

# Research Administration Advisory Council (RAAC)

## Committee-at-Large

Tuesday, June 21, 2022, 3:00 – 4:30 pm  
Zoom Meeting  
MINUTES

### Attendees:

<b>Beth Brant</b> – Medical School	<b>Teresa Herrick</b> – SEAS	<b>Carolyn Pappas</b> – ITS
<b>Cheri Brooks</b> – ISR	<b>Laura Kaminski</b> – Ford School	<b>Lisa Parker</b> – Nursing
<b>Linda Chadwick</b> – ORSP	<b>Melissa Karby</b> – OVPR	<b>Craig Reynolds</b> – ORSP
<b>Cindy Dames</b> – ORSP	<b>Patrick Lagua</b> – Dentistry	<b>Jane Sierra</b> – Medical School
<b>Chris DeVries</b> – RAAC	<b>Cathy Liebowitz</b> – ISR	<b>Danielle Smith</b> – LSI
<b>Kathy Devereux</b> – OVPR	<b>Jennifer Linzmeier</b> – Dentistry	<b>Debbie Talley</b> – Sponsored Programs
<b>Joanne DeVore</b> – U-M Flint	<b>Charlie Mattison</b> – ISR	<b>Anne Thomson</b> – LSA
<b>Ashley Duval</b> – ACUO	<b>Dawn O'Connor</b> – ACUO	<b>Rick Wintergerst</b> – Engineering
<b>Stephanie Hensel</b> – Education	<b>Becky O'Brien</b> – Information	<b>Jackie Yannatta</b> – U-M Dearborn

The meeting started at 3:00 p.m.

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

Debbie welcomed everyone to our June 2022 RAAC CAL meeting and welcomed our new member, Vickie Earl, from Ross School of Business.

2. **ORSP Update** (*Craig Reynolds*)

Staffing:

- We have two new Project Representatives: Michele Quick, and Gabrielle Hammoud. We are in the process of extending offers for two additional PRs.
- We have an open posting for a [Business Intelligence Analyst](#) reporting to Laura Dickey through July 11.

Award Change Notice:

The staff has noticed an uptick of questions regarding how to process an Award Change Request. There are a lot of resources and reference materials on the [ORSP website](#) and ask you to look there first.

Unique Entity Identifier (UEI):

The federal sponsors are requesting the use of the new Unique Entity Identifier (UEI) which replaces the previous DUNS number. You'll notice more and more in various forms that the DUNS number field is eliminated and the UEI number field is added. For example:

- ORSP updated our Subcontract Letter of Commitment form
- NIH is updating the RPPR form after June 23.

You can find the UEI number under the [Frequently Required Proposal Data and Documents](#) page on the website.

### Current and Pending Updates:

- We updated the web page to include Department of Energy requirements. See the [Current & Pending Support Page for NSF and Other Sponsors](#).
- There is a proposal for NSF to request their Current and Pending Support in Just-in-Time (JIT) and also required in proposals. It will be under the PAPPG in 2023. Working with NSF to have it in JIT.

### Sponsor Updates:

#### NSF:

- NSF is going to require that biosketches be completed in SciENcv and not in the fillable form.
- NSF is encouraging institutions to begin using research.gov as FastLane will retire in January 2023. Many NSF solicitations will now start requiring the use of Research.gov for the preparation and submission of proposals in response to program descriptions.
- NSF has issued an updated version of the table titled [NSF Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Current and Pending Support](#).
- A new Postdoctoral Fellowship proposal type is available in Research.gov for proposals submitted in response to postdoctoral fellowship solicitations that do not contain reference letter requirements.

#### NIH:

- The National Institutes of Health (NIH) announced the new Ruth L. Kirschstein National Research Service Award (NRSA) Stipend Levels for the Fiscal Year 2022 and subsequently corrected the levels.
- In the Research Performance Progress Report (RPPR) module in eRA Commons users will want to be aware that budget forms will be updated to a new format. RPPRs in eRA Commons is moving to a new format for budget forms, and if in the draft stage it will need to be submitted by June 22, 2022, or will have to resubmit in the new form.

Craig is leaving to take on his new position of VP of Research and Compliance with the Van Andel Institute in Grand Rapids. His start date will be October 1, 2022.

### **Attachment #1**

3. **Presentation:** Animal Care and Use Office – MOUs and IIA (*Ashley Duval and Dawn O'Connor*)  
Ashley has been with the Animal Care and Use Office (ACUO) for 3 years and she is here with Dawn to give some overview information about IIA and MOUs.

### Interinstitutional Assurances (IIA)

Assurance that is negotiated to cover a non-assured entity under an assured entity's OLAW-approved Animal Welfare Assurance.

#### Requirements include:

- Statement of applicability and institutional responsibilities.
- Signature from the awardee institution.
- Signatures from Assured institutions.

The PHS Policy requires that institutions must have assurance through OLAW in order to receive any PHS funding.

1. NIH initiates an IIA by sending it to the awardee;

2. the awardee signs and sends it to the assured institution;
3. the assured institution signs and sends it back to the grantee;
4. the grantee sends to OLAW; and
5. OLAW signs and sends a copy to the assured and grantee.

Once approved by OLAW the funds can be released. When authorized signatures are received, it is only valid for the project period or five years. The template includes an attestation that we are responsible for all the animals and will be assigned an assurance number for each project.

#### Memorandums of Understanding (MOUs):

An MOU is a signed agreement that outlines each organization's roles and responsibilities and ensures the Terms & Conditions of the grant and PHS policy are satisfied.

Examples of when an MOU is needed:

- A PI will house their animals at a collaborators institution.
- A subcontract is established with the collaborating institution, and dispersed funds to a colleague to conduct animal activities described in the grant.
- We pay a contractor to produce custom antibodies for a researcher.

#### ACUO Process:

- Subcontract/Collaboration is identified by RCA and will review for:
  - Listed as a SUBk on the PAF.
  - Read through the entire award terms and conditions.
  - VAS mentioned there is a collaboration.
  - The performance site is listed.
- Once confirmed, details are sent to the Assistant Director.

The MOU Template is different. The institution that generates the MOU will sign last and send a copy. They need to have:

- organization names,
- recognition of the approving and overseeing IACUC,
- reporting requirements,
- who owns the animals, and
- Signatures from both organizations.

#### Regulatory Requirements:

Need Public Health Service (PHS) Policy that includes:

- Approved Animal Welfare Assurance
- IACUC approval and oversight of those components of the application or proposal.
- MOU states that the institution is to report issues of non-compliance
  - all reportable incidents get reported to OLAW by the awardee.
- Need MOU and the Guide for The Care and Use of Laboratory Animals.

See ACUO on what follow-up you need for documentation from the ACUO that an MOU has been executed.

Ashley asked if you see MOU and/or IIA documents come across your desk they need to be signed by ACUO. Debbie asked if this information is shared with the Office of Contract Administration. Ashley responded that it is shared in eRPM.

4. **Presentation:** RAAC Training Subcommittee Update (*Patrick Laguna*) **Attachment #2**

Membership:

Kate Althouse has stepped down, Jeanne Tsang left U-M, and Correen Weiland from LSA joined the committee.

Navigate Virtual Courses:

Navigate Fundamentals Pilot:

- Had 31 participants in ten half-day sessions. Had a 92% satisfaction rating. Plans are underway for a Fall Cohort.

Uniform Guidance Cost Principles:

- Had 25 participants in two half-day sessions. Had a 92% satisfaction rating.

Subs of all Kinds:

- Almost ready to be released. Identified instructors and finalizing the course materials and date of course delivery.

Webinars:

- A new webinar is coming up on Understanding Procurement Policies and Procedures on July 14, 2022. Jim Kozich will present.

E-ssentials Modules are available.

- Planning Cost Accounting Standards (three modules) with target release for Fall 2022.
- Sponsor Reporting - Compliance and Consequences (two modules) with target release for Fall 2022.

RAMP↑ Mentoring Program:

- Soliciting volunteers to join the implementation team to incorporate recommendations from the programmatic review in preparation for the Fall 2022 cohort.
- May have longer timeframes for other projects or workgroup opportunities.
- The implementation team will meet July-September 2022.

RA Virtual Networking:

Piloted our first Virtual Networking session with RAAC Communications on exploring RA careers. It was to increase awareness of, and interest in, RA careers.

- We had 90 registrants with 63 attendees with 20 volunteers as moderators, scribes, experts, and technical support.
- More Virtual Networking sessions are being planned.

5. **Presentation:** RAAC Communications Subcommittee Update (*Cathy Liebowitz*) **Attachment #3**

Membership:

- Dan Green stepped down and was replaced by Kara Cristian from LSA.

Accomplishments:

RAN Meetings:

- Hosted the February and May 2022 RAN meetings.

- February RAN meeting - 298 attendees. Sue Kelch was the emcee and had 205 YouTube views.
- May RAN meeting - 310 attendees. Grace Wu was the emcee and we had 108 YouTube views so far. Had guest presenters from the Canadian Association for Research Administrators (CARA).
- We are holding steady with participation in the RAN virtual meeting format.

#### Slack:

- Posted 21 Questions.
- Retaining RA Forum on Slack. Developing topics to get people to participate.
  - Have 450+ members. Trying to keep the communication going by posting positions, 21 Questions, and questions from virtual networking sessions.

#### 21 Questions:

- Launched 21 Questions with an RA community member.
  - First interview with Sally Sivrais. Our next interview will be with Carolyn Pappas. We are planning to release a new interview each month.

#### Virtual Informal Networking:

On June 15 we partnered with RAAC Training to host the first of three pilot sessions to provide RAs with a virtual informal networking format. The first session provided space to discuss RA career paths and obtaining CRA status. There were 60 participants with positive feedback.

The next session will be on July 14 with the topic of RAAC: Who, What, Why, and How. Craig Reynolds, Debbie Talley, and the subcommittee chairs are lined up. We encourage anyone from RAAC CAL to join.

The last session will be on August 16 with the topic of RA Professional Associations. We are going to ask local leaders in organizations to attend.

We are actively planning for our October 27 RAN meeting. We would like to showcase a research project/investigator that helps tie in how the role of the RA has helped the mission of U-M. We are asking for help to identify possible Investigator presentations to use for a topic in this session.

The Canadian Association of Research Administrators (CARA) is putting together a workshop and would like to have the group spread the word.

#### 6. **Update:** RAAC Process Subcommittee Chair (*Debbie Talley / Chris DeVries*)

Melissa Karby's term as Chair is up and Anne Thomson will take over on July 1, 2022. Melissa will stay on as a regular member and Debbie thanked Anne for taking on this new leadership role.

#### 7. **ITS Update** (*Carolyn Pappas*)

A new release is coming up on July 11 and will impact the PAF for U-M cost-share and U-M details.

- Data entry is a little different.

- Started to alphabetize the activities so want to make sure you check before selecting.
- Updating reference of OTT to Innovative Partnership Office. They reworded some of the questions using “innovation” for all project types.

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

- A reminder year-end is around the corner and Cheryl Soper has sent out an email regarding cutoff dates.
- The equipment inventory team is coming back to re-tag the equipment using a new format that should be easier to locate the equipment. There is a video on the Procurement website. Assets that are no longer here are being written off, but this should never happen again.

Staffing:

- Hired eight accountants and interns who are now getting report lists.
- Hired two staff on Uniform Guidance.
- Auditors will be back in July and R&D will be included.

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

This is our last meeting until September 20. Jennifer Huntington will give the update for RAAC Metrics.

The meeting ended at 4:10 p.m.

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RAAC Committee-At-Large Meeting Dates (*all meetings 3:00-4:30 p.m., unless otherwise noted*)

- *No July 2022 meeting*
- *No August 2022 meeting*
- Tuesday, September 20, 2022 (*Jennifer Huntington, RAAC Metrics Subcommittee*)

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

- Tuesday, July 12, 2022
- *No August 2022 meeting*
- Tuesday, September 13, 2022

# Interinstitutional Assurances (IIA) & Memorandums of Understanding (MOU)

Animal Care and Use Office

(ACUO)

*Ashley Duval*

*Dawn O'Connor*



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## Objectives

- Define IIA and MOUs
- Outline the Regulatory requirements
- How to properly identify when IIAs and MOUs are needed



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## Interinstitutional Assurances (IIA)

IIA is a type of assurance that is negotiated to cover a nonassured entity under an assured entities OLAW approved Animal Welfare Assurance.

### IIA requirements

- ❖ Statement of applicability and institutional responsibilities
- ❖ Signature from awardee institution
- ❖ Signatures from Assured institution



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## IIAs cont.

The PHS Policy requires that institutions must have an assurance through OLAW to receive any PHS funding (V, (B), P.19)

- ❖ IIA Process
- ❖ Project specific
- ❖ ACUO steps to complete the process with authorized signatures
- ❖ Once OLAW approves, funds can be released



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## IIA Template

### Interinstitutional Assurance

The Interinstitutional Assurance is used by institutions that receive Public Health Service (PHS) funds through a grant or contract award when the institution has neither its own animal care and use program, facilities to house animals, nor an Institutional Animal Care and Use Committee (IACUC) and will conduct the animal activity at an Assured institution (named as a performance site).

#### I. Awardee Institution

Name of Awardee Institution:
Address: (street address, city, state, zip code)
Project Title: (from grant application/contract proposal)
Grant/Contract Number:
Principal Investigator:

#### A. Applicability

This Interinstitutional Assurance between the awardee institution and the Assured institution is applicable to research, research training, and biological testing involving live vertebrate animals supported by the PHS and conducted at the Assured institution.

#### B. Awardee and Assured Institutional Responsibilities

- The institutions agree to comply with all applicable provisions of the Animal Welfare Act and other Federal statutes and regulations relating to animals.
- The institutions agree to be guided by the U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training and comply with the PHS Policy on Humane Care and Use of Laboratory Animals (OLAW).
- The institutions acknowledge and accept responsibility for the care and use of animals involved in activities covered by this Assurance. As partial fulfillment of this responsibility, the institutions will make a reasonable effort to ensure that all individuals involved in the care and use of laboratory animals understand their individual and collective responsibilities for compliance with this Assurance, as well as all other applicable laws and regulations pertaining to animal care and use.
- The awardee institution acknowledges and accepts the authority of the IACUC of the Assured institution where the animal activity will be performed and agrees to abide by all conditions and determinations as set forth by that IACUC.

Name of Assured Institution:
Address: (street address, city, state, zip code)

#### II. Institutional Endorsement

By signing this document, the authorized official at the awardee institution and the Institutional Official and IACUC Chairperson at the Assured institution (performance site) provide their assurances that the project identified in Part I will be conducted in compliance with the PHS Policy and the Assurance of the Assured institution.

Interinstitutional Assurance

1

#### A. Endorsement of Awardee Institution

Name of Awardee Institution:
Authorized Official:
Signature: _____ Date: _____
Title: _____
Address: (street address, city, state, zip code)
Phone: _____ Fax: _____

#### B. Endorsement of Assured Institution

Name of Assured Institution:
Institutional Official:
Signature: _____ Date: _____
Title: _____
Address: (street address, city, state, zip code)
Phone: _____ Fax: _____
E-mail: _____
IACUC Chairperson:
Signature: _____ Date: _____
Title: _____
Address: (street address, city, state, zip code)
Phone: _____ Fax: _____
E-mail: _____
Date of IACUC Approval: (within 3 years, pending not acceptable)

#### III. PHS Approval (to be completed by OLAW)

Signature of OLAW Official: _____	Date: _____
Grant/Contract #: _____ Animal Welfare Assurance #: _____	
Effective Date: _____	Expiration Date: (duration of project, up to 5 years)



## Performance Sites

- ❖ When the institution will perform the animal activity at a secondary Assured institution named as the performance site.

How can a nonassured organization become a performance site under a assured organization?



## Memorandums of Understanding (MOUs)

Signed agreement that outlines each organizations roles and responsibilities and ensure the terms and conditions of the grant and PHS policy are satisfied.

Examples when we establish an MOU:

- ❖ A PI will house their animals at a collaborators institution
- ❖ A subcontract is established with collaborating institution, and disperse funds to a colleague to conduct animal activities described in the grant
- ❖ We pay a contractor to produce custom antibodies for a researcher



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## ACUO Process

- Subcontract/Collaboration is identified by RCA
  - Listed as a SUBk on the PAF
  - Read thru entire grant
  - VAS mentioned there is a collaboration
  - Performance site listed
- Once confirmed, details sent to Assistant Director



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## MOU Template


**ANIMAL CARE & USE PROGRAM**  
UNIVERSITY OF MICHIGAN

4010 Medical Research Bldg. 10th Floor  
 1000 S. University Ave.  
 Ann Arbor, MI 48106-0602  
 Tel: 734-763-3371 Fax: 734-763-3374  
[aculaw@umich.edu](mailto:aculaw@umich.edu)  
[umich.edu/aculaw](http://umich.edu/aculaw)

**Memorandum of Understanding**

**A. Purpose**  
To clarify oversight for animals covered by University of Michigan's Institutional Animal Care and Use Committee (IACUC) animal use protocols, when the animals are housed at other institutions, private or public.

**B. Principle**  
To ensure that IACUC protocols involving use of animals off-campus are consistent with similar protocols that would be approved for use in on-campus facilities and to ensure that animals on such protocols are cared for in a manner that meets all applicable regulations.

**C. Scope**  
This policy applies to all animal work involving either University of Michigan owned animals or for which the funds for the work are awarded to or derived from University of Michigan (subcontracted work), as described below:

- Name of Institution or Organization Providing IACUC Review (Institution):

**PHS Assurance Number (approved by OLAW):** ☐ Yes ☐ No  
**Institution A is accredited by AAALAC International:** ☐ Yes ☐ No  
**Institution A is a USDA registered research facility:** ☐ Yes ☐ No  
**Animals involved in this study are owned by Institution A:** ☐ Yes ☐ No

- Name of Institution Relying on the Designated IACUC (Institution B):

**The University of Michigan**  
**PHS Assurance Number (approved by OLAW):** #D16-00072 (A3114-01)  
**Institution B is accredited by AAALAC International:** ☒ Yes ☐ No  
**Institution B is a USDA registered research facility:** ☒ Yes ☐ No  
**Animals involved in this study are owned by Institution B:** ☐ Yes ☒ No

- The Officials signing below agree the University of Michigan may rely on the designated IACUC for review and continuing oversight of its animal subject research described below.
- This agreement is limited to the following specific protocol(s) and project(s):

Institution A	Institution B
Protocol Title:	
Investigator (s):	
IACUC Protocol Number or Institutional Reference Number:	
Investigator (s):	
Funding Agency & Grant ID Number:	

**Regarding this study:**  
*Organizations conducting animal activities using Public Health Service (PHS) funding must comply with the Terms and Conditions of the grant, PHS Policy, the Guide for Care and Use of Laboratory Animals, and any other applicable regulations. As the primary grantee, Institution B is responsible for ensuring the regulatory requirements are satisfied. To ensure Institution B can fulfill the requirement, Institution A will:*

- Provide IACUC oversight for the noted protocol(s) in accordance with the PHS Policy, the Guide for Care and Use of Laboratory Animals, and any other applicable regulations;
- Provide to Institution B a written report of the events and resolutions for any noncompliance or animal welfare concerns associated with the protocol(s);
- Provide relevant IACUC meeting minutes to Institution B upon request.

*This document must be kept on file at both institutions and provided to OLAW upon request.*

**Institution A:**

Print Full Name: <Responsible Individual> Institutional Title: <Title>

Signature of Signatory Official (\*\*\*) \_\_\_\_\_ Date: \_\_\_\_\_


Phone#: <Phone> Fax#: <fax> email: <email>

**Institution B:**

Print Full Name: William Greer, BS, CPIA Institutional Title: Assistant Vice President-Animal Compliance Oversight, Director of the Animal Care & Use Office (ACUO)

Signature of Signatory Official (Collaborator): \_\_\_\_\_ Date: \_\_\_\_\_

Phone#: 734-763-3371  
 Fax#: 734-936-5234  
 email: [wgreer@umich.edu](mailto:wgreer@umich.edu)



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## MOUs cont.

At a minimum should include:

- ❖ Collaborating organizations
- ❖ Recognition of the approving and overseeing IACUC
- ❖ Reporting requirements
- ❖ Who owns the animals
  - ❖ Generally refers to institution A (UM form)
- ❖ Signatures from both organizations

## Regulatory Requirements

### Public Health Service (PHS) Policy



- ❖ Approved Animal Welfare Assurance
- ❖ IACUC approval and oversight of those components of the application or proposal
- ❖ MOU states that institutions are to report issues of non-compliance
  - ❖ All reportable incidents get reported to OLAW by the awardee



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## Regulatory Requirements (PHS)

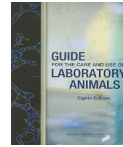
### OLAW (A.3.P.23)

- ❖ "Collaborations between institutions can sometimes create ambiguity regarding responsibility for animal welfare. In cases where an individual investigator has appointments at several institutions, or where collaborations occur between institutions, it is advisable to have a formal written agreement, contract or memorandum of understanding between the institutions."



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## Regulatory Requirements



*Guide for The Care and Use of Laboratory Animals* (p15)

- ❖ “Interinstitutional collaboration has the potential to create ambiguities about responsibility for animal care and use. In cases of such collaboration involving animal use (beyond animal transport), the participating institutions should have a formal written understanding (e.g., a contract, memorandum of understanding, or agreement) that addresses the responsibility for offsite animal care and use, animal ownership, and IACUC review and oversight (AAALAC 2003).”



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## What is ORSP process

- What information do you look for to determine there is a collaboration?
- How do you determine if an MOU is needed?
- At what point do you connect with the Animal Care and Use Office (ACUO)?



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## How can ACUO Help

- What follow up do you need for documentation from the ACUO that an MOU has been executed?
- Is a copy of a fully executed IIA necessary for ORSP record?



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## Helpful Links

- Link to OLAW IIA sample template
  - <https://olaw.nih.gov/resources/documents/institutional-assurance.htm#view>
- Link to Obtain an Assurance
  - <https://olaw.nih.gov/guidance/obtaining-an-assurance.htm>
- Link to OLAW FAQ
  - <https://olaw.nih.gov/guidance/faqs>



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**THANK YOU**

**Discussion Time!**



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**Research Administration Advisory Council**  
**Committee-at-Large**  
**Training Subcommittee Update**  
**June 21, 2022**

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Patrick Lagua  
School of Dentistry



**Current Subcommittee Membership**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• <b>Amy Brooks</b>, CoE</li><li>• <b>Betsy Brouhard</b>, Medical School</li><li>• <b>Kellie Buss</b>, ORSP</li><li>• <b>Kate Chie</b>, ORSP</li><li>• <b>Lori Deromedi</b>, UMOR</li><li>• <b>Chris DeVries</b>, ORSP/Sponsored Programs</li><li>• <b>Raquel de Paula Silvius</b>, ORSP/Sponsored Programs</li></ul> | <ul style="list-style-type: none"><li>• <b>Lyn Fyfe</b>, ORSP/Sponsored Programs</li><li>• <b>Jeanne Haney</b>, Sponsored Programs</li><li>• <b>Patrick Lagua</b>, Chair, School of Dentistry</li><li>• <b>Jessica Mirelez</b>, Medical School</li><li>• <b>Susan Powell</b>, Engineering</li><li>• <b>Nick Prieur</b>, ISR</li><li>• <b>Pat Turnbull</b>, U-M Dearborn</li><li>• <b>Corene Weiland</b>, LSA</li></ul> |
|---|--|





## Agenda:

- Navigate Training Opportunities
- Work in Progress

## Instructor Led Courses - Virtual Learning

- Fundamentals Pilot - *Complete*
  - 31 participants
  - 10 half-day sessions
  - March 8 to May 12
  - 92% overall satisfaction rating with many positive comments from participants

## What's Next?

- Started plans for Fall 2022 course delivery

Module	Trainer
Overview	Craig Reynolds
Overview	Debbie Talley
Understanding Funding	Jill Jividen
Understanding Funding	Joe Piffaretti
Understanding Funding	Andrea Anderson
Develop Proposal	Nick Prieur
Develop Proposal	Jodi Caviani
Route & Submit	Cathy Handyside
Route & Submit	Christy Bohensky
Route & Submit	Lori Deromedi
Route & Submit	Arielle Javarinis
Set Up Project	Becky O'Brien
Set Up Project	Craig Reynolds
Set Up Project	Prentiss Laich
Set Up Project	Jennifer Huntington
Manage Project	Susan Powell
Manage Project	Melissa Karby
Manage Project	Karen Alameddine
Close Out Project	Ruth Halsey
Close Out Project	Jenna Fitzgerald

### **Instructor Led Courses - Virtual Learning (Cont.)**

- Uniform Guidance Cost Principles - *Complete*
  - Instructors: Corinna Burghardt, Jenna Fitzgerald & Jake Schlag
  - Two half-day sessions - May 17 and 24
  - 25 participants
  - 92% overall satisfaction rating with many positive comments from participants

### **What's Next?**

- Started plans for Fall 2022 course delivery

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

### **Instructor Led Courses - Virtual Learning (Cont.)**

- Subs of all Kinds - *In Progress*
  - Instructor/facilitators identified; putting final touches on course materials


### **What's next?**

- Identify date for course delivery

## 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>

## Webinars - Up Next

- Topic: Understanding Procurement Policies and Procedures: Information for Research Administration
- Presenter: Jim Kozich, Interim Supervisor | Research Procurement Team, University of Michigan Procurement Services
- Date: July 14, 2022 via Zoom (registration required)

## Navigate *E*-ssentials eLearning Modules

<https://orsp.umich.edu/training-workshops/e-ssentials-elearning-modules>

### Currently Available:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Monitoring Capital Equipment</li><li>• GSRA &amp; PostDoc Appointments</li><li>• Award Modification</li><li>• Cost Transfers</li><li>• Financial Monitoring</li><li>• Effort Certification</li><li>• Understanding Effort</li><li>• Proposal Prep &amp; Submission</li></ul> | <ul style="list-style-type: none"><li>• Pre-Close Out Analysis</li><li>• Cost of All Kinds</li><li>• Cost Share</li><li>• Project Close Out</li><li>• Financial Status Report (FSR)</li><li>• UG Cost Principles</li><li>• Project/Grant ChartField Overview</li><li>• Stewardship</li></ul> |
|--|--|

## *E*-ssentials eLearning Modules - Up Next

- Cost Accounting Standards
  - Module 1: Facilities & Administrative Cost Rate Proposal  
Federal Regulations, Compliance & Responsibility
  - Module 2: F&A Cost Rate Proposal Process, Direct and Indirect  
Costs, Class Codes, Indirect Cost Recovery Excluded  
Expenditures, Negotiation of F&A Rates for Subrecipients
  - Module 3: Annual Space Survey, Effort Reporting
- Target Release: Fall 2022

## E-ssentials eLearning Modules - Up Next (cont.)

- Module 1: Sponsor Reporting - Compliance and Consequences
- Module 2: RPPR (module title tbd)
- Target Release: Fall 2022

## RAMP↑ Mentoring Program

- We are soliciting volunteers to join an implementation team.
- Top priority will be incorporating recommendations from the programmatic review in preparation for a Fall cohort
- It is likely that this will yield other projects or workgroup opportunities to recommendations with a longer time horizon.
- Implementation Team will meet July-September 2022.



Background:

- Original focus – succession planning.
- Pivoted to a more modest/refocused format to increase awareness of and interest in RA careers.
- RAAC Communications has been planning for virtual networking sessions.

Results:

- Great response for the the inaugural virtual networking session!
- 90 registrants; 63 attendees
- 20 volunteers (moderators, scribes, experts, technical support)

# Questions?



# RAAC Communications Update

RAAC Committee-At-Large

**Cathy Liebowitz**, Research Administration Sr Manager, ISR  
June 21, 2022



## Communication Subcommittee Charge



The RAAC Communications Subcommittee seeks to:

- **Identify and assess the communication methods** currently used at U-M for research administration
- **Work to develop improved systems** that support robust, consistent and effective communications within the research administration community
- **Recommend best practices** by topic, purpose, and/or method
- **Facilitate and foster communications to and among research administrators including planning and execution of** Research Administrators Network (RAN) meetings

## Communication Subcommittee Members



- **Jodi Caviani** (Social Work)
- **Constance Colthorp** (ORSP/Spon Progs)
- **Kara Cristian** (LSA)\*
- **Cindy Dames** (ORSP)
- **Lori Deromedi** (UMOR)
- **Kathy Devereux** (UMOR)
- **Chris DeVries** (ORSP/Spon Progs)
- **Melissa Li** (Med School)
- **Cathy Liebowitz** (ISR)
- **Amy Lingle** (Engineering)
- **Daniela Marchelletta** (ORSP)
- **Sarena Nuttall** (Med School)
- **Becky O'Brien** (UMSI)
- **Thomas Paluchniak** (ORSP)
- **Sally Sivrais** (Med School)
- **Ashley Tyler** (Spon Progs/OCA)

*\*New members since last update to RAAC CAL in February 2022*

## Accomplishments Since February, 2022



- Onboarded 1 new subcommittee member
- Hosted RAN February 2022 and May 2022 meetings
- Research Administration Forum
- 21 (or more) Questions with an RA community member launched
- Pilot Virtual Networking Session on June 15th, and plans for sessions in July and August



# Research Administrators' Network (RAN) Meetings - Tuesday, February 22, 2022



- Topics:**
- Foundation Relations Website
  - Federal Sponsor Other Support & International Engagement
  - Updates

**Attendees:** 298 attendees - virtually

**Emcee:** Sue Kelch

**YouTube:** 105 subsequent views thus far

Agenda and presentations are posted on the RAN webpage:  
<http://orsp.umich.edu/ran>

# Research Administrators' Network (RAN) Meetings - Wednesday, May 18, 2022



- Topics:**
- Innovation Partnerships
  - Hit the Ground Running for Research Administrators, guest presenters from CARA
  - Updates

**Attendees:** 310 attendees - virtually

**Emcee:** Grace Wu

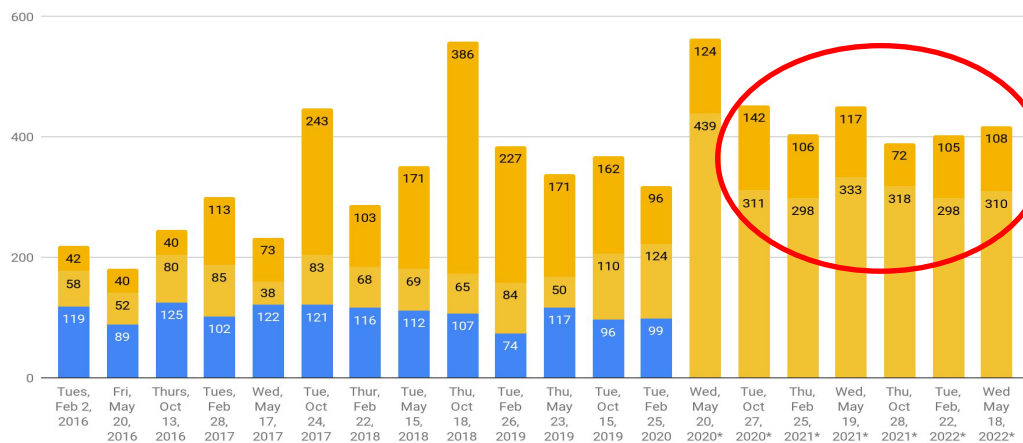
**YouTube:** 108 subsequent views thus far

Agenda and presentations are posted on the RAN webpage:  
<http://orsp.umich.edu/ran>



# RAN Meetings: The Numbers

Total RAN Attendees per Meeting: In Person (Blue), Remote (Gold), YouTube (Orange)



# Research Administration Forum – Slack

- 450+ members as of 5/2022
- Traffic patterns we hope to sustain
  - Assistance seeking
  - Postings for RA positions
  - Kudos/Shout outs to colleagues
  - RAAC Message boosting (e.g., DEI workgroup, RAN meetings, subcommittee messaging, etc.)
  - Informal networking

Thursday, October 14th ▾

**Cathy Liebowitz** 2:01 PM  
Upcoming NIH Virtual Seminar on Program Funding and Grants Administration <https://nexus.od.nih.gov/all/2021/10/13/get-your-questions-answered-at-the-nih-virtual-seminar-on-program-funding-grants-administration/> (edited)

**nexus.od.nih.gov**  
**Get Your Questions Answered at the NIH Virtual Seminar on Program Funding & Grants Administration**  
Grants managers, policy officials, review officers, and other NIH grants experts are preparing their booths for the 2021 NIH Virtual Seminar on Program Funding & Grants Administration. When you register for this free event, not only will you have access to over 50 scheduled sessions about applying f

Today ▾ New

**Constance Colthorp** 4:21 PM  
Hello! See this latest Job Posting for a Research Administrator Intermediate in Gastroenterology at Michigan Medicine.  
[https://careers.umich.edu/job\\_detail/205987/research\\_administrator\\_intermediate](https://careers.umich.edu/job_detail/205987/research_administrator_intermediate)

[▶ See video clips in action](#) ✕



## 21 Questions

In April, we posted our inaugural RA Community Interview with Sally Sivrais.

In June, we will be posting our second RA Community Interview with Carolyn Pappas.

We plan to release at least one new interview each month moving forward.



## Virtual Informal Networking

On June 15, we partnered with RAAC Training to host the first of three pilot sessions to provide a virtual informal networking format; provided space to discuss RA career paths and obtaining CRA status; ~ 60 participants; initial feedback quite positive - with a resounding note that more time would be better

Next two sessions are planned as follows:

- **Thursday July 14, 2-3pm - RAAC: Who, What, Why, and How** We have Craig Reynolds, Debbie Talley, and the RAAC subcommittee chairs lined up. *We invite CAL members to join the networking discussions as well*
- **Tuesday August 16, 1-2pm - RA Professional Associations**

## Ongoing Work:



### **RAN Meeting Planning**

- October 27, 2022 - We are seeking Investigator presentations that help tie the work we do as RAs to the mission of the U. *We would like your help in identifying possible investigator presentations where they can showcase their science, while simultaneously sharing how good RAs have impacted their career.*
- February and May 2023

### **Virtual Networking - Pilot Sessions**

- July 14, 2022 "RAAC - Who, What, Why, How?"
- August 12, 2022 "RA Professional Associations"

## Ongoing Work



**21 Questions with the RA Community** - launched in April 2022 with Sally Sivrais, coming in June with Carolyn Pappas. *If you are invited to be interviewed, we hope you will say YES!*

**Web Page Review** - consistency checking, and feedback

**Collaborate with RAAC-DEI Workgroup**

**Let us know if we can help!**

## Announcements



Canadian Association of Research Administrators (CARA) is soliciting session presentations for a Research Administrators' Day full day workshop on September 26, 2022. More information will be forthcoming.

We'd appreciate your help in spreading the word about this, and the Virtual Networking Pilot Sessions.

## Questions?

