

Research Administrators' Network Meeting

AGENDA

February 28, 2017

2:00-4:00 p.m.

Michigan League Ballroom

Webcast - <http://orsp.umich.edu/ran-meeting-live-stream>

Welcome & Introductions [2:00-2:10]

Becky O'Brien, RAAC Communications Subcommittee Chair

Craig Reynolds, Director, ORSP, Guest Emcee

Professional Development Spotlight [2:10-2:20]

Announcements: Professional Societies Updates, aiM Higher, Navigate

Makerspaces & Creative Thinking [2:20-2:55]

Kristin Fontichiaro, School of Information

Presentation & Networking Activity

Break [2:55-3:05]

Updates [3:05-3:35]

Sponsored Programs, Debbie Talley, Director, Sponsored Programs [3:05-3:15]

ITS, Cathy Handyside, Interim Assistant Director, ITS [3:15-3:25]

Office of Research & Sponsored Projects, Craig Reynolds, Director, ORSP [3:25-3:35]

Sneak Peek of New U-M Deadline Policy [3:35-3:55]

Craig Reynolds, Director, ORSP [3:35-3:55]

Closing Remarks [3:55-4:00]

RAN schedule for the rest of this Academic Year:

<http://orsp.umich.edu/ran>

Ideas for a future meeting? Contact ran-plans@umich.edu

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

Research Administrators' Network

Welcome!

February 28, 2017



Professional Development Spotlight

Research Administrators' Network

February 28, 2017



National Council of University Research Administrators (NCURA) Update

Research Administrators' Network

February 28, 2017



The Benefits of Joining NCURA



NCURA

supporting research...together™

— www.NCURA.edu —

Upcoming Meetings



- **Region IV (Midwest) Annual Meeting**
 - April 23-26, 2017, Madison, WI
- **59th National Annual Meeting**
 - August 6-9, 2017, Washington, DC

Upcoming Traveling Workshops



- **Financial Research Administration**
- **Fundamentals of Sponsored Project Administration**
- **Sponsored Project Administration, Level II**
 - May 22-24, 2017, Baltimore, MD

Society of Research Administrators International (SRAI) Update

Research Administrators' Network

February 28, 2017



Society of Research Administrators International (SRAI)

- SRA Michigan Chapter Meeting will be held **Friday, June 23, 2017** at the **University of Michigan - Dearborn**.
 - The theme is: “From Carriage to Crossover: Cruising the Research Administration Highway.”
 - The meeting will include a networking mixer.
 - Call for presentations will be sent shortly.
 - This year, there will not be affiliate membership fees included in the cost of registration for anyone who registered and attended last year.
- Contact Cathy Seay-Ostrowski (cathyso@umich.edu) for more information.

Society of Research Administrators International (SRAI)

- SRA Joint Southern / Midwest Section Meeting will be held **May 7 - 10, 2017** in **Nashville, Tennessee**.
 - The theme is: “Spirit of Nashville: Making Your Own Music in Research Administration.”
 - There is a contest to see which institution can bring in the most attendees - a group from U-M will be carpooling to the meeting.
- Contact Heather Kraus (hkraud@umich.edu) for more information.

National Organization of Research Development Professionals (NORDP) Update Research Administrators' Network

February 28, 2017



National Organization of Research Development Professionals (NORDP)

- The 9th Annual NORDP Conference is set for May 8-10, 2017; registration is now open.
- The conference will take place in Denver, Colorado.
- Calls for proposals for panels and poster presentations will be announced shortly.
- Visit <http://www.nordp.org/conferences> for more information.
- U-M Research Development conference is currently in the planning stages (June 2017)

Professional Societies Information



National Council of University Research Administrators (NCURA)

<http://www.ncura.edu/>

Society of Research Administrators International (SRAI)

<http://srainternational.org/>

**National Organization of Research Development Professionals
(NORDP)**

<http://www.nordp.org/>

aiM Higher / CRA Update

Research Administrators' Network

February 28, 2017



aiM Higher / Certified Research Administrator (CRA)

- The latest cohort of the aiM Higher CRA Study Group is underway.
- aiM Higher is highly recommended for those interested in taking the CRA exam (administered by the Research Administrators Certification Council).
- We would like to recognize those who recently completed certification or were previously certified.

<u>Newly certified</u>		<u>Previously certified</u>
<ul style="list-style-type: none">• Stacey Althouse• Carrie Disney• Teresa Herrick• Amy Holihan• Heidi Madias• Kimberly Mann	<ul style="list-style-type: none">• Kristin Poole• Kristianne Rork• Scott Stanfill• Karen Szemak• Beth Talbot• Jeanine Tsang• Pat Turnbull	<ul style="list-style-type: none">• Eve Bernos• Rolfe Carlson• Anita English• Sue Kelch• Jeff Longe• Danielle Smith• June Wilson

aiM Higher / CRA Update



aiM Higher / Certified Research Administrator (CRA) Study Group

<http://orsp.umich.edu/tools-resources/navigate-professional-development/aim-higher-cra-study-group>

Research Administrator Certification Council

<http://www.racc-cert.org/index.html>

Navigate Update

Research Administrators' Network

David Mulder, Training Manager

February 28, 2017



Navigate - Training Priorities Survey

- In order to gauge training priorities, a survey will be sent via a Research Administration Post - Immediate Dispatch (RAPid).
- The survey will ask about the following:
 - Potential faculty training topics
 - Potential research administrator training topics
 - Potential “lunch and learn” topics
- If you do not currently receive the RAP or RAPid e-mails, please sign up here: <http://orsp.umich.edu/newsletter-signup>.

Questions? Ideas? Want to help?

Navigate-Research@umich.edu

Making in Michigan Libraries

Research Administrators' Network

Kristin Fontichiaro, Clinical Associate Professor, School of Information
font@umich.edu | @activelearning
February 28, 2017

This project was made possible in part by the Institute of Museum and Library Services RE-05-15-0021-15



Today



How I Got Here

Our Project

Our Findings

Our Prototype



Ann Arbor

University of Michigan

Law Quadrangle

Taubman Health Center 
CS Mott Children's Hospital 


University of Michigan
Nichols Arboretum

Forest Hill Cemetery 

Google
Ross School of Business, UM 



Park

Zingerman's Delicatessen 

Lawrence St

Miller Ave


Ann Arbor
Hands-On Museum 

E Ann St

E Huron St

W Washington St

E Liberty St

Hill Auditorium 

Observatory St

W Liberty St

S Ashley St

S 4th Ave

S 5th Ave

E William St

Maynard St

S State St

University of Michigan

Forest Hill Cemetery 

Geddes Ave
Elm St
Geddes Ave

W Jefferson St

S 1st St

Packard St

Thompson St

S State St

S University Ave


Church St

S Forest Ave

S University Ave

son St

W Madison St

Law Quadrangle 

E University Av

Church St

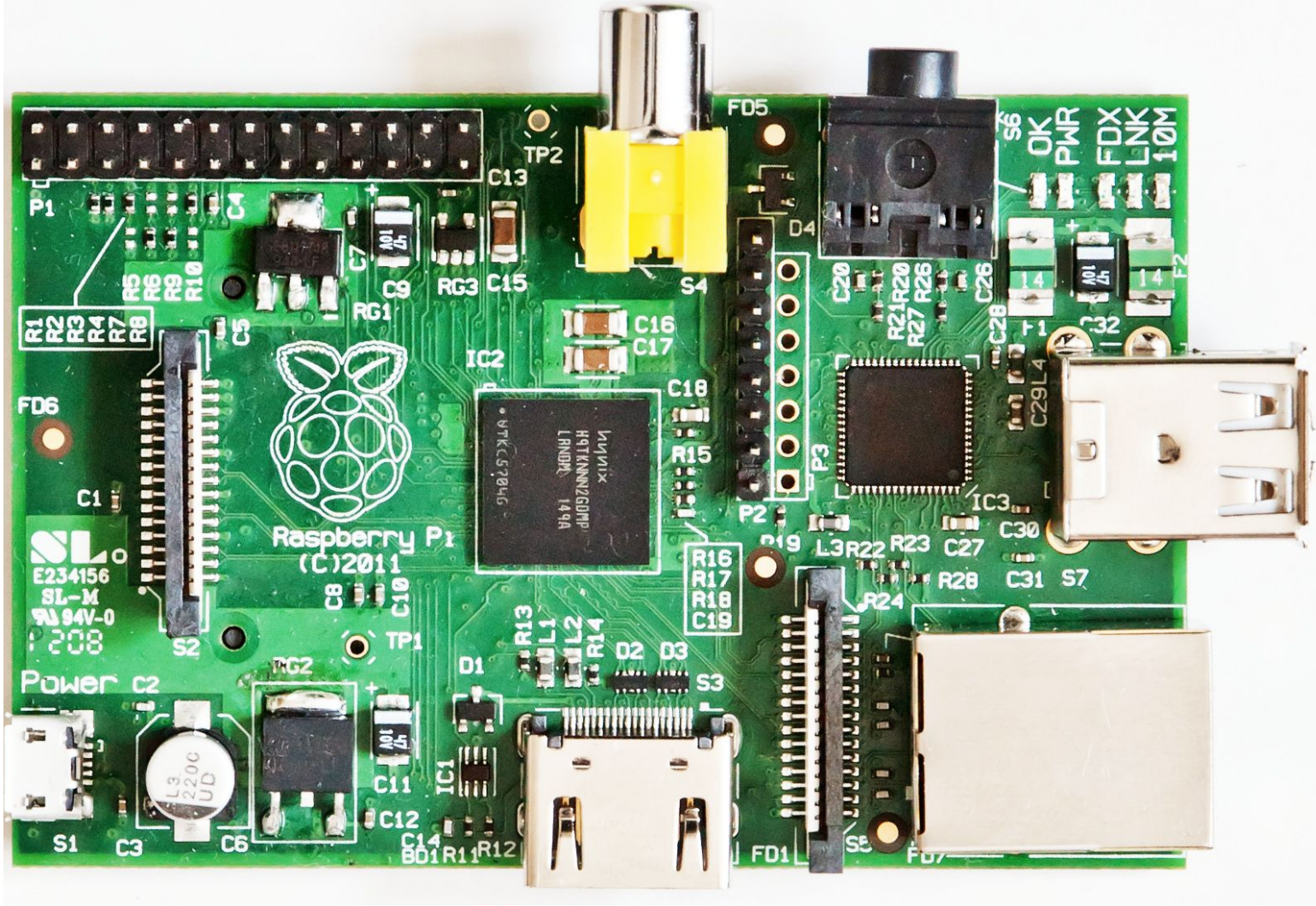
W Mosley St

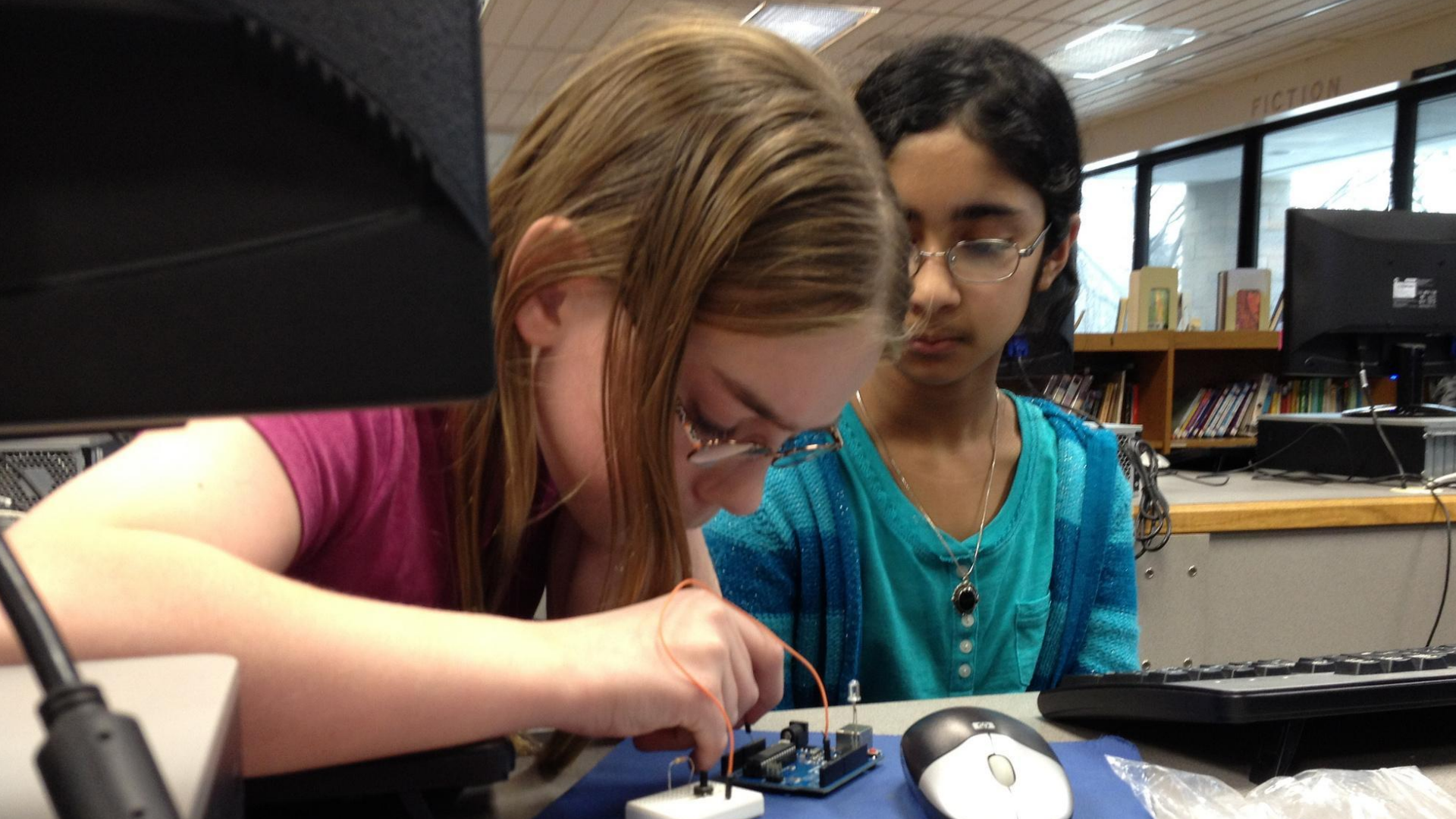
John St

Google
Ross School of Business, UM 

Hill St

Hill St





INTENSIFYING STUDENT LEARNING



MICHIGAN MAKERS

Michigan Makers: Developing Leadership Through Makerspace Mentorship

By combining Quick Wins funding with School of Information funding, we have developed two after-school makerspaces, one at Ypsilanti Community Middle School and the other at Mitchell Elementary in Ann Arbor. In these weekly spaces, graduate student mentors work to create a culture of "making" in both digital and physical spaces. Each week, mentors create a menu of activities from which students can choose to participate, ranging from multimedia production to circuitry to sewing. Through blogs, conversations, reflective journals, and documentary photos and videos, we are learning more about strategies for effectively organizing productive maker communities; supporting mentorship; fueling informal, self-directed learning and creative process; and production. As the maker movement gains momentum in schools,

PROJECTS

- QUICK WINS & DISCOVERY
- TRANSFORMATION

GRANT PROGRAM

- QUICK WINS & DISCOVERY CALL FOR PROPOSALS
- TRANSFORMATION CALL FOR PROPOSALS
- CALENDAR
- FAQ
- SUBMIT A PROPOSAL

COMMITTEE

Maker Faire Audience

61m/39f



Median Age

37

Attend
with Family

48%

HHI

119K

First Time
Attendees

49%

Maker Faire Attendees

Data Source: Maker Faire New York Attendee Survey, 2015

Make:

<http://makermedia.com/wp-content/uploads/2013/01/2016-Make-Media-Kit-Final.pdf>



MAKING AND LEARNING: A Three-Day Workshop

PICKFORD ARTS & LEARNING CENTER

230 E. Main St.,
next to the Pickford
Community Library

JUNE 20 - 22
10AM - 4:30PM

Join Us In Pickford

... for a three-day workshop on developing a robust culture of making in schools, libraries, civic organizations, and scouting troops. Over the course of three days, we'll explore how to plan a purposeful program; examine community needs; experiment with various maker genres, materials, and tools; network with other maker organizers; try out assessment strategies for formal and informal learning settings; and strategize how to empower makers of all ages discuss and describe their work. Try your hand at 3D modeling and printing, too! While portions of this workshop will be repeated at other sites on the project's road tour, unique to Pickford will be a workshop on Arduino microcontrollers led by Chris Smith of Lake Superior State University.

SCECHs available. Lunch available for \$8.00 if ordered at time of registration.

TO REGISTER, VISIT
makinglibraries.si.umich.edu/road-trip



Sponsored by the University of Michigan School of Information's Making in Michigan Libraries Project in collaboration with the Pickford Community Library. Funding made possible in part by Institute for Museum and Library Services
IMLS-15-0021-15.



PICKFORD
COMMUNITY
LIBRARY

Benzonia MakerFest 2016



Wednesday, August 17
6-8pm

Benzonia Public Library
891 Michigan Ave
Benzonia

A family-friendly celebration of tinkering,
technology, and crafts, including

- Fashion Hacking
- Glass etching
- 3D printer
- LEGO
- Circuit Building
- Makey Makey



SCHOOL OF
INFORMATION
UNIVERSITY OF MICHIGAN



Sponsored by the University of Michigan School of Information's Making in Michigan Libraries Project in collaboration with the Benzonia Public Library. Funding made possible in part by Institute for Museum and Library Services
IMLS-15-0021-15.

Purposeful planning

Make cross-community connections

Sustainable, grounded, cost-effective practice more than drinking the Kool-Aid

Hands-on experimentation

In rural communities, we find ...



Resourcefulness

Community coalescence around traditional organizations (schools | churches | libraries)

FFA | 4-H (underrepresented in scholarly literature)

Balance between acknowledgement of tradition with excitement over future innovation

Extensive, if overlooked, craft knowledge

But in rural communities, we also find...



Downplaying “feminine” forms of making

Aging population

Bandwidth issues

Distance from & perception of universities

Closed factories; mono-industry communities

STEM goals with low STEM expertise, mismatched need



Occupational Outlook Handbook >

Fastest Growing Occupations

[EN ESPAÑOL](#)

[PRINTER-FRIENDLY](#)

Fastest growing occupations: 20 occupations with the highest percent change of employment between 2014-24.

Click on an occupation name to see the full occupational profile.

OCCUPATION	GROWTH RATE, 2014-24	2015 MEDIAN PAY
Wind turbine service technicians	108%	\$51,050 per year
Occupational therapy assistants	43%	\$57,870 per year
Physical therapist assistants	41%	\$55,170 per year
Physical therapist aides	39%	\$25,120 per year
Home health aides	38%	\$21,920 per year
Commercial divers	37%	\$50,470 per year
Nurse practitioners	35%	\$98,190 per year
Physical therapists	34%	\$84,020 per year
Statisticians	34%	\$80,110 per year
Ambulance drivers and attendants, except emergency medical technicians	33%	\$23,740 per year
Occupational therapy aides	31%	\$27,800 per year
Physician assistants	30%	\$98,180 per year
Operations research analysts	30%	\$78,630 per year
Personal financial advisors	30%	\$89,160 per year
Cartographers and photogrammetrists	29%	\$61,880 per year
Genetic counselors	29%	\$72,090 per year
Interpreters and translators	29%	\$44,190 per year

https://www.bls.gov/oooh/fastest-growing.htm

PD vs. Deep Dive Sites: Exposure vs. Co-Creation



Publishing and Output

Cherry Lake Publishing:

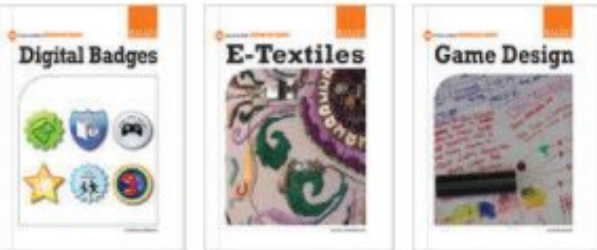
Makers as Innovators: (24 titles, 4 in press)

Makers as Innovators Junior (16 titles in press)

Teacher Librarian column

Makerspaces chapter in national LIS textbook

Capitol Hill Maker Faire



A T-skirt gives you an instant costume for school plays, dressing up, or even Halloween. It looks good with fingerless gloves, too!

T-Skirt

Need a skirt? Find an adult-sized short-sleeved T-shirt that is okay to use. Step into the neck of the shirt. Pull it up to your waist. Push the sleeves inside the sleeve holes to make pockets. Finally, ask an adult to help you sew the pockets shut.

Our Prototype



How can we encourage divergent, creative, and innovative thinking at almost no cost?

The As-Yet Untitled “Design Thinking Game”



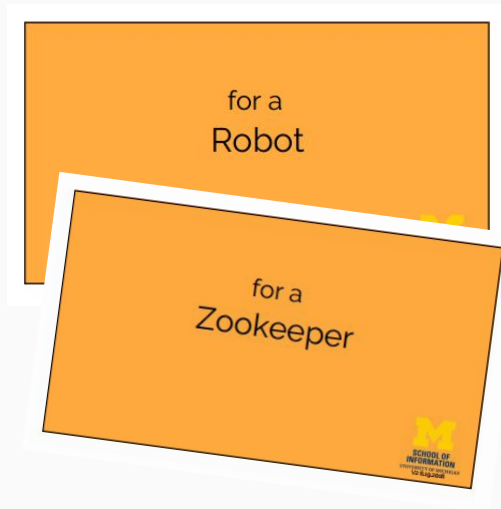
<http://imlsmaking.sites.uofmhosting.net/handbook/>



The As-Yet Untitled “Design Thinking Game”



<http://imlsmaking.sites.uofmhosting.net/handbook/>



The As-Yet Untitled “Design Thinking Game”



<http://imlsmaking.sites.uofmhosting.net/handbook/>

for a
Robot

for a
Zookeeper

Create something
to cheer up

Create something
to help make friends

With this design constraint:
The character will only use
things made of recycled
materials

With this design constraint:
The character has no
electricity at home

Your Turn



Talk with your table.

Sketch or write your ideas. More ideas are better!

Choose your favorite.

Title your work.

Your Turn



Talk with your table.

Ask what the needs of the user would be.

Sketch or write your ideas.

More ideas are better!

Choose your favorite.

Title your work.

Create something
to wear on the feet



for a
Dinosaur



With this design constraint:
The invention must work in
the Arctic Circle



Sponsored Programs Update

Research Administrators' Network

Debbie Talley, Director, Sponsored Programs
February 28, 2017



Financial closeout guide and checklist



These resources help the RA to successfully manage pre-closeout and financial closeout process.

Choose from *one* of two checklists. Both options reference a detailed Guide.

The Guide includes websites, phone numbers, and who to contact.

The screenshot shows the University of Michigan Finance website. The navigation menu on the left includes: Home, Financial Analysis, Financial Operations, Fleming Business Services, Internal Controls, Procurement Services, Risk Management, Sponsored Programs, Project Grant Lifecycle, Closeout, Effort Reporting, Forms and Tables, Indirect Costs, Rules & Compliance, Sponsored Projects Billing and Collections, Research Reports, Office of Contract Administration, and Contact Sponsored Programs. The main content area features a 'Project Grant Lifecycle' diagram with stages: Pre-Award (Develop Proposal, Route & Submit Proposal, Set Up Project, Manage Project) and Post-Award Administration (Find Funding, Close Out Project). A green arrow points to the 'Closeout' link in the navigation menu. The URL in the browser is www.finance.umich.edu/programs/pg.

<http://www.finance.umich.edu/programs/forms/SPPGCC>

Financial closeout guide and checklist



3



FINANCE
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Project Financial Closeout Guide

Purpose: The responsibilities of a research admin SAPOCs and units, we provide this **Project Financial Closeout Guide** helping you successfully manage pre-closeout!

How to Use These Resources: This Project Financial Closeout Guide can choose either checklist. Both documents can be used with **Areas to Address**.

Project Financial Closeout Checklist Option 1: Lists the steps and appropriate lead time to complete the Financial Status Report (FSR).

Project Financial Closeout Checklist Option 2: Lists all the actions you need to take (e.g., what to do) you can use this as a reminder of all the areas to address.

You can choose which checklist to use, and see it's due or when you need to initiate an early closeout. Pick either checklist and follow the steps. The checklist is applicable. Several of the steps are applicable. Several of the steps are applicable. Several of the steps are applicable.

All of these resources are found at <http://www.finance.umich.edu>. To assist in long-term planning, it may be useful to add, SAPOC or other data point): **Business Case**

Closeout Guidance v. 7 - 1/24/2017



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Project Financial Closeout Checklist
Areas to Address

1

This Closeout Checklist, **Areas to Address**, is organized to take (e.g., what to reconcile, and, generally, who) (FSR). When you know the timing, you can use this a particularly useful for unit-initiated early closeouts. [Project Financial Closeout Guide](#). Refer to that Project website URL. The checkboxes for each item are here apply, skip it. Complete and return either this **Areas to Address** Sponsored Programs Customer Service Representative.

Project Title:	
Principal Investigator:	
Grant and PAF Number:	

ACTION STEPS - Financial Closeout

I. Communicate with Stakeholders [Learn More](#)

- Project Director / Principal Investigator (PD/PI)
- Project team members
- Unit purchasing / procurement staff
- SAPOCs (Single Administrative Point of Contact)
- Subcontracted partners

II. Review Terms of Award, Budget, Reporting Requirements

- Budget Category Variances (25% or sponsor-defined)
- Cost Share Commitments -- review obligation amount
- Equipment -- review for allowability
- Equipment Fabrication -- review 25% threshold
- Student Aid and Stipends -- review for allowability
- US-monitored Expenses & Unallowable Expense

III. Review Revenue and University Commitments



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Project Financial Closeout Checklist
Timeline Approach

2

This checklist option is organized as a **Timeline Approach**. It works backward from the deadline, lists the steps and appropriate lead time to close out a project. You can take a proactive and timely approach without waiting to receive the Financial Status Report (FSR). Several of the items within are linked directly to the companion document: the [Project Financial Closeout Guide](#). Refer to that Project Financial Closeout Guide to find definitions, contact numbers or website URLs. Complete and return either this checklist, or the **Areas to Address Checklist**, to your Sponsored Programs Customer Service Representative.

Project Title:	
Principal Investigator:	
Grant and PAF Number:	

ACTION STEPS - Financial Closeout

	Completed	Not
120 Days		
• Communicate with Stakeholders that project is ending: Project Director/Principal Investigator (PD/PI), project team, unit purchasing/procurement staff, Single Administrative Point of Contact (SAPOC), sub/PAs, subcontract partners Learn More	<input type="checkbox"/>	<input type="checkbox"/>
• Budget Category Variances -- review status (25% or sponsor-defined) Learn More	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment -- review for allowability Learn More	<input type="checkbox"/>	<input type="checkbox"/>
• Review Award Terms -- cost reimbursement, milestones, fixed price, etc. Learn More	<input type="checkbox"/>	<input type="checkbox"/>
• Review Status of Outstanding Invoices -- run Accounts Receivable Report Learn More	<input type="checkbox"/>	<input type="checkbox"/>
90 Days		
• Accounts Payable Vouchers and Purchase Orders -- review open amount Learn More	<input type="checkbox"/>	<input type="checkbox"/>
• OBC changes -- process for all regular and temporary faculty, staff and students Learn More	<input type="checkbox"/>	<input type="checkbox"/>
• US-monitored Expenses & Unallowable Expenses -- review budget, request sponsor approval Learn More	<input type="checkbox"/>	<input type="checkbox"/>

1. or 2. Choose from **one of two Checklists. (Arranged by Areas to Address or a Timeline approach). Use for your own reference with an FSR, or include for unit-initiated early closeouts.**

3. Both reference the **Closeout Guide** for further details.

Thanks again to...

Anita English (formerly of the U-M Medical School) - Project Champion

Meenu Baxendale (SNRE)

Kristie Beckon (Sponsored Programs)

Nichole Burnside (ISR)

Kathy DeWitt (ORSP)

Missy Denny (Sponsored Programs)

Megan Diffin (Medical School)

Rhonda Jent (College of Engineering)

Charles Mattison (ISR)

Anna Taylor (Dentistry)

Audits



NSF Data Analytics Audit - working with NSF
audit resolution

Single Audit - ongoing



Personnel News



Staff moves to campus positions

Update on new staff



SPONSORED PROGRAMS

UNIVERSITY OF MICHIGAN

ITS Update

Research Administrators' Network

Cathy Handyside, Interim Assistant Director - ITS Research Administration
Systems

February 28, 2017



- **Update on PM Performance**
- **eRPM Updates**
 - SF424 – Completed Feb. 18, 2017
 - System Update – Completed Feb. 20, 2017
- **eRPM Vendor Upgrade**
 - Planned for April/May

- **System Slowness during NIH deadline period**
 - Continuing to work with vendor, Click/Huron
 - Received fix for memory management issue
 - Applied in late January
 - Fix memory issue, but continued to observe contention issues
 - Continued mitigation strategy of performing maintenance during business day to clear contention and restore acceptable performance
 - Received several additional fixes for specific contention issues

eRPM Update – SF424



- Updates to Subaward Budget Forms
- Added support for the several Research & Related Subaward Budget Attachment(s)
- Improved NIH validation messages when required documents are missing.

eRPM System Update – February 20, 2017



- Updates to Proposal Approval Form (PAF)
 - Attestation language on the PI Sign PAF activity updated to include language on PI responsibility for lab safety (if applicable).
 - Resolved issue with display of investigators with no space required on the PAF Summary
 - Resolved issue with Status Map on/off display
- Export Controls - Technology Control Plans now have an automated amendment process workflow.



New Sign PAF Language

Sign PAF

By selecting Sign PAF and clicking OK, the undersigned, to the best of their knowledge and belief:

1. Certifies that the information submitted within the application is true, complete, and accurate.
 - a. Certifies that any false, fictitious, or fraudulent statement or claims may subject the PI to criminal, civil, or administrative penalties (DHHS funds only).
2. Certifies the proposed work is consistent with University unit objectives and all faculty involved in the proposal have agreed to participate.
3. Certifies that no Federal appropriated funds have been or will be paid to influence or attempt to influence the granting of this award.
4. Accepts the obligations and commitments described in the proposal.
5. Agrees to perform the work in accordance with University and sponsor policies, which includes maintaining safe practices for the conduct of the project, reporting safety incidents, using properly commissioned lab space (if applicable), and properly disposing of or removing hazardous materials or equipment (if applicable).
6. Agrees to accept responsibility for the scientific or programmatic conduct of the project and to provide the required progress reports if an award is made as a result of this proposal.
7. Certifies that the Conflict of Interest Statement above is true, complete, and accurate, and agrees to disclose any new outside interests or changes to existing outside interests during the term of the proposed project following the instructions at [Disclosure Process](#).

Sign the PAF:



- **Huron/Click Framework Portal Upgrade**

- Currently on version 6.1.3
- Planning two stage upgrade to version 8.0.2
 - Upgrade to interim version – Weekend of March 31, 2017
 - Limited user-facing changes
 - Upgrade to version 8.0.2 – Weekend of May 5, 2017
 - Updated user interface
 - Updated Microsoft technology

Thank you!



Thank you for your time!

ORSP Update

Research Administrators' Network

Craig Reynolds, Director, ORSP

February 28, 2017





New Smiling Faces!

- Dan Garber, Assistant Project Rep., Private Sponsors Team
- Lizzie Howard, Administrative Assistant Associate
- Stephanie Stenberg, Assistant Project Rep., Private Sponsors Team

Old Smiling Faces in New Roles!

- Ryan Lankton, Asst. Managing Project Rep., Government Sponsors Team
- Tony Nielsen, Asst. Managing Project Rep., Private Sponsors Team
- Patrick Woods, Asst. Managing Project Rep., Private Sponsors Team

Federal Update - Reducing Regulatory Burden



21st Century Cures Act (PL 114-255)

- Establish Research Policies Board
- Ease Subrecipient Monitoring Requirements
- Create Federal-wide Conflict of Interest Policy
- Review Animal Research Regulations

National Defense Authorization Act (PL 114-328)

- Increase Micropurchase Threshold to \$10K or higher

American Innovation and Competitiveness Act (PL 114-329)

- Establish Interagency Working Group on Research Regulations
- Increase Micropurchase Threshold to \$10K or higher

Uniform Guidance

- Micro-purchase threshold staying at \$10K? Stay tuned!

Research Terms and Conditions

- Still pending!

Final “Common Rule” on Protection of Human Subjects

- Published in Federal Register, January 19, 2017
- Effective January 19, 2018 (cooperative research: January 20, 2020)

National Institutes of Health

- FY17 NRSA Postdoctoral Fellow Stipends (NOT-OD-003)
- New Grants Policy Statement (NOT-OD-021)
- Revised SF424 R&R Application Guide (NOT-OD-023)
- Final Research Performance Progress Report (NOT-OD-17-022)
- Interim Research Performance Progress Report (NOT-OD-17-037)
- New Limitation on Appendix Materials Policy (NOT-OD-17-035)
- Updated Font Guidelines (NOT-OD-17-030)
- Single IRB for Multi-Site Studies (NOT-OD-16-094)
 - Effective September 25, 2017

National Science Foundation

- Updated PAPPG effective Jan. 30, 2017

Department of Defense

- AFOSR intends to withhold funds when final reports delinquent
- *Reminder:* Separate IRB and IACUC approvals for new protocols and amendments to existing protocols

Sneak Peek of New U-M Deadline Policy

Research Administrators' Network

Craig Reynolds, Director, ORSP
February 28, 2017



What is ORSP's current deadline policy?



- The deadline for submitting the Proposal Approval Form (PAF) and final proposal is four (4) business days in advance of the sponsor's deadline.
- ORSP's policy is not enforced and is regularly ignored.

What will be the new policy?



- All PAFs and final proposal documents must be received in ORSP 3 business days ahead of the sponsor's deadline, e.g.:

Sponsor Deadline	Internal Deadline
5:00 PM ET, Friday, June 5	5:00 PM ET, Tuesday, June 2
12:00 PM ET, Friday, June 5	12:00 PM ET, Tuesday, June 2
8:00 PM ET, Friday, June 5	5:00 PM ET, Tuesday, June 2
5:00 PM ET, Monday, July 16	5:00 PM ET, Wednesday, July 11

What will be the new policy?



- PAFs/proposals not received by the internal deadline will not be submitted. However...
- PIs (or their delegates) may request an exception to the internal deadline of an additional business day in the event of exceptional circumstances

What will be the new policy?



- *Examples of Acceptable Exceptional Circumstances*
 - Unanticipated medical emergency of PI or an immediate family member
 - Natural disaster
 - Emergency closing of U-M due to severe weather
 - PI was notified by sponsor of funding opportunity less than X weeks prior to the deadline
- *Examples of Unacceptable Exceptional Circumstances*
 - More time is needed to complete the proposal
 - Sub-contractor/sub-recipient documentation is late
 - Heavy teaching, patient care, or administrative responsibilities
 - Failure to complete required registrations in advance of the due date

What will be the new policy?



- Exceptions must be approved by the school/college/institute and an ORSP Managing PR, whose approval is not guaranteed.
- Proposals granted an exception will not be submitted at the expense of other applicants for the same deadline who were timely.

Soliciting feedback...



Meeting Schedule

- ✓ May 10, 2016 RAAC Executive Committee
- ✓ June 14, 2016 RAAC Executive Committee
- ✓ June 27, 2016 RAAC Faculty Advisory Council
- ✓ Sept. 7, 2016 Jack Hu & UMOR Management Team
- ✓ Sept. 12, 2016 RAAC Faculty Advisory Council
- ✓ Sept. 30, 2016 Faculty Senate Research Policies Comm.
- ✓ Oct. 12, 2016 Research Associate Deans
- ✓ Oct. 18, 2016 RAAC Committee at Large

Soliciting feedback...



Meeting Schedule (continued)

- ✓ Nov. 8, 2016 RAAC Executive Committee (update)
- ✓ Nov. 9, 2016 Research Associate Deans (update)
- ✓ Nov. 15, 2016 RAAC Committee at Large (update)
- ✓ Feb. 15, 2017 Academic Programs Group
- ✓ 2017 Faculty Senate Research Policies Comm.
- ✓ 2017 Academic Programs Group
- ✓ 2017 RAAC Executive Committee
- ✓ 2017 RAAC Committee at Large

Rationale for a new policy



- The lack of a deadline policy is unfair to timely faculty.
- Late proposals risk not being submitted on time.
- Late proposals risk being submitted without meeting the sponsor's requirements.
- The explosion of sponsor-mandated proposal systems increases the complexity of ORSP's work and the time it takes to submit a proposal.
- Late proposals receive little-to-no compliance review.
- The lack of a deadline policy is unfair to the ORSP staff.

What does ORSP do to enable proposal submission?



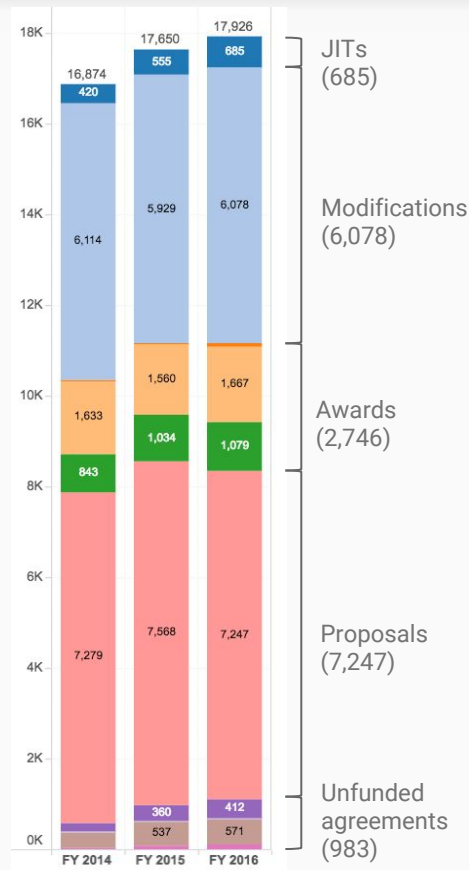
ORSP conducts a 42 point review . . .

See our PAF/Proposal Review Checklist at
[orsp.umich.edu/sites/default/files/orsp_paf_and_proposal
_checklist.pdf](https://orsp.umich.edu/sites/default/files/orsp_paf_and_proposal_checklist.pdf)

How active are U-M faculty? (FY14-FY16)



Nearly 18,000 transactions per year!



Value of Proposals:
\$4,757,807,340

Actual \$ Awarded:
\$1,248,815,919

How do ORSP and the Med School* support the U-M research enterprise?

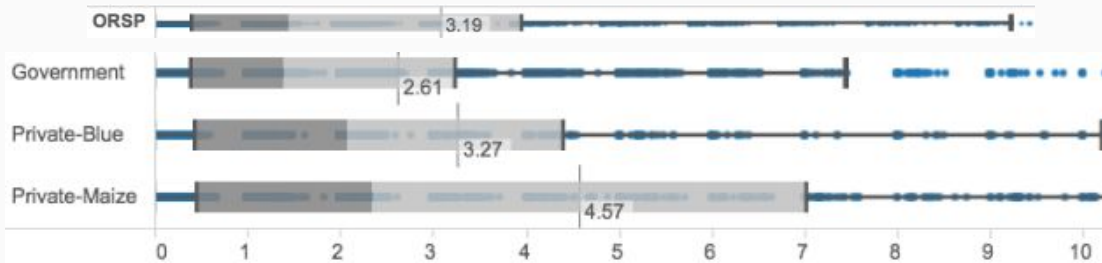


*The UMMS Grant Review and Analysis Office has delegated authority to submit Grants.gov proposals to NIH.



Rationale for a new policy

- ORSP's policy is not strictly enforced and regularly ignored.
- 25% of the 7,247 proposals in FY16 were routed or finalized within 0.41 business days of the deadline



Overall Proposal Lead Time in Business Days, FY2016:

Lower Quartile 0.41 Business Days

Average 3.19 Business Days

Median 1.51 Business Days

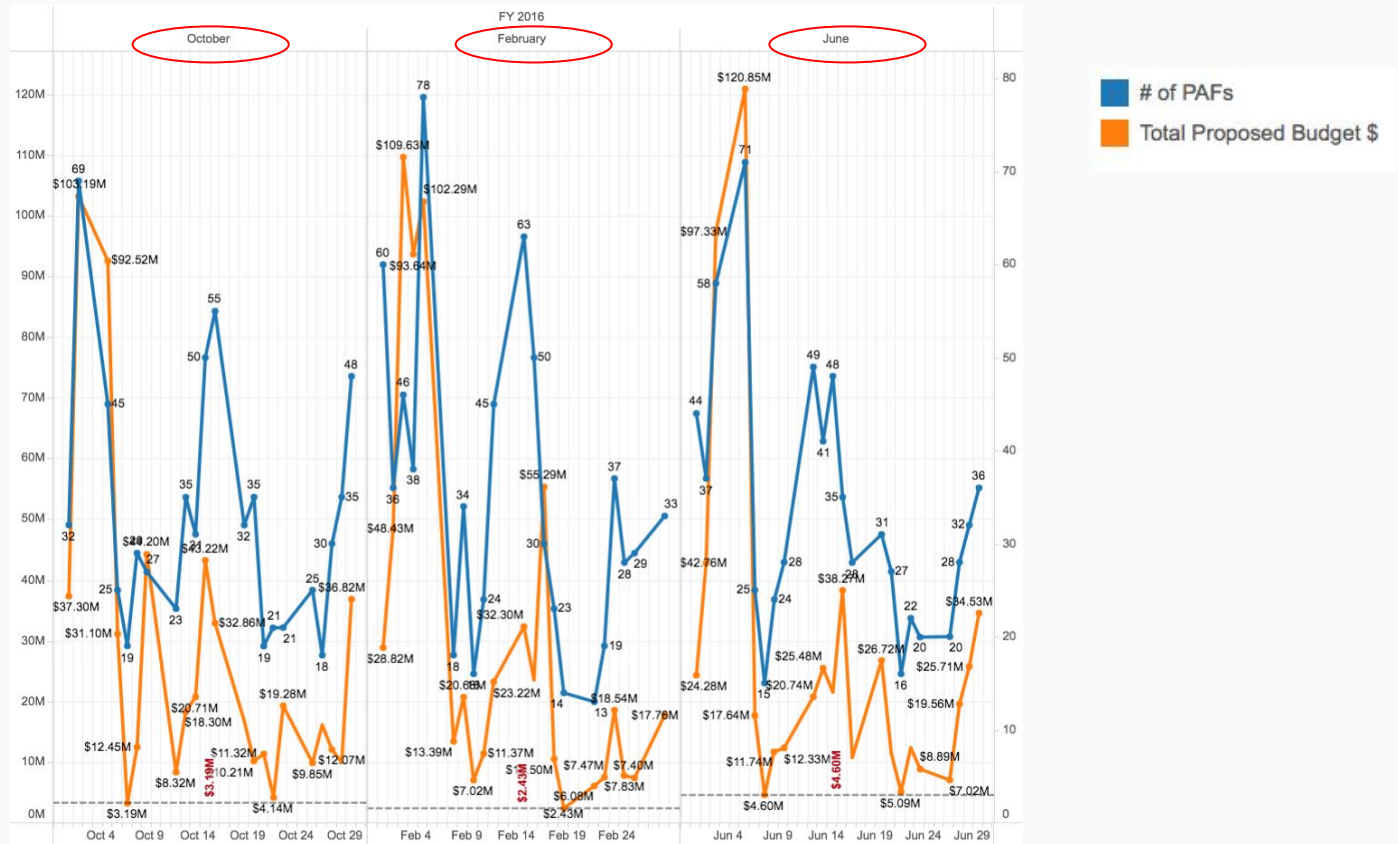
Upper Quartile 4.11 Business Days

On average, seven (7) proposals per day are not ready for submission until the day they are due! *But averages can be deceiving...*

Daily proposal submission spikes pose a challenge



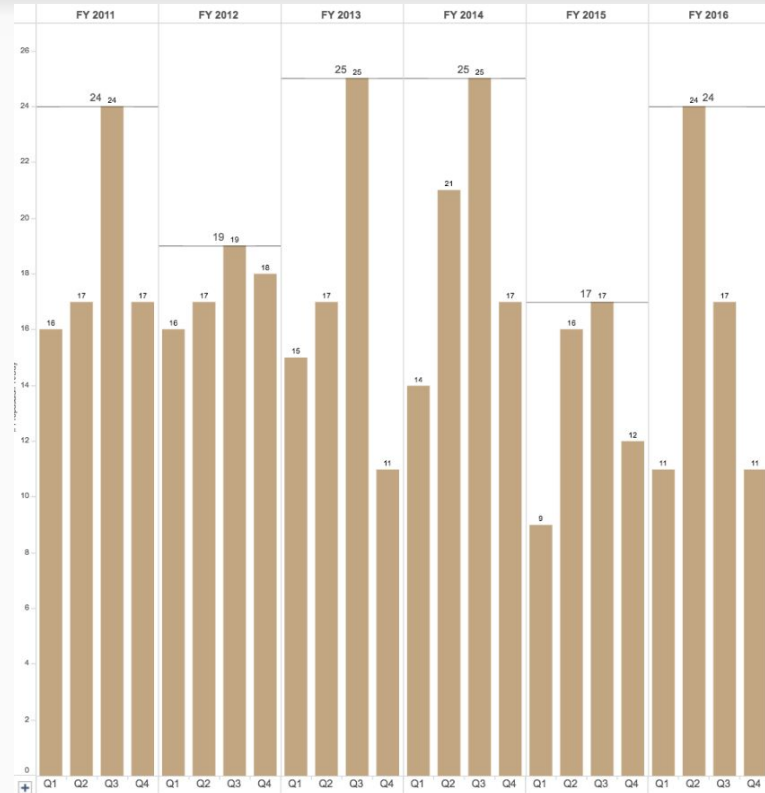
The busiest months...



Daily proposal submission spikes pose a challenge

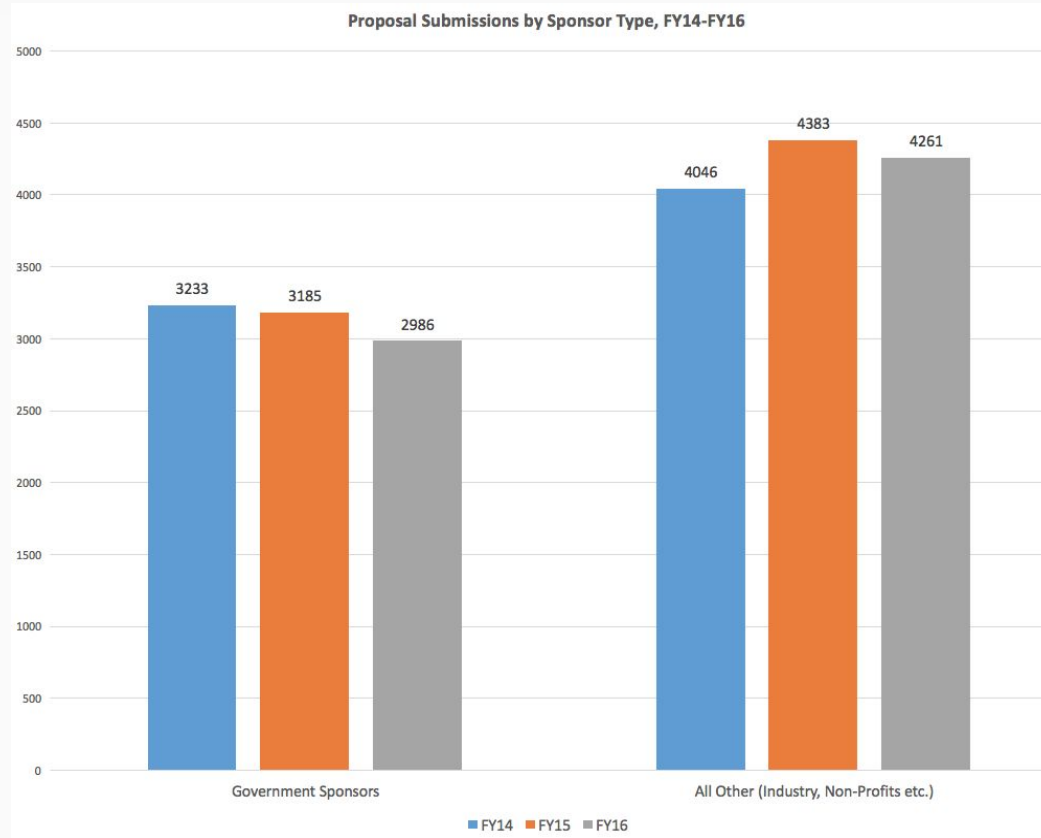


One Project Representative can be called upon to submit up to 25 proposals per day!



Maximum number of submissions per day per PR, by FY quarter.

Non-government sponsors are an increasingly frequent target



Non-government sponsors create greater variability and often require more time to review

Rationale for a new policy



ORSP staff are stressed and demoralized

High numbers of late proposals

- + High demand for quick turnaround times
- + High expectations for quality customer service
- + High numbers of grants/contracts to process

== Very high levels of staff stress

Staff retention is a serious concern.

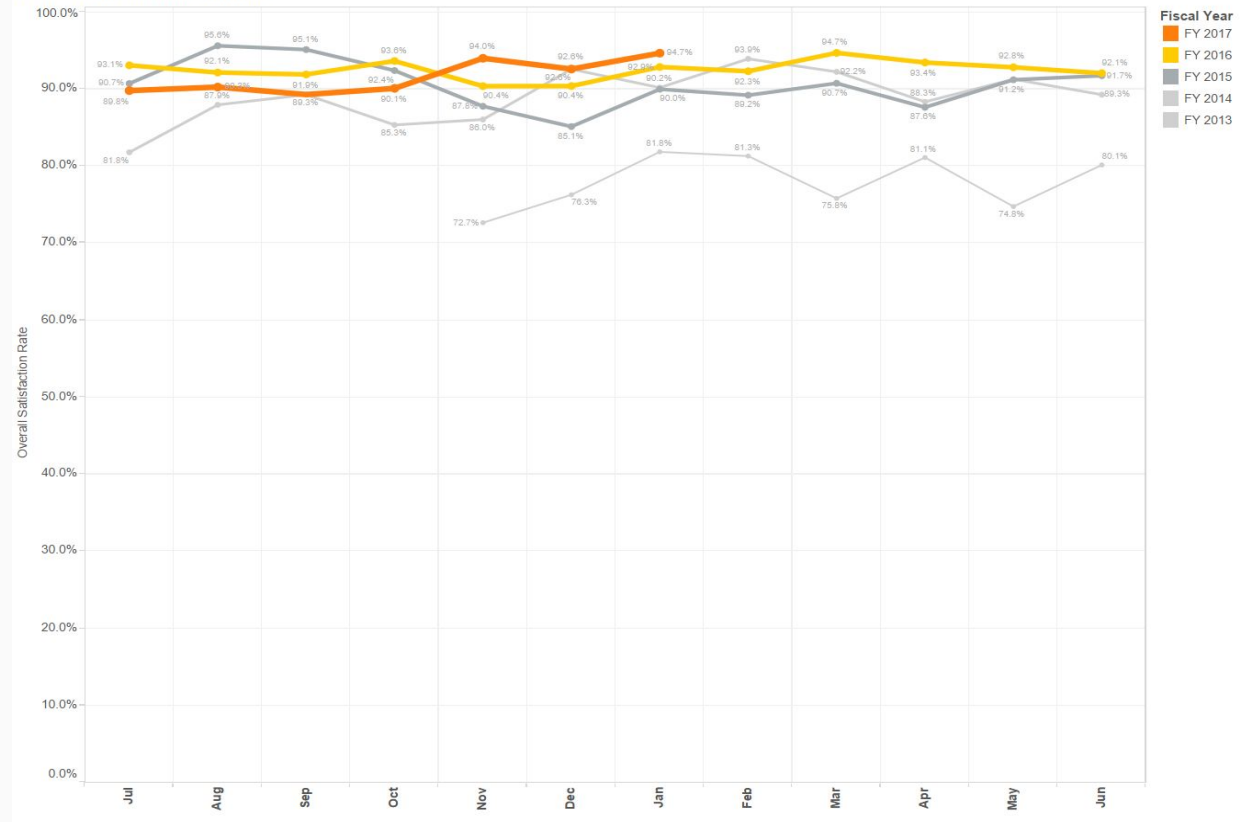
But in spite of it all...



ORSP staff still provide great service!

Overall Customer Satisfaction is consistently in the 90-95% range!

ORSP Overall Satisfaction Rate



What have we done so far?



- All managers have taken [Lean Office](#) training to better understand ways to streamline work
- [Government Team](#) reorganized by department rather than sponsor
- Government Team PRs cross-trained to handle multiple sponsors
- Tool to assess workload equity implemented
- [Proposal/PAF review checklists](#) created -- generic, NIH and NSF
- Campus-wide proposal submission [roles and responsibilities matrix](#) developed

Who has made a hard internal deadline policy work?



- Stanford University
 - 5 business days for admin shell
 - 3 business days for final proposal
- University of Washington
 - 7 business days for admin shell
 - 3 business days for final proposal
- Harvard University
 - 5 business days for final proposal
- Yale University
 - 5 business days for final proposal

How will we implement the policy?



- Planning and design phase for eRPM and policy changes
 - In consultation with RAAC and with assistance of ITS
 - Schools/colleges/units given time to develop own deadline policies.
- An aggressive change management plan prior to the “go live” date, with job aids, newsletter articles, and presentations to stakeholders (e.g., Research Associate Deans, RAAC, schools/colleges, faculty groups).
- An 8-month “soft launch” prior to the “go live” date
 - PIs informed if their proposal would not have met the internal deadline.

How will we implement the policy?



- Automated email notice in eRPM of internal deadline
- School/college/unit reporting on policy adherence
- As the “go live” date nears, stakeholders re-engaged through general and targeted communications

Closing Remarks



- Thanks to the RAAC Communications Subcommittee!
- Ideas for a future meeting? ran-plans@umich.edu
- Next RAN meeting is **May, 17, 2017** from **2:00 - 3:30 pm** in the **League Ballroom**.
 - UMOR Staff Recognition Awards program to follow.

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-WILL SHORTZ, CROSSWORD EDITOR, *THE NEW YORK TIMES*

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FAMOUS
BABY CARROT
STUNT, p. 305



OPEN A BOTTLE
WITH YOUR EYE-
SOCKET STUNT, p. 47



TRAPDOOR
SQUIRTING STRAW
STUNT, p. 235

WRITTEN & DRAWN BY MASTER TRICKSTER Sam Bartlett

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SPIT SIDEWAYS ★ RIG A SQUIRTING TOILET SEAT