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

Tuesday, May 16, 2023, 3:00 – 4:30 pm
Zoom Meeting
MINUTES

Attendees:

Kristie Beckon – Sponsored Programs	**Laura Kaminski** – Ford School	**Carolyn Pappas** – ITS
Cheri Brooks – ISR	**Karen Kirchner** – Nursing	**Susan Powell** – Engineering
Constance Colthorp – ORSP	**Patrick Lagua** – Dentistry	**Jane Sierra** – Medical School
Cindy Dames – ORSP	**Mindy LaRocca** – SPH	**Angie Skellie** – OVPR
Lori Deromedi – OVPR	**Cathy Liebowitz** – ISR	**Danielle Smith** – LSI
Chris DeVries – RAAC	**Jennifer Linzmeier** – Dentistry	**Melanie Stapelman** – ITS
Kathy Devereux – OVPR	**Charlie Mattison** – ISR	**Maggie Swift** – Corp. Res. Alliances
Joanne DeVore – U-M Flint	**Becky O'Brien** – Information	**Debbie Talley** – Sponsored Programs
Stephanie Hensel – Education	**Lauren Orleman** – Public Health	**Corene Weiland** – Education
Teresa Herrick – SEAS	**Lisa Parker** – Nursing	**Rick Wintergerst** – Engineering
Jennifer Huntington – ISR		

The meeting started at 3:00 p.m.

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

      Debbie Talley welcomed everyone to the meeting.

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

      Membership:
      ● Mindy Alguire from LSA succeeds Corene Weiland who moved to School of Education and will stay on the committee.
      ● Cathy Howell from SPH succeeds Holly McCamant.
      ● Kirby Jewell joined from the Ford School of Public Policy.
      ● Heather Offhaus is filling in for Betsy Brouhard who is on maternity leave.

      Patrick is stepping down as chair effective July 1, 2023. We will be looking for a successor and implementing some changes to the process, which Chris will detail later in this meeting.

      Navigate Training Update:
      ● **Instructor-led Courses**:
          ○ <u>Fundamentals</u> - In progress (10 half-day sessions) and will end this month. There are 39 participants.
          ○ <u>Uniform Guidance</u> - Completed in April. There were 21 participants with 96% satisfaction rate.

- ○ <u>Subs of All Kinds</u> - Completed the pilot offering and received positive feedback. Jennifer Huntington was the instructor with a 90% satisfaction rate. We will offer this course again in the future.
  - ○ <u>Advanced Budgeting: Tasked-Based Budget</u> - Repurposing the course for a September pilot. Kerri Cross and Ruth Halsey will be the instructors.

- **ELearning Modules**: We have released two new modules –
  - ○ <u>The Introduction of DoD Sponsored Projects</u> - Now available in MyLINC. This DoD module introduces best practices and key terminology for research administrators who are new to Department of Defense sponsored project administration.
  - ○ <u>Central Offices: An overview (roles and responsibilities)</u> is under development.

- A reminder that there are various Webinar resources available on the ORSP website.

<u>Current Projects</u>:
- **Core Management** – Goal is to develop content to assist RAs who manage cores, particularly the annual renewal cycle, and also provide best practices for core financial management/ monitoring. We will be incorporating the ILab onboarding process.
- **Key Personnel** - Accelerating the process and hopeful to have a document for the Training committee to work on soon.
- **eLearning Modules** - The Training committee reviewed the following eLearning modules for updates:
  - ○ Cost of All Kinds
  - ○ Cost Share
  - ○ Effort Certification
  - ○ Proposal Prep and Submission
- **Webinars** - Plan to develop three new webinars. The Training committee is identifying session topics and SMEs.
- **RAMP↑** - The 7th cohort will be concluding soon.

A reminder that a Certificate of Achievement is available in My LINC upon successful completion of an eLearning module or instructor-led course. Debbie Talley thanked Patrick for his service as chair for the RAAC Training subcommittee.

3. **RAAC Training Chair Update** (Chris DeVries)   Attachment #2
       Chris gave an update on the changes for the RAAC Chair selection process, which will be implemented with Patrick's departure from the RAAC Training Chair role. This opportunity provides us a chance to incorporate a few long-standing ideas and plans for future Chair roles, and put more definition and transparency around a membership process for RAAC generally.

       We are also planning on piloting the new Co-Chair role with RAAC Training for implementation on successive RAAC subcommittees. We will be piloting this in the sense that the pilot will inform if and how we adjust the process, not whether we will go forward with the Co-Chair idea or not.

We plan to have a rotation of positions between the Chair and Co-Chairs, as follows:
- Year 1 - Co-chair
- Year 2 - Chair
- Year 3 - Serve as immediate past Chair

This provides two backups for the current Chair and allows for consistency and continuity while providing flexibility if circumstances arise. We feel this would be a good model for future Chair roles.

Responsibilities of Co-Chair
- Serve as backup to Chair and Immediate Past Chair for meeting facilitation and updates at the RAAC Executive Committee and RAAC Committee-at-Large meetings.
- Work with the Chair and RAAC Project Manager to set meeting agendas.
- Help RAAC Project Manager establish and manage workgroups as needed.
- Assist Chair with yearly membership review process.

All of this will be done while keeping the RAAC Executive Committee informed. We will conduct a broad solicitation as we did with the RAAC Process subcommittee. We will have a selection committee made up of the RAAC Project Manager and current Subcommittee Chairs. We are looking to implement a competency-based selection process. And as mentioned before, this is in preparation for putting more structure and transparency around the general membership process in the future. If you know of anyone or have interest in co-chair positions, contact Chris. You can also talk to Patrick Lagua from RAAC Training if you have any questions.

4. **Sponsored Programs Update** (*Debbie Talley*)
    We had a kick off meeting for the Uniform Guidance audit. The good news is Research & Development will not be included, but it will include major projects such as Medicare along with COVID funds and FEMA. The audit will not start until after fiscal year-end.

    Kristie Beckon will give the Sponsored Programs update at the RAN meeting tomorrow. Debbie thanked everyone for getting the equipment inventory reports completed.

    There are three new accountants in Staff and Reporting. They will be announced at the RAN meeting.

5. **ORSP Update** (*Chris DeVries*)
    Chris is giving the update on behalf of Andrea Anderson today.

    Sponsor Update:
    - [NSF Virtual Grants Conference](#) will be held June 5-8, 2023. Registration is free. All sessions will be recorded and available on the NSF YouTube page.

    - NIH is transitioning to funding opportunity terminology to better align with Uniform Guidance effective immediately.
        - Notice of Funding Opportunity (NOFO) to refer to formal announcements of the availability of Federal funding through a financial assistance program. **Previously referred to as Funding Opportunity Announcements (FOAs)**.

    - NIH Carry-Forward - When you do not have automatic carry-forward, you need to obtain approval before you spend the carry-forward funds.
        - NIH is taking a hard line and denying expenses that have already occurred.

    - RPPRs - Route RPPRs two (2) weeks before the due date to ensure time for edits, questions, and answers.

- ○ Check ORSP's instructions to ensure routing goes to the right person in eRPM and Commons (normally a Support Staff member and not a PM).

All will be covered in the RAN meeting tomorrow.

6. **ITS Update** (*Carolyn Pappas*)
A Release went out Monday with the following updates:
- New, required question within **1.7** to indicate:
  Is the sponsor a U.S. Federal Government entity? If yes, select the U.S. Federal Government sponsor (code).
  - ○ Affects all newly created and editable/in-process PAFs
- Ability to search for and enter the entity's sponsor code.
  Note: Each sponsor has two codes, one for **Direct** and one for **Prime**. eRPM automatically filters the lists so only the relevant code displays.
- Smartform Validation Rule to ensure the new question is answered.
- Added ability to Filter and sort list of records, on the **SUBKs** tab of the Award (AWD) workspace.
  - ○ Sortable columns for ID, State, Organization, Project Period Start Date, Project Period End Date, Total Costs, OCA Specialist
- Added a **Supporting Documents** list to the **Mod/ACR** tab of the Award (AWD) workspace.
  - ○ Conditionally displays links if there is one or more Support Documents attached.
  - ○ Toggle can be expanded and collapsed.

The next release is planned in July for eRPM enhancements, and will include SF424 release coming from our vendor.

Charlie asked a question related to the Federal Sponsor Code change: Can we add the NIH sponsor in Section 1.1.2 of the PAF? Carolyn responded that while this is possible, she would advise caution for those who want to do so, since that field is typically used heavily for reporting.

7. **Matters Arising** (*All*)
- ○ NCURA Annual Meeting Registration Bulk Discount (*Chris DeVries*)
- ○ Don't forget to register for the May 17th RAN Meeting!

NCURA Annual Meeting:
Chris mentioned that there are bulk discounts available for the NCURA Annual Meeting, depending on how many registrants we can enroll together:
- 5 or more registrants will receive 10% off meeting registration and $20 off NCURA membership dues.
- 10 or more registrants will receive 10% off meeting registration and $40 off NCURA membership dues.

Chris will be sending more information once he has a chance to verify the details of the process.

RAN Meeting
- A reminder to register for tomorrow's RAN meeting.

8. **Closing and Future Meetings** (*Chris DeVries*)
     The last meeting for the summer will be on Tuesday, June 20, 2023. No meetings in July or August.
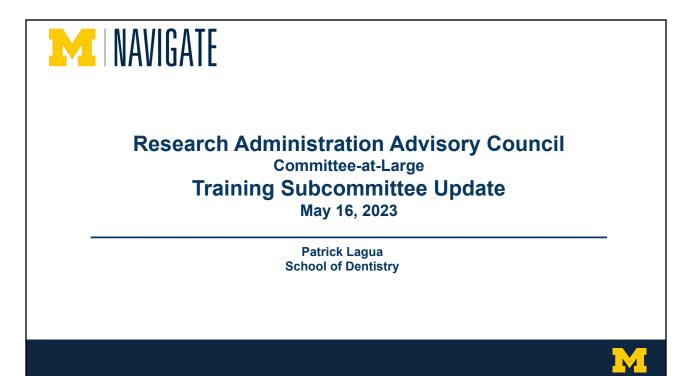
     The meeting ended at 3:35 p.m.

RAAC Committee-At-Large Meeting Dates (*all meetings 3:00-4:30 p.m., unless otherwise noted*)
   ● Tuesday, June 20, 2023 (*Cathy Liebowitz*, RAAC Communications Subcommittee)
   ● *No July 2023 meeting*
   ● *No August 2023 meeting*

Executive Committee Meetings (*all meetings 3:30-5:00 p.m., unless otherwise noted*)
   ● Tuesday, June 13, 2023
   ● Tuesday, July 11, 2023
   ● *No August 2023 meeting*

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Research Administration Advisory Council
Committee-at-Large
Training Subcommittee Update
May 16, 2023

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Patrick Lagua
School of Dentistry

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

- **Jeanne Haney,** Sponsored Programs
- *Cathy Howell, SPH*
- *Kirby Jewell, Ford School of Public Policy*
- **Patrick Lagua**, Chair, School of Dentistry
- **Jessica Mirelez,** Medical School
- **Susan Powell**, Engineering
- **Nick Prieur,** ISR
- **Pat Turnbull**, U-M Dearborn
- **Corene Weiland**, Education

NAVIGATE

Agenda:

- Navigate Training Opportunities

- Current Projects

NAVIGATE

Instructor Led Courses - Virtual Learning

- Fundamentals - *In progress!*
  - 39 participants
  - 10 half-day sessions
  - March 2023 to May 2023

Module	Trainer
Overview	Andrea Anderson
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	Christy Bohensky
Route & Submit	Lori Deromedi
Route & Submit	Arielle Javarinis
Route & Submit	Carolyn Pappas
Set Up Project - part 1	Becky O'Brien
Set Up Project - part 1	Joe Johnson
Set Up Project - part 2	Prentiss Laich
Set Up Project - part 2	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!*
    - <u>Class Dates</u>: April 18 and April 25
    - <u>Attendees</u>: 21 participants
    - <u>Overall Participants Satisfaction Rate:</u> 96%
    - <u>Instructors</u>: Corinna Burghardt, Jenna Fitzgerald & Jake Schlag

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Instructor Led Courses - Virtual Learning (PILOT COURSES)

- Subs of All Kinds - *Complete!*
    - <u>Pilot Offering</u>: March 8 and March 15
    - <u>Instructor</u>: Jennifer Huntington
    - <u>Overall Participants Satisfaction Rate:</u> 90%

- Advanced Budgeting: Task-Based Budget - *Redesigning!*
    - <u>Pilot Offering</u>: September 14 and October 10
    - <u>Instructors</u>: Kerri Cross and Ruth Halsey

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Navigate *E*-ssentials [eLearning Modules](#)

Currently Available On-Demand! (self-paced)

● Cost Accounting Standards	● Cost of All Kinds
● Monitoring Capital Equipment	● Cost Share
● GSRA & PostDoc Appointments	● Project Close Out
● Award Modification	● Financial Status Report (FSR)
● Cost Transfers	● UG Cost Principles
● Financial Monitoring	● Stewardship
● Effort Certification	● Project/Grant ChartField Overview
● Understanding Effort	● Stewardship
● Proposal Prep & Submission	● Sponsor Reporting: Research
● Pre-Close Out Analysis	Administrator Best Practices for
	Supporting Compliance

NEW eLearning Module: Introduction to Department of Defense (DoD) Sponsored Projects

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Navigate: Webinars

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

PAST SESSIONS

View past Webinar sessions.

GO

UPCOMING SESSIONS

Register for upcoming sessions.

GO

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

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Current Projects

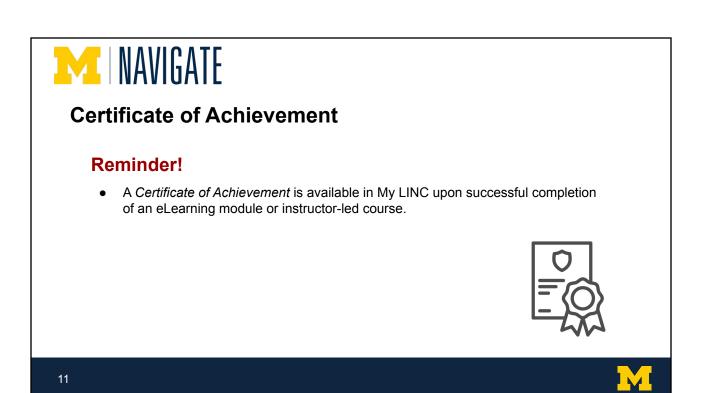Status of current initiatives pulled from RAAC Training Committee and Large/Complex Topics

- **Core Management**
  - Goal is to develop content to assist RAs who manage cores, particularly the annual renewal cycle and also provide best practices for core financial management/monitoring

- **Key Personnel**
  - Goal is to provide best practices for managing Key Personnel on AWD records and making requirements for Key personnel from sponsor- and ORSP side clearer.
  - Clarify who counts as 'key' for who and how to manage
  - Early draft of material is being reviewed by the working group, composed of Training Committee members from dept. And ORSP side.

Current Projects (cont.)

- Reviewed published eLearning modules for possible updates:

  - Costs of All Kinds
  - Cost Share
  - Effort Certification
  - Proposal Prep and Submission

- Plan Webinar sessions:
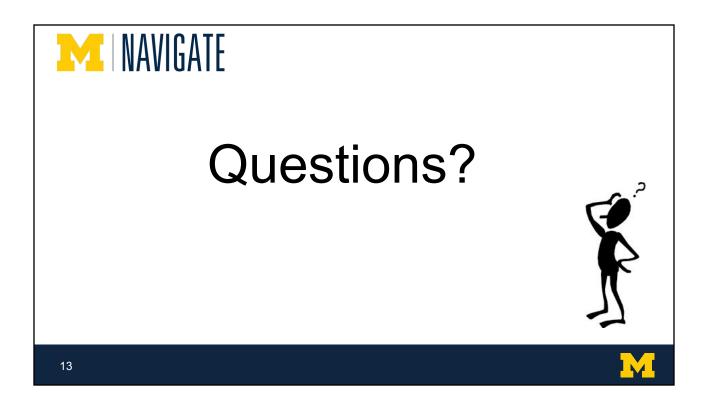
  - Identify session topic and SMEs

Certificate of Achievement

Reminder!

- A *Certificate of Achievement* is available in My LINC upon successful completion of an eLearning module or instructor-led course.

RAMP↑ Mentoring Program

- 7th cohort is underway and will conclude soon

RAAC Chair Update

May 16, 2023
RAAC Committee-at-Large Meeting
Chris DeVries / RAAC Project Manager

RAAC Training Chair Role

- Patrick Lagua will be stepping down from the RAAC Training Chair role, effective July 1, 2023.

- We have an opportunity to start incorporating long-standing ideas:
  - Establishing a Co-Chair role on each subcommittee;
  - Put more definition and transparency around a membership process.

RAAC Co-Chairs

- Plan to pilot a Co-Chair role with RAAC Training, beginning July 1, 2023.

- <u>Chair / Co-Chair Rotation</u>:
  - Year 1: Serve as Co-Chair
  - Year 2: Serve as Chair
  - Year 3: Serve as Immediate Past Chair

- This gives us consistency and continuity while also giving flexibility if extenuating circumstances arise.

RAAC Co-Chair Responsibilities

- Serve as backup to Chair and Immediate Past Chair for meeting facilitation and updates to EC and CAL.
- Work with the Chair and RAAC Project Manager to set meeting agendas.
- Help RAAC Project Manager establish and manage workgroups as needed.
- Assist Chair with yearly membership review process.

RAAC Training Chair / Co-Chair Selection Process

- Will conduct a broad solicitation, as happened with the RAAC Process search in 2022.
- Will have a selection committee, made up of the RAAC Project Manager and RAAC Subcommittee Chairs, if they desire.
    - The RAAC Co-Chairs will be involved in this process at a point TBD.
- We are planning to implement a competency-based selection process.
- This is in preparation for putting more structure and transparency around the general membership process in the future.

RAAC Training Chair / Co-Chair Selection Process (cont.)

- Proposed timeline (may be adjusted as needed):
    - May 1-15: Prepare and send broad solicitation; accept nominations.
    - May 15-31: Begin scheduling discussions with candidates.
    - June 1-15: First round discussions with candidates.
    - June 15-30: Second round discussions with candidates; announce selected candidate; develop transition plan.
    - July 1: New Chair and Co-Chair take over leadership; Immediate Past Chair will be available during the transition.