



Welcome to RAN!

May 19, 2021

Research Administrators' Network (RAN) Meeting

Welcome!

RAAC Communications Subcommittee

- Constance Colthorp (ORSP/Spon Progs)
- Cindy Dames (ORSP)
- Lori Deromedi (UMOR)
- Chris DeVries (ORSP/Spon Progs)
- Dan Green (LSA)
- Cathy Liebowitz (ISR)
- Amy Lingle (Engineering)
- Daniela Marchelletta (ORSP)
- Sarena Nuttall (Med School)
- Becky O'Brien (UMSI)
- Sally Sivrais (Med School)
- Ashley Tyler (Spon Progs)

Meeting notes & details

- This event is being recorded.
- Participants' video and microphone are automatically muted. Chat is disabled.
- Live captioning is turned on (you can disable this using your settings).
- You can submit questions via the Q&A function.
- We acknowledge that the University of Michigan is located on the territory of the Anishinaabe people.

Our agenda

What we have planned for you today

- Presentations:
 - **Effort**
 - **NIH Biosketch and Other Support Changes**
 - **DEI UROP Survey Results**
- Updates: ORSP, Sponsored Programs, ITS

“Success is dependent on effort” – Sophocles

Quick poll – Attendee Information

- This poll is anonymous.
- Tell us about your primary research administration roles (select all that apply)
- Tell us about your effort-related activities (select all that apply)

Community kudos

2021 UMOR Staff Recognition Awards

- Exceptional Service Award - April Pepperdine
- Research Administrator Recognition Award - Becky O'Brien
- Research Technical Staff Recognition Awards - David Paris and Caleb Smith

NCURA 2021 Julia Jacobsen Distinguished Service Award - Sue Kelch

Association for the Accreditation of Human Research Protection Programs (AAHRPP) Distinguished Site Visitor Award - Judy Birk

Our Emcee

From the Medical School
Office of Grants Services & Analysis,
Heather Offhaus, Director

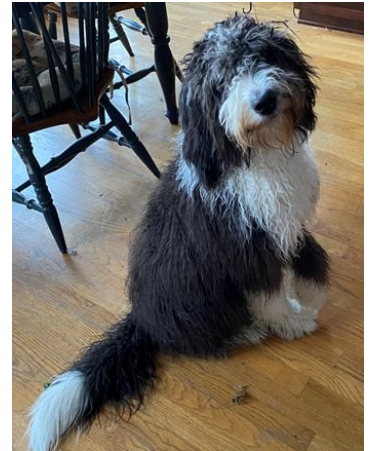
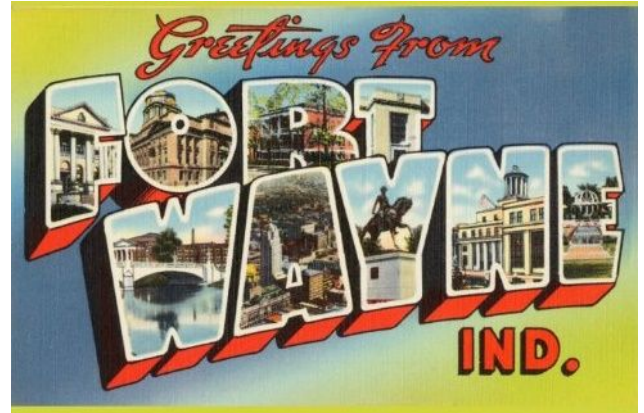


- 25 years of service at U-M
- Committed to advancing resources and tools for RAs
- Worked on U-M's electronic research administration systems
- Research Administration Advisory Committee member (RAAC)
- Research Administration Schools & Colleges group (RASC) member
- National Council of University Research Administrators (NCURA)

Our Emcee

Heather Offhaus

- Lives in Fort Wayne, IN with her spouse, 2 kids, 1 dog
- Two degrees - Bachelor of Music with dual minor in math and sciences; Master of Music Performance (orchestral)
- Hair Harvester - donates hair
- Passionate about Effort, at U-M and nationally





A bit on effort... in a nutshell

Heather Offhaus, Grant Services & Analysis
Medical School

What does effort mean...

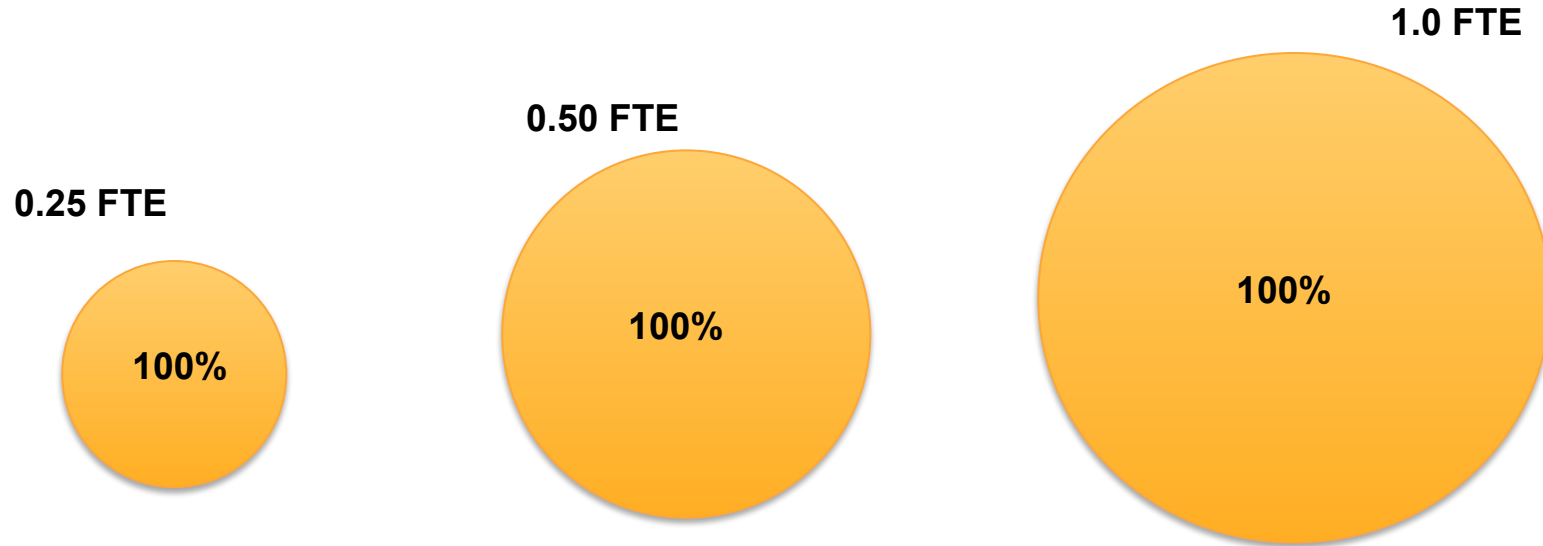
- How someone spends their time
- Although we talk about effort as a %, you have to know the hours associated
- Keep in mind: the number of hours in a work week varies by individual

$\# \text{ hours on activity} / \# \text{ hours in week} = \text{effort}$

It comes in all shapes and sizes

- Calendar Year
- U-Year (9 month, 10 month)
- Summer appointments (e.g. 1.5, 2, 2.5 months)
- Reduced appointments

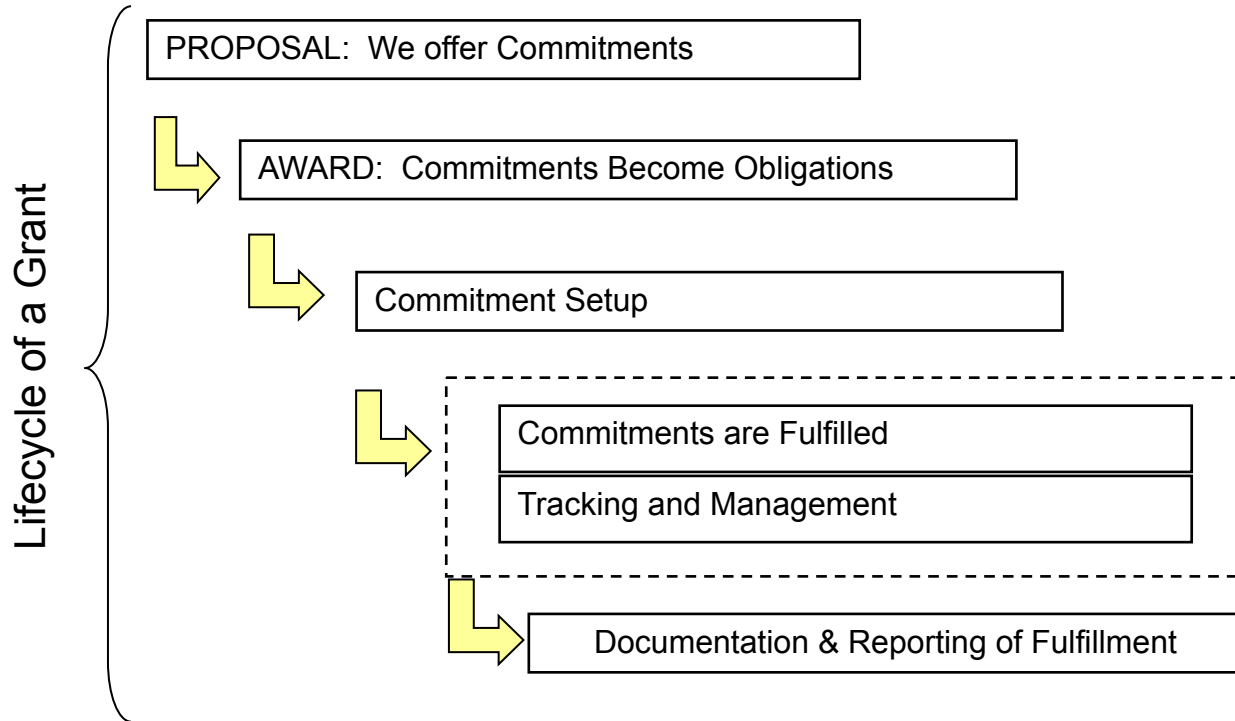
But it is all the same “whole pie”



Regardless of FTE, a person has 100% effort to distribute

Thinking about Effort

(*Linear Example)



Talking about Effort Certification

- Cheryl Soper
- Jim Mettlach
- Barb Olson

Jim Mettlach

Director of University Payroll

- *Responsible for time keeping, taxes / other deductions, appointment related services, retroactive payments and distribution transfers, and off-cycle payments.*

Cheryl Soper

Controller and Director of
Financial Operations

- *Responsibilities include financial reporting, payroll, student accounts, accounting operations, investment accounting, and executive office business services*

Barb Olson

Business Systems Analyst,
Payroll

- *Administers the effort certification process*
- *Main contact for certifiers & administrators*
- *Processing discretionary additional pay batchload files, allowing variable funding effective dates for the entire university*



Effort Certification

May 19, 2021

Research Administrators' Network (RAN) Meeting

Cheryl Soper, Controller and Director of Financial Operations

Jim Mettlach, Payroll Director

Barb Olson, Business Systems Analyst, Payroll Office

- Background
- Process and Timeline
- Best Practices
- Resources and Contacts

- As a recipient of federal funding, U-M is required to comply with the OMB's *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (“Uniform Guidance”)
 - Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed
 - Records must be supported by a system of internal control which provides reasonable assurance that charges are accurate, allowable, and properly allocated
 - Internal controls must include processes for after-the-fact review of charges to federal awards based on estimates

What is Effort Certification



- After-the-fact effort certification is used for employees to attest that salaries and wages charged (or cost-shared) to sponsored projects are reasonable and consistent with the portion of total effort
 - Proportional distribution of 100% of employee's university effort
 - Includes all activities
 - Percentage of time, not hours

- By signing, an employee certifies that effort percentages shown in the Effort Certification Report are reasonable in relation to work performed for the time period

Who Certifies Effort



- Employees are required to certify effort if they:
 - Perform sponsored activities
 - Are compensated by cost sharing related to sponsored activities
 - Are a Medical School faculty member who holds an MD

How and When is Effort Certified



Who	How to Certify	When Reports Become Available	Certification Due Date
Faculty and Staff	Employee Self Service	April 1	August 15
Graduate Students (GSRA, GSI, GSSA)	Employee Self Service	Winter Term – Jan 1 Spring/Summer Term – May 1 Fall Term – Sept 1	April 30 August 31 December 31
Need to recertify	Employee Self Service	Day after DBE PAR approved	After administrator receives email
Unable to certify or re-certify before inactivation	Administrator directed “As Needed Process”	N/A	Date of termination or lay-off status
Temporary Employees	Bi-Weekly Time Report	N/A	Payroll Cut-Off
Non-Instructional Sponsored Pool	Monthly / Bi-Weekly Time Report	N/A	Payroll Cut-Off

Proactive Outreach and Monitoring



- Advance communication to Certifiers and their HR Administrators
 - Six weeks prior to due date, initial emails from U-M Controller explain importance and how to certify online and monitor unit progress
 - Two weeks prior to due date, reminder emails from Payroll Office
- Follow-up communication for any certifications not received by due date
 - Certifier and HR Administrator
 - BAG member
 - Dean's Office HR Administrator
- Expectation is 100% compliance
 - Auditors monitor closely and issue audit findings for unsatisfactory results

How to Adjust Effort Percentages



- Determine reasonable effort percentages for activities
- Change Department Budget Earnings (DBE) via Personnel Action Request (PAR)
- If effort previously certified, Department Administrator receives email about need to recertify when DBE change has been approved by PAR Final Approver
- Department Administrator responsible for notifying Certifier to recertify
- Certifier reviews and recertifies the new Effort Certification Report online via Wolverine Access - Employee Self Service

As-Needed Certification



- If Non-Active status on job data, an As-Needed Effort Certification Report is used to certify or re-certify
 - Non-Active status includes Terminated, Reduction in Force, or Leave of Absence
- To generate, HR Administrator accesses M-Pathways HCM via Wolverine Access - University Business
 - As-Needed Report requires manual signature by Certifier
 - If alternate signer necessary, prior approval required from Payroll Office (via email at effort.reporting.payroll@umich.edu)
 - Alternate signer must have direct knowledge of the work performed by Certifier
- Possible future IT enhancements include enabling online As-Needed certification

As-Needed Certification Report Preparation



- Be sure to use correct start and end dates
 - For graduate students, start-date is first day of term student is certifying (1/1/yy, 5/1/yy, or 9/1/yy) and end-date is last day of the term, or last day worked, whichever is later
 - For regular employees, start-date is first day of fiscal year employee is certifying (7/1/yy) and end-date is last day of fiscal year, or last day worked, whichever is later
- When an employee transfers from one unit to another, not necessary to process an As-Needed report since employee is still active
- When a terminating employee's effort is split between two departments, the report needs to be run for the individual as a whole and signed by alternate signers from both departments

Peer Tips for Timely Certification



- Monitor your unit's effort reporting by running the Effort Certification Status Report in Wolverine Access on a regular basis
- Use the Status Report to create a spreadsheet to track those who need to certify or recertify, so you can notify them
- Establish an internal deadline that is earlier than the actual deadline to ensure timely certifications
- Send reminders to Certifiers and/or Managers leading up to the due date via emails/newsletters

Peer Tips for Timely Certification (continued)



- Offer annual training sessions
- Set up filter for re-certification emails that forward them to designated individuals
- Upon processing termination PAR, check if effort certification is required and ask individual to certify before leaving the university
- Request employees email you when done certifying, and remember to thank them!

Best Practices for Efficient Effort Certification



- Process appointment and DBE changes in a timely manner throughout the year, as soon as they are known
- Work collaboratively when you share joint appointments
- Perform monthly reconciliations
- Be a resource to, and seek feedback from, your unit and peers
- Educate Certifiers in your unit
 - Employees should periodically review the PREVIEW Effort Certification Report available in [Wolverine Access](#) under Employee Business
- Review certification status as part of the off-boarding process
 - Run As Needed Reports when employees terminate, if necessary
- Contact us if you need assistance

- Effort Reporting and Certification
 - Policy and Procedures finance.umich.edu/finops/payroll/faculty/effort
 - Standard Practice Guide spg.umich.edu/policy/501.10

- Retroactive Salary Transfers
 - Policy and Procedures finance.umich.edu/programs/rules/retroactive-salary-transfers
 - Standard Practice Guide spg.umich.edu/policy/501.09

- Internal Controls Gap Analysis and Procedure Templates
 - Employment Process finance.umich.edu/controls/tools

- Uniform Guidance
 - ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Payroll Office Contacts



Barb Olson

Business Systems Analyst

Email: bjolson@umich.edu

Phone: 615-4881

Lisa Engel

Accounting Supervisor

Email: lengel@umich.edu

Phone: 647-3988

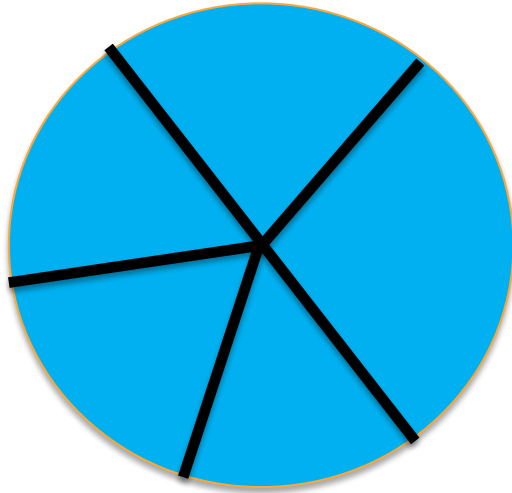
Email: effort.reporting.payroll@umich.edu



How can you support the effort certification process?

- Great understanding of proposal, award terms, and sponsor expectations
- Timely requests for effort changes in the HR system
- Early and often reviews of effort on sponsored projects with faculty and staff

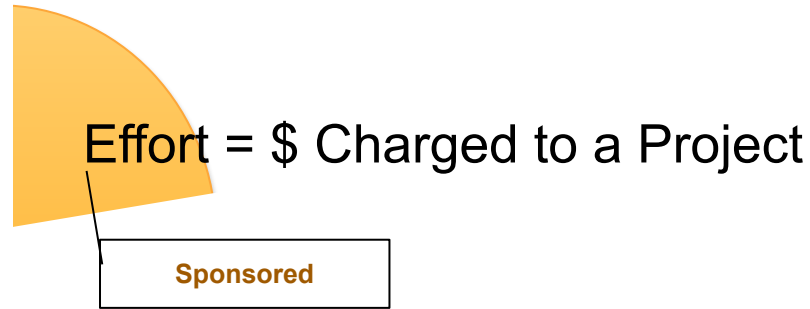
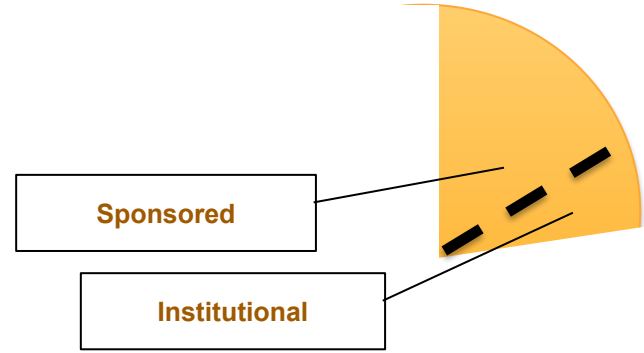
Effort is how time is spent, not how paid



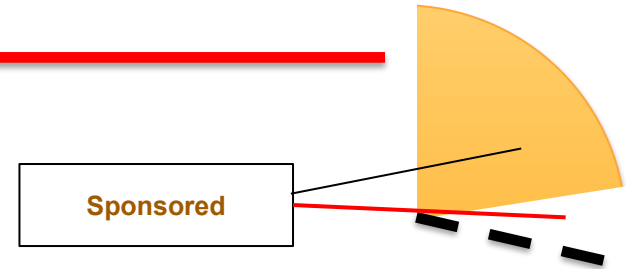
≠



Effort > \$ Charged to a Project
(institutional commitment)



Effort < \$ Charged to a Project

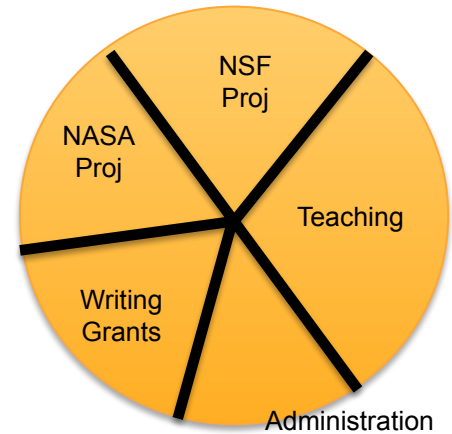


Quick Case Study

Prof **Good** is successful with her latest NIH application and has a new sponsored project with effort. But no departmental research time available...

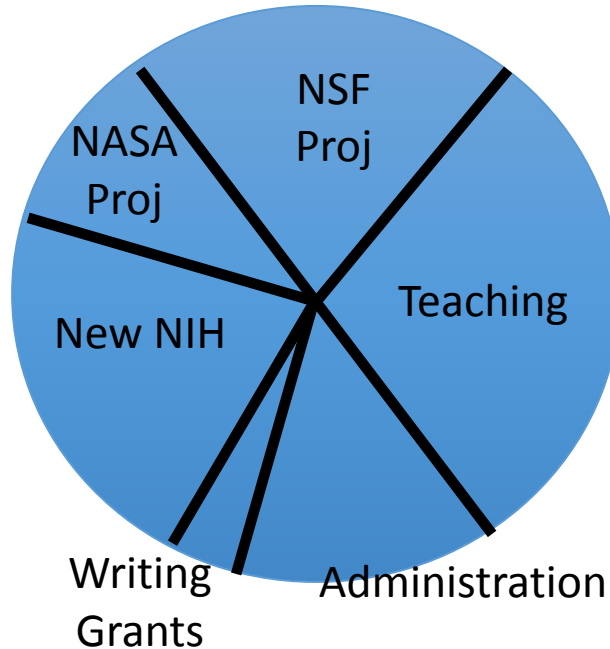
How do you advise her?

Current Distribution



Possible Solution

Distribution?



- Possible to reduce administration and grant writing with only the unit being in the discussion
- Changes to other sponsored projects (e.g. NASA) triggers conversations with sponsors
- Everything has to be there, and everything has to fit

It's the truth!

Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein.

H. Jackson Brown, Jr.



Update: NIH Biographical Sketch and Other Support Requirements

May 19, 2021

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Craig Reynolds, Assistant Vice President for Research –
Sponsored Projects

NIH Biosketch and Other Support Changes



- Absent/conflicting/inconsistent guidance from multiple sources confusing at best.
 - NIH Guide Notice [NOT-OD-21-073](#) (03/12/21)
 - NIH Guide Notice [NOT-OD-21-110](#) (04/28/21)
 - [FAQs](#) updated/added to; when is unknown
 - [NIH Nexus Newsletter](#) (05/05/21)
 - Various public statements, closed meetings, and directed emails from NIH officials

Biographical Sketch Changes



Biosketch Changes



- For proposals and RPPRs submitted on/before 01/24/22:
 - Use old Biosketch format ([templates available](#)) OR
 - Use new Biosketch format ([templates available](#)) OR
 - [SciENCv](#) Biosketch
- For proposals and RPPRs submitted on/after 01/25/22:
 - Follow new Biosketch format ([templates available](#)) OR
 - Use [SciENCv](#) Biosketch
 - Non-compliance may cause NIH to withdraw your application from consideration

Biosketch Changes



- Separate forms and instructions for fellowships and non-fellowships
- Regardless of form, provide required information

- Section B “Positions and Honors” renamed “Positions, Scientific Appointments and Honors”
 - List in reverse chronological order
 - List **all** positions and scientific appointments, both domestic and foreign, whether or not remuneration is received, and whether full-time, part-time, or voluntary (e.g., adjunct, visiting, or honorary).

Biosketch Changes



- Section D on research support “removed” (actually moved to Other Support)
- Personal Statement (Section A) may highlight ongoing and completed research projects from the past three years.

Other Support Changes





Other Support Changes

- For JITs and RPPRs submitted on/before 01/24/22:
 - Use old Other Support format ([templates available](#)) OR
 - Use new Other Support format ([templates available](#))
 - Reporting requirements unchanged
- For JITs and RPPRs submitted on/after 01/25/22:
 - Use SciENCv Other Support (release this fall) OR
 - Use new Other Support format ([templates available](#))
 - Non-compliance may cause NIH to withdraw your application from consideration

Other Support Changes



- Separate sections for Project/Proposal Support and for In-Kind Other Support
- Consider In-Kind lab resources as follows:

Person, Equipment, Samples, Materials, etc	Facilities & Resources	Other Support	Budget
Access to, but not needed on, project		x	
Used on project, but not charged to project	x		
Budgeted to charge to project			x

Other Support Changes



- Completed Support for the last 3 years must be reported in Project/Proposal Support section (but not in In-Kind).
- Outside activities (e.g. consulting, visiting professorships) must be reported as Other Support if senior/key person is conducting research as part of the outside activity.
 - NIH's unofficial litmus test for “conducting research” seems to be publication authorship
- Gifts do not count as Other Support unless donor expects anything in return (e.g. time, services, research).

- “Supporting documentation” requirement
 - Copies of any agreement for an investigator’s appointment/employment with a foreign entity must be submitted if appointment/employment is a source of current Other Support (i.e., not applicable to Completed Support).
 - Translated copy must be provided if not in English
 - Machine translations acceptable

Other Support Changes Effective Jan. 25, 2022



- “Supporting documentation” continued
 - Confidential information may be redacted but key provisions including award amounts and/or time and effort devoted to the activity must be provided.
 - Internal process and expectations for review of foreign contracts prior to submission to NIH TBD.
 - NIH may request supporting documentation prior to 01/25/22 if necessary

Other Support Changes Effective Jan. 25, 2022



- Each senior/key person must electronically sign a PDF of their Other Support prior to submission.
- Signed PDF must be “flattened” prior to submission

RAAC DEI Workgroup UROP Research Support

May 19th, 2021

RAN Meeting

Zeina Reda



Introduction and Objectives

At the University of Michigan, roughly **84%** of research administrators identify as white. With the university's DEI initiative permeating academic spaces, there is a need to **evaluate DEI consciousness** among research administrators.

This study aims to assess

- The **awareness and needs** of research administrators in terms of diversity and inclusion in their individual work setting
- The **effectiveness** of the university's DEI efforts **at an institutional level**.

The study serves to further inform how the RAAC DEI Workgroup can **promote its mission** to develop, foster, and guide a diverse and inclusive research environment at the University of Michigan.

CURRENT APPOINTMENTS IN RESEARCH ADMINISTRATION JOB CODE SERIES

(as of 6/12/2020)

Ethnicity	Count	Percentage
American Indian/Alaskan Native	1	0.21%
Asian	24	5.15%
Black/African American	24	5.15%
Hispanic/Latino	15	3.22%
White, Not of Hispanic Origin	392	84.12%
Not Indicated	3	0.64%
Two or More Races	7	1.50%
Total	466	100.00%

Sex	Count	Percentage
Female	378	81.12%
Male	88	18.88%
Total	466	100.00%

Source: U-M Data Warehouse

Figure 1: Table depicting the current appointments in Research Administration as of 6/12/2020 (provided through U-M Data Warehouse).



Survey Methodologies

Areas of focus in the survey are:

- ❖ Personal Demographics
- ❖ Assessing Workplace Diversity and Experiences
- ❖ Evaluating the Institution
- ❖ Next Steps

Survey Distribution:

- ❖ Target population - Research Administrators at U-M
- ❖ Type - online, anonymous survey
- ❖ Platform - Google Forms
- ❖ Duration - around 4-5 minutes to complete
- ❖ Format - multiple choice, 5-point likert scale, and open-ended questions

1

Personal Demographics



Race

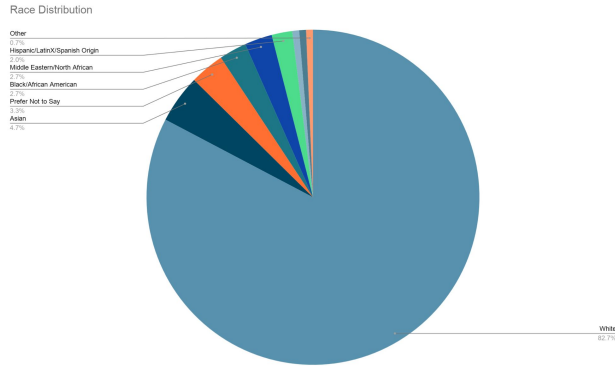


Figure 2: Chart depicting the distribution of race across the 150 respondents.

Total Responses (n) = 150

- White: 82.7%
- Asian: 4.7%
- Prefer not to Say: 3.3%
- Black/African American: 2.7%
- ME/NA: 2.7%
- Hispanic/Latinx/Spanish Origin: 2%
- American Indian or Alaskan Native: 0.7%
- Biracial/Multi-racial: 0.7%
- Other: 0.7%
- Native Hawaiian or Pacific Islander: 0%

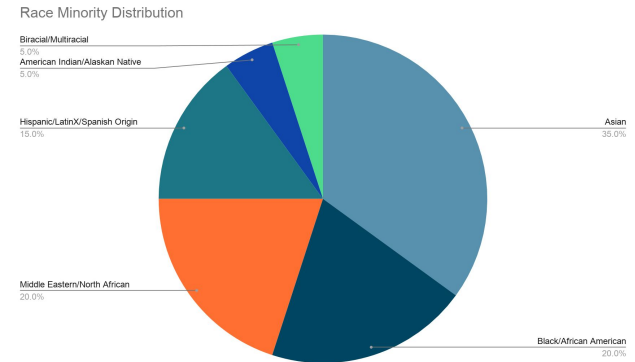


Figure 3: Chart depicting the distribution of race across the race minority.

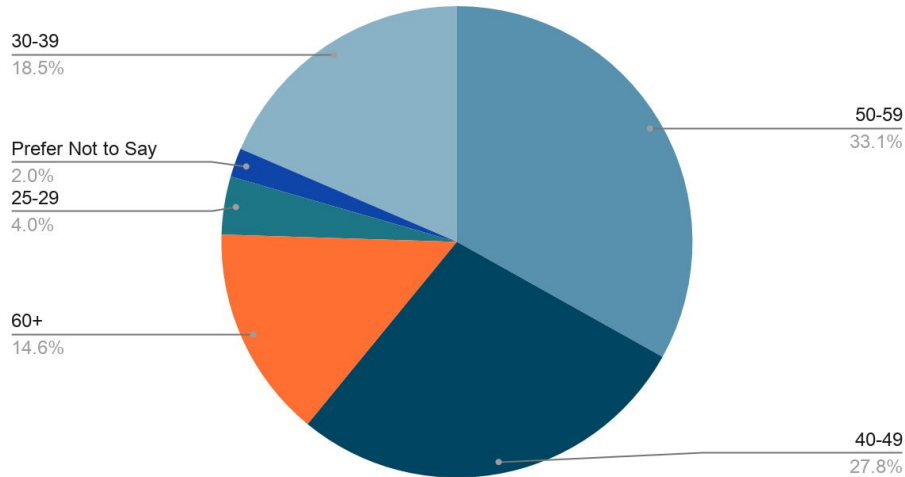
Race Minority Response = 20

- Asian: 35%
- Black/African American: 20%
- ME/NA: 20%
- Hispanic/Latinx/Spanish Origin: 15%
- American Indian or Alaskan Native: 5%
- Biracial/Multi-racial: 5%



Age

Age Distribution



Total Responses (n): 151

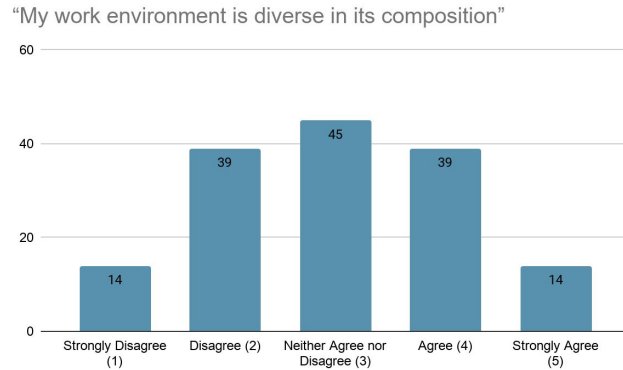
- **50-59: 33.1%**
- **40-49: 27.8%**
- **30-39: 18.5%**
- **60+: 14.6%**
- **25-29: 4%**
- **Prefer Not to Say: 2%**
- **18-24: 0%**

2

Assessing Workplace Diversity and Experiences

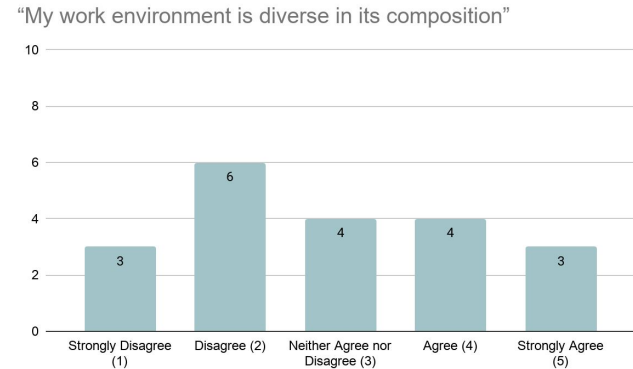
“My work environment is diverse in its composition”

Total Responses (n): 151



- (1) Strongly Disagree: 9.3%
- (2) “Disagree”: 25.8%
- (3) “Neither Agree nor Disagree”: 29.8%
- (4) “Agree”: 25.8%
- (5) Strongly Agree: 9.3%

Race Minority Responses: 20

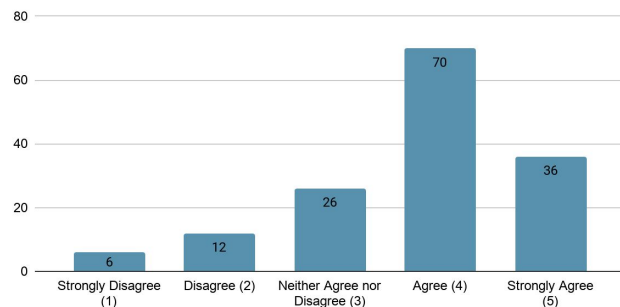


- (1) Strongly Disagree: 15%
- (2) “Disagree”: 30%
- (3) “Neither Agree nor Disagree”: 20%
- (4) “Agree”: 20%
- (5) Strongly Agree: 15%

“I have access to spaces where I can discuss anti-racism and learn how to combat discrimination and prejudice.”

Total Responses (n): 150

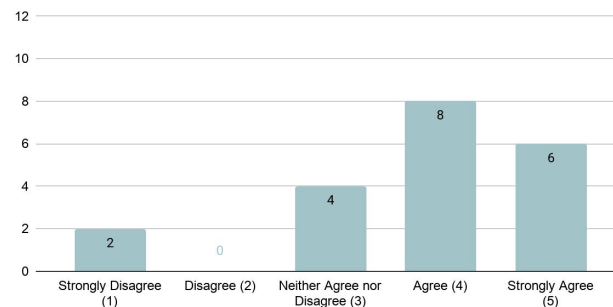
“I have access to spaces where I can discuss anti-racism and learn how to combat discrimination and prejudice.”



- (1) Strongly Disagree: 4%
- (2) “Disagree”: 8%
- (3) “Neither Agree nor Disagree”: 17.3%
- (4) “Agree”: 46.7%
- (5) Strongly Agree: 24%

Race Minority Responses: 20

“I have access to spaces where I can discuss anti-racism and learn how to combat discrimination and prejudice.”

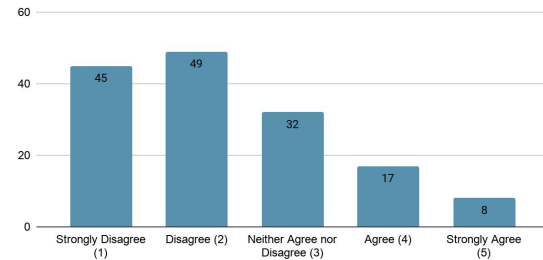


- (1) Strongly Disagree: 10%
- (2) “Disagree”: 0%
- (3) “Neither Agree nor Disagree”: 20%
- (4) “Agree”: 40%
- (5) Strongly Agree: 30%

“I often worry about not having things in common with others in my work group.”

Total Responses (n): 151

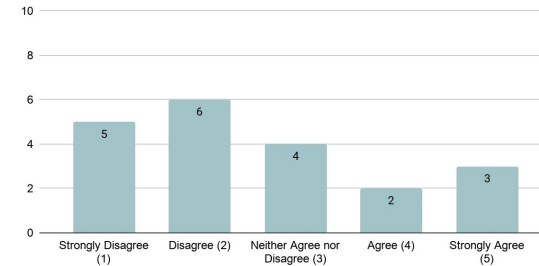
“I often worry about not having things in common with others in my work group.”



- (1) Strongly Disagree: 29.8%
- (2) “Disagree”: 32.5%
- (3) “Neither Agree nor Disagree”: 21.2%
- (4) “Agree”: 11.3%
- (5) Strongly Agree: 5.3%

Race-Minority Responses: 20

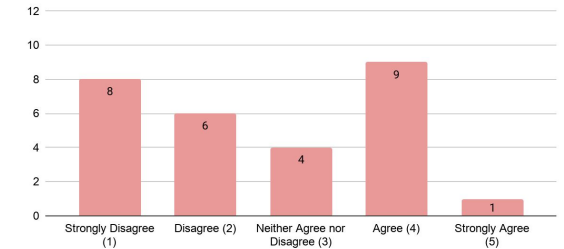
“I often worry about not having things in common with others in my work group.”



- (1) Strongly Disagree: 25%
- (2) “Disagree”: 30%
- (3) “Neither Agree nor Disagree”: 20%
- (4) “Agree”: 10%
- (5) Strongly Agree: 15%

Age-Minority Responses (60+ or 25-29): 28

“I often worry about not having things in common with others in my work group.”



- (1) Strongly Disagree: 28.5%
- (2) “Disagree”: 21.4%
- (3) “Neither Agree nor Disagree”: 14.3%
- (4) “Agree”: 32.1%
- (5) Strongly Agree: 3.5%

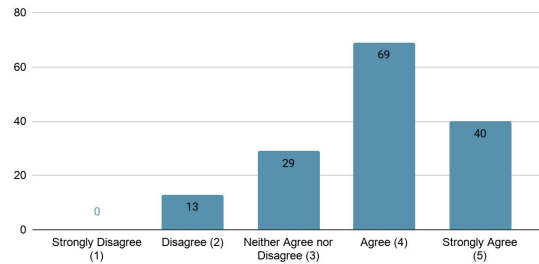
3

Evaluating the Institution

“I believe the University of Michigan provides sufficient resources and information about DEI in the workplace.”

Total Responses (n): 151

“I believe the University of Michigan provides sufficient resources and information about DEI in the workplace.”

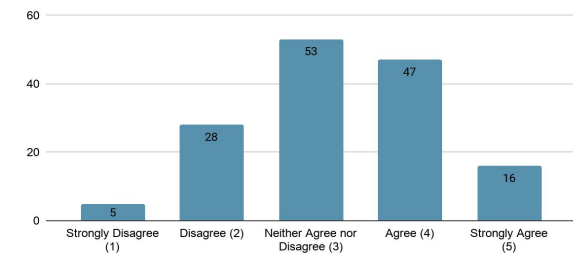


- (1) Strongly Disagree: 0 (0%)**
- (2) “Disagree”: 13 (8.6%)**
- (3) “Neither Agree nor Disagree”: 29 (19.2%)**
- (4) “Agree”: 69 (45.7%)**
- (5) Strongly Agree: 40 (26.5%)**

“I believe the University of Michigan acknowledges and is responsive to policy violations.”

Total Responses (n): 149

“I believe the University of Michigan acknowledges and is responsive to policy violations.”



- (1) Strongly Disagree: 3.4%**
- (2) “Disagree”: 18.8%**
- (3) “Neither Agree nor Disagree”: 35.6%**
- (4) “Agree”: 31.5%**
- (5) Strongly Agree: 10.7%**

Open-Ended Responses

Please elaborate on the reasoning behind your evaluations above, including what the institution does well, needs to do better, or does not do at all.

(n = 101 Responses)

"I think the University is trying to educate and provides ample opportunities, however, my current department absolutely does not support any dei activities."

"I think there are so many micro-aggressions that don't rise to the level of being acknowledged as policy violations; issues with language and attitudes contribute to disconnect between those experiencing issues and those setting the tone."

"The UM seems to only value ethnic, cultural, racial, and gender diversity. Diversity of thought is suppressed."

"Leaders and non-leaders must be held to the same policy violations and performance expectations; this does not always happen."

"I think a lot of programs and resources exists but are hard to find sometimes."

"The university provides opportunities for employees, however there should be more mandatory efforts of participation. It seems as if those who want to change go to diversity training and those who need it the most do not go."

4

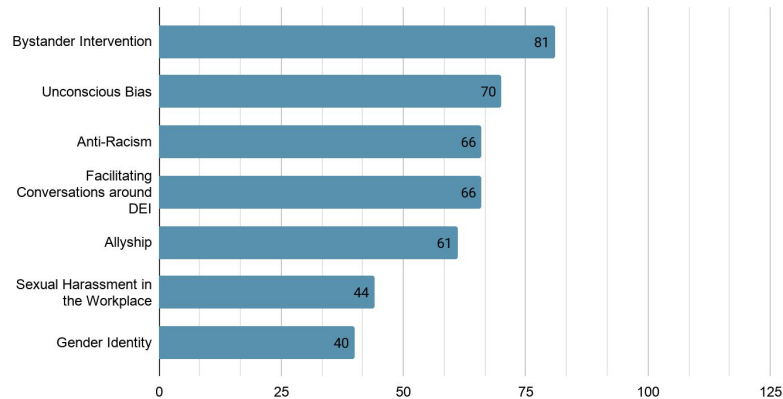
Next Steps

Open-Ended Responses

I am interested in learning more about (select all that may apply):

Total Responses (n): 127

I am interested in learning more about (select all that may apply):



Other Responses:

- Political Harassment
- Learning Disabilities and Barriers
- How to Recognize Problems
- Trauma-Informed Communication Approaches/Sensitive Communication Methods
- How to Help Victims Feel Safe to Come Forward
- Action-Oriented Responses

Open-Ended Responses

Is there anything we did not ask that you would like to share with us? This may include any initiatives you would like to see the RAAC DEI Workgroup focus on.

(n = 38 Responses)

“Need small group cohorts across schools and colleges. We need to get out of our silos within schools and departments and learn from one another/ share experiences.”

“There is great work being done to highlight racism, gender/LGBTQ+ issues, women issues, etc., but disability rights are still being hidden/ignored. “

“Bias against females, age, and level of education are still an issue here - in Michigan Medicine and on campus. Most females I know still feel their male doctors are dismissive of them. The opinion of those without higher education, regardless of their current position, continue to be unheard by leaders. Those who are thought too young or too old continue to be considered less valuable for their contributions. we are making efforts, but still have a lot of work to do for all to feel equal and included.”

“UM needs to encourage rather than discourage free speech. The current environment is intolerant of diverse viewpoints.”

“I feel there is too much political divide. Liberal and conservative folks alike should be heard and respected.”

“The campus needs an impressive monument or statue around which the current social passion for anti-racism can focus for rallies, speeches, marches, etc. You know, something that is attractive, thought provoking, permanent, indestructible, and way too big to miss.”



Conclusions

Common themes among responses from Research Administrators:

- ❖ **Mandatory training** - those who need it the most typically avoid participation
- ❖ **Need for diversity of thought** - civil conversations and respecting different points on view
- ❖ **Acceptance versus tolerance** - acceptance from colleagues for our diversity as opposed to tolerance
- ❖ **Accountability** - leaders and non-leaders must be held to the same policy violations and performance expectations
- ❖ **Cohorts across schools and colleges** - getting out of our silos and learning from each other

Thank you!



ORSP Update

May 19, 2021

Research Administrators' Network (RAN) Meeting

Andrea Anderson, Associate Director, ORSP

Best Practices for Communicating with ORSP

- Check locally first: your supervisor, unit research administrator, dean's office, etc. may have the answer!
- Don't forget to check agency guidelines and FAQ.
- *Request ORSP Action* is still the preferred method.
- ORSP phones not currently forwarded, however voicemails are computer-transcribed and forwarded via email. If it is time sensitive, please be sure to tell us the consequences for being untimely.
- As always, please include the PAF, UFA, P/G or AWD number and PI's name.

Agency Updates



Agency Update Highlights

- Expanding Requirement for eRA Commons IDs to All Senior/Key Personnel
 - [NOT-OD-21-109](#)
 - Due dates on or after January 25, 2022,
 - NIH, AHRQ, FDA, and ORD/VA will require all individuals listed on the R&R Senior/Key Person Profile (Expanded) Form to have an eRA Commons username (Commons ID)

Agency Update Highlights

- NIH Updated [Grants Policy Statement](#)
 - [Significant Changes Summary](#)
 - Published April, 2021
 - Effective for grant budget periods beginning on or after Oct 1, 2020
- [2021 Women, Minorities, and Persons with Disabilities in Science and Engineering](#) report released by NSF and NCSES

On the Home Front

- Mission, Vision, Values, Motivation refresh
- Changes
- Deadline Policy
- PR Assignment Changes
- Reminders

difference balance
integrity

faith

contributions

commitment

connection community

curiosity

humor

excellence

equity
respect

quality

teamwork

growth

compassion

responsibility

time

courage

humility

kindness

family

positivity

Our Core Values

Balance

Respect

Integrity

Teamwork

Excellence

Our Mission

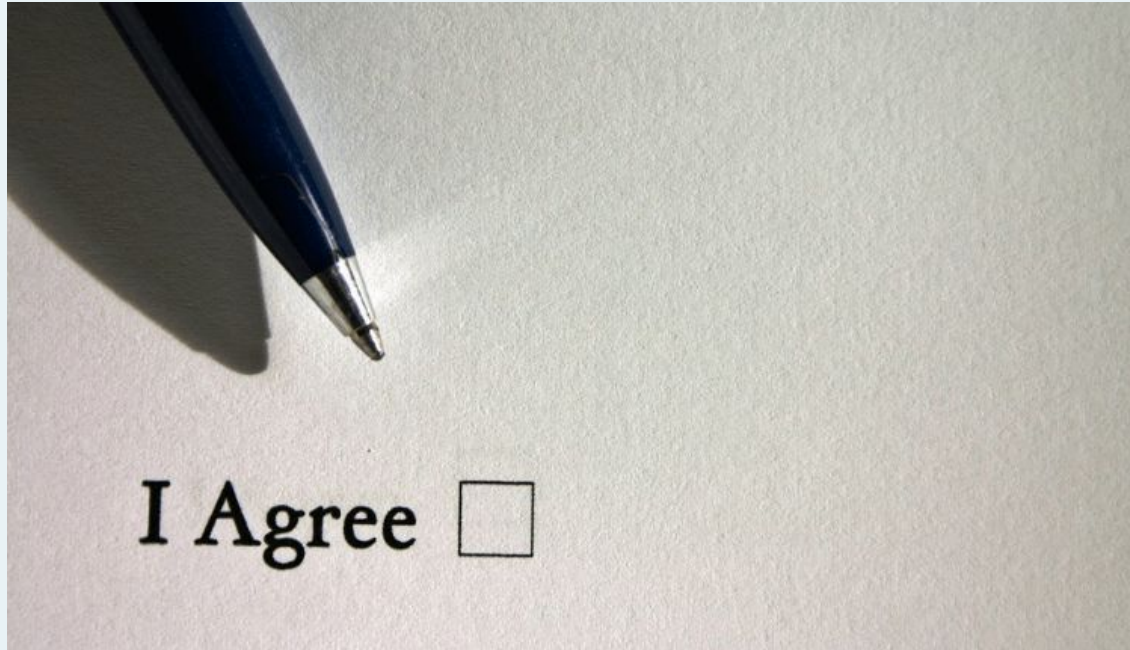
We safeguard and advance U-M's research enterprise by providing our partners with effective and efficient pre-award and non-financial post-award services for the compliant administration of externally sponsored grants, contracts, and ancillary agreements.

Our Vision

We aspire to be recognized within U-M and across the globe as the leading provider of authoritative, innovative, and high value guidance on the conduct of sponsored research and other funded activities.

Our Motivation

We are motivated by the transformative research outcomes we enable, the positive role we play in sustaining U-M's reputation for excellence, and the knowledge that our efforts are helping to create a better world and more promising future.



**Award Acceptance
Request Changes**

Award Acceptance Request (AAR)

Term Name	Brief Description	Approval Required
Foreign Currency (Typical)	Second type of foreign currency added. Same risk acceptance for project team; used by ORSP for more common currencies; does not require Treasury approval.	Project Team, Administrative Home Department
Alternative Dispute Resolution (Arbitration)	Approved use of costs associated with mandatory and binding alternative dispute resolution (e.g., arbitration, mediation)	Administrative Home Department
Reimbursement Risk - Final Financial Report	Unit is agreeing to bear the risk of covering any charges that have not yet shown up in the sponsored project account if we accept a final invoicing term that is under 45 days	Administrative Home Department

New Award Acceptance Terms

Unit Approve

Terms Requiring Review and Approval:

Foreign Currency (Typical)	The use of foreign currency for award has been reviewed and is acceptable, regardless of impact from conversion rates or imposed fees. The unit acknowledges that the actual US dollar award amount may fluctuate based on the currency exchange rate at the time the funds are received. The unit has identified the source of funds in the event of a deficit due to currency fluctuation.
Alternative Dispute Resolution (Arbitration)	This use of mandatory and binding alternative dispute resolution (e.g., arbitration, mediation) which precludes the University from bringing claims in court has been reviewed and is acceptable, and the Department bears the risks of any additional costs associated with this and understands the risk that the University may not be able to recover for all losses to the same extent it could in court.
Reimbursement Risk - Final Financial Report	The requirement by the sponsor to submit the final financial report under U-M's generally accepted time period has been reviewed and is acceptable, and the Department bears the risk of not being reimbursed for any charges that may come in after U-M submits the final financial report.

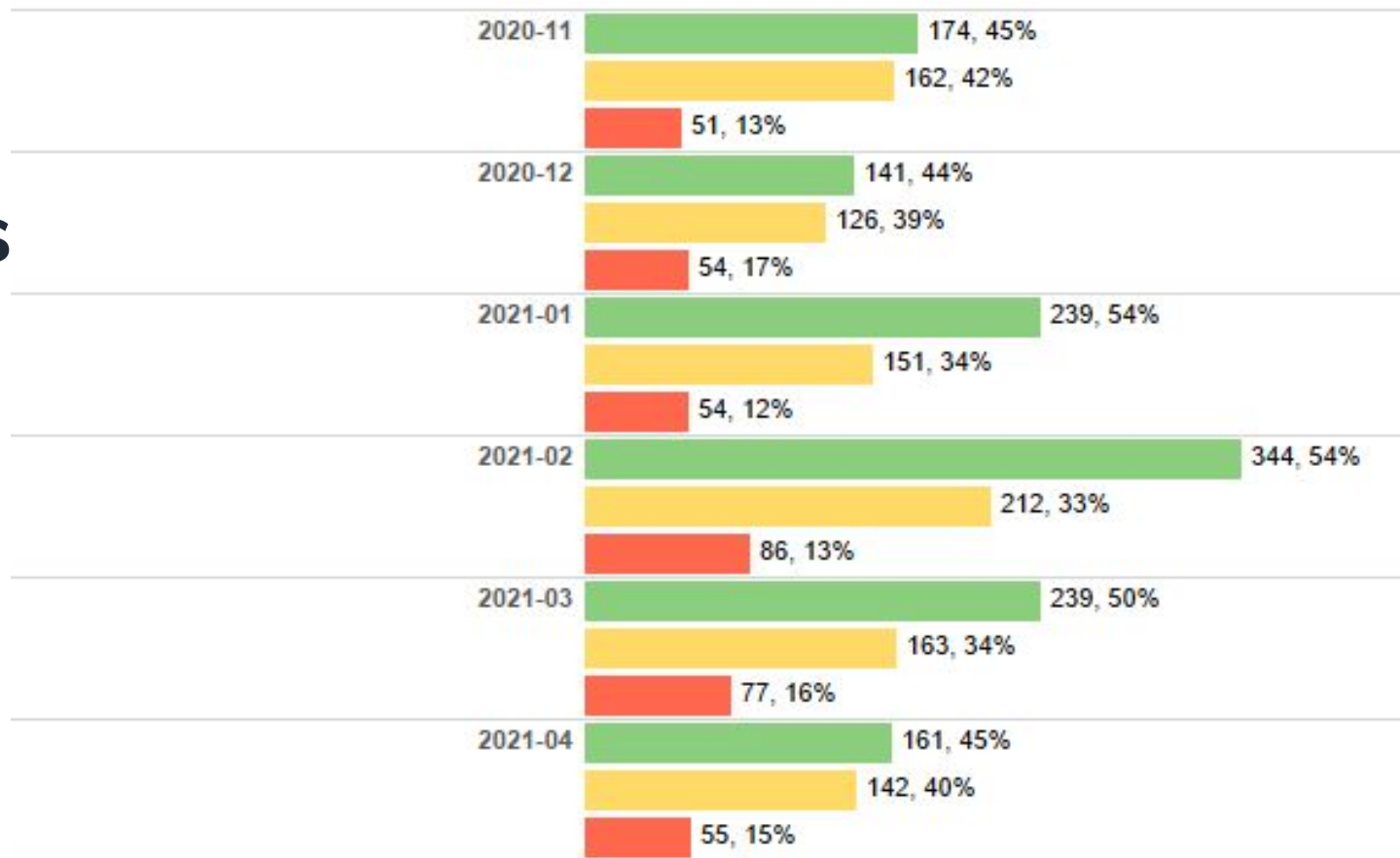
Notes from ORSP/OTT:

Screenshot of Unit Approve Activity with all three new terms selected.



Deadline Policy Update

At Risk Proposals



Last Refreshed: 5/6/2021 5:08:27 PM

Other Updates and Reminders

- Award Change Request Automation is under development
- ORSP anticipated workload reassignments
- [ORSP is Hiring!](#)
- ORSP [Response Time Goals](#)
 - Keep our Response Time Goals in mind when setting Target Dates.



Sponsored Programs Update

May 19, 2021

Research Administrators' Network (RAN) Meeting

Debbie Talley, Director, Finance-Sponsored Programs

NIH reporting requirements

- NOT-OD-21-102
- Reminder to be conscious of the FSR due dates
- Final payment requests within 120 days

Closeouts

With your help we...

- Inactivated 1,600 project grants since January
- But.... another 1,200 still to closeout
- And....500 are late with charges that need to be addressed

Resources available

- Financial Status Reports [FSR Overview](#)
- Uniform guidance [Introduction to Uniform Guidance Principles](#)

Audits update

NSF

Single Audit



Coming Soon - New Sub P/G e-Form

- An e-version of the existing Sub-P/G form is coming to FINPROD*!
- When ready for use, we will announce in an upcoming RAP/RAPid.
- Improvements:
 - ✓ Time-savings in preparation of Sub P/G requests
 - ✓ Ability to track progress in workflow
 - ✓ Additional fields and accompanying instructions
- See before and after “sneak preview” images on following slides

*FINPROD is the M-Pathways Financials and Physical Resource System, accessible through Wolverine Access

Current Sub P/G Form

REQUEST FOR SPONSORED SUB PROJECT/GRANT(s)

Parent Project/Grant:

Project Director (PD):

PD Uniqname:

Parent DeptID:

SAPOC:

SAPOC Uniqname:

Requestor to complete for sub P/Gs to be opened:

Sub PD:

Sub PD Uniqname:

Sub SAPOC:

Sub SAPOC Uniqname:

Sub DeptID:

C/S ShortCode (Y/N)?:

C/S ShortCode Fund:

Sponsored Programs to complete:

P/G:

ShortCode:

C/S ShortCode:

Future Electronic Sub P/G Form

Similar fields with optional additional fields for:
Title, Program, and Equipment Fabrication.

*Subject

Priority Due Date Parent P/G

Status Initial Entered By

Requestor to complete for sub P/Gs to be opened:

*Sub PD

*Sub PD Uniqname

*Sub SAPOC

*Sub SAPOC Uniqname

*Sub DeptID

Title

Program

C/S ShortCode (Y/N)

C/S ShortCode Fund

Equipment Fabrication (see instructions)

Sponsored Programs to complete:

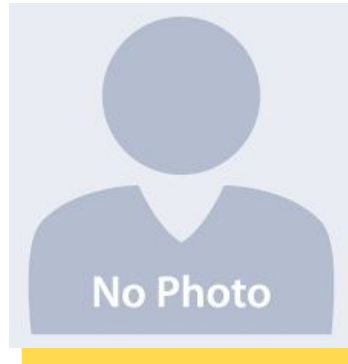
P/G

ShortCode

C/S ShortCode

New staff in the Uniform Guidance area

- Fareeha Azimi
- Michael Holtz
- Judi Jones
- Natalie Mussato



Questions



ITS Update

May 19, 2021

Research Administrators' Network (RAN) Meeting

Carolyn Pappas, Business Systems Analyst Lead

eResearch Administration Systems

eResearch Updates

- Proposal Management system enhancement update on May 24th.
- Next release will be the automated Award Change Request
 - Date TBD, estimate of Fall 2021

May 24th Release Highlights

- PAF - Finalize for Submission to Sponsor
- Award - Clarification of language for Awards marked as “Multiple Principal Investigators”
- Award Acceptance Request (AAR)-details in ORSP’s presentation
 - Add 3 new Terms Requiring Review
- UFA -
 - New Question
 - Updates to the Admin home selection and text

PAF - Finalize for Submission to Sponsor

- Moved Finalized Question to bottom
- Increased Font Size
- Wrapped sub-question
- Added a warning if leave the page without finalizing.

Test Routing Notifications 1 (21-PAF05013)

Proposal Submission, Contract/Funding Agreement Review and/or Negotiation, or Other Instructions for ORSP*

Enter proposal Submission and/or other instructions for ORSP:

final final final

erpm-dev.dsc.umich.edu says
Please review the following warnings:

You are able to leave the "Finalize for Submission to Sponsor" view without having finalized the PAF.

Final Documents for Submission:

Warning: Do not upload any export controlled information or data to this PAF.

Please do not upload Word, Excel, or multiple documents unless specifically required by the sponsor. If you are submitting via Grants.gov Workspace, attach one PDF file of the final proposal. If you are submitting to Grants.gov via eResearch, then you do not need to upload any documents in order for the PAF to be finalized. For other submission types, attach as one PDF all required documents to be submitted, or that have been submitted, to the sponsor (e.g., statement of work, budget, etc.).

If you are sure you want to do this, click OK. If you do not wish to do this, click Cancel.

[? HELP](#)

Final Documents for Submission:

File	Initial Upload	Last Upload	Version Number	Title	Type
<input type="button" value="Update"/> CopyUSE_Error.jpg	5/5/2021 10:46 PM	5/5/2021 10:46 PM	0.01		Proposal <input type="button" value="x"/>

Are all of your documents uploaded and are you ready to finalize?*

Yes No [Clear](#)

*Final means ready for ORSP submission at any time (i.e., ORSP could submit to sponsor 2 minutes or 2+ days after it's routed to ORSP). ORSP may be required to provide additional documentation or signatures, but everything else is in its final form. If ORSP submits, ORSP is responsible for uploading the final proposal as submitted to the sponsor of the PAF.

If applicable, check here to confirm that ORSP was granted access to the proposal in the sponsor's electronic proposal submission system (e.g., NSF Fastlane/Research.gov, NASA NSPIRES, AHA Grants@Heart). Please note: Some sponsors may require PI approval/routing in their system before ORSP can submit.

- Validate
- Finalize for Submission to Sponsor**
- Manage COI Documents
- Manage Documents
- Manage Factors
- Manage Project Documents
- Manage Security Plan
- Manage Special Terms and Program Types
- Manage Sponsors
- Manage Unit Data
- ORSP Data Incubator
- Project Representative
- Related PAFs
- Review COI Status
- Submission Instructions

Editing: 21-PAF05013

Go to forms menu Print Help

Test Routing Notifications 1 (21-PAF05013)

Proposal Submission, Contract/Funding Agreement Review and/or Negotiation, or Other Instructions for ORSP*

Enter proposal Submission and/or other instructions for ORSP:

final final final

Final Documents for Submission:*

Warning: Do not upload any export controlled information or data to this PAF.

Please do not upload Word, Excel, or multiple documents unless specifically required by the sponsor or instructed by your ORSP Project Representative.

- If you are submitting via Grants.gov Workspace, attach one PDF file of the final proposal.
- If you are submitting to Grants.gov via eResearch, then you do not need to upload any documents here. However, the SF424 application must be "Valid for Submission" in order for the PAF to be finalized.
- For other submission types, attach as one PDF all required documents to be submitted, or that have been submitted, to the sponsor (e.g., statement of work, budget, etc.).

HELP

Final Documents for Submission:

+ Add

File	Initial Upload	Last Upload	Version Number	Title	Type
CopyUSE_Error.jpg	5/5/2021 10:46 PM	5/5/2021 10:46 PM	0.01	Proposal	✕

Update

Are all of your documents uploaded and are you ready to finalize?*

Yes No [Clear](#)

*"Final" means ready for ORSP submission at any time (i.e., ORSP could submit to sponsor 2 minutes or 2+ days after it's routed to ORSP). ORSP may be required to provide additional documentation or signatures, but everything else is in its final form. If ORSP submits, ORSP is responsible for uploading the final proposal as submitted to the sponsor of the PAF.

erpm-dev.dsc.umich.edu says

Please review the following warnings:

You are able to leave the "Finalize for Submission to Sponsor" view without having finalized the PAF.

If you are sure you want to do this, click OK. If you do not wish to do this, click Cancel.

OK Cancel

Save Cancel OK

Warning Appears if you try to leave page without marking "yes" to finalize question.

Awards with Multiple PI's

Clarified use of ORSP's Multi-Principal Investigator flag.

Only for Awards where sponsor needs PIs listed on project to approve changes to the agreement.

PHS FCOI Regulations Apply

Sponsor requires all PIs to approve requested changes

Compliance Status

IACUC Approval



IBC Approval




COI Personnel Approval




Sponsor requires all PIs to approve requested changes

UFA - Outgoing Material Transfer Agreements

- Outgoing Material Details page -
 - Clarified Existing question to include data, equipment, or software
 - Added new question about shipping export controlled materials

Is material, data, equipment, or software leaving the country?* 

Yes No [Clear](#)

Are you shipping export controlled materials, data, equipment, or software (even within the U.S.)?* 

Yes
 No
 Unsure
[Clear](#)



Closing Remarks

May 19, 2021

Research Administrators' Network (RAN) Meeting

Navigate & professional development

Navigate - Explore the website <https://orsp.umich.edu/training-workshops>

NCURA - Offering monthly virtual learning & networking sessions - next on June 29, with U-M's Sue Kelch presenting. The 63rd Annual Meeting will be held in a hybrid format, both in-person and virtual, August 30-September 2 in Washington, DC. Registration open soon.

More on the website: <https://www.ncura.edu/>

NORDP - NORDP conference was May 3-6. Access to materials and recordings available at <https://www.nordp.org/nordp-2021>. The 14th Annual NORDP Conference will be in Bellevue, Washington, April 24-27, 2022.

SRAI - Michigan SRA seeks input for future "Chapter Chat" sessions - **survey closes TODAY!** The Annual SRAI meeting is in-person in New Orleans, October 23-27. Registration is open! Visit <https://www.srainternational.org/home>

Quick poll – RAN meeting planning

- This poll is anonymous. Please select one response for each question.
- Please tell us whether you found today's meeting content relevant and useful to your role as an RA.
- What do you expect your mode of work to be in Fall 2021?
- If we offered in-person RAN in October, do you think you would attend?

Thank you for attending RAN

Thank you to our Emcee, presenters, RAAC Communications Subcommittee, and most of all to you for joining us today.

Keep the community strong on the Research Administrators' Forum.

Have ideas bubbling? Send feedback to ran-plans@umich.edu

Save the Date! The last RAN of 2021 will be Thursday October 28th.