

Research Administration Advisory Council (RAAC)

Committee-at-Large

Tuesday, October 19, 2021, 3:00 – 4:30 pm

Zoom Meeting

MINUTES

Attendees:

Karen Alameddine – ORSP	Cathy Handyside – ITS	Carolyn Pappas – ITS
Andrea Anderson – ORSP	Jennifer Huntington – Ross School	Lisa Parker – Nursing
Kristie Beckon – Sponsored Programs	Laura Kaminski – Ford School	Susan Powell – Engineering
Christina Bennett – Foundation Relations	Melissa Karby – OVPR	Craig Reynolds – ORSP
Beth Brant – Medical School	Karen Kirchner – Nursing	Jane Sierra – Medical School
Cheri Brooks – ISR	Patrick Lagua – Dentistry	Danielle Smith – LSI
Linda Chadwick – ORSP	Mindy LaRocca – SPH	Anne Thomson – LSA
Constance Colthorp – ORSP	Katie Linder – Foundation Relations	Elizabeth Tropiano – Kinesiology
Cindy Dames – ORSP	Jennifer Linzmeier – Dentistry	Pat Turnbull – U-M Dearborn
Lori Deromedi – OVPR	Maureen Martin – Foundation Relations	Bryan VanSickle – Sponsored Programs
Kathy Devereux – OVPR	Charlie Mattison – ISR	Rick Wintergerst – Engineering
Joanne DeVore – U-M Flint	Jan Mitchell – Pharmacy	Jackie Yannatta – U-M Dearborn
Chris DeVries – RAAC	Becky O'Brien – Information	

1. **Welcome** (*Chris DeVries*)

Chris called the meeting to order at 3:05 p.m.

2. **Presentation:** New Foundation Relations Website (*Katie Linder / Christina Bennett*)

The Office of University Development and Foundation Relations handle grant opportunities through their website. The new website went live yesterday and the URL is foundations.umich.edu.

The redesign of their website started 2 years ago to accommodate the changes in the way faculty looked for foundation opportunities. The new design changes include:

- A new type of search.
- Focusing on the opportunities (open RFPs) that have a deadline.
- Profiles built for the key foundations with key questions that faculty ask.
- Created a table to sort and filter by.
- Have a section on Foundations where everyone can apply. Created profiles.
- Provide a list of faculty who have received grants from those foundations in the past to ask questions, etc.

- Added a grant writer toolkit for RAs. Includes advice on how to apply for foundation funding, and boilerplate language that faculty can use.

Also, have an external website for outside grant opportunities and it includes featured faculty stories. It is not live yet but should be live later this week.

Christina ran through a demo of the foundations.umich.edu website.

- In the Search area: You can look for opportunities, details, eligibility, proposal advice, etc.
- Profiles: You can search on the Foundation name, content type, media person, advice on how to apply, information on the foundation, and past grants.
- Grant Writer's Toolkit: You can get sample proposals to download and the boilerplate language to use for specific foundations.

Constance asked if it would be possible to cross-link to other website resources such as ORSP. Katie responded that absolutely, they would love to cross-link and please connect with her and Christina.

3. **Presentation:** RAAC Process Subcommittee Update (*Melissa Karby*) Attachment #1

Membership Updates:

There have been no membership changes since the last update in April 2021.

Project Updates:

Roles & Responsibilities (R&R) Documents:

- Phases I - VI have been completed.
- Phase VII includes Human/Animal protocol review, approval, and monitoring and should be completed by year-end.
- We are also going through to update nomenclature on the other completed R&R documents. The documents should be available in January 2022.

Reporting and Forecasting:

There are nine recommendations and five have been completed. The one in progress "7471 Phase II" is mostly being led by Sponsored Programs and is to move re-budgeting requests online. Adam Mall is working on this with ITS. The other three have not been picked up by ITS and are waiting until resources are available. For items completed, let RAAC Process know if there are any issues.

Award Change Request (ACR): The electronic process of PACR.

The email went out on October 14 to prepare everyone for the change and will go live on November 15, 2021.

Internal Awards:

This project was put on hold. Will review the scope before starting the project up again.

Ongoing Work:

The issue of missing email notifications from eRPM has been identified and corrected.

Various Discussions/Brainstorms.

- Deliverables project.
- Process for childcare costs for Ruth L. Kirschstein NRSA Fellows.

- Met with Unit IT Managers regarding requests to add information to PAF for Research Data Security.
- Met with Deep Blue Data regarding the request to add information to PAF as a notification that the Deep Blue Data repository is going to be used. This needs to be completed in Award so did not put on PAF.

Upcoming Work:

- We will continue to review and provide feedback on various ITS enhancement requests as needed.
- Finalize the last R&R document by end of the calendar year and update other R&R documents on the nomenclature.

Attachment #2

4. **Presentation:** Award Change Request in eRPM (*Karen Alameddine / Beth Brant*)

Beth went over the Post-Award Change Request (PACR) Form (a PDF) that is currently used to make changes to active, funded projects. The PACR includes manual routing for review, a signature within the unit, and eRPM system submission of the request to ORSP for review.

The project objective was to provide input for the design and development to automate the award change request process in eRPM and provide system functionality to ITS.

Phase I - Review from Schools/Colleges, ORSP, ITS

- Mapped the electronic approval routing requirements of the PACR form.
- Documented eRPM input fields for each change type.
- Identified policy and procedure issues.
- Prioritized system functionality requirements.

Phase II - Award Change Request (ACR) Design & Development - Review from Schools/Colleges, ORSP, ITS

- Review and finalized ACR Change Types.
- Finalized ACR worksheet requirements.
- Partnered with ITS on system design.
- Refined electronic approval routing and system notification requirements.
- Conducted focus group sessions with unit and ORSP staff on system design and functionality.
- Developed the implementation plan.

Beth concluded that a lot of folks helped to work on this project and thanks to everyone!

Karen A. walked through the changes:

- The term PACR will be retired and replaced with Award Change Request (ACR).
- Automating the current PACR form.
- PIs will approve ACRs in eRPM.
- Investigators added to an existing award will sign the ACR in eRPM. They will also need to answer Other Support questions.
- Reviewers will approve in eRPM.

Once all approvals have been made, it will go to ORSP for approval.

Changes to ACR Types:

- **New:** Indirect Cost Waiver (IDC) or Class Code Change. Will not be used frequently but important it routes through appropriate units.
- **Expanded:** Retroactive Pre-Award Costs - removed 90-day limit and now can be used for all sponsors.
- **Separated:** U-M PI/Key Person Change and Non-UM PI/Key Person Change. Non-UM PI/Key Person changes have to be held differently.
- **Changed:** Transfer to New Institution
To: Early termination with transfer to the new entity
- **Changed:** PACR - Other
To: Change Request Not Specified Above (for Award changes that required approval but not included above).
- **Streamlined:** Other Action (something that needs to be reviewed by ORSP). Include things like progress reports, final RPPRs, or request action to release a hold, etc.

Other Significant Changes:

- ACR ID will have a new format. The ACR ID will be appended to the AWD number.
- The list of change types will include descriptions for when to use each option.
- Customized help text for each change type (on the SmartForm page) including Use, Examples, Additional Information, and Project Team Instructions.
- System enforcement of approval requirements (e.g., PI of AWD required to electronically sign all requests).
- Implemented a sequential approval process for routing to the PI, Department, and School/Colleges that is visible on the ACR record. There will be a tab to retrieve what approvals are needed.
- Incorporated specific fields for the required documentation of each change type on the SmartForm pages. This will require all documents to be included the first time around and will save time from both sides.
- Enhanced functionality for tracking the status of multiple requests on one ACR. It will be easier to track what the status is on the request.
- Expanded ability for project teams to cancel ACRs.

There will be an upcoming webinar in the next few weeks via Zoom. There will be a demo of the screens, where you enter on the fields, and the ability to ask questions. There will also be job aids available.

Go live date is **November 15, 2021!**

Charlie asked if there will there be an email/notification sent out to the faculty to let them know about the change to the ACR process versus the previous PACR process? Is it the RAs responsibility to let them know this change in process is coming? Karen A. responded that RAPids are being sent out, along with follow-up reminders, but those who would like to receive the RAPid newsletters need to sign up. There is not a plan for a specific message to faculty, but depending more on the RAs to forward the communications on to faculty. Cathy added that she is happy to work with Constance to plan communications directed to faculty.

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

Attachment #3

Carolyn reviewed some of the specifics of the ACR implementation and gave a brief overview of the functionality in the system. The ACR go-live date is scheduled for November 15. The release will come over the weekend of November 13-14th and will occur during the regular ITS maintenance window from Saturday at 11:00 p.m. through Sunday morning at 7:00 a.m. The system will be unavailable during this time.

If you want to process an ACR on the 15th, the button is now called “Request Action.” It can be created by Administrative personnel listed on the Award. Once the ACR is created, the record can only be edited by the person or the Administrative Home chain of approvers.

Go into the Introduction tab for Award Information and select Request Types. There will be a help box for each Change Request you select, along with a matrix of who needs to approve.

- More questions may appear, or the need to upload a document.
- You need to validate (upper left corner) and if no errors you are done filling it out.

Route for Approval:

All Action Requests created by someone other than the named Post-Award Contacts will have to be routed by clicking on the tab “Route To Post Award Contacts” for review and approval.

ACR Workspace:

The ACR workspace now looks more like Award and AWD Modification workspaces.

- It will stay in PI Review until all PIs have signed.
 - PI will get an email when it’s their turn to sign. They can put in comments and could send back for changes or approve ACR.
- It will also show who has an action.
- The Routing & Approval Details tab will tell who needs to approve.
- The tracking Multiple Award Types, ORSP could approve one and not the other so the status will show.
- If a new Investigator is added to ACR they will need to answer COI and International Engagement questions under the Sign ACR tab.
 - Investigators must complete their annual M-Inform Disclosure prior to completing this activity.

Compliance Review:

- In Draft or Changes Requested state the PI Review and Awaiting Investigator Signature.
 - PI review and Includes Other Support Review if ACR requires it.
- Unit Review: Depending on the Change type(s) one or more departments may need to approve.
- ORSP Review: Includes initial ORSP Review state.
- Sponsor Review: Any change requests that require sponsor approval or review.

PI & Project Team Inbox:

Will show specific ACRs that require action. Similar to PAF inboxes.

Reviewers:

Will have a new tab for ACRs ready for review and approval. Have the option to approve or send it back.

If you Manage a department, there is a new Award Notification email group. You will need to indicate changes to the group.

Data Conversions:

- ACRs and PDF forms that have been routed before the close of business on Friday, November 12 will continue to be processed as is.
- ACRs in the state of Draft (and not routed) will be canceled.
- ACRs in the state of Changes Requested for more than 6 months will be canceled.

See the last slide for additional resources.

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

Attachment #4

Agency Updates:

FAR 52.223-99 - Effective December 8, 2021

- Vaccine or weekly testing is mandated for individuals working on federal contracts.
- Requires vaccination of employees that may come in contact within the normal course of performing their work.
- COCR Info Page:
<https://www.cogr.edu/eo-14042-ensuring-adequate-covid-safety-protocols-federal-contractors-osh-emergency-temporary>.

NASA wants them signed by last week but told them we are working toward the deadline. Working toward compliance but waiting.

NRSA - Childcare costs are now allowable. U-M working on compliant implementation and proper process.

NIH FORMS-G - coming up for due dates on/after January 25, 2022.

NSF PAPPG - update became effective October 4, 2021.

- A RAPid went out.
- Adds two new proposal types: Planning and Career-Life Balance Supplemental.
- Updates Biosketch and Current & Pending Support formats.
- Automates removal of blank pages (**note:** numbering will not be corrected).

At-Risk Proposals:

- The numbers of At-Risk proposals were getting better but have started to inch back up again.

ORSP Staffing:

ORSP is still down on staff levels and trying to work hard on the work coming in. Have two PRs coming in November, but it will take time to train them.

Communicating with ORSP:

Working on transitioning to softphones, but waiting for U-M to select a vendor. Continue to leave voicemails. Reach out to the leadership team if the mailbox is full.

7. **Sponsored Programs Update** (*Bryan VanSickle*)

Reports: There are 1,400 reports to go out to sponsors by year-end. Also, we need to look at those outstanding/pending expenses that have not been moved over from last year.

Dennis Poszywak is retiring at year-end. The job posting is out and if you know of anyone for this position, please contact Bryan VanSickle or Debbie Talley. They can work remotely.

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

UROP student, Ali Curry, has accepted our offer to work with the RAAC DEI Workgroup. The team is looking at projects she will be working on.

9. **Closing and Future Meetings** (*Chris DeVries*)

The meeting ended at 4:25 p.m.

RAAC Committee-At-Large Meeting Dates

- Tuesday, November 16, 2021 - 3:00-4:30 p.m. (*Patrick Laguna*, RAAC Training Subcommittee)
- *No December 2021 meeting*
- *No January 2022 meeting*

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

- Tuesday, November 9, 2021
- *No December 2021 meeting*
- Tuesday, January 11, 2022

RAAC Process Update

RAAC Committee-at-Large Meeting

Melissa Karby, Associate Director for Research Administration, OVPR
October 19, 2021



RAAC Process Members



Alameddine, Karen – ORSP	Offhaus, Heather – Medical School
Anderson, Andrea – ORSP	Pappas, Carolyn – ITS
Brant, Beth – Medical School	Simon, Amanda – Sponsored Programs
Cross, Kerri – ISR	Smith, Amber – Engineering
DeVries, Chris – ORSP / Sponsored Programs	Thomson, Anne – LSA
Herrick, Teresa – SEAS	Turnbull, Pat – Dearborn
Karby, Melissa – OVPR	VanSickle, Bryan – Sponsored Programs
Nielsen, Tony – ORSP	Wintergerst, Rick – Engineering

No membership updates since last RAAC CAL update in April 2021.

Project Updates – Roles & Responsibilities



Phase I (*Proposal Development*) – **Completed**

Phase II (*Proposal Review, Approval, and Processing*) – **Completed**

Phase III (*Award Acceptance and Negotiation*) – **Completed**

Phase IV (*Financial Management of Awards*) – **Completed**

Phase V (*Non-Financial Management*) – **Completed**

Phase VI (*Award Closeout*) – **Completed**

Phase VII (*Human / Animal Protocol Review, Approval, and Monitoring*) – Working to publish what we have by the end of the calendar year

Project Updates



Reporting and Forecasting:

- The many recommendations from the Reporting and Forecasting business case were split into groups and submitted to ITS via the Finance Prioritization group. The status of the recommendations is shown below:

<u>Item</u>	<u>Status</u>
Electronic Concurrence Receipt Workflow	<i>Completed</i>
Wire transfer information saved on vouchers	<i>Completed</i>
Show cents in M-Reports (with toggle)	<i>Completed</i>
Remove hyperlinks from exports to Excel format	<i>Completed</i>
Provide consolidated portfolio view in M-Reports	<i>Completed</i>
"7471 Phase II"	<i>In Progress</i>
Add purchasing commitments to non-sponsored P/Gs	<i>Not started</i>
Add imputed indirect costs to cost-share P/Gs	<i>Not started</i>
Ability to expand account code rollups on budget reports	<i>Not started</i>

Project Updates



Award Change Request (ACR) Design Team

- The ACR Design Team has been meeting since April 2021. The group has reviewed the ACR change types and approvals and documentation needed for each. The design team has also provided feedback about the workflow and email notifications related to ACRs. Initial programming has been done and over 30 research administrators participated in a pilot test of the ACR form in August 2021.
- The implementation for the new workflow in eRPM is anticipated to occur in mid November 2021.
- More communication and training resources will be provided. First communication came on 10/14/21 via RAPid.

Ongoing Work



Various eRPM Updates

- Identified and discussed issue of missing email notifications from eRPM

Various Discussions/Brainstorms:

- Deliverables project
- Process for childcare costs for Ruth L. Kirschstein NRSA Fellows
- Met with Unit IT managers regarding request to add info to PAF for Research Data Security
- Met with Deep Blue Data regarding request to add info to PAF as a notification that Deep Blue Data repository is going to be used

Upcoming Work



- We will continue to review and provide feedback on various ITS enhancement requests as needed.
- We will finalize the last R&R document by the end of the calendar year and update other R&R documents for policy/terminology changes
- We will continue to partner with the various subgroups for the multitude of projects being worked on when needed.

Questions/Comments



- **As always we welcome your feedback!**





Post-Award Change Request (PACR) Update

RAAC Process - ACR Design Team Co-Chairs:

Karen Alameddine, Managing Project Representative ORSP

Beth Brant, Associate Director Post-Award Research Administration Michigan Medicine

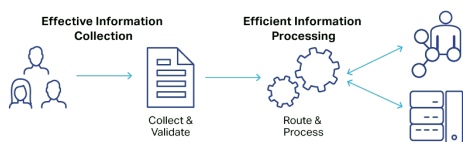
Background

The purpose of the **Post-Award Change Request (PACR) Form** is to submit requests for changes to active, funded projects.

The current PACR process is a hybrid of **manual routing for review & signature** within the unit and **eRPM system submission** of the request to ORSP for review.

Project Overview

Provide input for design & development of electronic workflow for Post-Award Change Requests (PACRs) in eRPM



RESEARCH AND SPONSORED PROJECTS

Post-Award Change Request Form (v. 06.15.2020)

Routing Instructions: (1) Review award terms & conditions, sponsor policies and [Post-Award Change Request Form Reference Guide](#); (2) Complete Post-Award Change Request Form; (3) Submit this form with required approvals and documentation via "Request Action/Modification" in eRPM. Note: ORSP is unable to approve certain requests if required certifications or approvals (e.g., PEERSS, RB, IACUC, FDOI, etc.) are expired or pending. Questions? Contact your [ORSP Project Representative](#).

A. Project Information

Principal Investigator: _____ Award Numbers: _____

B. Change Request (check all that apply)

Budgetary Changes

☐ 1. Withhold/Reduce/Reallocate Costs (Federal Funds only) ☐ 5. Reallocating Between Sponsor Accounts ☐ 6. Retroactive Pre-Award Costs (Federal Funds only) ☐ 7. Mid-Project Advance Account ☐

☐ 2. Award Reduction / De-obligation ☐ 3. Carry Forward of Funds ☐ 4. Cost Share Reduction ☐

Equipment Purchases

☐ 8. Special Purpose Equipment Not in Sponsor-Approved Budget (Federal Funds only) ☐ 9. General Purpose Equipment (Federal Funds Only) ☐ 10. Purchase of Equipment in Last 3 months of Project ☐

PI/Key Personnel Changes

☐ 11. Disengagement of PI of 90 Days or More ☐ 12. PI/Key Personnel Change (see section F on reverse side) ☐ 13. Reduction in Effort Requiring Approval ☐ Effective Date: _____

Scope and Time Changes

☐ 14. Change in Scope ☐ 15. Early Termination/Close Out ☐ 16. No Cost Extension ☐ Through: _____

Transfers and Other Changes

☐ 17. Transfer to New Institution ☐ 18. Transfer to New Institution ☐ 19. Significant Commitment ☐ 20. Other (if applicable, see section F on reverse side) ☐ Effective Date: _____

*Dean/Director signature(s) may also be required

C. Explanation/Documentation (or attach a separate editable document [e.g., Word] to "Request Action/Modification" activity)

D. Instructions to ORSP (Please include Sponsor info if ORSP needs to contact Sponsor.)

E. Approvals (Secure signatures or attach evidence of required approvals to "Request Action/Modification" activity.)

Principal Investigator Signature: _____ Principal Investigator Name: _____

Unit/Dept. Head Signature: _____ Unit/Dept. Head Name: _____

Dean/Director Signature: _____ Dean/Director Name: _____

Project Objectives

- Develop recommendations to facilitate fully electronic workflow for Post-Award Change Requests (PACRs) in eRPM
- Provide system functionality & design recommendations to guide ITS development
- Document and address policy & procedure issues



photo courtesy of Max Pixel

Phase I - PACR Review & Recommendations

- Included representatives from Schools/Colleges, ORSP, and ITS
- Reviewed current PACR form and descriptions in detail
- Mapped the electronic approval routing requirements
- Documented eRPM input fields for each change type
- Completed a thorough review of change type documentation requirements
- Identified policy & procedure issues
- Prioritized system functionality requirements

Phase II - ACR Design & Development

- Included representatives from Schools/Colleges, ORSP, and ITS
- Reviewed and finalized ACR Change Types
- Finalized ACR worksheet requirements
- Partnered with ITS on system design
- Refined electronic approval routing and system notification requirements
- Addressed policy & procedure issues
- Conducted focus group feedback sessions with unit and ORSP staff on system design & functionality
- Developed implementation plan

PACR / ACR Team Members

- Karen Alameddine (Co-Chair)
- Beth Brant (Co-Chair)
- Zach Cranson, ISR
- Kerri Cross, ISR
- Chris DeVries, ORSP
- Mary Eyler, Nursing
- Jacqui Hinchey, ISR
- Rhonda Jent, CoE
- Caitlin Jost, ORSP
- Jeff Kolidica, Michigan Medicine
- Patrick Lagua, Dentistry
- Michael McAllister, ORSP
- Amy Oliver, Michigan Medicine
- Carolyn Pappas, ITS
- Kendra Renner, LSA
- Mike Randolph, ITS
- Kate Strzemepek, ORSP
- Many more people helped with testing and providing feedback when their unit or ORSP reps called upon them.

What is Changing?

- The term PACR will be retired and replaced with Award Change Request (ACR)
- Existing PACR PDF form will be retired
- New eRPM functionality will replace existing form and automate required approvals
- PIs will approve ACRs in the eRPM
- Investigators added to an existing award will sign the ACR in eRPM
- Reviewers will approve in eRPM

RESEARCH AND SPONSORED PROJECTS
UNIVERSITY OF MICHIGAN

Post-Award Change Request Form (v. 06.15.2020)

Routing Instructions: (1) Review award terms & conditions, sponsor policies and [Post-Award Change Request Form](#) before completing. (2) Complete Post-Award Change Request Form; (3) Submit this form with required approvals and documentation via "Request Action/Modification" in eRPM. Note: ORSP is unable to approve certain requests if required certification approvals (e.g., PERBES, etc.) are expired or pending. Questions? Contact your [ORSP Project Representative](#).

A. Project Information

Principal Investigator: _____ Award Numbers: _____

B. Change Request (check all that apply)

Budgetary Changes

☐ 1. Uniform Guidance Monthly Limits (Federal funds only) ☐ 2. Award Reduction / No Obligation ☐ 3. Carry Forward of Funds ☐ 4. Cost Sharing Reduction ☐ 5. Reallocating Resources / Sponsor Approval ☐ 6. Retroactive Funding / Costs (Federal funds only) ☐ 7. Add/Remove Line Account

Equipment Purchases

☐ 8. Special Purpose Equipment Not in Scope / Approved Budget (Federal funds only) ☐ 9. Regular Purpose Equipment (Federal funds only) ☐ 10. Purchase of Equipment in Last 3 months of Project

PI/Key Personnel Changes

☐ 11. Disengagement of PI of 90 Days or More ☐ 12. Add/Remove Personnel (See Section F on reverse side) ☐ 13. Reduction in Effort Requiring Approval ☐ Effective Date: _____

Scope and Time Changes

☐ 14. Change in Scope ☐ 15. Early Termination / Close Out ☐ 16. No Cost Extension ☐ Through: _____

Transfers and Other Changes

☐ 17. Transfer to New Grant ID ☐ 18. Transfer to New Institution ☐ 19. Multiple Component ☐ 20. Not Applicable, See Section F on reverse side

*Dean/Director signature(s) may also be required.

C. Explanation/Documentation (or attach a separate editable document [e.g., Word] to "Request Action/Modification" activity)

D. Instructions to ORSP (Please include Sponsor info if ORSP needs to contact Sponsor.)

E. Approvals (Secure signatures or attach evidence of required approvals to "Request Action/Modification" activity)

Principal Investigator Signature: _____ Principal Investigator Name: _____

Unit/Department Head Signature: _____ Unit/Dept. Head Name: _____

Dean/Director Signature: _____ Dean/Director Name: _____

Changes to ACR Types

- **New:** Indirect Cost Waiver (IDC) or Class Code Change
- **Expanded:** Retroactive Pre-Award Costs
- **Separated:** U-M PI/Key Person Change & Non-UM PI/Key Person Change
- **Changed:** Transfer to New Institution
To: Early Termination with Transfer to New Entity
- **Changed:** PACR - Other
To: Change Request Not Specified Above
- **Streamlined:** Other Action

Other Significant Changes

- ACR ID will have a new format: **AWD012345-ACR001**
(changed from ACR00012345)
- The list of change types will include descriptions for when to use each option
- Customized help text for each change type (on the SmartForm page)
including: Use, Examples, Additional Information, & Project Team Instructions
- System enforcement of approval requirements (e.g. PI of AWD required to electronically sign all requests)

Other Significant Changes (continued)

- Implemented a sequential approval process for routing to the PI, Department, and School/College that is visible on the ACR record
- Incorporated specific fields for the required documentation of each change type on the SmartForm pages
- Enhanced functionality for tracking status of multiple requests on one ACR
- Expanded ability for project teams to Cancel ACRs

Upcoming Webinar

- A system demo on Zoom will be available in the next few weeks (date TBD)
- Research administrators can attend to preview the system and ask questions
- Job aids will also be available
- Go Live date: **November 15th!**



ITS Update

October 19, 2021

RAAC CAL Meeting

Carolyn Pappas / ERP Business Systems Supervisor

eResearch Updates

- Proposal Management (eRPM)
 - Award Change Requests

eRPM Award Change Requests

- Replaces the existing Post-Award Change Request (PACR) PDF form with an electronic, approval routing process in the eRPM system
- Release scheduled for the weekend of **November 13-14th**
 - The implementation will occur during the ITS maintenance window starting Saturday night at 11:00pm through Sunday morning at 7:00am. The system will be unavailable during this time.

Award Change Request (ACR) Changes

- New and updated Request Types
- Sequential approval process for routing to:
 - PI, Department/School/College Reviewers, and ORSP
- Award PI and new U-M Investigators must sign electronically in eRPM
- Status tracking of multiple requests
- ACR Notifiers
- Data Conversions

Request Action

- To Create an ACR, click the **Request Action** button on the Award workspace
 - Can be created by Administrative personnel listed on the Award, including Post-Award Contacts, and anyone who is a reviewer or an approver in eRPM
 - Note: Button renamed from Request Action/Modification
- Once the ACR is created, the record can only be edited by the person who created it, Post Award Contact(s), and/or the Admin Home chain of approvers.

Current State
Active

Request Action

Create New SUBK

Award Record
View Award Worksheet
Print Worksheet

Manage Data
View Disclosure Information

Metabolic Biomarkers for Fibromyalgia

Status map

Initial Award Processing → Contract Processing

Main Mod/ACR Activity Log \$\$\$

Principal Investigator(s): Andrew PI UM P

Award Change Request Worksheet

- Introduction**
 - Award Information
 - Select Request Type(s)

INFORMATION AND TECHNOLOGY SERVICES UNIVERSITY OF MICHIGAN eRESEARCH | PROPOSAL MANAGEMENT DEV

Hello, Paula Professor

Creating New: Award Change Request

Introduction

Award Change Request - Introduction

This activity is to request ORSP action on this award. Sponsor approval may be required. Consult the terms and conditions and sponsor policies applicable to the award prior to completing this ACR. ACRs must be submitted early enough to allow for approvals, administrative processing and to secure sponsor approval in advance of the requested change.

For assistance on which change type to select, see ORSP's guide to Award Change Request Types. For technical assistance on filling out the forms, see ITS's step-by-step instructions.

AWARD INFORMATION

AWD Title: Therapeutic modulation of Hedgehog signaling in pancreatic cancer ID: AWD012000
Contact PI: Paula Professor
Administrative Home: MM Cell & Developmental Biology, 232000
Project Start Date: 4/1/2015
Project End Date: 3/31/2022
Prime Sponsor:
Prime Sponsor Award ID:
Direct Sponsor: American Cancer Society
Direct Sponsor Award ID: PF-19-096-01-DDC

Select Request Type (choose all that apply):

Type	Description	Category
<input type="checkbox"/> Award Reduction / De-obligation	To process a decrease in the amount of funds previously awarded on an active project (for a budget period and/or the total award).	Budget
<input type="checkbox"/> Carry Forward of Funds	To request the carry forward of unspent funds from one budget period to another when carry forward is not automatic on the award.	Budget
<input type="checkbox"/> Cost Sharing Reduction	To request a reduction in the committed cost share on the award.	Budget
<input type="checkbox"/> Indirect Cost (IDC) Waiver or Class Code Change	To process an indirect cost rate waiver or class code change.	Budget
<input type="checkbox"/> Mid-Project Advance Account	To request a new project/grant for the next budget period if an existing AWT when anticipated funding is delayed and carry forward is not automatic on	Budget
<input type="checkbox"/> Rebudgeting Requiring Sponsor Approval	To request reallocation of funds from one budget category required	

Exit Save Continue

ACR Worksheet (example)

- Common Help
Format for each
change type
- Option to
indicate an
uploaded
document

Editing: AWD012000-ACR001

Rebudgeting Requiring Sponsor Approval

Use: To request reallocation of funds from one budget category to another when sponsor approval is required.

Examples:

- PI decides to subcontract out a portion of the project work to be completed by another entity.
- Budgeted equipment will not be purchased and the funds are needed for other project expenses.
- Amount of funds being transferred between direct cost categories exceeds 10% of the total sponsor-approved budget.
- Transferring funds budgeted for participant support costs to another category of expense on a federal award.

Additional Information: Sponsors have various policies for rebudgeting, some of which may require the sponsor's prior approval. The terms and conditions of the individual award should be reviewed for guidance.

Approval Routing: eRPM automatically routes ACRs for approvals. To see required approvals for this ACR type go to <https://orsp.umich.edu/manage-project/acr-approval-matrix>.

Project Team Instructions: Obtain sponsor approval prior to routing this ACR for awards with a non-federal direct sponsor (excluding universities) that do not require submission by an authorized institutional official.

Has the sponsor already approved this request?
 Selecting **No** indicates ORSP should submit the request to the sponsor for approval.
 Selecting **Yes** indicates written approval has been obtained from the sponsor's authorized official per the terms and conditions of the award, and the approval is uploaded below for ORSP to review (e.g., amendment/modification, email).
☐ Yes ☐ No [Clear](#)

Provide the current approved budget, requested changes, and proposed new budget.*
 Check here to indicate this information is included in a document uploaded below ☐
 Otherwise, use this text box to provided the required information:

Will this request result in a change in scope?
 Selection defaults to all ACR types.
 PI approval of this ACR when No is selected serves as attestation there are no changes to the sponsor-
 ...

[Exit](#) [Save](#) [Continue](#)

Route for Approval

- All Action Requests created by someone other than the named Post-Award Contacts will have to be routed to this person(s) for review and approval.

Current State
Draft
Award Change Request
Edit Change Request
Print Change Request
Activities
Post A Comment
Route to Post Award Contacts

- If the named Post-Award Contact creates the ACR, then it can be routed for approval.

Current State
Draft
Award Change Request
Edit Change Request
Print Change Request
Activities
Post A Comment
Project Team Cancel ACR
Route for Approval

ACR (Action Request) Workspace

- Project ID
- Parent Award
- Status map
- ACR Type
- Status table
- Recent Activity
- Workspace messages
- Routing & Approval Details

The screenshot shows the 'Action Request' workspace for ACR006. The left sidebar contains navigation links: Current State (PI Review), Award Change Request (Edit, Print), Manage Data (View Disclosure Information), and Activities (Approve ACR, Post Comment, Request Changes). The main area displays a status map with four stages: Project Team (red octagon), Unit Review (grey circle), ORSP Review (grey circle), and Closed (grey circle). Below the map, an action bar indicates 'PI review in progress'. A table at the bottom shows the Principal Investigator(s) as Andrew PI, UM Principal Investigator as andrewpi@umich.edu, and a table of ACR Types (NCE, UM PIKP) with their statuses (In Progress).

ACR Type	Status
NCE	In Progress
UM PIKP	In Progress

Approve ACR

- PIs to indicate approval of the change request to the Award.
- Replaces need for signature on PDF form.

The screenshot shows the 'Approve ACR' dialog box for Action Request (AWD017084-ACR008). The dialog contains instructions on how to use the activity to indicate approval, a text area for comments, and 'OK' and 'Cancel' buttons at the bottom.

Sign ACR

- New U-M Investigators to answer COI and International Engagement Questions
- Investigators must complete their annual M-Inform Disclosure prior to completing this activity

Activities

Edit Staff Notes

Manage Documents

Post A Comment

Project Team Cancel ACR

Sign ACR

Sign ACR

Action Request (AWD002428-ACR004)

OUTSIDE ACTIVITIES, RELATIONSHIPS, AND INTERESTS RELATED TO THIS PROJECT

1. Do you or your family members have an outside activity, relationship, or interest with a non-UM entity, where the non-UM entity is:

- Sponsoring the project
- Providing or supplying a product (e.g., an app, device, drug, component, software, survey, evaluation) used in the project either for free or at a cost (e.g., purchased)?
- Holding an option or license to intellectual property used in this project (e.g., a device, component, drug, software, survey, evaluation code, data, schematics, algorithms) that you or your family member developed?
- Performing work on the project (e.g., subcontract, service agreement, unfunded agreement)? or
- Has any financial stake in the outcome of this research?

☐ Yes ☐ No Click

INTERNATIONAL ENGAGEMENTS

The full and transparent disclosure of your international engagements is critical, especially as it relates to: (i) participation in a foreign government talent recruitment program, (ii) holding an appointment or affiliation with a foreign entity/institution, and (iii) receiving resources from a foreign entity that support or are related to any of your research endeavors.

2. Please answer each of the following questions:

*a. Do you participate in a foreign/international talent recruitment program?
 ☐ Yes ☐ No Click

*b. Do you have an appointment, affiliation, or other relationship outside the U-M with a foreign entity/institution?
 ☐ Yes ☐ No Click

*c. Has a foreign entity provided to you any monetary resources that support or are related to your research endeavors (with the exception of grants, contracts, or gifts awarded/awarded to U-M)?
 ☐ Yes ☐ No Click

*d. Has a foreign entity provided to you any non-monetary resources (e.g., equipment, materials, personnel) that support or are related to your research endeavors?
 ☐ Yes ☐ No Click

ATTESTATION

By selecting Sign ACR and clicking OK, the undersigned, to the best of their knowledge and belief:

- Certifies that all statements and information submitted to the sponsor (including all Current and Pending Other Support) are true, complete, and accurate.
- Understands that any false, fictitious, or fraudulent statement or claims may subject them to criminal, civil, or administrative penalties.
- Certifies that any funded activities that may result from this request shall not overlap with activities funded by another sponsor unless expressly permitted.
- Certifies the proposed work is consistent with U-M goals and objectives.
- Certifies that no federal appropriated funds have been or will be paid in reference to attempts to influence the granting of this award.
- Accepts the obligations and commitments described in the proposal and in any resulting award, including:

ACR Workflow



Project Team: Draft state or Changes Requested states, the PI Review and Awaiting Investigator Signature

Unit Review: depending on the Change type(s) one or more departments may need to approve.

Compliance Review: includes an Other Support Review if ACR requires it.

ORSP Review: includes the Initial ORSP Review state and ORSP Review states

Sponsor Review (not pictured): Any change requests that require sponsor approval or review.

PI & Project Team Inbox

- Shared inbox with PI, Post Award Contacts and Person who created ACR.
- Modeled after PAF inbox, with similar listers.

PAFs Awards ACRs SUBKs UFAs In Progress Submitted to Sponsor More...										
ACRs with Required Action										
Filter by ID Enter text to search for + Add Filter X Clear All										
ID	Name	Date Modified	State	Award Title	Change Type	PI	Sponsor	Sponsor's Due Date	Project Team Description	Created by
ACR00002342	ORSP Action Request	10/17/2021 4:45 PM	Changes Requested	Training in Functional Magnetic Resonance Imaging		Jane PI	Health and Human Services, Department of National Institutes of Health			Frank Franklin

ACRs Not Yet Approved by PI

ACRs Not Yet Signed by An Investigator

ACRs In Progress

Reviewers

- New ACRs inbox with listers
- Activities
Unit Approve
Request Changes

PAFs ACRs SUBKs UFAs Agreement Acceptance Upcoming Approved Submitted to Sponsor More...										
ACRs Ready for Review and Approval										
Filter by ID Enter text to search for + Add Filter X Clear All										
ID	Name	Date Modified	State	Award Title	PI	Dept	Sponsor	Sponsor's Due Date	Award Change Request Types	Project Team Changes
AWD005162-ACR003	Action Request	10/8/2021 11:24 AM	Unit Review	Advancing Child Health Through Cellular and Molecular Biology-2017 renewal	Donna M	MM Department of Pediatrics	Health and Human Services, Department of National Institutes of Health		UM PI/KP	
1 items < page 1 of 1 > 10 / page										
ACRs with Changes Requested										
Filter by ID Enter text to search for + Add Filter X Clear All										
No data to display.										

Approved ACRs

Upcoming ACRs

Manage Department

- New option to indicate who should receive ACR notifications for unit when it is ready for unit approval.
- Unit Liaisons to ensure the right people are listed on **Manage Department**:
 - Unit Approver(s) set, and
 - ACR Notifications

Manage Unit

MM Medical School (230000)

When a PAF routes for approval

Approval hierarchy: M

If this unit is listed as the and approval

Unit Contacts

Unit Liaison(s)

Heather Offhaus
Jane Sierra

Contact for Questions:
msgrants@umich.edu
Regents of the University of Michigan

Email Notifications

PAF Notifications:

Person	Employer	Title
msgrants@umich.edu	Regents of the University of Michigan	

Award Notifications:

There are no items to display

Award Change Request Notifications

Person	Employer	Title
msgrants@umich.edu	Regents of the University of Michigan	

Unit Approvers:

Person	Employer	Title
Dianna Banka	MM Grant Services & Analysis	Grant Reviewer - Senior
Robin Goff	MM Grant Services & Analysis	Contract & Grant Specialist
Jane Sierra	MM Grant Services & Analysis	Associate Director - Pre Award Res Admin
LaFerna Burdord	MM Grant Services & Analysis	Grant Reviewer Assoc

Data Conversions

- Reminder - System changes will take place weekend of **November 13-14th**
- ACRs with PDF forms that have been routed before close of business on Friday, Nov. 12, will continue to be processed as is.
- ACRs in the state of Draft (i.e., not been routed) will be cancelled.
- ACRs in the state of "Changes Requested" for more than 6 months will be cancelled.

Resources

- Look for [Award Management Reference Materials](#) and job aids to be updated after the release (November 15)
- ORSP's information on [Post Award Change Request Form](#) (PACR)
- [Approval Matrix](#) (November 15)
- RAPid: [Award Change Request Enhancements coming in November](#)



ORSP Update

October 19, 2021

RAAC CAL Update

Andrea Anderson, Associate Director, ORSP

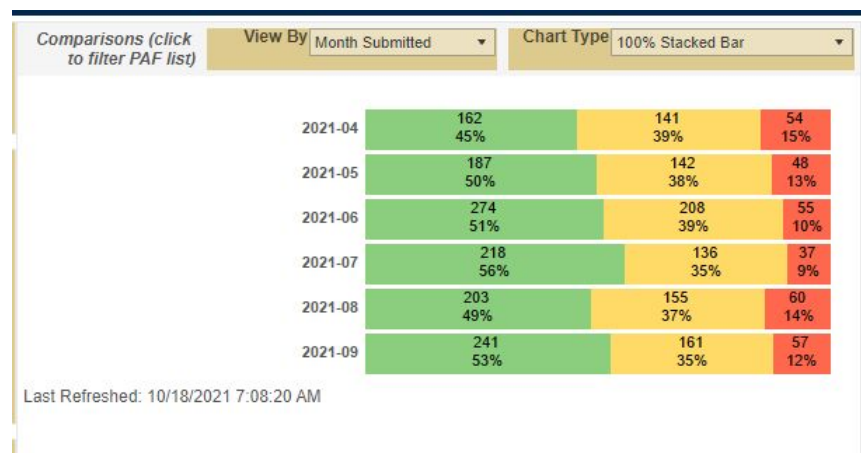
Agency Update Highlights

- FAR 52.223-99
 - Vaccine or weekly testing mandated for individuals working on federal contracts
 - Also requires vaccination of employees they may come in contact with in the normal course of performing their work
 - COGR Info Page:
<https://www.cogr.edu/eo-14042-ensuring-adequate-covid-safety-protocols-federal-contract-ors-osa-emergency-temporary>
- NRSA - Childcare Costs now allowable, UM working on compliant implementation and proper processes for this.
- NIH FORMS-G coming for due dates on/after Jan 25, 2022

Agency Update Highlights

- NSF PAPPG Update became effective Oct. 4
 - NSF webinars available
 - Adds 2 new proposal types: Planning and Career-Life Balance Supplemental
 - Updates Biosketch and Current & Pending Support Formats
 - Automates removal of blank pages (note: numbering will not be corrected)

At Risk Proposals



Other Updates and Reminders

- ORSP Staffing levels
- Communicating with ORSP
- Automated ACR Coming Next Month!



Use this text box to caption the image.