

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

Tuesday, April 16, 2024 from 3:00 to 4:00 pm  
MINUTES

The meeting started at 3:00 p.m.

1. **Welcome and Membership Update** (*Debbie Talley*)
  - a. Welcome to Emily Baxter, Director of Contracts in ORSP!

Debbie welcomed everyone to the meeting and congratulated our new member Emily Baxter, Director of Contracts on her promotion.

2. **RAAC Process Subcommittee Update** (*Anne Thomson*) **Attachment #1**

Anne shared the RAAC Process update with the group. In terms of membership, we have three new members:

- Emily Baxter with ORSP who succeeds Joe Johnson;
- Tonia Jackson with ORSP; and,
- Brooke Dougherty Reyes from the Medical School.

Project Updates:

**ERP Updates - In Process:**

- Project Team Requests ORSP Action activity - provided feedback per the ORSP realignment. It provides a date and the ability to select the type of activity you are requesting action.
- PAF Turndown activity - Gave input to allow ORSP to collect data related to the reason for the turndown for Metric purposes. Additional data is being collected.
- Track and clean up records in eRPM - ITS is working on tracking and cleaning up records that are dormant and not routed in eRPM (PAFs, Awards, UFAs).

**ERP Updates - Completed:**

- PAF Question 1.2 - On what type of proposal or agreement is being routed.
- Clone the PAF - Ability for administrative personnel listed on a PAF to Clone the PAF.
- PAF state, Closed - Implementation of a new PAF state of Close when the corresponding Award record is closed.
- Document uploaders - The Project Team Submission to Sponsor activity can now be done as one activity.
- Friend accounts - Inform the change from Friend accounts in eRPM to Sponsored Affiliate accounts for security risks so they do not have access to eRPM records.

**Additional Projects:**

- Single Administrative Point-of-Contact Change (SAPOC) Change Request Form - Allow reports to see who is on which project.
- FSR Tracking Report - Reviewed if there was additional information to be provided from a Process standpoint in Tableau.

- Roles & Responsibilities - Confirmed the Roles & Responsibilities document is accurate in light of the new NIH policy on foreign subrecipients. No changes were needed.
- RAAC Priorities Survey: Currently reviewing the RAAC Priorities Survey items related to eRPM including:
  - Review of the SubK process.
  - More visibility into SF424 forms.
  - Exploring ways to identify the proposal mechanism in the PAF.

### 3. **Sponsor Reporting Requirements** (*Debbie Talley / Andrea Anderson*)

A significant event recently happened that was published in [The Chronicle of Higher Education](#) which resulted in US Agencies withholding grants for an entire university. The University of California at San Diego (UCSD) had its funding removed from various federal agencies as one scientist failed to turn in the required final reports for two of his grants. The US Agencies are now targeting institutions and not just the PI.

We have to have tight guidelines so this doesn't happen to U-M. We have been looking at the late reports list that Chris sends to this group monthly. Some are quite late and we need to make sure those late reports are turned in ASAP. ORSP is having conversations with ITS on how the deliverable reminders are operating. We will be reinstating reminders for reports so that PIs know when they are late. We are also looking in general at the escalation levels. For late reports, we are also looking to notify leadership at the Dean's Office level to help resolve the problem. We need a better response once notices are sent and will be implementing process changes to ensure that reports are submitted within the appropriate time frame.

Please look at the Late Reports list that Chris sends out and see if you can expedite any in your unit. If you have questions about your reports, reach out to Karen Alameddine. Becca Timmermans in ORSP is also reviewing delinquent reports to get things cleaned up. ORSP is also looking at the RPPRs and Sponsored Programs sends out notices for delinquent reports from the financial side.

Kerri asked what ORSP will do if the faculty won't send in the report. Andrea responded that they are discussing this with RADs and OVPR to determine how to enforce requirements and the policy will be shared once it is confirmed. We hope the Dean will have repercussions for not sending in reports. There are different scenarios for PIs who have left but they need to assign someone to complete the reports.

Patrick asked for guidance about a situation where the PI leaves U-M. In that case, it can be the Dean or Chair that submits the report. Stephanie asked when a policy would be put in place and how the Dean's Offices are currently notified about these. ORSP, Sponsored Programs, and ITS are currently having discussions and the policy will be sent out once it is complete.

Patrick asked what sponsors were looking for in terms of a report. For instance, if another PI writes the report, it may not be the exact answer. It will vary on what level of detail is provided, but the Sponsor is looking for an accurate account of what happened. This should be something that someone who knows enough about the project can attest to.

#### 4. **ORSP Update** (*Karen Alameddine / Emily Baxter*)

Staff and Hiring: ORSP is in the middle of a lot of hiring and has had a couple of promotions.

- Emily Baxter was promoted to Director, Contracts
- Erin Kingsley was promoted to Manager, Pre-Award
- Fabio Chimienti was hired as the Project Manager Senior and started Monday, April 15, 2024.

Interviewing/Recruiting:

- Assistant Director, Operations & Administration
- Assistant Director, Sponsored Project Coordination
- Associate Director, Pre-Award
- Policy & Planning Analyst

#### **OVPR updates:**

Dr. Arthur “Skip” Lupia has been selected as the new Interim VP for Research and Innovation replacing Rebecca Cunningham. [Learn more about Dr. Lupia's credentials.](#)

Nominations are open for the Distinguished University Innovator Award. Innovation Partnerships is [seeking nominations](#) by May 17. The awardee will be announced at the Celebrate Invention event this fall. Contact [innovationpartnerships@umich.edu](mailto:innovationpartnerships@umich.edu) with questions.

#### **Business and Sponsor Updates:**

NIH:

**Grant Application and Review Changes for Due Dates on or after January 25, 2025,** regarding [NOT-OD-24-084](#). Changes include:

- Simplified Review Framework for Most Research Project Grant Applications
- Revisions to the NIH Fellowship Application and Review Process
- Updates to Reference Letter Guidance
- Updates to NRSA Training Grant Applications
- Updated Application Forms (FORMS-I)
- Common Forms for Biographical Sketch and Current and Pending (Other) Support

Several NIH webinars address these changes. There is no cost but registration is required.

- [April 17, 2024, from 1-2 p.m.](#) - NIH Simplified Review Framework for Research Project Grants (RPGs): Implementation and Impact on Funding Opportunities
- [June 5, 2024, from 1-2 p.m.](#) - Updates to NIH Training Grant Applications
- [September 19, 2024, from 2-3 p.m.](#) - Revisions to the Fellowship Application and Review Process
- [Date/Time TBD](#) - Common Forms for Biographical Sketch and Current and Pending (Other) Support

#### **NIH Interim RPPRs - Important Reminder**

The PI is obligated to fulfill all reporting requirements including submission of an interim RPPR if a renewal application is under consideration.

Once the period of performance end date has passed, the Interim RPPR link appears in eRA Commons instead of the Requires Closeout link. It must be submitted no later than 120 calendar days from the final RPPR and becomes delinquent the following day. **It is the**

**department's responsibility for the report to be submitted even if the PI leaves.** See [NOT-OD-17-037](#).

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

ITS is in the middle of the development cycle and updates will be available on June 17. There are a couple of small enhancements regarding the ORSP alignment and one new compliance hold item for risk mitigation.

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

Uniform Guidance:

- We received notification that guidance is available on what will be implemented on October 1, 2024. We will be looking at the guidance and who needs to be included in the working group.
- The Uniform Guidance Audit kickoff meeting is coming up and R&D will be under audit. We will follow up with more details.

Staff:

- Effective May 6 in Reporting: Joseph McMeeking and Katelynn Liebau.
- Effective May 13 as Interns: Jordan Aiello and Abigail Hoff.
- Effective May 6 Laura Coddington of the Navigate Team has reduced her hours, and Gretchen is joining the team to fill in the time Laura will be off.

Kathy asked about the status of the IDC rate negotiation. Debbie has a meeting with Financial Operations tomorrow and will ask about this.

7. **Matters Arising – M-Reports Update:**

Chris shared an update from the M-Reports Modernization Proof-of-Concept meeting that the ITS project team held this morning with the RAAC M-Reports Workgroup. The reports will be combined/condensed into a Tableau format. The proof-of-concept is accessible in the test environment but has not been finalized. Let Chris know if you were not part of the group and would like to be added to the M-Report workgroup to review. There is a Google Sheet for feedback and Chris would like it back by May 6. Feel free to pass along your groups.

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

The next meeting is Tuesday, May 21 with Nick Prieur presenting the RAAC Training update. The next RAN Meeting is on May 16 and the start time has changed to 10:00 a.m. The next Virtual Session will be on May 23 concentrating on RAAC Metrics.

The meeting ended at 3:45 p.m.

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

- Tuesday, May 21, 2024 (*Nick Prieur, RAAC Training Subcommittee*)
- Tuesday, June 18, 2024 (*Becky Youmans Demoss, RAAC Communications Subcommittee*)
- *No July 2024 meeting*

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

- Tuesday, May 14, 2024
- Tuesday, June 11, 2024
- Tuesday, July 9, 2024



# RAAC Process Subcommittee Update

RAAC Committee-at-Large  
April 16, 2024

Anne Thomson, Director of Research and Compliance, LSA

# RAAC Process Membership

**Karen Alameddine** – *ORSP*

**Emily Baxter** - *ORSP*

**Kerri Cross** – *ISR*

**Chris DeVries** – *RAAC*

**Brooke Dougherty Reyes** – *Medical School*

**Maryclaire Ellis** – *Ford School*

**Teresa Herrick** – *SEAS*

**Tonia Jackson** – *ORSP*

**Melissa Karby** – *OVPR*

**Lynn Kujawa** – *Engineering*

**Dean Michalak** – *Sponsored Programs*

**Heather Offhaus** – *Medical School*

**Carolyn Pappas** – *ITS*

**Anne Thomson** – *LSA (Chair)*

**Pat Turnbull** – *U-M Dearborn*

**Bryan VanSickle** – *Sponsored Programs*

**Rick Wintergerst** – *Engineering*

*Since the last update in October 2023, Brooke Dougherty Reyes (Medical School) has joined, succeeding Beth Brant; and Tonia Jackson (ORSP) has joined, succeeding Andrea Anderson. Additionally, Joe Johnson will be rolling off the committee, and Emily Baxter will be representing the Contracts team.*



# Project Updates

RAAC Process Subcommittee Update  
April 16, 2024

# Project Updates

## eRPM Updates – In Process:

- Provided feedback on the **Project Team Requests ORSP Action** activity types to aid the ORSP realignment.
- Gave input on the **PAF Turndown** activity, to allow ORSP to collect data related to the reasons for turndowns.
- Working with ITS on draft reports to **track and clean up records in eRPM** (PAFs, Awards, UFAs) that have been dormant.



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# Project Updates

## eRPM Updates – Completed:

- Provided input on **PAF Question 1.2**, which pertains to what type of proposal or agreement is being routed, for the ORSP realignment.
- Ability for administrative personnel listed on a PAF to **Clone the PAF**.
- Implementation of a **new PAF state, Closed**, when the corresponding Award record is closed.

# Project Updates

## eRPM Updates – Completed:

- **Document uploaders** in the Project Team Submission to Sponsor activity.
- Solicited feedback from units to inform the change from **Friend Accounts** in eRPM to Sponsored Affiliate accounts.



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# Project Updates

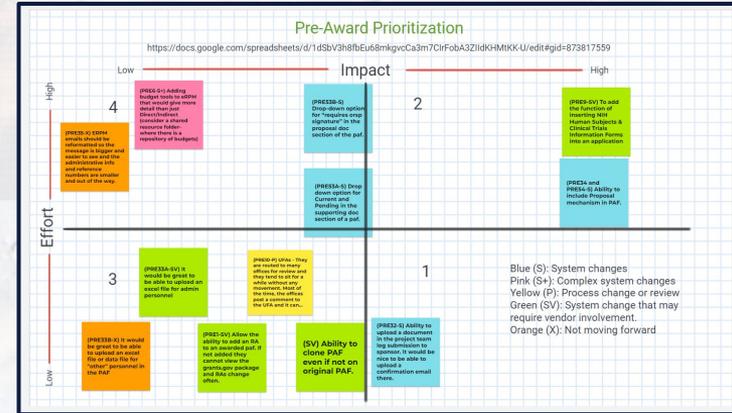
## Additional Items:

- Provided input on the **Single Administrative Point-of-Contact (SAPOC) Change Request Form** for Sponsored Programs.
- Reviewing and providing feedback on the **FSR Tracking Report** in Tableau, which was developed by RAAC Metrics.
- Confirmed that the **Roles & Responsibilities** documentation is still accurate in light of the new NIH policy on foreign subrecipients.

# Project Updates

## Dec. 2022 RAAC Priorities Survey:

- Currently reviewing the RAAC Priorities Survey items related to eRPM, including:
  - A comprehensive review of the **SubK process**
  - More visibility into **SF424 forms**
  - Exploring ways to identify the **proposal mechanism** in the PAF





Questions / Feedback?

