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

Tuesday, May 18, 2021, 3:00 – 4:30 pm
Zoom Meeting
MINUTES

Attendees:

Andrea Anderson – ORSP	**Laura Kaminski** – Ford School	**Susan Powell** – Engineering
Kristie Beckon – Sponsored Programs	**Karen Kirchner** – Nursing	**Craig Reynolds** – ORSP
Beth Brant – Medical School	**Patrick Lagua** – Dentistry	**Jane Sierra** – Medical School
Cheri Brooks – ISR	**Jennifer Linzmeier** – Dentistry	**Danielle Smith** – LSI
Linda Chadwick – ORSP	**Maureen Martin** – Foundation Relations	**Ken Sylvester** – U-M Flint
Cindy Dames – ORSP	**Charlie Mattison** – ISR	**Debbie Talley** – Sponsored Programs
Lori Deromedi – UMOR	**Nick Miller** – BEC	**Sheree Temple** – Pharmacy
Kathy Devereux – UMOR	**Jan Mitchell** – Pharmacy	**Anne Thomson** – LSA
Chris DeVries – RAAC	**David Mulder** – ORSP	**Pat Turnbull** – U-M Dearborn
Cathy Handyside – ITS	**Becky O'Brien** – Information	**Bryan VanSickle** – Sponsored Programs
Stephanie Hensel – Education	**Carolyn Pappas** – ITS	**Rick Wintergerst** – Engineering
Jennifer Huntington – Ross School		

1. **Welcome** (*Debbie Talley*)

    Debbie called the meeting to order at 3:00 p.m.

2. **Presentation:** RAAC Training Subcommittee Update (*Patrick Lagua*)   Attachment #1

    Patrick provided the update from the RAAC Training Subcommittee.

    Membership:
    Judy Carrillo stepped down as Chair and Patrick Lagua took over. Betsy Brouhard from the Medical School is filling the spot of Judy Carrillo. Cathy Seay-Owstrowski also stepped down. Kim Angelopoulos stepped down and was succeeded by Jeanine Tsang from LSA.

    In-Person Training:
    Navigate Fundamentals and Advanced Budgeting Task-Based/Hourly Budgets are on pause due to COVID/work restrictions.

    Virtual Learning classes:
    Budgeting Basics took place in April 2021
    - 17 participants
    - 96% satisfaction rate.
    - Instructors: Nick Prieur and Judy Carrillo

    Uniform Guidance Cost Principles (pilot)

- Dates: May 25 and June 8, 2021
- Fully booked (20 participants) with the waiting list full.
- Instructors: Nick Prieur, Mia Bennardi, and Jake Schlag

DoD course in progress
- Finished development of content
  - Includes better understanding of DoD and its sub-agencies
  - How to review and understand the parts of a DoD solicitation
  - How to put together a proposal using grants.gov through eRPM
  - Guidance on budget and budget justifications
  - Guidance on Pre-award Information Request (PAIR) DoD's version of JIT
- Instructors: Kristin Parrish and Lynn Kujawa from CoE

E-ssentials eLearning Modules:
- RA Complex Project Management
  - Topic: Subs of all Kinds
  - Finishing up the pre-award module and then follow up with post-award.
  - Looking for NSF representation. If you know anyone interested to represent NSF perspective email Patrick.

- There are two new eLearning Modules coming in summer 2021
  - Project/Grant ChartField Information for Sponsored Projects
  - Grad Students / Post Docs

Webinars:
- A reminder that current and past webinars are available and accessible on the ORSP website.
- Subrecipient Invoice Approvals in M-Pathways (October 2020)
  - 230 attendees, 93% overall satisfaction rating

Craig reminded the group that ORSP is providing access to a suite of NCURA webinars on the ORSP website. You need to be logged in with your uniqname and Kerberos password. The website will be updated with NCURA webinars that have an MP4 file available for download. Those that do not have such a file will not be available.

Webinars – Up Next:
- Sponsor Billing (August or September). Sponsored Programs/Shared Services co-production.
- Small Business Plans and Sole Source Justification (tbd). Navigation/procurement (planning process).

eLearning, Webinar, Lunch & Learn - Content Review:
Susan Powell and Pat Turnbull have set up a content review SOP of our existing Navigate eLearning, Webinar, Lunch & Learn content. They are finalizing a plan for regular review and update of Navigate online resources.

RAMP Mentoring Program
Currently we conducting a programmatic review of the RAMP
- Soliciting interest from the RA community. There are over 68 responses to a brief survey expressing some interest in participating.
- Finalized the tasks associated with the programmatic review.
- Identifying two people to serve as co-leads on the project.

- Seeking a firm commitment from the survey responders to join the program review which includes review of materials, frequency of meetings, and how it is being conducted.

Business Objects Reports:
- A reminder that this is a collaboration with RAAC Metrics.
- Report descriptions are finalized and reports are being entered into the library.

Faculty Resources:
- Project is paused due to COVID restrictions. We need a web developer but work is happening behind the scenes.

Research Administrator Recruitment Program:
- On pause due to COVID restrictions. Needs in-person setting and will ramp up as soon as we go back to in-person format.

Kathy was approached by a faculty member about how to retain good research administrators, especially those who need, and would like to do, more training. Anne mentioned that LSA will train staff where they need and desire training. LSA always encourages anyone to apply for RA positions. Danielle advised that the RA in Kathy's example should be directed to study for the CRA exam. The breadth of knowledge is useful regardless of if they end up receiving their CRA.

3.   **ORSP Update** (*Andrea Anderson*)

Andrea presented the ORSP update to the group

Agency Updates:
In the new notice from NIH, they are expanding requirements for eRA Commons IDs to all Senior/Key Personnel listed on a proposal..
- Due dates on or after Jan. 25, 2022
- NIH, AHRQ, FDA, and ORD/VA will require all individuals listed on the R&R Senior/Key Person Profile (Expanded) Form to have an eRA Commons username (Commons ID)

NIH updated Grants Policy Statement:
- Significant Changes Summary
- Published April 2021
- Effective for grant budget periods beginning on or after October 1, 2020

The [2021 Women, Minorities, and Persons with Disabilities in Science and Engineering](#) report has been released by NSF and NCSES.

Award Acceptance Request (AAR) Changes:
- Foreign Currency (typical) – there will be two types of Foreign Currency AARs. The new one indicates that this is one of the pre-approved currencies from the Treasury so it will not route through them. It will route through the unit/school approvals.
- Alternative Dispute Resolution (Arbitration) – added so that we can call this out specifically. It approves the use of costs associated with mandatory and binding alternative dispute resolution.
- Reimbursement Risk – added to allow for final financial reporting in less than 45 days. The department will bear the risk of covering any changes that have not yet shown up in the sponsored project account.

<u>Deadline Policy</u>:
- At-Risk Proposals:
    - At-risk proposals are inching back up to 15%-16% and ORSP would like it down to 10%. ORSP is looking at how to correct.

<u>Other Updates</u>:
- Award Change Request Automation is under development.
- ORSP anticipated workload reassignments.
- ORSP is hiring!
- ORSP Response Time Goals.
    - Keep ORSP Response Time Goals in mind when setting Target Dates.

There was a question about the effective dates of AAR changes. Andrea responded that they will be effective on Monday May 24, 2021. There was a question asking for clarification related to the meaning of the Alternative Dispute Resolution AAR change. Andrea answered that it means that we are required to have any disputes go to binding arbitration. We are required to follow what the arbitrator agrees without having to go to court. This is a term that needs careful scrutiny and it needs to be called out specifically.

4. **ITS Update** (*Carolyn Pappas*)

ITS added a couple of things and presenting them at RAN tomorrow. If you are not attending, please see the ITS RAN slides. Next release is going into production Monday, May 24, 2021.

5. **Sponsored Programs Update** (*Debbie Talley*)

- Make sure you receive the annual cutoff dates for year-end.
- Still working on the Uniform Guidance audit and should be wrapped up in the next couple of weeks.

6. **RAAC DEI Workgroup Update** (*Chris DeVries*)

Chris mentioned that Zeina Reda (UROP student) will share results of her DEI survey at tomorrow's RAN meeting.

The DEI workgroup continues to meet regularly. HR is looking at phases of hiring. Each unit has its own HR group and is a little tricky, but taking an inventory of the processes and lead to concrete actions.

Communications – taking results from the RAN meeting survey and UROP survey. Putting together ideas and will pass on.

Chris reminded the group that last Tuesday, as communicated by President Schlissel, the WilmerHale report related to the Robert Anderson case was released. It is very disturbing and highlights many instances where the activity should have been reported but was not. Most of us here are on the list of who is required to report when they hear of things like this. It is important that we all remember this.

7.   **Closing and Future Meetings** (*Debbie Talley*)

    June 15, 2021 is the next meeting with an update from the Communications Subcommittee. Debbie reminded everyone to join us at RAN tomorrow.

RAAC Committee-At-Large Meeting Dates
- Tuesday, June 15, 2021 (*Cathy Liebowitz*, RAAC Communications Subcommittee)
- *No July 2021 meeting*
- *No August 2021 meeting*

Executive Committee Meetings (*all meetings 3:30-5:00 p.m., unless otherwise noted*)
- Tuesday, June 8, 2021
- Tuesday, July 13, 2021
- *No August 2021 meeting*

M NAVIGATE

Research Administration Advisory Council
Committee-at-Large
Training Subcommittee Update
May 18, 2021

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Patrick Lagua
School of Dentistry

M NAVIGATE — **Current Subcommittee Membership**

- **Amy Brooks**, CoE
- **Betsy Brouhard**, Medical School
- **Kellie Buss,** ORSP
- **Kate Chie,** ORSP
- **Lori Deromedi**, UMOR
- **Chris DeVries**, ORSP/Sponsored Programs
- **Raquel de Paula Silvius,** ORSP/Sponsored Programs
- **Lyn Fyfe,** ORSP/Sponsored Programs

- **Jeanne Haney,**, Sponsored Programs
- **Sue Kelch,** Medical School
- **Patrick Lagua**, Chair, School of Dentistry
- **Melinda LaRocca,** Public Health
- **Jessica Mirelez,** Medical School
- **Susan Powell**, Engineering
- **Nick Prieur,** ISR
- **Jeanine Tsang**, LSA
- **Pat Turnbull**, U-M Dearborn

NAVIGATE

Agenda:

- Navigate Training Opportunities

- Work in Progress

NAVIGATE

Instructor Led Courses - On Pause until Further Notice
- Fundamentals
- Advanced Budgeting Task-Based/Hourly Budgets

Instructor Led Courses - Virtual Learning
- Budgeting Basics - April 2021 cohort complete
  - 17 participants
  - 96% average satisfaction rate
  - Instructors: Nick Prieur & Judy Carrillo

- Uniform Guidance Cost Principles *(Pilot)*
  - May 25 and June 8, 2021
  - 20 participants
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Department of Defense (DoD) Course - In Progress

- Workgroup created to revise current content
  - <u>Members</u>: Kristin Parrish (CoE); Huimin Ponchart (CoE); Betsy Brouhard
    (Michigan Medicine); Kellie Buss (ORSP) & Navigate Administrative Team
- Learning objectives established and content created
- Currently working with trainers to finalize delivery course details
  - <u>Trainers:</u> Kristin Parrish (CoE) and Lynn Kujawa (CoE)

M | NAVIGATE   **New Training Opportunity In Progress**
RA Complex Project Management
(pre- and post-award)

Co-Leads: Amy Brooks, CoE; Patrick Lagua, Dental

Current Topics Are Identified
- Subs of all Kinds

- E-Learning Module
  Graduate Students / Postdoctoral Appointments
  - Learning objectives and content finalized
  - Publish date - Summer 2021

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Navigate *E*-ssentials eLearning Modules

Currently Available:

● Cost Transfer	● Cost of All Kinds
● Award Modification	● Cost Share
● Financial Monitoring	● Project Close Out
● Effort Certification	● Financial Status Report
● Understanding Effort	● UG Cost Principles
● Proposal Prep & Submission	● Stewardship
● Pre-Close Out Analysis	

NEW (coming soon!): Two new eLearning modules:

1. Project/Grant ChartField Information for Sponsored Projects
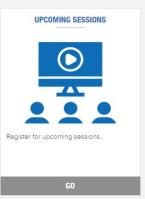2. Grad Students & Post Docs

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Slide 8

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Navigate: Webinars

The *Navigate: Webinars* series covers a variety of topics related to research administration at the University of Michigan. The sessions are open to faculty, research administrators, and others involved in research administration in any phase(s) of the sponsored project lifecycle.

PAST SESSIONS

View past Webinar sessions.

GO

UPCOMING SESSIONS

Register for upcoming sessions.

GO

https://orsp.umich.edu/training-workshops/navigate-webinars

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NAVIGATE

Webinars

- Subrecipient Invoice Approvals in M-Pathways (October 2020)
  - 230 attendees; 93% overall satisfaction rating

Webinars - Up Next

- Sponsor Billing (August or September)
- Small Business Plans and Sole Source Justification (tbd)

NAVIGATE

eLearning, Webinar, Lunch & Learn - Content Review

- <u>Workgroup Members:</u>
  - Susan Powell, Engineering &
  - Pat Turnbull, Office of Research, Dearborn
- Finalizing a plan for regular review and update of Navigate online resources

RAMP↑ Mentoring Program

- Currently conducting a programmatic review of the RAMP↑.
  - We received 68(!) responses to our brief interest survey.
  - We have finalized the tasks associated with the programmatic review.
  - We are currently identifying two people to serve as co-leads on the project.
  - We solicited those who responded to the interest survey seeking a firm commitment from them to join the project team.

Useful Business Objects Reports
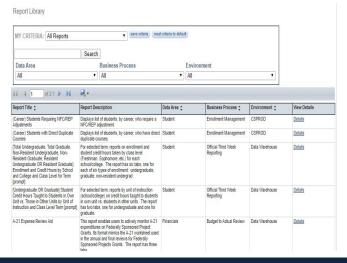### *Almost There!*

Collaboration with RAAC Metrics
- Report descriptions are finalized and reports are being entered into the library.
- More communication is forthcoming.

Faculty Resources

On Pause

Faculty Digest of Research Administration

Welcome to the Research and Sponsored Projects *Faculty Digest*. Managing the compliance, regulatory, and fiduciary responsibilities of sponsored research can be complex and overwhelming. Consider this *Faculty Digest* an executive summary of key concepts. You can *Browse* the tiles below; *Search* by keyword; and/or *Filter* by Research Lifecycle Phase and/or Topic.

Search

Research Lifecycle Phase
- Any -

Topic
- Any -

Items per page 12

APPLY   RESET

AGREEMENT ACCEPTANCE REQUEST	AWARD NEGOTIATION	AWARD NOTIFICATION	BIOSKETCH
Certain Award Changes May Require PI Approval	Award Review and Negotiation	Start spending money	A research investigator's CV.

FACULTY DIGEST of RESEARCH ADMINISTRATION
UNIVERSITY OF MICHIGAN

Workgroup members:
Lori Deromedi (UMOR); John Christiano (U-M Dearborn); Erin Kingsley (U-M Flint); Amanda Simon (Sponsored Programs), Lark Haunert (ORSP); Patrick Lagua (Dentistry); and the Navigate Administrative Team

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New Research Administrator Recruitment Program (On Pause)

<u>Objective:</u> To collaborate in the development of a program to identify & recruit staff in the research administrator career track to meet the needs of Michigan's growing research portfolio.

<u>Deliverables</u>: 1) To communicate the career pathways in Research Administration and 2) support growth opportunities within those Research Administration pathways.

Workgroup Members: Kim Angelopoulos (LSA); Judy Carrillo (Michigan Medicine); Sue Kelch (Michigan Medicine); Jessica Mirelez (Michigan Medicine); Nick Prieur (ISR); Cathy Seay-Ostrowski (ISR); Chelsea Tatchin (Michigan Medicine); Navigate Administrative Team

Questions?