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

Tuesday, March 21, 2023, 3:00 – 4:30 pm
Zoom Meeting
MINUTES

Attendees:

Andrea Anderson – ORSP	**Kathy Devereux** – OVPR	**Susan Powell** – Engineering
Kristie Beckon – Sponsored Programs	**Teresa Herrick** – SEAS	**Jane Sierra** – Medical School
Beth Brant – Medical School	**Jennifer Huntington** – ISR	**Angie Skellie** – OVPR
Jodi Caviani – Social Work	**Laura Kaminski** – Ford School	**Danielle Smith** – LSI
Linda Chadwick – ORSP	**Karen Kirchner** – Nursing	**Debbie Talley** – Sponsored Programs
Constance Colthorp – ORSP	**Jennifer Linzmeier** – Dentistry	**Sheree Temple** – Pharmacy
Cindy Dames – ORSP	**Charlie Mattison** – ISR	**Pat Turnbull** – U-M Dearborn
Jackie Dani – U-M Dearborn	**Lauren Orleman** – Public Health	**Bryan VanSickle** – Sponsored Programs
Lori Deromedi – OVPR	**Carolyn Pappas** – ITS	**Corene Weiland** – Education
Chris DeVries – RAAC	**Lisa Parker** – Nursing	**Rick Wintergerst** – Engineering

The meeting started at 3:00 p.m.

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

    Debbie welcomed everyone to the meeting.

2. **Presentation:** RAAC Metrics Subcommittee Update (*Jennifer Huntington*)

    Jennifer provided the update from the RAAC Metrics subcommittee.

    Membership:
    We have one membership change since the last update – Susan Powell from Engineering joined the subcommittee, succeeding Rick Wintergerst.

    Recent Work:
    Since the last update, here is what the RAAC Metrics Subcommittee has been adressing:
    - **BusinessObjects Reports** – We are working on an effort report with HRRIS and ITS and will look at how to incorporate the information into existing M-Reports.
    - **Current & Pending/Other Support Template** – This template is located in the BusinessObjects Research Administration folder and is still available.
    - **Virtual Networking Session** – Members of the subcommittee participated in the December session that focused on BusinessObjects. It was very well attended with good conversations. There seems to be a need for more training.

- **Account ID Lookup** – There was a post in Slack looking for the spreadsheet that Sponsored Programs uses that lists attributes of a specific account by its ID. We created a BusinessObjects query that provides the same information and have added to the RA folder in BusinessObjects.

Ongoing Work:

We are currently reviewing the feedback from the RAAC Survey. Most of it is centered around awareness, best practices on reporting and metrics, and communicating this information in various ways.

Jennifer volunteered to be the emcee at the next May 17, 2023 RAN meeting and she plans to address some of the items that were indicated in the survey as being needs for RAs. The subcommittee is working on ideas for what to present at RAN, and ways that we can continue to provide updates to RAs as needed. This could include creating a best practices document that provides guidance related to how to use the reports. If there are ideas or questions on the reports that anyone feels would be important to shared at RAN, please send them along to Jennifer.

Kathy D. asked if there is a place on the ORSP or Sponsored Programs websites where a list of reports is available? Chris answered that the website piece is tough with upcoming changes, and looking at having separate webpages for each RAAC subcommittee. Constance provided the [Data Resources for Research Administration Community webpage](#) available on the ORSP website. Chris noted there are links in M-Reports on Tableau but access may be an obstacle.

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

Staff Updates:

Joe Johnson has taken the Assistant Managing Project Representative position replacing Tony Nielsen who retired in February for the Maize Team. We also have the following new hires in the office:
- Jeff Alber - Private Sponsors Blue Team (Engineering and Natural Sciences)
- Elena Taryor - Private Sponsors Maize Team (Health Sciences)
- Austin Hogg - Government Sponsors Team
- New AVP - Shandra White - starts Monday, April 10

We have two open positions – the first is an [Assistant Managing Project Representative - Government Team](#) which closes 3/19/2023. We are hopeful that we can fill it soon. The other opening is for an [Administrative Assistant Associate](#) which closes 3/31/2023. Additionally, Raymond Cluckey is leaving so we will have a new PR position opening soon.

There have been a few promotions in the office – Beth Wenner, Mike McAllister, and Joe Johnson were all promoted to Senior Project Representative, however as was mentioned before, Joe Johnson has accepted the new Assistant Managing PR role. There are several Assistant PRs that moved to a regular PR title and they will be able to sign documents.

A contract has been signed for the new contract lifecycle management (CLM) software and we will be getting the pilot up and running in a couple months and will have more details later.

4.   **ITS Update** (*Carolyn Pappas*)
        No ITS updates, except for to say there is an eRPM Release coming up early May (1st or 2nd week) and the final release date depends on requirements.

5.   **Sponsored Programs Update** (*Debbie Talley*)
       Audit:
        The Uniform Guidance audit is complete and there are a couple findings specifically related to the COVID finding, and another for cash management. While unfortunate, the cash management finding can happen when using an accrual basis of accounting, as we do at U-M.

       Equipment Inventory:
        As you may recall, the Property Control Office worked with an outside company during the pandemic and was looking to locate equipment for RFID tagging purposes. A list has been sent to those departments with equipment missing, so please help them to identify if you were contacted.

       Closeouts:
        Since there was a great effort to get year-end reports complete, the Reporting Team in Sponsored Programs is working on getting closeouts completed. Please check if you have outstanding reports and contact Kristie Beckon.

       Training and Events:
        Last week, the Sponsored Programs Lead Team worked with Chris DeVries and the RAAC Communications Subcommittee to host a Virtual Networking session going over the roles and responsibilities of Sponsored Programs. It went well, and if there are any follow-up questions from the session, please send them along.

        Today was the first day of Navigate: Fundamentals, and it was great to see a number of new RAs taking the course. Debbie suggested that they be encouraged to join the RA Forum on Slack, and for this group to please lend a hand to the newer RAs.

6.   **Closing and Future Meetings** (*Andrea Anderson*)
        The next Virtual Networking session is April 19 from 2:00 - 3:00 p.m. and will cover best practices for GSRA appointments.

The meeting ended at 3:30 p.m.

RAAC Committee-At-Large Meeting Dates (*all meetings 3:00-4:30 p.m., unless otherwise noted*)
   ● Tuesday, April 18, 2023 (*Anne Thomson*, RAAC Process Subcommittee)
   ● Tuesday, May 16, 2023 (*Patrick Lagua*, RAAC Training Subcommittee)
   ● Tuesday, June 20, 2023 (*Cathy Liebowitz*, RAAC Communications Subcommittee)

Executive Committee Meetings (*all meetings 3:30-5:00 p.m., unless otherwise noted*)
   ● Tuesday, April 11, 2023
   ● Tuesday, May 9, 2023
   ● Tuesday, June 13, 2023

RAAC Metrics Subcommittee Update

RAAC Committee-at-Large
March 21, 2023

Agenda

Today's agenda

- RAAC Metrics membership
- Communications
- Recent Work
- Questions/Discussion

RAAC Metrics membership

Members

- Chris Allan (ISR)
- Steve Beach (LSA)
- John Cristiano (Dearborn)
- Chris DeVries (RAAC)
- Laura Dickey (ORSP)
- Stephanie Hensel (School of Education)
- Jennifer Huntington, chair (ISR)
- Adam Mall (Sponsored Programs)
- Melissa Milligan (LSA)
- Vasu Ramani (ITS)
- Mike Randolph (ITS)
- Rachael Ristau (Engineering)
- Susan Powell (Engineering)
- Susan Sica (Medical School)
- Polly Simms (ORSP)
- Beth Wenner (ORSP)

Recent Work

What we've been up to

- <u>Business Objects Report</u>
  - Thanks for the feedback on the report that shows Department Budget Earnings (DBE) entries in the HR system.
  - We are working with HRRIS and ITS to see how we might be able to incorporate this information into existing M-Reports.

- <u>Current & Pending/Other Support Template</u>
  - Updated to look more like the forms and pull PAF information
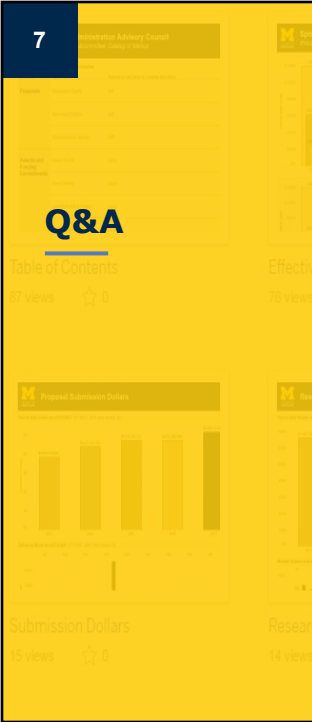 - Old template still available

Recent Work

What we've been up to

- <u>Virtual Networking – BusinessObjects</u>
  - Chris Allan, Laura Dickey, and Polly Simms shared their expertise at a RAAC Communications Virtual Networking Session in December 2022.
- <u>Account ID Lookup</u>
  - We answered a post in the RA Forum on Slack, looking for the spreadsheet that provides detailed information about an account by its ID.

Upcoming Work

Where we're going

- <u>RAAC Survey</u>
  - Reviewing the RAAC Survey results to find ways to incorporate feedback
  - Much of it seems to be around awareness and training

- <u>RAN Meeting</u>
  - Planning a May 2023 RAN meeting featured presentation related to metrics.

Q&A

Questions/Discussion