# Research Administrators' Network Meeting

## AGENDA

May 16, 2024
10:00 to 11:30 am
Zoom Webinar

## Welcome & Introductions

Becky Youmans-DeMoss, RAAC Communications Subcommittee Chair
Meenu Baxendale, Research Administrator Lead, College of Engineering, Guest Emcee

## Artificial Intelligence (AI) Laboratory Overview

Meenu Baxendale, Research Administrator Lead, College of Engineering

## Using Retrieval AI to Accelerate Research Discovery and Application

Sandy Alberto, Research Development Specialist, Grants Services & Analysis, Medical School
Heather Offhaus, Director, Grants Services & Analysis, Medical School

## Guest Emcee Remarks

Meenu Baxendale, Research Administrator Lead, College of Engineering

## Updates

**Office of Research & Sponsored Projects** - Andrea Anderson, Exec. Director, ORSP
**ITS** – Carolyn Pappas, ERP IT Program Manager
**Sponsored Programs** - Debbie Talley, AVP Finance – Sponsored Programs
**RAAC** – Chris DeVries, RAAC Project Manager

## Closing Remarks

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| **RAN schedule for the rest of this Calendar Year:** | **Ideas for a future meeting?** |
| --- | --- |
| http://orsp.umich.edu/ran | Contact ran-plans@umich.edu |

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*Brought to you by the Research Administration Advisory Council (RAAC) Communications Subcommittee.*

# Welcome to RAN!

May 16, 2024
Research Administrators' Network (RAN) Meeting

# Welcome on behalf of the RAAC Communications Subcommittee!


Christy Bohensky
(ORSP)


Jodi Caviani
(Social Work)


Kara Cristian
(LSA)


Kathy Devereux
(OVPR)


Chris DeVries
(RAAC)


Jim Jarvis
(Medical School)


Amy Lingle
(Engineering)


Sarena Nuttall
(Engineering)


Becky Youmans DeMoss
(Medical School)

Additional Members
Not Pictured:
- Constance Colthorp
- Cindy Dames
- Lori Deromedi
- Amy Franklin
- Sam Gibbons
- Prentiss Laich
- Cathy Liebowitz
- Becky O'Brien
- Thomas Paluchniak

# Meeting Notes & Details

- This event is being recorded.  The presentation and slides will be posted to the RAN web page shortly after the meeting.

- Zoom webinar - watch mode. Chat is disabled.

- You can submit questions via the Q&A function.

- Live captioning is turned on (you can disable this using your settings).

# Our Agenda

What we have planned for you today

- **Community Kudos**
- **Presentations:**
  - Overview of the Artificial Intelligence (AI) Laboratory at U-M
  - Using Retrieval AI to Accelerate Research Discovery and Application in the Medical School

- **Updates:**
  - ORSP, ITS, Sponsored Programs, and RAAC

- **Quick Polls**

# RA Community Kudos

Thanks to all who responded to our request for **Community Kudos!** If your name is listed below, we received specific feedback about your work, and we will include them in the meeting slides.

- Chris Allan
- Leslie Chavez
- Connie Hallom
- Amy Hollihan
- Jennifer Huntington
- Cathy Liebowitz
- Jill Miller

- Shereahan Mohammed
- Danielle Smith
- Lauren Tingwall
- Helen Xu
- Melissa Wallace
- Xinyan West
- Navigate Program Contributor

# Quick Poll – Artificial Intelligence

This poll is anonymous and is comprised of two parts. We'd like to know:.

How comfortable would you say you are with using artificial intelligence (AI) applications like U-M GPT, Maizey, ChatGPT, Bing AI, other chatbots, etc., on a 5-point scale?

- 1 - not comfortable at all
- 2 - slightly comfortable
- 3 - moderately comfortable
- 4 - comfortable
- 5 - very comfortable

Are you currently using any form of AI in your role as a research administrator?

- Yes
- No
- Unsure

# Our Emcee - Meenu Baxendale, CRA

- Research Administrator Lead at CSE within the College of Engineering, with 13+ years in the field and 22 years at U-M.

- Before coming to U-M, Meenu was a paralegal at an immigration law office in New York.

- Meenu is an active member of the SRAI Planning Committee and recently served as track co-chair on the Proposal Review Committee for the Midwest Section meeting in April 2024.

- She received her Certified Research Administrator designation in 2018.

# Meenu Baxendale - Outside of Work

- Loves spending time with her fiance and traveling the world.

- Meenu and her fiance have four children between the two of them, who are either in college or independent.

- Meenu enjoys running and dancing in her free time.
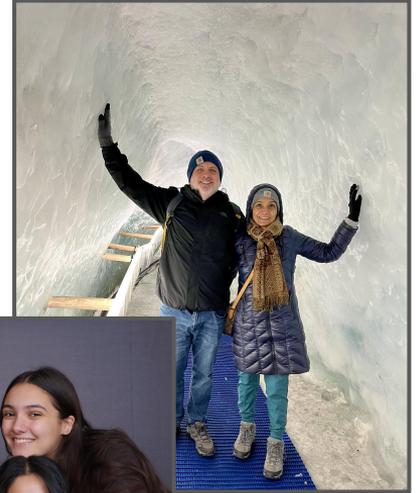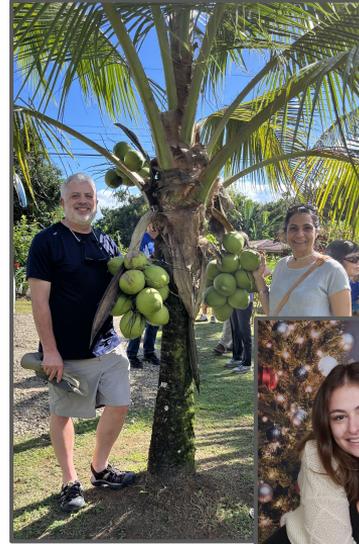
# Guest Emcee Remarks

May 16, 2024
RAN Meeting
Meenu Baxendale / Research Administrator Lead, College of
    Engineering, Computer Science and Engineering
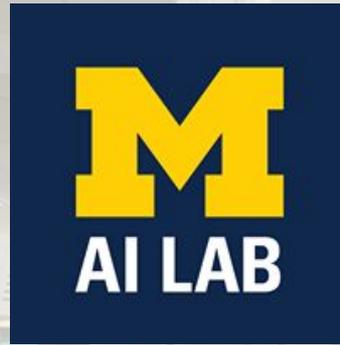
**1988**
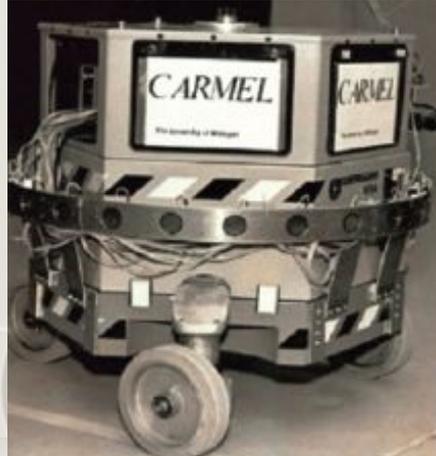


The CARMEL robot, an early collaboration between CSE AI and mechanical engineering researchers

M
AI LAB

2024

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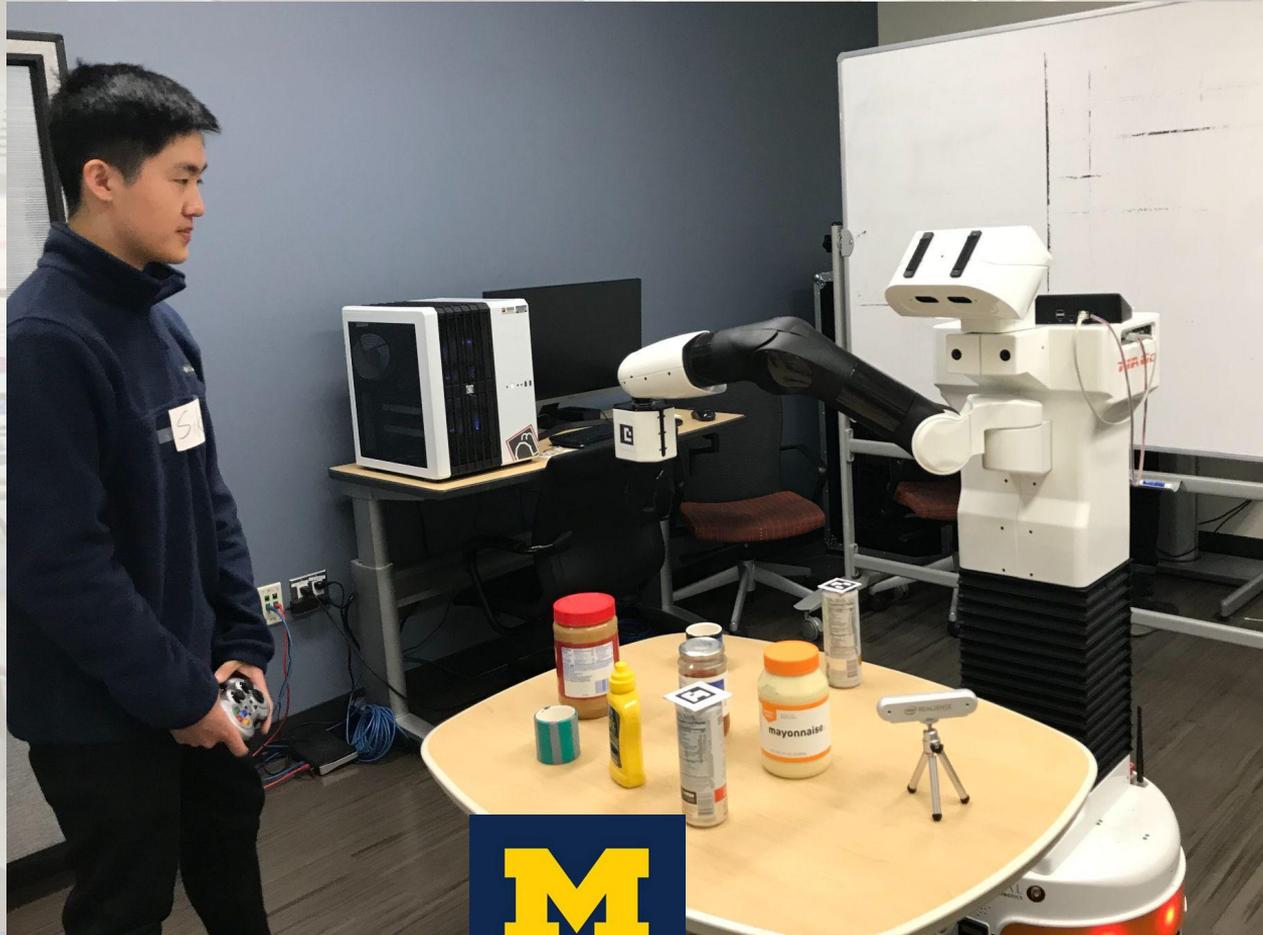
$27.5M
Active Awards

GRANTS

$6.5M
Total Research Expenditures

$4.8M
New Grants Awarded as PI

58
Grant proposals submitted as PI

28
Core Faculty

90
PhD Students

60 RA's
23 Fellowships
10 TA's

H- Index
5 Faculty with H-Index over 50

I- Index
6 Faculty with I-Index over 100
3 with I-Index over 200
1 with I-Index of 282

over 310k Citations

over 3.7k Publications

Over 270 Alumni

M
AI LAB

Top10

Graduate school ranking for AI
US News & World Report

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AI LAB

# Graduate & Undergraduate Courses

- We have a catalog of **nearly 20 graduate and undergraduate courses**, many of which are interdisciplinary.

- **Course topics** include core AI and the applications of AI; emerging topics in AI such as deep learning, reinforcement learning, and AI & Ethics; natural language processing, and data mining.

- The research that comes out of the AI Lab **directly influences** the content being presented in many of the courses we offer.

**M**
**AI LAB**

# AI Lab Recognition

- Recently, faculty in the AI Lab have received 13 awards for their research, including the **Carl Friedrich von Siemens Research Award**, the **U-M Distinguished Faculty Achievement Award**, and the **Google Research Scholar Award**.

- Students in the AI Lab have received numerous awards for their work, including **NSF Graduate Research Fellow, IEEE Best Student Paper Award,** and the **CSE DEI Service Award.**

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**AI LAB**
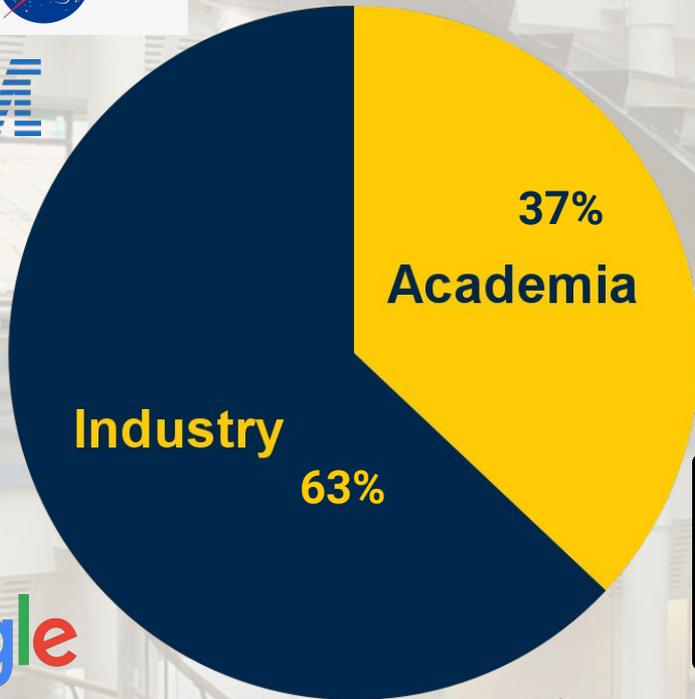
# Strengthening Connections & Outreach

Friday Night AI
AI4ALL
AI Symposium
AI Seminars
Industry Collaborations
Interdisciplinary Collaborations



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# Summer Programs



- Annual summer camp
- **Goal**: 20-30 high schoolers explore engineering, CS, AI with programming classes, projects, and other activities
- **Afterwards**: alumni program
- **Focus**: impact on students, not skill

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**AI LAB**

# InteractOut Smartphone Application



REDUCING SCREEN TIME

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**AI LAB**

# Using Retrieval AI to Accelerate Research Discovery and Application

*Supported by MICHR Grant UM1TR004404*

*Overview of the poster featured at the*
*NCURA Region IV Spring Meeting, April 30, 2024*

Heather Offhaus, Director

Sandy Alberto, Research Development Specialist

Ping Yan, Research Assistant

Grant Services & Analysis, Office of Research

University of Michigan Medical School

GRANT SERVICES & ANALYSIS

MEDICAL SCHOOL
UNIVERSITY OF MICHIGAN

# Using Retrieval AI to Accelerate Research Discovery and Application

Heather Offhaus, Director; Sandy Alberto, Research Development Specialist; Ping Yan, Research Assistant
Grant Services & Analysis, University of Michigan Medical School Office of Research

## Background

- Users report challenges and uncertainty with optimizing the use of information and resources available within webpages for the U-M Medical School Office of Research and supporting units.
- A grant (UM1TR004404) from the Michigan Institute for Clinical and Health Research (MICHR) supported the exploration and implementation of an artificial intelligence (AI) tool designed to facilitate better navigation and use of online resources.

## Project Plan



- Curate dataset for AI interface
- Explore AI Platforms / Performance
- Develop AI tool
- Launch AI tool
- Evaluate use and impact
- Use feedback to refine tool

## Pre-Intervention Survey

A survey was issued to evaluate familiarity and ease of access of online research project resources.



## AI Interface: U-M MAIZEY

### AI Platform
- U-M Maizey
- Customized dataset of over 2,000 URLs

### Testing and Modification
- Solicited feedback
- Modified prompt, temp, and chunking features to improve responses

### Implementation
- Created webpage to host link to platform
- Transition to embedded chatbot



*Webpage featuring link to U-M Maizey platform*



GDRA – Maizey field for prompts.
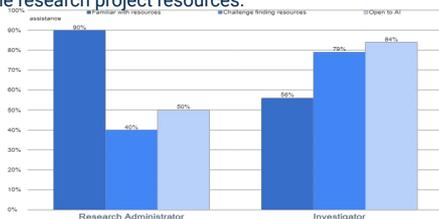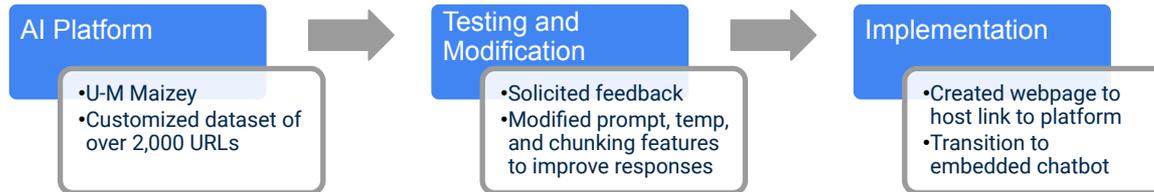
*U-M Maizey platform*

## Discussion and Next Steps

**Current challenges:**
U-M Maizey poses the following limitations, which are consistent with those identified in commercial platforms.
- Unable to extract information from images or graphics.
- Lacks the ability to web-crawl or retrieve information from content embedded in a webpage.
- Only a single type of data can be included in the dataset.
- Certain technical issues exist (e.g., speed of response; hiding certain email addresses; listing of sources, etc.)

**Next steps:**
- Launch Grant Development and Research Administration (GDRA) Maizey on dedicated webpage; embed as an interactive chatbot into websites.
- Survey users regarding use and effectiveness of platform; use feedback to refine platform.
- Expand knowledge base.
- Explore potential alternate uses of AI in research development and grant administration.

4/30/24

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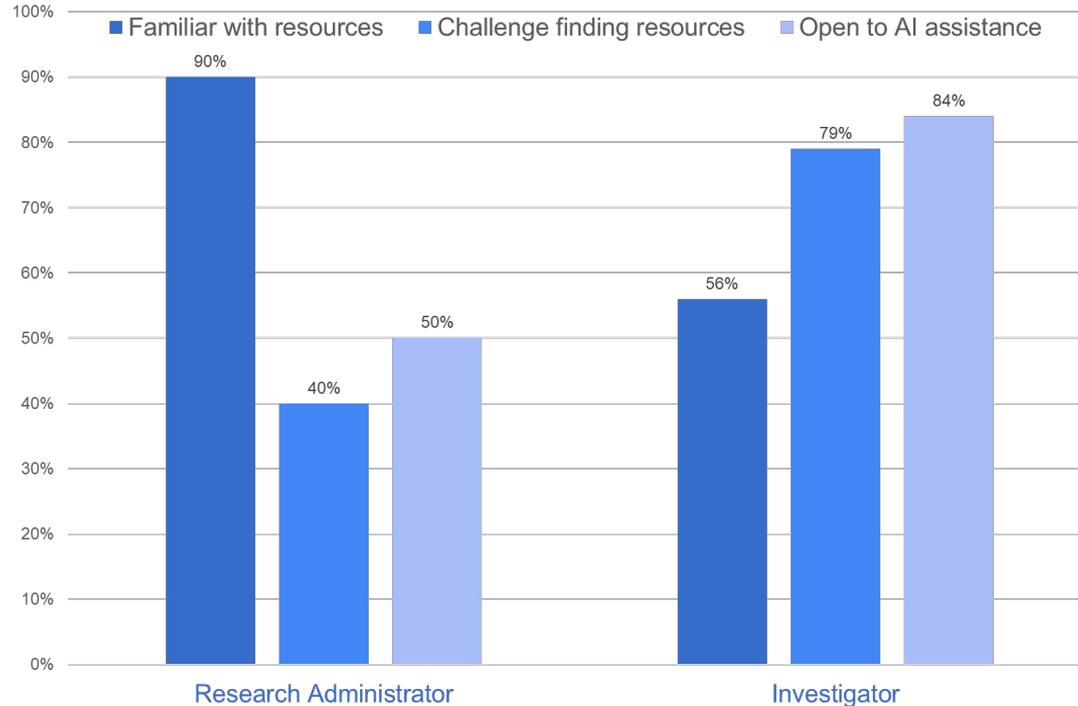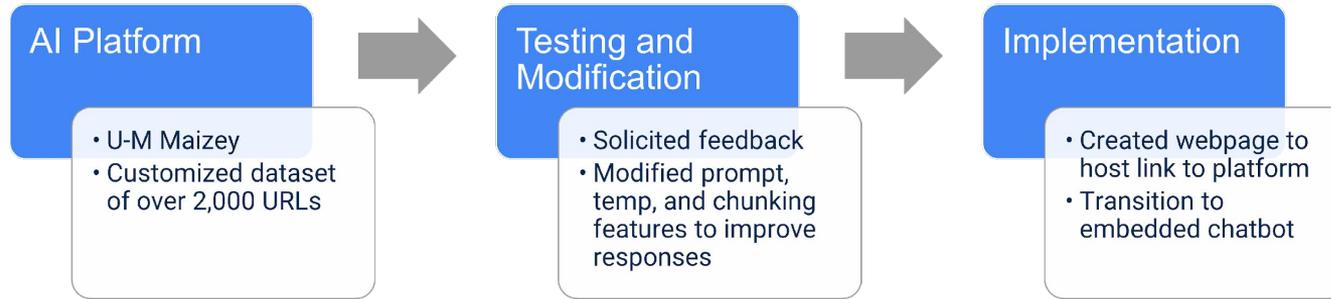


*Webpage featuring link to U-M Maizey platform*



*U-M Maizey platform*

+ New chat

New investigator seeks NI

**Directed to 4 Separate Resources ON DEMAND**

Hello! I am a new investigator. How do I create a good NIH biosketch?

Hello, and welcome to the exciting world of research at UMMS! For creating an NIH biosketch, it's important to follow the specific format outlined by the NIH. Here are some steps to get you started:

Points the user to the NIH webpage

Visit the NIH web page dedicated to biosketches at https://grants.nih.gov/grants/forms/biosketch.htm, where you'll find Biosketch Format Pages, Instructions, and Samples.

Points the user to the SciENcv tool

Consider using SciENcv, a tool recommended by NIH, to create and maintain your biosketch. This tool ensures that all information, including citations, is formatted according to NIH guidelines. You can learn more about SciENcv at https://www.ncbi.nlm.nih.gov/sciencv/.

Points to internal research development resources

Utilize internal resources from the UMMS Research Development Team designed to help you in creating your biosketch. These resources can provide additional guidance and support tailored to our institution's researchers.

Remember, a well-crafted biosketch highlights your qualifications, experience, and the significance of your scientific contributions, which are all crucial in conveying your ability to successfully conduct the proposed research.

Points to the Research Project Route Map

For additional assistance, please email Office of Research at ummsresearch@umich.edu or review their website, located at: https://medresearch.umich.edu/office-research/about-office-research/research-project-route-map.

If you would like more information about the platform, please visit here: https://sites.google.com/umich.edu/gdamaizey/home.

To improve this platform, suggestions or comments regarding your specific Q/A experience can be shared through the form located here: https://forms.gle/c9Bfdwih2hjgUN1u7.

# Discussion and Next Steps

Challenges:
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# Guest Emcee Remarks

May 16, 2024
RAN Meeting
Meenu Baxendale / Research Administrator Lead, College of Engineering, Computer Science and Engineering

# Interdisciplinary Collaborations

# Videos & Demos of Recent Works

**SLED Lab led by Prof. Joyce Chai**
>    Embodied AI

**CHAI Lab led by Prof. Emily Mower Provost**
>    Speech recognition for health

**LIT Lab led by Prof. Rada Mihalcea**
>    Natural Language Processing for health & social good

**Visual Reasoning with Prof. Justin Johnson**
>    Computer Vision

**HAIL Lab led by Prof. Anhong Guo**
>    AI & Accessibility

**MLD3 Lab led by Prof. Jenna Wiens**
>    AI in healthcare

**Strategic Reasoning Group by Prof. Michael Wellman**
>    Multiagent environments & game theory

AI LAB

This is
# Michigan AI

**Danai Koutra**
Morris Wellman Faculty Development Professor
Associate Professor

**Benjamin Kuipers**
Professor

**Jeong Joon Park**
Assistant Professor

**Rada Mihalcea**
Janice M. Jenkins
Professor of CSE

**Joyce Chai**
Professor

**Laura Burdick**
Lecturer III

**Elizabeth Bondi-Kelly**
Assistant Professor

**Emily Mower Provost**
Professor

**David Jurgens**
Assistant Professor

**Anhong Guo**
Assistant Professor

Human Computation & Crowdsourcing

Multiagent & Economic Systems

**Satinder Singh**
Toyota Professor of AI

Natural Language Processing

AI in Human Environments

**Ben Fish**
Assistant Professor

**Dhruv Jain**
Assistant Professor

Robotics

Computational Healthcare & Assistive Technologies

Machine Learning

Computational Social Sciences

Computer Vision

**Edwin Olson**
Professor

**Xu Wang**
Assistant Professor

Cognitive Architectures & Computational Cognitive Science

**Alex Rodriguez**
Assistant Professor

**Michal Derezinski**
Assistant Professor

**Sindhu Kutty**
Lecturer IV

**Maggie Makar**
Assistant Professor

**Veronica Perez-Rosas**
Assistant Research Scientist

**Stella Yu**
Professor

**Justin Johnson**
Assistant Professor

**Michael Wellman**
Lynn A. Conway
Professor of CSE

**Wei Hu**
Assistant Professor

**Jenna Wiens**
Associate Professor

**Honglak Lee**
Professor

**Nikola Banovic**
Assistant Professor

**Lu Wang**
Associate Professor

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# ORSP UPDATE

May 16, 2024

Research Administrators' Network (RAN) Meeting

Andrea Anderson / Executive Director, Sponsored Projects

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# Sponsor Updates

# Uniform Guidance Update

- Updates to be implemented in October by the funding agencies

- U-M leadership forming work group to review changes & plan for implementation

- More details to come

UG

2 CFR 200

# NSF Updates

- **NSF Award Terms & Conditions updated**
  - NSF announced on March 25, 2024, that it updated the award terms and conditions be consistent with the Proposal and Award Policies and Procedures Guide 24-1 (PAPPG 24-1). Effective May 20, 2024.

  - [Spring 2024 NSF Grants Conference](#) - Date: June 3-5, 2024.
    Live streaming from hybrid conference in Philadelphia

# NIH Update

1.  Grant Application and Review Changes for Due Dates on or after January 25, 2025

https://grants.nih.gov/grants/guide/notice-files/**NOT-OD-24-084**.html  (April 4, 2024)

- Updates to **Reference Letter Guidance**
- Changes to **NRSA Training Grant** Applications
- Updated Application Forms **(FORMS-I)**
- **Common Forms** for Biographical Sketch and Current and Pending (Other) Support

2.  NIH posted the FY 2024 NIH GPS in April on the NIH Grants Policy page: grants.nih.gov/policy/nihgps

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# NRSA Stipend Levels Increase for FY 2024

- NIH Ruth Kirschstein National Research Service Awards (NRSAs) Level 0:  $61,008.

- Training expenses and institutional allowances ⇑  $200.

- Childcare stipends ⇑ by $500 to $3,000.

- Tuition and Fees for all educational levels unchanged.

NOT-OD-24-104

Increases for NRSA Stipends and Childcare Subsidies

# DOJ JustGrants Application Submission Checklist

[Step-by-step support](#) for JustGrants, DOJ's grants management system

As a reminder, applications to DOJ involve a two-step process:

- First, submit an abbreviated application via Grants.gov.

- Then complete and submit the full application in JustGrants.

# Risk Mitigation

DOD and DoE are requiring Risk Mitigation Plans on certain applications.

Based on assessments by the agency of level of risk of the specific project

Research Security Office is assisting with plan development.

Awards may include Risk Mitigation terms and conditions that require Research Security Office review. In these cases ORSP will route for review to Research Security Office prior to award setup.

# On the Home Front

- Changes coming to Deliverables
- UFA Cleanup
- Proposal Routing Reminder
- ORSP Realignment
- Contract LifeCycle Management
- Interim VPR Named



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# Late Reports – Serious Consequences

"One Scientist Neglected His Grant Reports. Now U.S. Agencies Are Withholding Grants for an Entire University."

Reviewing U-M controls and assessing where changes may be appropriate

Expect changes to eRPM to address late Deliverables

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# REMINDER – Proposal Routing

- Proposals submitted through a sponsor system must be routed to ORSP and in a submittable state at the time the PAF reaches ORSP.

- Proposals submitted to ORSP in eRPM without the actionable proposal available in the sponsor system are sent back as Incomplete, resetting the review type.

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# ORSP Realignment Roadmap

| | FY24 Q2 | FY24 Q3 | FY24 Q4 | FY25 Q1 | FY25 Q2 | FY25 Q3 |
|---|---|---|---|---|---|---|
| Pre-Award Team | | Leadership hired | Fully staffed | Launched | | |
| Award Management | | | Leadership hired | Fully staffed | Launched | |
| Contracts Team | | | Leadership hired | Fully staffed | Launched | |
| Coordinators Team | | Leadership hired | | Fully staffed | Launched | |
| CLM System | | Select & Implement System | | Launch system | | Integrate with eRPM |
| Ops Support | | Develop Training | | Facilitate Training | | |
| eResearch | | Build out & Launch system enhancements | | | | |

# STAFFING UPDATES

**Welcome to the ORSP team:**

Karen Alameddine, BSA, CRA
Director, Proposals & Award Management



Emily Baxter, BA, JD
Director, Contracts

Erin Kingsley, MBA
Manager, Pre-Award Team



Fabio Chimienti, PMP
Senior Project Manager

# INTERVIEWING/ ACTIVE RECRUITMENT

**Title (U-M Job ID)**

## Recruiting/Posting/Interviewing

Assoc Director, Pre-Award (246441)
Policy & Planning Analyst (246474)
Assistant Director, Clinical Trials   (248206)
Assistant Director, Unfunded Agreements (248282)
Associate Director, Sponsored Contracts (248356)
Associate Director, Award Management (248217)

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# Resources for Realignment Progress

We have a dedicated page for realignment updates, check back regularly to see what's new!



**Modernizing Sponsored Research**
Office of Research and Sponsored Projects
To provide responsive, compliant, and best-in-class operations on behalf of the U-M research enterprise, the Office of Research and Sponsored Projects (ORSP) has been working to reimagine current workflow and is launching a realignment.

BACK TO ORSP

Overview | Modernize | Enhance | Elevate

**ORSP will realign to strengthen sponsored research operations**

Based in the Office of the Vice President for Research, ORSP last year reviewed and submitted 7,500 research proposals, managed activity on 2,700 sponsored awards, and negotiated nearly 2,000 contracts and agreements on behalf of U-M to support faculty and staff across disciplines.

ORSP's realignment is necessary to modernize, enhance, and elevate operations; to best position its team and operations for anticipated growth, and to strengthen ORSP's overall support of the University of Michigan research community.

"Our ultimate goal is to **modernize, enhance**, and **elevate** ORSP workflow and business processes to ensure responsive, compliant, best-in-class operations so that our research community can continue to generate new knowledge and discoveries that positively impact the world around us."

Shandra White
Assistant Vice President for Research Sponsored Projects
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**Updates**
Stay tuned on ORSP's progress throughout the realignment.

— **March 2024**
- Communicate plan to entire U-M community via *University Record* article (3/15/2024)
- Announce in VPR Update (3/14/2024)
- Launch website portal (3/13/2024)
- Present update to Research Associate Deans (RADs) (3/13/2024)
- Our new Director, Proposals and Award Management, Karen Alameddine begins (3/12/2024)

+ February 2024
+ January 2024
+ November - December 2023

**Resources & Presentations**
- Future State ORSP Org Chart
- Implementation Plan
- New Job Series

**1  New Links to Career Navigator**

New links to Career Navigator

**2  ORSP Realignment Progress**

New updates

# What is Contract LifeCycle Management?

Contract Creation

Contract Review/Negotiation

Central Office Reviews/Approvals

eSignature Integration for Execution

Full Process Transparency

Searchable Contract Repository

Contract Management & Analytics



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# Implementation Plan

CLM Implementation Committee

    User representation from the various central offices

    Focus Groups for input from PIs and RAs

Anticipate Project Kick-Off in May

Go-Live Sept/Oct

Targeting Integration with eRPM early 2025

Users:
- ORSP
  - Award Mngmt
  - Contracts
  - Leadership
- ITS (Administrative)
- Innovation Partnerships
- RISO/Export Controls/International Engagement
- Risk Management Office
- Office of General Council
- Principal Investigators
- Research Administrators

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# Dr. Arthur Lupia is interim VP for Research and Innovation at U-M

Interim VP for R&I fosters excellence and integrity of research across all three campuses.

- Vast experience as a researcher, administrator, and educator
- Joined U-M in 2001 as a professor of political science and a research professor at the ISR
  - Appointed the Hal R. Varian Collegiate Professor from 2006-20
  - Appointed Gerald R. Ford Distinguished University Professor in 2020.
- Federal service spans two U.S. presidential administrations.
  - Served from 2018-22 as an assistant director of the National Science Foundation, where he developed strategies to increase the public value of research across NSF's entire portfolio.
  - Co-chaired the governmentwide Subcommittee on Open Science for the White House's Office of Science and Technology Policy between 2019-22, convening leaders from more than 30 federal agencies to increase access to, and the public value of, federally funded research.
- 2022 - became executive director of Bold Challenges
- 2023 - named associate vice president for research

https://research.umich.edu/research-at-michigan/office-of-the-vice-president-for-research/ovpr-team/skip-lupia/

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# eResearch Proposal Management (eRPM) Updates

- eRPM System Release
  - June 17, 2024
- SF424 (Grants.gov)
  - August 2024 Date TBD
- Clean Up PAF & UFA records
  - July 1, 2024
- Friends Account
  - August 2024 Date TBD

# eRPM June Release Overview

- **Proposal Approval Form (PAF)**
  - Require Q.1.5 if response to Q1.2 is "Subsequent PAF for an existing Award"
  - Request ORSP Action
  - SF424 link permissions
  - Institutional Contacts in Copy-map activity
- **Award**
  - Compliance Meter update
- **Subcontract**
  - Add U-M PI name to email Subject

# eRPM June Updates - PAF

**Question 1.5 "If Renewal/Continuation or Supplemental Request, enter an Award ID"** will be required if **Question 1.2 "The purpose of routing PAF",** is answered **"Subsequent PAF for an existing AWD".**

- *Part of the ORSP Realignment and will be handled by the Post-Award Team.*

## Project Team Request ORSP Action Activity

- Change from textbox to predefined choices for Pre-Award Request Type
  - Certain answer choices will display additional questions
  - Allows for data collection
  - Triaging request based on type selected (Project Representative vs. Support Staff) for ORSP Realignment

**Request ORSP Action**

Indicate if there's a sponsor deadline for this request.
Enter comments in the text box to indicate what ORSP action is required.
Add documents (required if a sponsor deadline is entered - must provide document showing the sponsor deadline entered).
If you wish to send an email to others on the project team, select recipients below (optional).
The PAF will show up in ORSP's inbox, so it is not necessary to email them.
Click OK to send to ORSP for processing.
Click CANCEL to cancel this activity and close this window.

Examples of the appropriate use of this activity are to:

- submit JIT information
- return the PAF so project team can edit
- upload award document for processing
- turn down the PAF (project will not be funded)

Do not use this activity to indicate finalization of proposal documents or communicate submission instructions to ORSP.

\* Is there a Sponsor Deadline for this request? ● Yes ○ No  Clear

\* Due Date: [          ] 📅

\* Select Pre-Award Action Request Type(s):
- ☐ Pre-Submission Request (e.g. send PAF back for changes)
- ☐ Resubmit and/or Withdraw Proposal (Provide details in the comment box below)
- ☑ Send Information to Sponsor (after Proposal Submission)
- ☐ Process Award Document
- ☐ Turn Down Request
- ☐ Other

\* Select the information to be sent:
- ○ Sponsor Requested Information (i.e. JIT, NSF Proposal File Update or Budget Update)
- ○ Post-Submission materials not requested by Sponsor (e.g. NIH Post-Submission Materials)
  Clear

## Access to SF424 (Grants.gov) project associated with a PAF -
*(RACC Process Survey Request)*

- **Question 2.6 Administrative Personnel**
  - No longer need to indicate if an investigator or administrative person should have **"Read"** rights to view the SF424 project.
    - If you can view the PAF, you will see a Grants.gov link from the PAF workspace, and you will be able to view the associated SF424 project.
  - **"Edit"** permissions will still be controlled based on PAF selection.

# eRPM June Updates - PAF/SF424

## Copy PAF Info to Grants.gov Forms Activity - Institutional Contacts

- Change SF424 Contact Person's and Authorized Official's information
  - Replace Project Representative (PR) info with PR triage email address and Assistant VP for Research-Sponsored Projects contact information
  - Any proposals that run the activity *before* the June 17 release will *not* be updated to reflect the new information.
  - See [Proposal Management: Copy PAF Info to Grants.gov Forms (Automapping)](#) for step-by-step instructions.

Certain new Awards may be routed to the **Research Security** office for review and approval of a security risk term/condition.

- ORSP does a manual **Hold** until the review is complete and any management is set up.
  - **Risk Mitigation Approval** Compliance Status hold on Award

# eRPM June Updates - Subcontract (SUBK)

- Subject line of emails sent from the SUBK records will include **U-M PI** name.
  - Includes most but not all emails
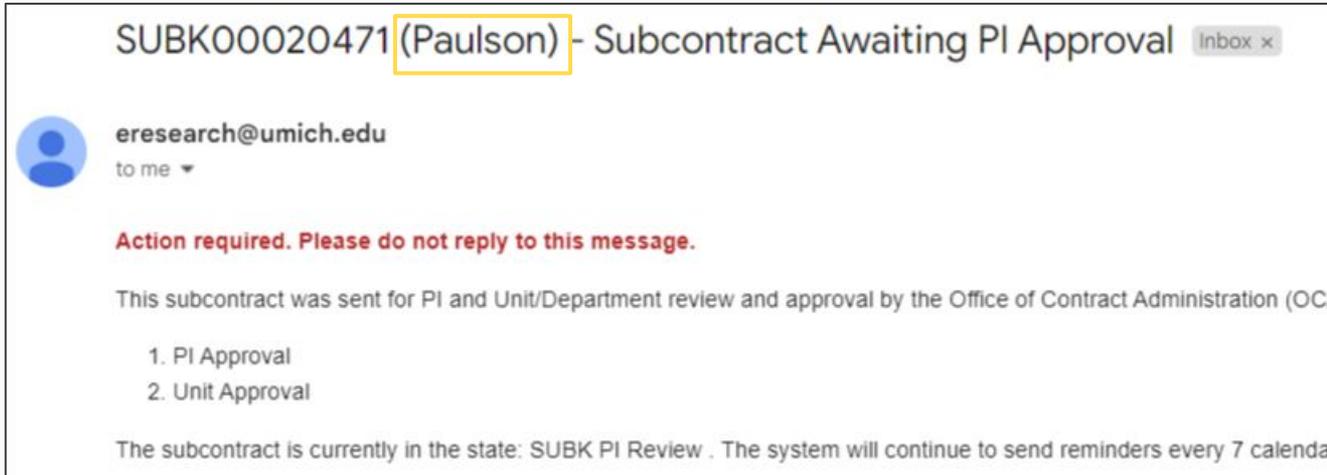
## System Clean Up Old Records on July 1

- For pending records created on or before **July 1, 2023**
- If PAFs State = **Proposal Preparation**
- If UFAs State = **Create UFA Record**

State = **Cancelled**

- Records will not be deleted. They will move to the Cancelled state.

- Records can still be **Cloned** in the state of Cancelled.

  - See [Proposal Management: Clone a PAF](#) for step-by-step instructions.

- This will happen annually on July 1.

# eRPM Friend Accounts

**Removing Friend Account "Guest" Access to eRPM in late August**
(Date TBD)

- No more Friend Account logins *(those who use an external, non-UM email address)* to improve security
- Moving to Sponsored People *(sponsored affiliates)* only for external parties
  - Refer to eRPM Account Access

Other eResearch Systems already transitioning to Sponsored Accounts

- M-Inform COI Management (Already limited)
- eRAM Animal Management (April 13 announcement)
- eRRM Regulatory Management (April 14 announcement)

# Sponsored Programs Update

May 16, 2024
Research Administrators' Network (RAN) Meeting
Debbie Talley / Assistant Vice President for Finance –
Sponsored Programs

# The UG Single Audit is complete for FY23



UNIFORM GUIDANCE SUBPART F

SINGLE AUDIT COMPLETE FOR U-M

- The FY23 Single Audit, pursuant to the federal OMB uniform guidance, 2 CFR 200, Subpart F, (the "UG Single Audit") is complete for U-M.

- The Federal Audit Clearinghouse (FAC) has accepted the U-M's Data Collection Form (DCF) submission.

- None of the findings are associated with pass-through awards to U-M.

- The DCF and full UG Single Audit report are publicly available via the FAC website. Contact sponsoredprograms@umich.edu with questions.

# FY24 UG Audit

- Kick-off meeting May 14
- R&D included
- More to come this summer

# Updated UG effective 10/1/24

More details coming on threshold changes and other policy implications

# F&A Rate proposal

- UM recently submitted its F&A proposal, which sets rates for FY25-FY28
- It's unlikely that a new rate agreement will be negotiated before our existing rate expires on 6/30/24
- Without a new rate we will continue to use our existing rates on a provisional basis

# New two-tier method for human subject payments



- On June 1, U-M will implement a new two-tier system to help streamline the incentive process for individuals who participate in research activity.

- U-M Tax Department and the Human Subject Incentives Program developed a new SSN Collection Policy that will raise the threshold for Social Security Number (SSN) collection requirements from research participants.

- SSNs will only be required when a participant receives cumulative payments of more than $400 from all studies in which they participate in a calendar year.

- Refer to the HSIP SSN Policy FAQ.

- Questions: subject-incentives@umich.edu

# Project/Grant SAPOC Change Request Form

- When research project teams need to change their "single administrative point of contact" (SAPOC) in the MPathways Financials & Physical Resources system (FIN), they should use the Project/Grant SAPOC Change Request form to expedite that process.

- This form is shared here on the Finance-Sponsored Programs Forms & Tables page and linked from our Customer Service page.

| Query driven | | | | | | Unit admin must fill in | |
|---|---|---|---|---|---|---|---|
| Form used to submit SAPOC change requests for sponsored P/Gs. To be used in cojunction with the Project/Grant SAPOC change request Business Objects query. Query location: Public Folders/Unit-Maintained/Research Administration/Sponsored Programs (Business Objects access is required) Detailed instructions with screen shots are on the next tab, please reach out to your Customer Service representative in Sponsored Programs with any questions. Email completed form to your Customer Service representative in Sponsored Programs for processing. | | | | | | Both fields must be completed, incomplete forms will be returned for correction before they can be processed by Sponsored Programs | |
| | | | | | | | (Please enter in all caps) |
| Project/Grant (P/G) ▼ | Project Director (name) ▼ | Current SAPOC (name) ▼ | Dept ID ▼ | Project Title ▼ | | New SAPOC (name) ▼ | New SAPOC (uniquename) ▼ |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

# Closeouts - we need your help

## Current Active: 1,345
## Current Late: 627

*Partnership and collaboration go a long way. There is almost nothing we can't accomplish together!*

# Personnel Updates

- New Reporting Area Staff
  - Jordan Aiello
  - Mark Dieter
  - Abbie Hoff
  - Katelynn Liebau
  - Joseph McMeeking
- Staff Departure
  - Anne Diment

# RAAC Update

May 16, 2024
RAN Meeting
Chris DeVries / RAAC Project Manager

# Next Virtual Networking Session
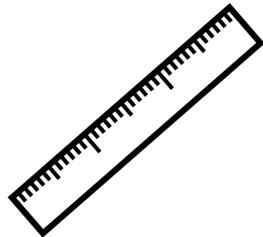
- Our next Virtual Networking session, focused on **RAAC Metrics Tools and Resources** will be held **Thursday, May 23, 2024** from **10:00 to 11:00 am** via Zoom.

- Please reach out to Chris DeVries ([cdevrie@umich.edu](mailto:cdevrie@umich.edu)) for the calendar invitation and Jamboard link.

# Thanks to the 8th RAMP↑ Cohort!
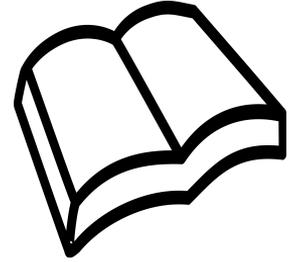
**Mentees**:
- Christy Allen – SPH
- Rose Branstrom – SPH
- Lisa Fields – Engineering
- Ivanna Iavorska-Em – ISR
- Kaley James – SPH
- Ariona Kalaj – Medical School
- David Kellermeyer – ISR
- Forest Li – Michigan Radio
- Jennifer Melms – Engineering
- Yvonna Olds – Engineering
- Christy Orlando – Medical School
- Ingra Stimach – Engineering
- Philip Stranyak – ISR

**Mentors**:
- Kelly Belcher – Medical School
- Kellie Buss – ORSP
- Kerri Cross – ISR
- Maryclaire Ellis – Ford School
- Donelle Goerlitz – Medical School
- Sam Gibbons – Medical School
- Dennis Guttman – Engineering
- Ruth Halsey – Medical School
- Patrick Lagua – Dentistry
- Jessica Mirelez – Medical School
- Nancy Oeffner – ISR
- Fred Paffhausen – Medical School
- Danielle Smith – Life Sciences Institute

# Thanks to the 8th RAMP↑ Cohort!

**Group Mentoring for Emerging RAs Mentees:**

- Sandra Crump – College of Pharmacy
- Ethan Farrelly – UMMA
- Ellen Han – OVPR
- Lisa Carey – Graham Sustainability Institute
- Abby Cervantes – ISR
- Shawna Matzinger – SPH

**Group Mentoring for Emerging RAs Mentors:**

- Anne Diment – Sponsored Programs – OCA
- Alfreda Fleming – Medical School
- Jacqui Grisdale – Medical School
- Kristen Hug – Medical School
- Ute Lowery – ORSP
- Alan Phlipot – Medical School
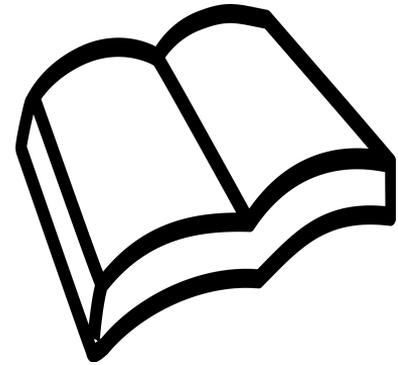
RAMP↑ RESEARCH ADMINISTRATION MENTORING PROGRAM

NAVIGATING RESEARCH ADMINISTRATION AT THE UNIVERSITY OF MICHIGAN

# Thank you!

# Quick Poll – Meeting Relevance

This poll is anonymous.

Please tell us how relevant you found today's meeting content to your work, on a 5-point scale:

- 1 – Not Relevant
- 2 – Slightly Relevant
- 3 – Moderately Relevant
- 4 – Relevant
- 5 – Highly Relevant

# Thank You for Attending RAN!

**Thank you** to our guest emcees and presenters, the RAAC Communications subcommittee, and to you for joining us today.

**Stay connected** on the Research Administrators' Forum on Slack, and Virtual Networking sessions.

**RAN 2024**! Next RAN meeting will be held on Wednesday, September 25, 2024.

# Professional Development Updates

May 16, 2024
Research Administrators' Network (RAN) Meeting

# National Council of University Research Administrators (NCURA)



## NCURA Region IV

- The new NCURA Region IV is Roger Wareham from University of Wisconsin – Green Bay.
- Results of the recent elections for the NCURA Region IV Board of Directors may be found at https://ncuraregioniv.com/election-results.html

Visit ncuraregioniv.com for more information

## 2024 Research Development Summer Conference

- Fundamentals of Science Communication
- Preparing Large-Scale Proposals
- DEIA in Team Science & Proposals
- Connecting to Foundation Funding
- Using AI for Writing & Presentations.
- And more!

[Registration](#) is live!

# Additional Announcements

May 16, 2024
RAN Meeting

# Navigate Training Information

## Updates

- Completing Spring 2024 training offerings.
- Working with RAAC Training on a variety of new training materials/resources.
- Finalizing course schedule for Fall 2024.

## Reminders!

- Training offers are announced via RAP newsletters, and on the [Navigate website](#)
- On-demand eLearning modules and other online resources on a variety of topics available year-round.
- A certificate of achievement is available upon completion of a course.
- Volunteer opportunities (working groups, teaching – earn CRA contact hours)

# Navigate Training Information

**Navigate Program**

**Training & Workshops**

- Instructor-led Virtual Courses
- eLearning Modules
- Webinars
- Other Resources



*Questions, comments, want to assist with training delivery/development?*

Contact the Navigate Team at: navigate-research@umich.edu

# Kudos and Thanks!

May 16, 2024
RAN Meeting

Thank you for all your contributions to the Navigate Training program!

*Your help is important and appreciated.*
*Your volunteer efforts, dedication, expertise and commitment to research administration are noticed and truly valued!*



Corinna Kerri Amy Lauren RAACTraining JoeJ Carolyn Pat Heather Debbie Aryan Jenna Kate Lori Andrea Michele Matt Cindy John Prentiss Ruth Becky JenniferS Diane Karen Gabrielle Nick Ashley Jodi Lea Mariah Susan JoeP MelissaL Shandra Kim Constance Kellie Aaron Jill Patrick Daniela BeckyY Deanna Amanda Arielle Christy JenniferH Kirby MelissaK

NAVIGATE
UNIVERSITY OF MICHIGAN

# Kudos and Thanks!

Thank you for the hard work and excellent presentation skills of the Life Sciences Institute Research Administration Team, who provided recent expertise for the following trainings to LSI community members:

NIH NRSA Fellowships Info Session & Panel, by **Amy Holihan** and **Jill Miller**

Non-federal Fellowships for Predoctoral & Postdoctoral Fellows, by **Danielle Smith** and **Helen Xu**

Both presentations were well attended and received many favorable responses related to the content and easy to understand delivery.

*– Anna Schork*

# Kudos and Thanks! (cont.)

**Lauren** - Thank you for taking the lead on the P50 RPPR!  All of your effort was critical to its submission.

  – *Cheri Brooks*

  **Lauren Tingwall** recently returned to ISR, and has really hit the ground running. She has been a joy to work with and has been doing great work at the Institute.

  – *Anonymous*

**Melissa Wallace** recently gave a presentation at the NCURA conference in Hawaii.  It's great that she takes the time to go the extra mile to not only do her job, but to present at conferences.

  – *Anonymous*

  Thanks to **Cathy Liebowitz** and **Jennifer Huntington** who did fantastic jobs serving as Chairs on RAAC Subcommittees.

  – *Anonymous*

# Kudos and Thanks! (cont.)

To give a single reason as to why **<u>Chris Allan</u>** should be recognized would be selling Chris short.  Chris does so much to assist at ISR and campus units.  There is a saying around here "If you can describe it; Chris can build it".

*– Anonymous*

Big kudos to **<u>Leslie Chavez</u>** in Sponsored Programs for taking time out of her busy schedule to talk through Hosting requests with me and some colleagues! It was super helpful to talk it out! Thanks, Leslie!

*– Amanda Reel*

**<u>Xinyan West</u>** - What would we do without you?!  You are a leader alongside Melissa in the ISR Administrative Core and your tireless efforts are so seriously appreciated.  Thank you for all you do!

*– Cathy Seay-Ostrowski*

# Kudos and Thanks! (cont.)

Thank you, **Melissa Wallace**, for your tireless service, efforts, and leadership in research administration for the ISR Administrative Core.  You are a superstar and I know your team appreciates everything you do!!!!

– Cathy Seay-Ostrowski

**Connie Hallom** - We see all that you are learning and doing in research administration for the Core and we are so proud and grateful for your efforts on our team.  We look forward to celebrating your growth and development as a research administrator and we wouldn't know what to do without you!  Keep up the great work!

– Cathy Seay-Ostrowski

# Kudos and Thanks! (cont.)

**<u>Shereahan Mohammed</u>** - We see all that you are learning and doing in research administration for the Core and we are so proud and grateful for your efforts on our team. We look forward to celebrating your growth and development as a research administrator and we wouldn't know what to do without you! Keep up the great work!

– *Cathy Seay-Ostrowski*