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

Tuesday, September 15, 2020, 3:00 – 4:30 pm
Zoom Meeting
Minutes

Attendees:

Chris Allan – ISR	**Linda Forsyth** – Engineering	**David Mulder** – ORSP
Andrea Anderson – ORSP	**Stephanie Hensel** – Education	**Becky O'Brien** – Information
Kristie Beckon – Sponsored Programs	**Teresa Herrick** – SEAS	**Carolyn Pappas** – ITS
Beth Brant – Medical School	**Jennifer Huntington** – Ross School	**Lisa Parker** – IRWG
Cheri Brooks – ISR	**June Insco** – Med School Regulatory Affiars	**April Pepperdine** – UMOR COI
Jodi Caviani – Social Work	**Laura Kaminski** – Ford School	**Jane Sierra** – Medical School
Linda Chadwick – ORSP	**Melissa Karby** – Dentistry	**Danielle Smith** – LSI
Constance Colthorp – ORSP/Sponsored Programs	**Karen Kirchner** – Nursing	**Debbie Talley** – Sponsored Programs
John Cristiano – U-M Dearborn	**Patrick Lagua** – Dentistry	**Michelle Terrell** – SMTD
Cindy Dames – ORSP	**Jonah Lee** – IACUC/ACUO	**Pat Turnbull** – U-M Dearborn
Lori Deromedi – UMOR	**Heidi Madias** – LSA	**Bryan VanSickle** – Sponsored Programs
Kathy Devereux – UMOR	**Charlie Mattison** – ISR	**Rick Wintergerst** – Engineering
Chris DeVries – RAAC	**Jan Mitchell** – Pharmacy	

1. **Welcome** (*Debbie Talley*)
    Debbie called the meeting to order at 3:05 p.m.

2. **Presentation:** RAAC Metrics Subcommittee Update (*Chris Allan*)   Attachment #1
    Membership Updates:
    No changes to membership except that Chris Allan stepped down from the Chair role and was succeeded by Jennifer Huntington, as of September 1, 2020.

    New Reports in Tableau:
    Chris A. let the group know that there are a few new reports in Tableau. Others will be added as they are developed.
    - Deadline Policy: There is now a visualization showing Review Types – Full, Limited, At-Risk – that proposals were assigned. The visualization may be filtered by different parameters (e.g., by units, different proposals, etc.). Other Deadline Policy metrics are in progress.
    - Budgeting Period Funding: There is a visualization showing fiscal year dollars based on Budget Period Start Date (aka, commitment detail spending), as well as a visualization showing dollars by Sponsor.

    Tableau Permissions:
    Chris A. let the group know about a change in permissions related to the Tableau visualizations. For the RAAC Metrics visualizations, prior to the change, the following users had access to them:

- RAAC Committee-at-Large
- Research Associate Deans
- Deans
- Budget Administrators Group
- Other groups maintained by units.
- Proposal Management BusinessObjects users

After the change, Proposal Management Business Objects users only have access to data that comes from the Proposal Management universe and Financials Business Objects users only have access to the data that comes from the Financials universe. In order to see both, users will need to have access to both universes. The change does not affect many people; those who are affected appear to be only infrequent users of the data.

Communications:

RAAC Metrics is working with Constance to send a Research Administration Post (RAP) related to the work the group has produced over the last few years. We anticipate the RAP including announcements about:
- Tableau catalog
- BusinessObjects
  - UM-Maintained updates
  - Unit-maintained - Research Administration
- Report Catalog (found in M-Reports)
- Also standard Sponsor fields.

Regarding the BusinessObjects items, we have moved some key reports for research administrators to the Unit Maintained folder. In addition to the key reports, you may also find a link to the Report Catalog in M-Reports (see more below). We are also working with the ORSP data team to make updates to the format and consistency of the reports in the UM-Maintained folder as well.

The Report Catalog will be the place where many reports that are pertinent to research administrators will be listed. They will be categorized under the "Research Administration" business process.

Beth asked about the Unit-Maintained reports; is metrics going to own that folder and control the reports? Chris A. answered that yes, RAAC Metrics will maintain the reports. We will need to monitor when upgrades happen to determine who may be responsible for any updates to the reports that might be needed.

Debbie thanked Chris A. on behalf of RAAC for his years of service in the Chair role and all his hard work.

3. **Reminder:** Sign PAF Activity (*David Mulder*)   Attachment #2

June Insco, from the Medical School Regulatory Affairs Office, and April Pepperdine, UMOR Conflict of Interest Director, have joined David Mulder for the update.

September 14 Changes:

Yesterday, there were updates to eRPM and M-Inform to represent new Sign PAF for all investigators and new functionality to support "Other Support" Review Process. The following communications have been sent in relation to the update:
- Targeted emails to Faculty Investigators

- RAPids
- Updates to various web pages
- eRPM "pop-up" announcement.

We will be sending an additional RAPid to remind folks about the Other Support Review and a new Compliance Status indicator on new AWD records if the project is Federal funded and have answered "Yes" to questions 2a through 2d ("Confirmation of International Engagements Disclosure") when signing the PAF.

Jan asked about Department of Defense (DoD) awards requiring an institutional letter accompanying the Other Support forms indicating that the Other Support forms are accurate. In this particular situation, the request was posted in the PAF. David responded that this would not automatically be reviewed by the new process and he asked that Jan send the PAF ID to him.

David reminded the group that the Other Support Review behaves like other items in the Compliance Status box (e.g., IRB, IACUC, COI, etc.). It is triggered by a Federal funding source, and if you answer "yes" to any of the new "Sign PAF" International Engagement questions (2a-d).

Legacy PI PAF Signature Data:
ITS is working to populate the signature data on legacy PAFs in the PAF Summary. It is currently not populated but should be added over the next few days. David asked if we should send out a communication about this. Jane responded that it would probably be good to send a message broadly, as she is receiving questions about this from Medical School staff.

Post-Proposal Prep PAFs Lacking PI Signature on 9/13:
PAFs in progress (routed for Unit Approval and beyond) that did NOT have the (then) required PI signatures in place as of 9/13 now fall into the "new" Investigator Signature rules. All investigators will need to sign before an AWD record can be created. David pulled data indicating that there are 36 PAFs that are affected by this and 3 CoE PAFs that will begin receiving system-generated reminders.

David asked how, and to whom, this information should be communicated. The unit representatives agreed it was fine to send the report to the group and they will handle their respective unit's PAFs. There was a question about whether any of the 36 PAFs have additional units that need to review/sign. David will look into this and notify the unit if it applies. He will also send the report to the group after this meeting.

Exceptions to "30-Day" PAF Signature Requirement:
The guidelines state that all investigators need to sign within 30 days after submission or prior to the creation of the AWD record but there are the following exceptions:
1. Proposal submissions for certain sponsors (e.g., DoE) that require knowledge about investigator participation in Foreign Government Talent Recruitment programs, may require all investigators to sign **prior** to submission.
2. Negotiations for certain contracts (e.g., "complete packages") will not begin until, at the very least, the U-M PIs and the Sponsor PI (when applicable) have signed.

Patrick asked for clarification given the 30-day requirement. Should units prioritize the 30 day requirement or the notification of the award, even if that is beyond the 30 days? April responded that the language indicates that the University may pull the proposal if the PAF is not signed, so units should prioritize the 30-day requirement.

Becky asked if incoming faculty (before they actually start) have access to M-Inform before their appointment begins. June responded that if the individual has their credentials (uniquname and password) they can go into eRPM and sign, and they will be able to get into M-Inform. Carolyn let the group know that ITS recommends obtaining a sponsor account that will get U-M credentials. (*Ed*: More information about such accounts may be found on the [MCommunity Sponsorship web page](#).)

4. **ORSP Update** (*Andrea Anderson*)
    Deadline Policy:
    Andrea presented the Tableau visualization related to the Deadline Policy. ORSP is seeing an increase in the number of At-Risk proposals that are being submitted. This is true both recently and since the implementation of the policy in January 2020. It is unclear the reasons for the increase.

    The new Uniform Guidance has an added restriction on the use of technology from Huawei for telecommunication devices. We do not have visibility of purchases made on a P-Card. Craig Reynolds is looking if there are any components we need to remove.

    ORSP would like to wish a very happy (early) Research Administrator's Day on September 25, 2020! We appreciate all that you do.

    Linda asked if, regarding the new technology restrictions, there will be a communication going out? She would like to be proactive with P-Card purchases in Engineering. Andrea responded that some of the processes are still being worked out, but she will bring this up with Craig. It is a Procurement process and they would be looking out for this, but a P-Card makes it more challenging.

5. **ITS Update** (*Carolyn Pappas*)
    We are going into a framework upgrade. No new functionality will be happening at this time. Will let people know in November what it will look like.

    ITS previously initiated a pilot to generate PDFs of SF424 applications before they were sent to the sponsor. Carolyn asked for feedback by the next meeting if we want to keep it on or turn it off and go back to the other PDF generator.

6. **Sponsored Programs Update** (*Debbie Talley*)
    Uniform Guidance (UG) Audit:
    We are currently in the midst of the UG audit. We received another set of sample transactions, and Bryan will be reaching out to those units that are impacted.

    Reports:
    There are about 2,100 reports that will be due by the end of this calendar year. Thanks for getting the reports to Sponsored Programs quickly.

    OMB Circular:
    As you may know from OMB Memorandum M-20-26, idle time salaries are not allowed on federal projects. We have been looking at how to manage this and the Provost has agreed to fund these charges. We are currently working out the operational details but this may look similar to what happened with the ARRA funds a few years prior. Beth asked how this should be communicated

when closing out a project or submitting a report. Debbie responded that you should let the reporting accountant know any of these charges.

7. **RAAC DEI Workgroup Update** (*Chris DeVries*)   Attachment #3

As a result of the presentation that Chris D. gave in June 2020, we have created a workgroup to address DEI in research administration. We sent out a communication related to the United Way 21-Day Equity Challenge, which hopefully you all received.

What's Been Happening?

Added a couple members to the Membership workgroup. Anyone that would like to join, please email Chris DeVries.
- Formed group June 2020.
- Initial meeting was in mid-July 2020.
- Need to focus on the "I" in DEI - Inclusion.
- Looking at ways to be more inclusive in terms of the workgroup itself.

Current Progress:
- Meetings held twice per month.
- Discussed mission, goals, and objectives:
- Education opportunities, increasing awareness.
- Two Undergraduate Research Opportunity Program (UROP) students will be brought on to help us with research related to the workgroup's ideas and initiatives.

Ideas of Action:
- Work with HR to get more data.
- Use UROP students to do some data analysis.
- Assemble diverse hiring committees or other services that lead to more inclusive hiring practices.
- Determine how we can best guide and mentor research administrators, especially those from underrepresented groups, through the profession at U-M.

Data gathering:
- Climate surveys focused on the Research Administration profession at U-M.
- Informational interviewing.
- Gathering resources and Chris is working on how to get the information out to the Research Administration community.

Kathy Devereux thanked Chris for his hard work and dedication on DEI and confident on the good practices produced. Constance suggested the Summer Youth Employment Program that Sponsored Programs has used previously to expose those in high school to various careers.

8. **Closing and Future Meetings** (*Debbie Talley*)
- Next meeting October 20 with RAAC Process updates.
- October 27 is the RAN meeting.
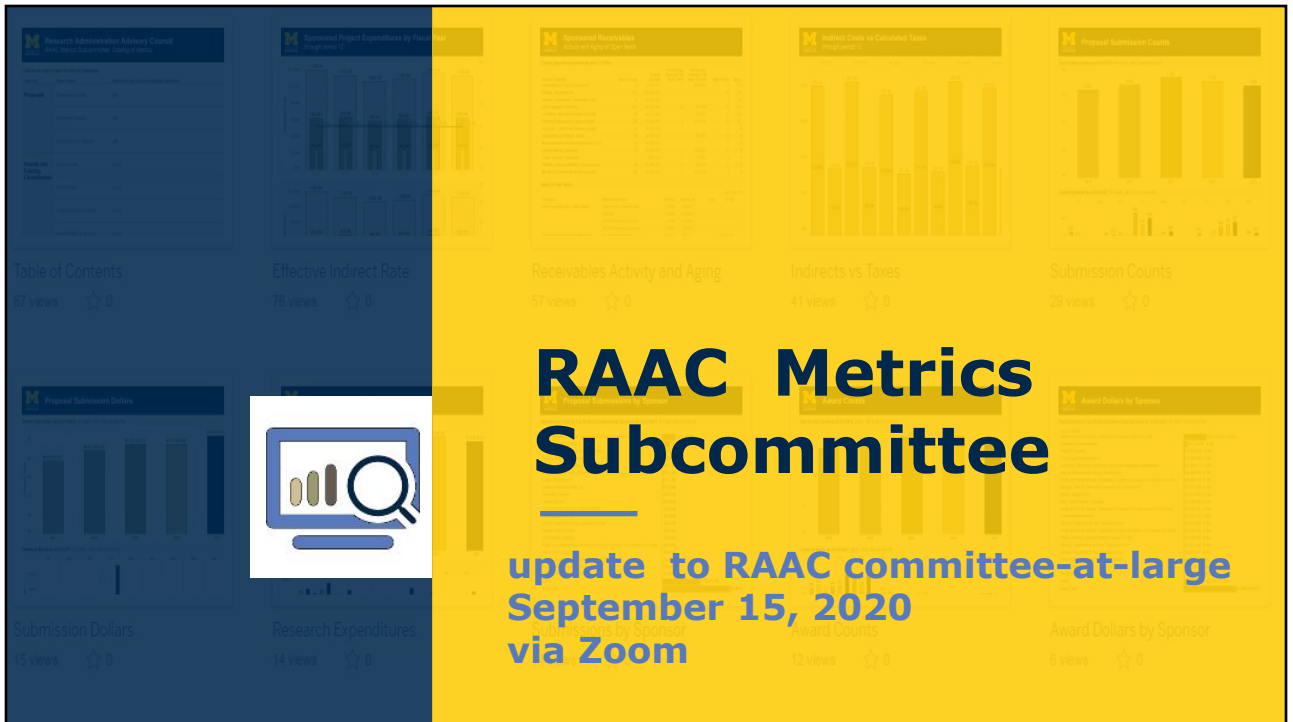- November 17 meeting has an update from RAAC Training.

Meeting adjourned at 4:20 p.m.

RAAC Committee-At-Large Meeting Dates
- Tuesday, October 20, 2020, 3:00-4:30 p.m. (*Melissa Karby*, RAAC Process Subcommittee)
- Tuesday, November 17, 2020, 3:00-4:30 p.m. (*Judy Carrillo*, RAAC Training Subcommittee)
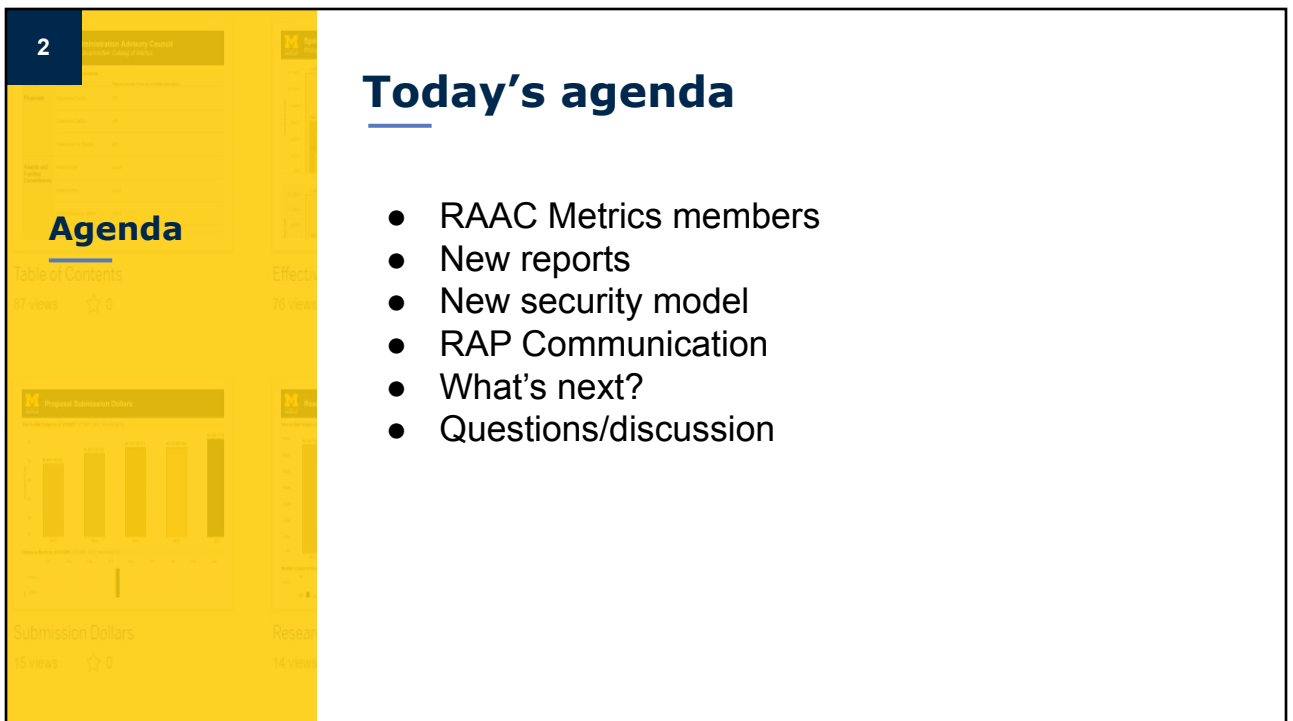- *No December meeting*

Executive Committee Meetings (*all meetings 3:30-5:00 p.m., unless otherwise noted*)

- Tuesday, October 13, 2020
- Tuesday, November 10, 2020
- Tuesday, December 9, 2020

RAAC Metrics Subcommittee

update to RAAC committee-at-large
September 15, 2020
via Zoom

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Agenda

Today's agenda

- RAAC Metrics members
- New reports
- New security model
- RAP Communication
- What's next?
- Questions/discussion

RAAC Metrics membership

Members

- Jennifer Huntington, chair (School of Business)
- Chris Allan (ISR)
- Steve Beach (LSA)
- John Cristiano (Dearborn)
- Chris DeVries (RAAC)
- Laura Dickey (ORSP)
- Stephanie Hensel (School of Education)
- Adam Mall (Sponsored Programs)
- Vasu Ramani (ITS)
- Mike Randolph (ITS)
- Kristen Rea (LSA)
- Rachael Ristau (Engineering)
- Susan Sica (Medical School)
- Amy Webb (ORSP)
- Beth Wenner (ORSP)
- Rick Wintergerst (Engineering)

New reports in Tableau catalog

New Tableau reports

- Deadline Policy
  - Review Types
  - (Other metrics in progress)
- Budget Period Funding
  - Dollars by Fiscal Year (based on Budget Period Start Date)
  - Dollars by Sponsor

New Security model

Tableau permissions - BEFORE

- Based on MCommunity groups
- Who sees everything?
  - RAAC Committee-at-large
  - Research Associate Deans (RADs)
  - Deans
  - Budget Administrators Group (BAG)
  - Groups maintained by units
  - Proposal Management BusObj users

New Security model

Tableau permissions - AFTER

- Based on MCommunity groups
- Who sees everything?
  - RAAC Committee-at-large
  - Research Associate Deans (RADs)
  - Deans
  - Budget Administrators Group (BAG)
  - Groups maintained by units
- Who sees Proposal Management reports?
  - Proposal Management BusObj users
- Who sees Financials reports?
  - Financials BusObj users

Communication Coming Soon

RAP Email

- Email and updates on ORSP site related to reporting
- Contents:
  - Tableau catalog
  - BusinessObjects
    - UM-Maintained updates
    - Unit-Maintained > Research Administration
  - Report Catalog (found in M-Reports)

"Your future is whatever you make it"

What's next?

Questions/ Discussion

Feel free to contact any of the RAAC Metrics members or send an email to RAAC.Metrics@umich.edu.

Credits: presentation is modification of "Emilia" template from SlidesCarnival.com

"Other Support" Review
Updates, Communications & Questions

RAAC Committee At Large
September 15, 2020

> June Insco - Medical School Conflict of Interest
> David Mulder - ORSP
> April Pepperdine - UMOR Conflict of Interest

09/14/2020 Changes

- September 14 updates to eRPM and M-Inform
  - "Sign PAF" for all Investigators
  - New functionality to support "Other Support" Review Process

- Communications included
  - Faculty Investigator targeted emails
  - RAPids
  - Updates to various web pages
  - eRPM "pop-up" announcement

RAPid Reminder - Other Support Review

- Additional RAPid coming soon regarding "Other Support" Review and "Compliance Status" on new AWD records

- Reminder that "Other Support" Review "behaves" like other items in the "Compliance Status" box (e.g., IRB, IACUC)

- Triggered by 1) Federal funding source, AND 2) "Yes" to any of the new "Sign PAF" International Engagement questions (2a-d).

"Legacy" PI PAF Signature Data

- Based on post-implementation feedback, ITS is working to populate the "legacy" PI PAF Signature date visible on PAF Summary

- Likely to be added over the next few days (phased approach)

- Does this need to be broadly communicated (e.g., via RAPid)?

Post-Proposal Prep PAFs Lacking PI Signatures on 9/13

- PAFs in-progress (routed for Unit approval and beyond) that did NOT have the (then) required PI signatures in place as of 9/13 now fall into the "new" Investigator Signature rules:

  - ALL investigators will need to sign before AWD record can be created

  - In a small number of cases (3 PAFs), investigators will start receiving system-generated reminders (because they were submitted to sponsor less than 30 days ago).

Post-Proposal Prep PAFs Lacking PI Signatures on 9/13

- 36 PAFs Total
- 146 Investigators Total

- CoE - 10*
- LSA - 2
- Med - 5
- SEAS - 4
- Nursing - 10
- SPH - 3
- SSW - 1

  * 3 of CoE's PAFs are those submitted recently enough that investigators will begin receiving system-generated reminders

Post-Proposal Prep PAFs Lacking PI Signatures on 9/13

- How should this be communicated (if it should)? Options include:

  - Targeted email to PIs on impacted PAFs

  - Targeted email to all Investigators on impacted PAFs

  - Targeted email to RAs on impacted PAFs (and Department RAs?)

  - No "centralized" email — distribute lists to RAAC CAL members to handle

  - Etc...

Exceptions to "30-Day" PAF Signature Requirement

Although the guidelines state that all investigators need to sign within 30 days after submission or prior to the creation of the AWD record, whichever comes first, there are exceptions:

1. Proposal submissions for certain sponsors (e.g., DoE) that require knowledge about investigator participation in Foreign Government Talent Recruitment Programs, may require all investigators to sign *prior* to submission.

2. Negotiations for certain contracts, like "complete packages," will not begin until, at the very least, the U-M PI(s) and the Sponsor PI (when applicable) have signed.

Questions?

RAAC DEI Workgroup Update
RAAC Committee-at-Large Meeting
September 15, 2020

Welcome

"When you see something that is not right, not fair, not just, you have to speak up. You have to say something; you have to do something."

– John Lewis

RAAC DEI Workgroup Membership

Andrea Anderson	Cathy Liebowitz
Kristie Beckon	Jennifer Martin
Linda Chadwick	Becky O'Brien
Kathy Devereux	Ayana Richardson
Chris DeVries	Eric Ward
Jennifer Huntington	

What's been happening?

- Formed a RAAC DEI Workgroup after June 2020 RAAC CAL meeting.

- Had an initial meeting in mid-July 2020 – the group agreed that:
  - We need to focus on the "I" in DEI – Inclusion.

- We also need to look at ways to be more inclusive in terms of the workgroup itself, and we are always looking to expand our membership!
  - Please direct any interested members to Chris DeVries (cdevrie@umich.edu).

What's been happening?

- Settled on twice-per-month meeting cadence.
- We have been discussing the mission, goals, and objectives of the workgroup, while also working on taking action.
  - Educational opportunities, increasing awareness.
- Two Undergraduate Research Opportunity Program (UROP) students will be brought on to help us with research related to the workgroup's ideas and initiatives.

Ideas for action

- Education / Awareness / Resources
- Look at ways to help assemble diverse hiring committees or provide other services that lead to more inclusive hiring practices.
- Determine how we can best guide and mentor research administrators, especially those from underrepresented groups, through the profession at U-M.

Ideas for action

- Additional data gathering and analysis.
- Climate surveys focused on the research administration profession at U-M.
- Informational interviewing.
- Resource curating and awareness.

Thank You!

"Race and racism is a reality that so many of us grow up learning to just deal with. But if we ever hope to move past it, it can't just be on people of color to deal with it. It's up to all of us — Black, White, everyone — no matter how well-meaning we think we might be, to do the honest, uncomfortable work of rooting it out."

– Michelle Obama