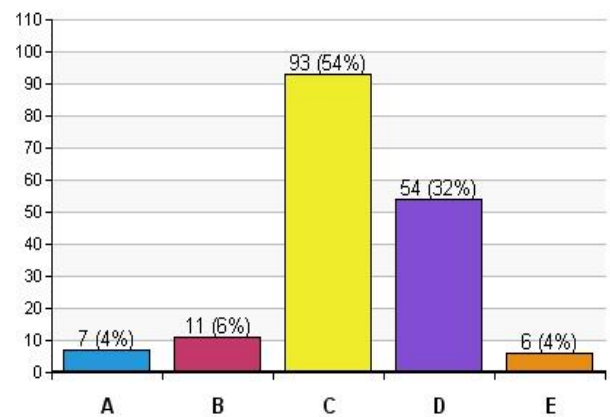
Maximum Score: **0.00**
 Number of Responses: **171**
 Number Missing: **17**
 Class Average: **0.00**

Answer	#	%	Performance Points
A	7	4%	0
B	11	6%	0
C	93	54%	0
D	54	32%	0
E	6	4%	0

Networking

Would you prefer networking opportunities that allow you to interact with:

- A. peers from other units who have jobs similar to yours
- B. people in central offices (ORSP, SP)
- C. both groups above, at the same time
- D. both groups above individually



Question 2

Question Type: **Multiple Choice**
 Significant Characters: **16**
 Time Started: **2:35:19 PM**
 Correct Answer(s): ?

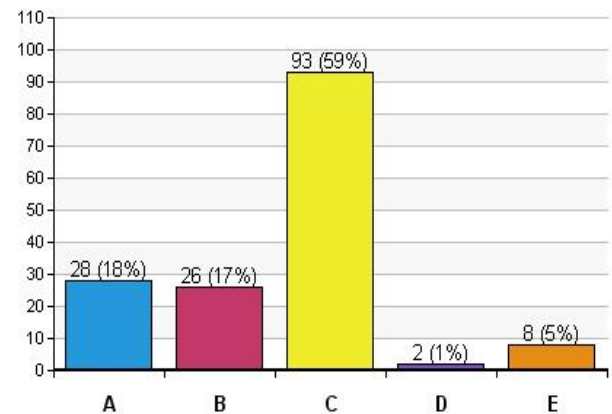
Maximum Score: **0.00**
 Number of Responses: **157**
 Number Missing: **31**
 Class Average: **0.00**

Answer	#	%	Performance Points
A	28	18%	0
B	26	17%	0
C	93	59%	0
D	2	1%	0
E	8	5%	0

Networking

The type of networking activity I would most prefer is:

- A. a fun activity that is pre-planned and directed
- B. an unstructured period where tables can talk about whatever comes up
- C. an informal discussion about a specific predetermined topic



Question 3

Question Type: Multiple Choice	Maximum Score: 0.00
Significant Characters: 16	Number of Responses: 172
Time Started: 2:47:44 PM	Number Missing: 16
Correct Answer(s): ?	Class Average: 0.00

Answer	#	%	Performance Points
A	77	45%	0
B	30	17%	0
C	61	35%	0
D	1	1%	0
E	3	2%	0

Communication

18

1. When using the websites of the Schools/Colleges, ORSP, and/or Sponsored Programs which is most important:

- A. Content
- B. Lay-out
- C. Number of Clicks to find information
- D. Speed

Answer	Count	Percentage
A	77	45%
B	30	17%
C	61	35%
D	1	1%
E	3	2%

Question 4

Question Type: Multiple Choice	Maximum Score: 0.00
Significant Characters: 16	Number of Responses: 161
Time Started: 2:49:00 PM	Number Missing: 27
Correct Answer(s): ?	Class Average: 0.00

Answer	#	%	Performance Points
A	3	2%	0
B	106	66%	0
C	22	14%	0
D	26	16%	0
E	4	2%	0

Communication

19

2. Does the Research Administration community communicate (pick which one best represents your opinion):

- A. Too much?
- B. Too little?
- C. Just right?
- D. Mostly on relevant topics?

Option	Count	Percentage
A	3	2%
B	106	66%
C	22	14%
D	26	16%
E	4	2%

Question 5

Question Type: Multiple Choice

Significant Characters: 16

Time Started: 2:55:23 PM

Correct Answer(s): ?

Maximum Score: 0.00

Number of Responses: 157

Number Missing: 31

Class Average: 0.00

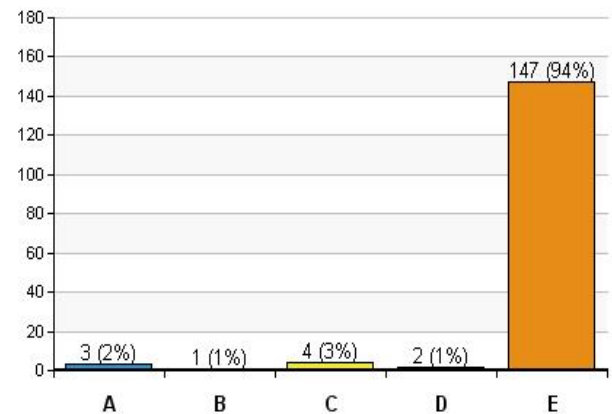
Answer	#	%	Performance Points
A	3	2%	0
B	1	1%	0
C	4	3%	0
D	2	1%	0
E	147	94%	0

A set of small navigation icons typically found in Beamer presentations, including symbols for back, forward, search, and other slide controls.

Metrics

27

1. What do metrics tell us?
 - A. Productivity
 - B. Process Efficiency
 - C. Data for fact based decisions
 - D. Strategic planning trajectories
 - E. All of the Above

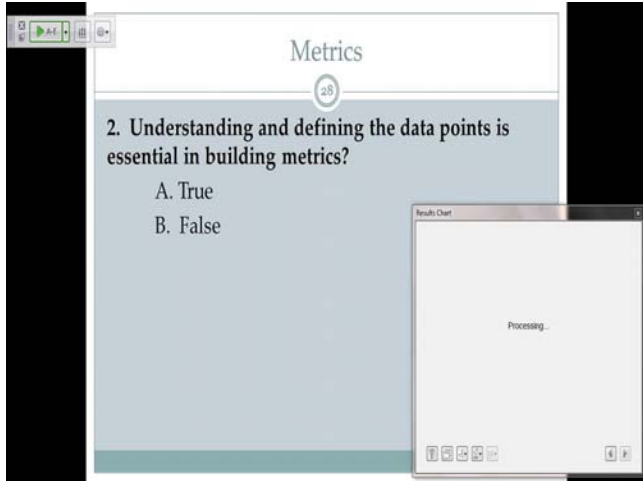


Question 6

Question Type: Multiple Choice
Significant Characters: 16
Time Started: 2:55:57 PM
Correct Answer(s): ?

Maximum Score: 0.00
Number of Responses: 157
Number Missing: 31
Class Average: 0.00

Answer	#	%	Performance Points
A	150	96%	0
B	2	1%	0
C	1	1%	0
D	3	2%	0
E	1	1%	0



Metrics

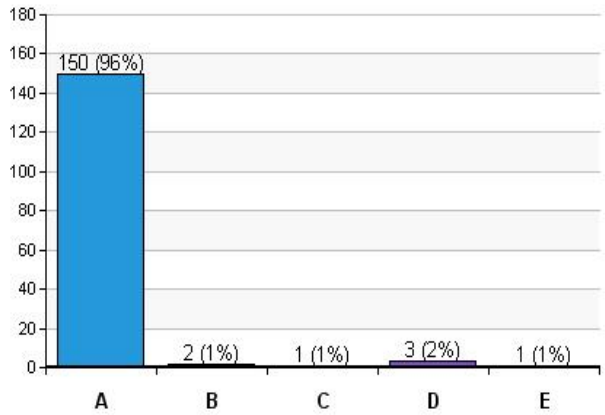
25

2. Understanding and defining the data points is essential in building metrics?

A. True
B. False

Result Chart

Processing...



Option	Count	Percentage
A	150	96%
B	2	1%
C	1	1%
D	3	2%
E	1	1%

Question 7

Question Type: **Multiple Choice**
 Significant Characters: **16**
 Time Started: **3:01:46 PM**
 Correct Answer(s): ?

Maximum Score: **0.00**
 Number of Responses: **159**
 Number Missing: **29**
 Class Average: **0.00**

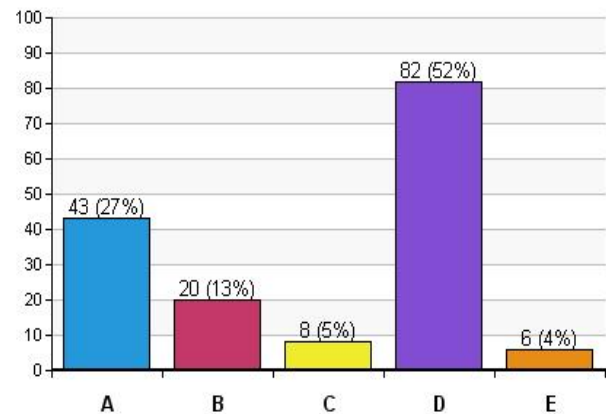
Answer	#	%	Performance Points
A	43	27%	0
B	20	13%	0
C	8	5%	0
D	82	52%	0
E	6	4%	0

Process Poll #1

31

For Best Practices for using the “Post A Comment” function in eRPM, would you like the Process Group to focus on:

- A. Request action by the recipient (PRA, PI, Unit, ORSP, Spons Prog)
- B. Convey time sensitive issues
- C. Only provide information that isn't actionable
- D. All of the above - Everything and Anything!



Question 8

Question Type: **Multiple Choice**
 Significant Characters: **16**
 Time Started: **3:06:10 PM**
 Correct Answer(s): ?

Maximum Score: **0.00**
 Number of Responses: **156**
 Number Missing: **32**
 Class Average: **0.00**

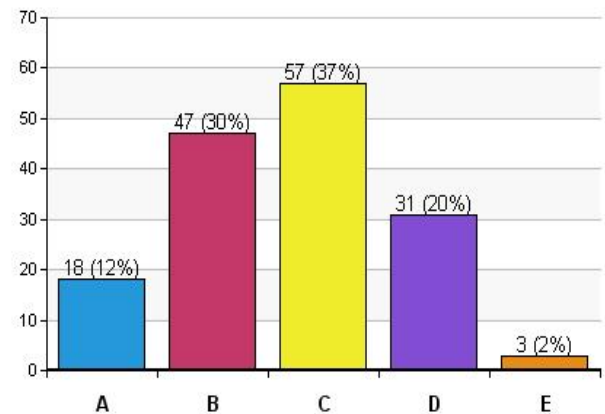
Answer	#	%	Performance Points
A	18	12%	0
B	47	30%	0
C	57	37%	0
D	31	20%	0
E	3	2%	0

Process Poll #2

33

As we address the next "Quick Win" in eRPM, it would be most helpful to me to have:

- A. Additional fields under Manage Unit Data
- B. Unit level access to PAFs for faculty with joint appointments
- C. Improved layout/readability in system issued emails
- D. I'm good for now, thanks for asking.



Question 9

Question Type: **Multiple Choice**
 Significant Characters: **16**
 Time Started: **3:10:16 PM**
 Correct Answer(s): ?

Maximum Score: **0.00**
 Number of Responses: **153**
 Number Missing: **35**
 Class Average: **0.00**

Answer	#	%	Performance Points
A	122	80%	0
B	28	18%	0
C	0	0%	0
D	1	1%	0
E	2	1%	0

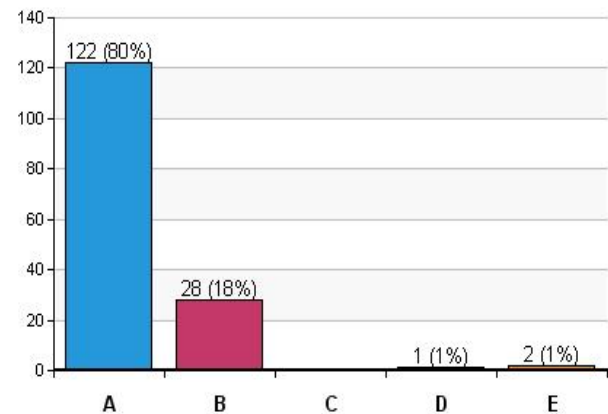
Training

40

1. Do you feel you are supported by your unit in attending training and professional activities in research administration:

A. Yes

B. No



Question 10

Question Type: **Multiple Choice**
 Significant Characters: **16**
 Time Started: **3:10:58 PM**
 Correct Answer(s): ?

Maximum Score: **0.00**
 Number of Responses: **159**
 Number Missing: **29**
 Class Average: **0.00**

Answer	#	%	Performance Points
A	63	40%	0
B	35	22%	0
C	22	14%	0
D	32	20%	0
E	7	4%	0

Training

2. What training mode would you like to see more of in research administration:

- A. Interactive instructor-led workshop
- B. In person lecture/demonstration
- C. Webinar
- D. e-learning
- E. Self-paced, non-electronic (i.e. training manual)

