

Research Administration Advisory Council (RAAC)

Committee-at-Large

Tuesday, February 21, 2023, 3:00 – 4:30 pm
Zoom Meeting
Minutes

Attendees:

Andrea Anderson – ORSP	Jennifer Huntington – ISR	Lisa Parker – Nursing
Beth Brant – Medical School	Kirby Jewell – Ford School	Susan Powell – Engineering
Cheri Brooks – ISR	Karen Kirchner – Nursing	Mike Randolph – ITS
Jodi Caviani – Social Work	Patrick Lagua – Dentistry	Angie Skellie – OVPR
Cindy Dames – ORSP	Mindy LaRocca – Public Health	Danielle Smith – LSI
Jackie Dani – U-M Dearborn	Jonah Lee – Animal Care & Use Office	Maggie Swift – Corp. Res. Alliances
Lori Deromedi – OVPR	Cathy Liebowitz – ISR	Michelle Terrell – SMTD
Chris DeVries – RAAC	Jennifer Linzmeier – Dentistry	Anne Thomson – LSA
Kathy Devereux – OVPR	Charlie Mattison – ISR	Pat Turnbull – U-M Dearborn
Joanne DeVore – U-M Flint	Becky O'Brien – Information	Bryan VanSickle – Sponsored Programs
Stephanie Hensel – Education	Lauren Orleman – Public Health	Rick Wintergerst – Engineering
Teresa Herrick – SEAS		

The meeting started at 3:00 p.m.

1. **Welcome** (*Andrea Anderson*)
Andrea welcomed everyone to the meeting.
2. **Presentation:** RAAC Accomplishments – 2022 (*Chris DeVries*) **Attachment #1**
Chris let the group know that he gives an update to the RAAC Executive Committee every January, highlighting the accomplishments from the RAAC subcommittees over the prior year. There was a suggestion that we also share these accomplishments with the RAAC Committee-at-Large.

The overall story is that the RAAC Committees continue to generate positive outcomes for the RA community in 2022. In terms of some overall accomplishments, we welcomed a new RAAC Process Subcommittee Chair, Anne Thomson. We also conducted a survey to encompass all of the RAAC committees and RA needs. We also implemented monthly subcommittee chairs meetings to ensure synergy within RAAC.

In terms of the specific RAAC Subcommittees, here are some of the notable accomplishments that came out of each in 2022.

RAAC Communications:

- Hosted three RAN meetings with one that included international guests.
- Piloted three Virtual Networking sessions to provide topic-based discussions and sharing best practices from around the RA community.
- Continue conversations on the RA Forum in Slack to engage the RA Community.

RAAC Metrics:

- Devoted a RAP communication to Metrics-related accomplishments.
- Created additional BusinessObjects reports for RAs.
- Formed a workgroup to review aspects of the ORSP Deadline Policy. Did not find any clear trends or consistencies for the At-Risk proposals.

RAAC Process:

- Completed the full set of Roles & Responsibilities documents as we finished the final section pertaining to Research Ethics and Compliance.
- Provided feedback on the Small Business Plan template.
- Guided improvements to eRPM including the Award Change Request post-implementation.

RAAC Training:

- Moved Navigate: Fundamentals to an all-virtual format.
- Created new e-Learning modules and webinars.
- Conducted a comprehensive review of a subset of existing training materials.
- Restarted the Research Administration Mentoring Program (RAMPT).

RAAC DEI Workgroup:

- Piloted three dialogue sessions focused on unconscious bias.
- Showcased the results of the dialogue sessions at the UROP Spring Symposium.
- Presented the Poster at the NCURA National Meeting and included in an article in the NCURA magazine.

What's Next:

We will conduct a secondary analysis of the RAAC survey results and prioritize with the respective committees, and will continue to synergize the RAAC Subcommittee efforts by working closely with the chairs. We are also looking for ways to improve the membership and succession processes within RAAC with the committees and chairs to make it more sustainable. The subcommittee chairs are currently brainstorming ideas.

We used to send out thank you letters to all committee members, and haven't done so since the pandemic. If you recognize people (list provided in the slides) in your units on the committees, please give them thanks!

3. **Presentation:** RAAC Communications Subcommittee Update (*Cathy Liebowitz*) Attachment #2
Cathy provided the RAAC Communications subcommittee update and went over the subcommittee charge.

Membership:

The subcommittee roster has remained stable with no people leaving or added to the group.

Accomplishments:

- Since June we have hosted the October 22, 2023 RAN Meeting.
- Continue to grow the RA Forum on Slack.
- Started 21 Questions with an RA Community member interviews.
- Piloted Virtual Networking Sessions in July and August 2022, building regular programming with additional sessions in December 2022 and January 2023. All were well attended.

RAN Meetings:

The RAN October 27, 2022 meeting presentations were on NIH Data Management and Sharing Policy, the Institute for Firearm Injury Prevention, and regular updates.

- There were 267 attendees
- Pat Turnbull was the Emcee.
- There have been 68 subsequent views on YouTube.

Overall, the RAN attendance numbers seem to hold steady.

RA Forum on Slack:

- It has over 460 members.
- We hope to sustain traffic. Looking for more kudos and shout-out, postings for RA positions, boost communications on messages, share RAAC Metrics tools, and continue informal networking for the RA community.

21 Questions:

Had interviews with Sally Sivrais, Carolyn Pappas, Angie Skellie, and Donnelle Goerlitz. Please look them up on the RA Forum on Slack *#21Questions*. We are trying to find a rhythm for the 21 Questions feature and if you would like to be interviewed, or know someone who would be interested, please let Cathy know.

Virtual Networking:

We have completed five sessions so far:

- Research Administration as a profession (in conjunction with RAAC Training) - 63 participants.
- RAAC: Who, What, Why, and How - 42 participants.
- RA Professional Associations - 38 participants.
- RA Tools and BusinessObjects - 66 participants.
- Academic vs. Calendar Year Effort - 82 participants.

Ongoing Work:

- The February RAN meeting on February 28, 2023. We will feature a panel discussion on the CRA process with Danielle Smith as the Emcee.
- We are working on the May RAN meeting and looking to work with RAAC Metrics. Send any suggestions along.
- We would like to have U-M President Santa Ona and new AVP Shandra White address the RA community.

We have two more Virtual Networking Sessions that we are planning and more details will be shared as the sessions are finalized; they are:

- Meet & Greet with ORSP
- Meet & Greet with Sponsored Programs

We are assisting with organizing information on the ORSP web page to better highlight RAAC and its accomplishments, continue consistency checking, and provide feedback. We continue to collaborate with RAAC DEI workgroup.

A reminder to register for the upcoming RAN meeting (February 28), and spread the word about the Virtual Networking sessions. Encourage your teams to post questions or requests for tools and resources on Slack.

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

Staffing:

- There are three vacant PR positions - two on the private team, one on the government team. We are closing up the hiring process.
- Recruiting internally for Tony Nielsen's position of Assistant Managing PR. Interviews are in process.
- Shandra White will be joining as ORSP's AVP on April 10, 2023.

NSF:

NSF introduced a new requirement that went into effect on January 30, 2023. They are now requiring a Safe and Inclusive Work Environment Plan be in place for any project that has offsite work. Projects like this should be classified as off-campus site research in the PAF. The next eRPM update will include a question on the PAF related to the NSF requirement. Additionally, ORSP has created a [Safe and Inclusive Work Environment Plan template](#) that is now published on the ORSP website and was shared in the February RAP.

Two NSF directorates – Biological Sciences and Geosciences are piloting a requirement that these plans be submitted with the proposal. The requirements for proposals to those directorates will indicate that submission of the plan is required. For all other NSF proposals with offsite work, the PAF will be revised to require that the department attest that a plan is in place, but the project team does not need to submit the plan to NSF for review in the proposal submission.

In other NSF news, there is a new format for [Biosketch, Current and Pending Support](#) documents. The new forms changes were announced in the most recent version of the NSF Proposal and Award Policies and Procedures Guide (PAPPG).

NIH:

[Budgeting and Cost Resources for Data Management & Sharing Policy](#) - NIH has added new FAQs to help researchers plan their budgets for the new DMS policy activities. See section F. Budgets/Costs for updated information. [Frequently Asked Questions \(FAQs\) | Data Sharing](#). Note that for personnel costs, these will be contained in a single budget line that includes personnel and any other costs related to the DMS plan.

Applications are being accepted for COVID extensions and more information may be found at this link – [Extending Guidance for Preparing Applications During COVID-19](#). This was also announced in the February RAP newsletter.

In other NIH news, please make sure that when submitting a DMS plan, pay careful attention to Element 6 - Oversight of Data Management and Sharing. A few of the examples NIH posted have verbiage that leaves the responsibility of the DMS plan to the institution (i.e., central office). For U-M proposals, the PI is responsible for the DMS plan.

In a recent version of the Open Mike newsletter, there was mention of the [Behavioral Codes of Conduct for NIH Award Recipients](#). Consistent with longstanding federal regulations (45 CFR 75.303), institutions receiving NIH support will now be required to have internal controls to assure compliance with terms and conditions of award. These internal controls include behavioral codes of conduct to assure safe and healthful working conditions for their employees and foster work environments conducive to high-quality research.

We will be sharing more information in the March RAP newsletter, but know that the university is confident that we meet the requirements based on many of our Standard Practice Guide (SPG) policies. So there is no need to submit a plan or otherwise do anything aside from referencing the SPG sections shown below:

- [U-M SPG 201.89 - Discrimination and Harassment](#)
- [U-M SPG 605.01 - Safety, Health, and Environmental Policy](#)
- [U-M SPG 201.97 - Supervisor Employee Relationships](#)
- [U-M SPG 406.01 - Student Counseling Services](#)
- [U-M SPG 601.89 - Policy on Sexual and Gender-Based Misconduct](#)
- [U-M SPG 201.35 - Non-Discrimination](#)
- [U-M SPG 601.90 - Protection from Retaliation](#)
- [U-M SPG 201.96 - Professional Standards for Faculty](#)
- [U-M SPG 201.14 - Employee Assistance Programs – Faculty and Staff Counseling & Consultation Office & the Michigan Medicine Office of Counseling and Workplace Resilience](#)
- [U-M SPG 601.16 - Electronic Access to Potentially Offensive Materials](#)
- [U-M SPG 601.22-1 - Employee-Student Relationships](#)
- [U-M SPG 201.12 - Discipline](#)

5. **ITS Update** (*Mike Randolph*)

Attachment #3

Mike provided the ITS update; the main announcement is that the eRPM Version 6.9 update will be implemented Monday, February 27, 2023. Updates include:

- Changes to the PAF related to the new NSF policy for off-campus research.
- Automatic compliance checking of M-Inform Disclosures
- Improved emails sent to Project Team for Compliance Holds
- Updated List of PI job codes
- Cleaned up Mod/ACR tab to display documents. If you answer the Proposal Type/Class Code Question 1.8 you will need to answer Question 4
- SF424 - update congressional districts and cognizant official name

NSF Policy – Changes to PAF:

- Updates to support the [NSF Policy on Safe and Inclusive Working Environment for Off-Campus and Off-Site Research](#)
 - This ties questions 1.8 (Class Code) and 4.4 (Off-Campus work). You must answer 4.4 as yes if off-campus work.
 - If Question 4.4 (employees working off U-M property) is “yes”, the subsequent question 4.4.1 Identify location(s) will display new text.
 - Unit approvers for the Administrative home department chain will see the new text if the PAF was answered “yes” for question 4.4.

M-Inform Disclosures:

- M-Inform Disclosures will be automatically checked in eRPM.
 - Award/Mod will go on Compliance Hold if all disclosure are not valid
 - There is a new Compliance tab on Award Change Request/Mod workspace
- Improved the email notifications sent to Project Teams when a project goes on a Compliance Hold.
 - Provides clearer instruction.
 - Includes details about what factor is on hold and reason for it.

Job Codes for Pls:

- Updated list of Job Codes for Pls table.
 - Pls who appointment is one of the new LEO GLAM Library, Archivist and Curator job codes will not require a justification and approval by the department.
 - Pls who eRPM appointment is their Emeritus, a job code will require a justification and approval by department.

Award Mod/ACR Tab Updates:

- Added new fields to Mod/ACR tab to assist in locating documents that are associated with Modifications or Award Change Requests.
 - Links to original Award documents created from PAF

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

Bryan VanSickle provided the Sponsored Programs update.

Staffing:

- James Craven moved to a new position and Nick Rafferty was added to the group supporting the Medical School Sunits.
- Aaron Campbell moved to the Customer Service team.
- Working on recalibration to balance workload for Customer Service staff members.

The new Reporting accountants are doing their training capstone work this week. Thanks to all that has helped with the backlog work on reports due. We are working on the list of closeouts.

The equipment inventory project is wrapping up. The Property Control Office is actively working to locate equipment that was not found and the list is now getting finalized. Please note that the report may be sent to those who manage your facilities, but Bryan is happy to share the list with the RAAC members as well.

We are wrapping up the Uniform Guidance audit by the end of this week, and should be submitted to the Federal Government next week. There were a couple of findings on COVID relief, but they have been cleaned up.

NRSA Awards - NIH has put out new rates and will go out in a RAP. Will be effective in 2023. Fellowships in Fiscal 2023 should process updated rates.

7. **Closing and Future Meetings** (*Andrea Anderson*)

The next RAAC CAL meeting will be March 21, 2023 with Metrics update. Additionally, RAN is next week and we hope to see everyone there.

The meeting ended at 3:50 p.m.

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

- Tuesday, March 21, 2023 (*Jennifer Huntington*, RAAC Metrics Subcommittee)
- Tuesday, April 18, 2023 (*Anne Thomson*, RAAC Process Subcommittee)
- Tuesday, May 16, 2023 (*Patrick Laguna*, RAAC Training Subcommittee)

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

- Tuesday, March 14, 2023
- Tuesday, April 11, 2023
- Tuesday, May 9, 2023



RAAC Accomplishments – 2022

February 21, 2023

RAAC Committee-at-Large Meeting

Chris DeVries / RAAC Project Manager

Overview

The RAAC committees continued to generate significant positive outcomes for the RA community during 2022.

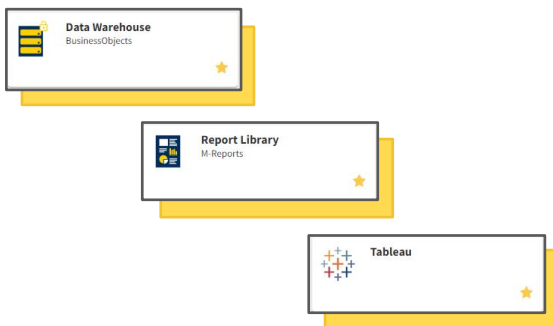
- Welcomed a new Chair to the RAAC Process Subcommittee.
- Conducted a survey to encompass all of the RAAC committees and RA needs.
- Implemented monthly Subcommittee Chairs meetings to ensure synergy within RAAC.

RAAC Communications



- Hosted three RAN meetings, one which included international guests.
- Piloted three Virtual Networking sessions, which are now a consistent offering.
- Continued to engage RAs via the RA Forum on Slack.

RAAC Metrics



- Devoted a RAP communication to Metrics-related accomplishments.
- Created additional BusinessObjects reports for RAs.
- Formed a workgroup to review aspects of the ORSP Deadline Policy.

RAAC Process

Roles and Responsibilities (Full Document)	
Develop Proposal	Proposal Development
Route & Submit	Proposal Review, Approval & Processing
Set Up Project	Award Negotiation and Acceptance
Manage Project	Financial Management of Awards Non-Financial Management
Close-Out Project	Award Close-Out
Research Ethics & Compliance	Research Ethics & Compliance

- Completed the Roles & Responsibilities project.
- Provided feedback on the Small Business Plan template.
- Guided various improvements to eRPM, including the Award Change Request post-implementation.

RAAC Training



- Moved *Navigate: Fundamentals* to an all-virtual format.
- Created additional e-learning modules and webinars.
- Conducted a comprehensive review of a subset of existing training materials.
- Restarted the Research Administration Mentoring Program (RAMP↑).

RAAC DEI Workgroup



- Piloted three dialogue sessions focused on unconscious bias.
- Showcased the results of those sessions at the UROP Spring Symposium.
- Presented our work at the NCURA National Meeting with a subsequent article in NCURA Magazine.

What's next?

What's next?

- Conduct a secondary analysis of the RAAC survey results and prioritize with the respective committees.
- Continue to synergize the RAAC subcommittee efforts by working closely with the chairs.
- Look for ways to improve the membership and succession processes within the RAAC.

We couldn't do it without all of you!

(Acknowledging anyone who served on a committee during 2022.)

RAAC Communications:

- Cathy Liebowitz – ISR (Chair)
- Jodi Caviani – Social Work
- Constance Colthorp – ORSP
- Kara Cristian – LSA
- Lori Deromedi – OVPR
- Kathy Devereux – OVPR
- Prentiss Laich – Sponsored Programs
- Melissa Li – Medical School
- Amy Lingle – Engineering
- Daniella Marchelletta – ORSP
- Sarena Nuttall – Engineering
- Becky O'Brien – Information
- Thomas Paluchniak – ORSP
- Sally Sivrais – Medical School
- Ashley Tyler – Sponsored Programs

RAAC Metrics:

- Jennifer Huntington – ISR (Chair)
- Chris Allan – ISR
- Steve Beach – LSA
- John Cristiano – U-M Dearborn
- Laura Dickey – ORSP
- Stephanie Hensel – Education
- Adam Mall – Sponsored Programs
- Melissa Milligan – LSA
- Vasu Ramani – ITS
- Mike Randolph – ITS
- Rachael Lee – Engineering
- Susan Sica – Medical School
- Polly Simms – ORSP
- Beth Wenner – ORSP
- Rick Wintergerst – Engineering

We couldn't do it without all of you!

(Acknowledging anyone who served on a committee during 2022.)

RAAC Process:

- Anne Thomson – LSA (Chair)
- Karen Alameddine – ORSP
- Andrea Anderson – ORSP
- Beth Brant – Medical School
- Kerri Cross – ISR
- Maryclaire Ellis – Ford School of Public Policy
- Teresa Herrick – SEAS
- Melissa Karby – OVPR
- Joe Johnson – ORSP
- Lynn Kujawa – Engineering
- Tony Nielsen – ORSP
- Heather Offhaus – Medical School
- Carolyn Pappas – ITS
- Amanda Simon – Sponsored Programs
- Pat Turnbull – U-M Dearborn
- Bryan VanSickle – Sponsored Programs
- Rick Wintergerst – Engineering

RAAC Training:

- Patrick Laguna – Dentistry (Chair)
- Kellie Buss – ORSP
- Amy Brooks – Engineering
- Betsy Brouhard – Medical School
- Kate Chie – ORSP
- Lori Deromedi – OVPR
- Raquel de Paula Silvius – Navigate
- Lyn Fyfe – Navigate
- Jeanne Haney – Sponsored Programs
- Holly McCamant – LSA
- Jessica Mirelez – Medical School
- Susan Powell – Engineering
- Nick Prieur – ISR
- Pat Turnbull – U-M Dearborn
- Corene Weiland – LSA

We couldn't do it without all of you!

(Acknowledging anyone who served on a committee during 2022.)

RAAC DEI Workgroup:

- Andrea Anderson – ORSP
- Kristie Beckon – Sponsored Programs
- Linda Chadwick – ORSP
- Constance Colthorp – ORSP
- Molly Dahlgren – Medical School
- Chris DeVries – RAAC
- Jennifer Huntington – ISR
- Melissa Li – Medical School
- Cathy Liebowitz – ISR
- Jennifer Martin – In Memoriam
- Becky O'Brien – Information
- Ayana Richardson – OVPR

RAAC Executive Committee:

- Andrea Anderson – ORSP (Co-chair)
- Debbie Talley – Sponsored Programs (Co-chair)
- Kerri Cross – ISR
- Cathy Handyside – ITS
- Jennifer Huntington – ISR
- Teresa Herrick – SEAS
- Melissa Karby – OVPR
- Lisa Kiel – ORSP
- Heather Kraus – LSA
- Patrick Laguna – Dentistry
- Cathy Liebowitz – ISR
- Heather Offhaus – Medical School
- Lauren Orleman – SPH
- Carolyn Pappas – ITS
- Bryan VanSickle – Sponsored Programs
- Rick Wintergerst – Engineering

We couldn't do it without all of you!

(Acknowledging anyone who served on a committee during 2022.)

RAAC Committee-at-Large:

- Andrea Anderson – ORSP (Co-chair)
- Debbie Talley – Sponsored Programs (Co-chair)
- Steve Beach – LSA
- Kristie Beckon – Sponsored Programs
- Beth Brant – Medical
- Cheri Brooks – ISR
- Jodi Caviani – Social Work
- Linda Chadwick – ORSP
- Constance Colthorp – ORSP
- Cindy Dames – ORSP
- Jackie Dani – U-M Dearborn
- Lauren Danridge – ACUO
- Kathy Devereux – OVPR
- Joanne DeVore – U-M Flint
- Vickie Earl – Business
- Pete Gerard – Sponsored Programs
- Bill Greer – ACUO
- Lori Deromedi – OVPR

RAAC Committee-at-Large:

- Julie Haynes – Public Policy
- Amalie Helms – U-M Flint
- Stephanie Hensel – Education
- Teresa Herrick – Environment and Sustainability
- Laura Kaminski – Public Policy
- Karen Kirchner – Nursing
- Mahendra Kumar – Art & Design
- Patrick Laguna – Dentistry
- Mindy LaRocca – Public Health
- Jennifer Linzmeier – Dentistry
- Maureen Martin – Foundation Relations
- Charlie Mattison – ISR
- Janet Mitchell – Pharmacy
- Becky O'Brien – Information
- Lauren Orleman – Public Health
- Mary Locey – ITS
- Carolyn Pappas – ITS
- Bryce Pilz – Innovation Partnerships
- Susan Powell – Engineering

RAAC Committee-at-Large:

- Kate Remus – Innovation Partnerships
- Anna Schork – Life Sciences Institute
- Jane Sierra – Medical
- Angie Skellie – OVPR
- Danielle Smith – Life Sciences Institute
- Maggie Swift – Innovation Partnerships
- Debbie
- Michelle Terrell – Music, Theatre & Dance
- Sheree Temple – Pharmacy
- Anne Thomson – LSA
- Lauren Tingwall – Education
- Elizabeth Tropiano – Kinesiology
- Pat Turnbull – U-M Dearborn
- Bryan VanSickle – Sponsored Programs
- Rick Wintergerst – Engineering

Questions or Feedback?

- Please contact Chris DeVries (cdevrie@umich.edu) with any questions, concerns, or additional feedback.

RAAC Communications Update

RAAC Committee-At-Large

Cathy Liebowitz, Research Administration Sr Manager, ISR
February 21, 2023



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)

**No new members since last update to RAAC CAL in June 2022*

Accomplishments Since June, 2022



- Hosted RAN October 2022 meeting
- Continued to grow Research Administration Forum on Slack
- 21 (or more) Questions with an RA community member interviews
- Piloted Virtual Networking Sessions in July and August 2022; building regular programming with additional sessions in December 2022 and January 2023

Research Administrators' Network (RAN) Meetings - Thursday, October 27, 2022

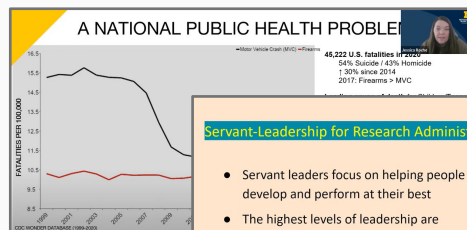


- Topics:**
- NIH Data Management and Sharing Policy
 - Institute for Firearm Injury Prevention
 - Updates

Attendees: 267 attendees – virtually

Emcee: Pat Turnbull

YouTube: 68 views so far



Servant-Leadership for Research Administrators

- Servant leaders focus on helping people develop and perform at their best
- The highest levels of leadership are positioned to serve others
- Junior positions can also serve as leaders
- By serving, we lead and by leading, we serve



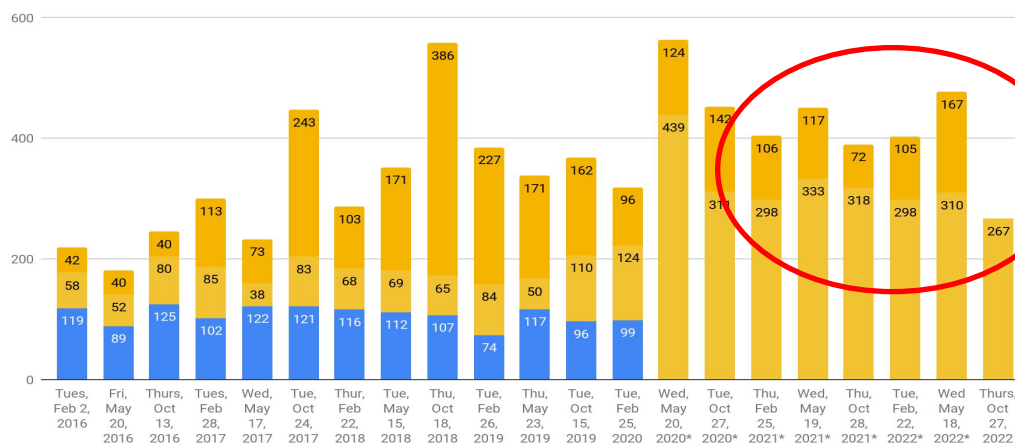
Agenda and presentations are posted on the RAN webpage:

<http://orsp.umich.edu/ran>

RAN Meetings: The Numbers



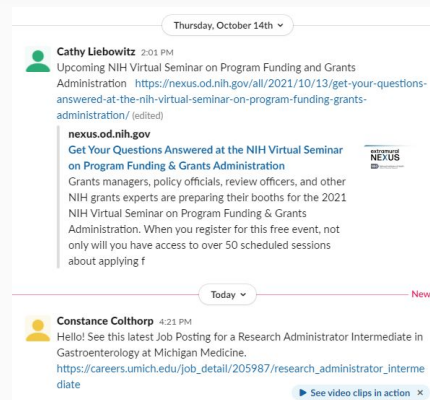
Total RAN Attendees per Meeting: In Person (Blue), Remote (Gold), YouTube (Orange)





Research Administration Forum – Slack

- 460+ members as of 2/2023
- 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.)
 - Sharing RAAC Metrics tools
 - Informal networking



21 Questions

2022 Interviews:

- Sally Sivrais, PM&R
- Carolyn Pappas, ITS EAS Research
- Angie Skellie, OVPR
- Donnelle Goerlitz, PM&R

You can check them out on the RA Forum on Slack **#21Questions**



Virtual Informal Networking

Completed Sessions:

- Research Administration as a Profession (Pilot, June, 2022; 63 participants)
- RAAC: Who, What, Why, and How (Pilot, July, 2022; 42 participants)
- RA Professional Associations (Pilot, August, 2022; 38 participants)
- RA Tools and Business Objects (December, 2022; 66 participants)
- Academic vs Calendar Year Effort (January, 2023; 82 participants)



Ongoing Work:

RAN Meeting Planning

- February 28, 2023 - *Featuring a panel discussion of "Demystifying the CRA Process", Emcee Danielle Smith*
- Wednesday, May 17, 2023
- Thursday, October 26, 2023
 - We would like to invite each U-M President Santa Ono and new AVP Shandra White to address the RA Community at an upcoming RAN
 - We are exploring hybrid options for the future, there are challenges

Virtual Networking - Planned Sessions (Jamboards coming soon!)

- Meet & Greet with ORSP
- Meet & Greet with Sponsored Programs

We invite CAL members to join the networking discussions

Ongoing Work



21 Questions with the RA Community - We continue to find a rhythm for interviewing members of the RA community to get to know one another better. *If you are invited to be interviewed, we hope you will say YES! And, please feel free to nominate someone to be interviewed.*

Web Page Review - assisting with organizing information to better highlight RAAC and its accomplishments, continue consistency checking, and providing feedback

Collaborate with RAAC-DEI Workgroup

Let us know if we can help!

Announcements



- Remember to register for RAN!
- We'd appreciate your help in spreading the word about the Virtual Networking Pilot Sessions
- Encourage your teams to post questions or requests for tools and resources on Slack



ITS Update

February 21, 2023

RAAC Committee-at-Large Meeting

Mike Randolph / Business Systems Analyst Lead, ITS

eRPM Release Highlights



eResearch Proposal Management (eRPM) Version 6.9 - February 27, 2023

- Proposal Approval Form (PAF) changes related to the new NSF Policy for off-campus research
- Automatic compliance checking of M-Inform Disclosures
- Improved emails sent to Project Team for Compliance Holds
- Updated list of PI job codes
- Award/Award Change Request (ACR): "Mod/ACR" tab updates to display documents
- SF424: Update congressional districts and cognizant official name

eRPM: NSF Policy changes to PAF



- Updates to support the [NSF Policy on Safe and Inclusive Working Environment for Off-Campus and Off-Site Research](#)
 - Ties questions 1.8 (Class Code) and 4.4 (Off-Campus work). If class code is off-campus, you must answer 4.4 as “Yes”.

If Proposal Type/Class Code is Off-Campus:

1.8 *
Proposal Type/Class Code ?
Off-Campus Research (22100)

Validation rule to ensure “Will U-M employees be working off U-M property is “Yes”:

4. Space

Space for UM Investigators

General Space

Question 4.4 must be answered yes because this proposal's class code is Off-Campus Research.

eRPM: NSF Policy changes to PAF



- Updates to support the NSF Policy on Safe and Inclusive Working Environment
 - If Question 4.4 Will U-M employees be working off U-M property? is “Yes”, the subsequent question 4.4.1 Identify location(s) will display new text reminding project teams to have a documented plan for each identified location.

4.4 *
Will U-M employees be working off U-M property? ?
☒ Yes ☐ No [Clear](#)

4.4.1
Identify location(s) ?
[+ Add](#)

There are no items to display

For projects where the National Science Foundation (NSF) is the direct or prime sponsor, the project team is required by NSF to have a documented Safe and Inclusive Working Environment Plan for each location and must disseminate this plan to all individuals participating in the off-campus or off-site research prior to departure. Proposers should not submit the plan to NSF for review. Click the question mark above for more information.



eRPM: NSF Policy changes to PAF

- Updates to support the NSF Policy on Safe and Inclusive Working Environment
 - Unit Approvers for the Administrative home department chain will see the new text if the PAF was answered "Yes" for Q4.4 (employees working off U-M property)

Select the department(s) for which you are granting approval:

<input type="checkbox"/>	School of Information
Personnel with Effort	Your unit will protect the effort of faculty in your unit equal to levels proposed unless an alternate agreement is acceptable to the sponsor before award.
Space	Your unit will provide space as listed (or a reasonable equivalent) for the full funded period covered by this "PAF".
Administrative Home	The undersigned certify, to the best of their knowledge and belief, that no Federal appropriated funds have been or will be paid to influence or attempt to influence the granting of this award. We certify the proposed work is consistent with University unit objectives and all faculty involved in the proposal have agreed to participate. We accept the obligations and commitments described, and agree to perform the work in accordance with University and sponsor policies.
Off-site SIWE Plan	For projects where the National Science Foundation (NSF) is the direct or prime sponsor, the Administrative Home School/College/Institute/Center attests that a Safe and Inclusive Working Environment Plan has been prepared for each off-campus or off site location of this project and will be disseminated to all individuals participating in the off-campus or off-site research prior to departure.



eRPM: M-Inform Disclosures

- M-Inform Disclosures for UM Investigators will be checked in eRPM
 - Award/Mod will go on **Compliance Hold** if all disclosures are not valid
 - New **Compliance** tab on Award Change Request/Mod workspace

Status map

Initial Award Processing — Contract Processing — **Compliance Hold** — Account Assignment — Financial Processing — Pending Activation — Active

Staff Notes:

Main	Mod/ACR	Activity Log	\$\$\$	Deliverables	Terms	Contacts	Compliance	SUBKs	Related Records	AWD Docs	Unit Info
<p>Principal Investigator(s): <input type="text" value="UM Principal Investigator"/> @umich.edu</p> <p>Primary Post-Award Contact: I <input type="text" value="734-763-6433"/> @umich.edu</p> <p>Administrative Home: MM Int Med-Hematology/Oncology 240000</p> <p>Project Representative: Patricia Haynes, 734-615-8383, phaynes@umich.edu</p> <p>Project/Grant Coordinator: Jeffrey Raidl, 734-764-6247, jraidl@umich.edu</p>											

Compliance Status

IRB Approval ☐

M-Inform Disclosure ☒



eRPM: M-Inform Disclosures & Emails

- Improved the email notifications sent to Project Teams when a project goes on a Compliance Hold
 - Provides clearer instructions
 - Includes details about what factor is on hold and the reason for it

Action May Be Required: Award Modification moved to **Compliance** Hold AWD020817-MOD001 (Was) Inbox x



eresearch@umich.edu

to me ▾

Action may be required. Please do not reply to this message.

A **Compliance** Hold has been placed on the Award referenced below due to one or more outstanding regulatory requirements. Funding will not be released until the **compliance** items indicated in the Award have been satisfied. The reason for the Compliance Hold is listed below.

- Not all investigators have a current disclosure on file in M-Inform. Review the **Compliance** tab of the record to determine who needs to disclose.

[Regulatory Office Contacts \(See Program Contacts for IRB, COI, etc\)](#)

[Environmental Health & Safety Contacts \(e.g., Radiation Safety, etc\)](#)

Job Aid: [Compliance Status and Holds](#)



eRPM: Job Codes for PIs

- Updated list of Job Codes for PIs table
 - PIs whose eRPM appointment is one of the new LEO GLAM Library, Archivist, and Curator job codes will not require a justification and approval by the department.
 - <https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/librarians-archivists-curators>
 - PIs whose eRPM appointment is their Emeritus/a job codes will require a justification and approval by the department.

eRPM: Award Mod/ACR Tab Updates



- Added new fields to **Mod/ACR** tab to assist in locating documents that are associated with Modifications or Award Change Requests
 - Links to original Award Documents, Created From PAF, and Documents

Main	Mod/ACR	Activity Log	\$\$\$	Deliverables	Terms	Contacts	Compliance	SUBRGs	Related Records	AWD Docs	Unit Info
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Award Documents:

Name	Version Number	Modified Date
AWD022614_2301659.pdf(0.01)	... 0.01	11/14/2022 3:01 PM

Created From PAF:
23-PAF00729

Modifications

ID	Modification/Amendment	SmartForm	Mod Type	Related ACRs on Modification	Description	Documents Added PAF(s)	State	Date Created	Last Modified Date
AWD022614-MOD002	Add Pre-award costs	[Forms]	Award/Budget Update	AWD022614-ACR001	Add Pre-award costs	Documents 22-PAF03451 22-PAF00885	Modification Processing	11/29/2022 5:09 PM	1/11/2023 8:01 AM

1 items

Award Change Requests

ID	Name	SmartForm	Requested Changes	Description	Documents	State	Date Created	Last Modified Date
AWD022614-ACR001	Action Request	[Forms]	ACR Type Pre-Award Costs	Status MOD Required	Documents	Closed	11/21/2022 1:35 PM	11/29/2022 9:46 AM

1 items