

**RESEARCH ADMINISTRATION ADVISORY COUNCIL (RAAC)**  
**1 p.m. on Monday, January 4, 2021**  
**via Zoom**

**Present:**

Jeremy Alajajian  
Darlene Booker  
Lesley Brown  
Audrey Callahan  
Vikki Cherwon  
Valerie Crickard  
Paul Cryer  
Stafford Farmer  
Elaine Jacobs

Rachel Ladenheim  
Stacy Leotta  
Sherry Loyd  
Carl Mahler  
Angelica Martins  
Stephanie Sanchez-Esparragoza  
Peter Szanton  
Mary Welsh  
Ellen Zavala

**Absent:**

Shanda Wirt

The meeting started at 1:01 p.m.

**Meeting Opening:**

- I. Approval of Meeting Minutes for 12/7/20 RAAC meeting  
Vikki Cherwon moved to accept the minutes as submitted, which motion was seconded by May Welsh and passed without opposition.

**Old Business:**

- II. Revised Policy 50.5 Timeline and Implementation Memo  
Dr. Tankersley recalled that a draft version of the policy had been adopted at the December 2020 RAAC meeting. He has been tasked by the Associate Deans to identify the standards to be used by various programs and has asked that the Deans meet with the program directors in their colleges and inform him of the standard stipends provided to students in the programs in those colleges in the next ten days, after which time he will send a memo to all faculty and program directors. Based on his initial analysis, the compensation packages for PhD candidates will remain the same as those being used this year. He does not anticipate any changes in the proposed timeline other than to announce the proposed compensation packages; the actual implementation will apply to awards in the new fiscal year. The current policy will stand until the announcement of the new policy is sent out. He asked for a group of volunteers to work on a short term committee to simplify the process of identifying the source of supports for tuition support. Students currently receive a GASP award and the Graduate School is reimbursed if the support is actually received from a sponsored award. The committee will work with Business Affairs and the Graduate School to make recommendations on changes to be implemented in the coming six months. Volunteers were asked to email Dr. Tankersley to express their interest.

III. Standardization of Excel Spreadsheets for Budgets

A meeting was held on Friday, December 18 with representatives of some of the colleges to work out some of the early concerns. A copy of the revised spreadsheet has now been sent out to the other college research offices for comment. It is anticipated that a finalized version will be available by the end of this week. Dr. Tankersley asked that the spreadsheet be circulated to the entire RAAC committee and that it be reviewed and hopefully approved at the February RAAC meeting.

IV. Proposed revision of Policy 20.2 Deadline for Proposal Submissions to University Offices – Review by Associate Deans and Timeline for Implementation

The Associate Deans are looking at the proposed timelines for proposal submission and this topic will be discussed at their January 2021 meeting. Dr. Tankersley wants to ensure that this change will be communicated and implemented effectively. Once implemented, the deadlines will be enforced. Ms. Brown noted that this information should be included in the Niner Research training sessions and this recommendation was supported by Peter Szanton. Mr. Szanton also recommended that the new policy be communicated by other means as well in order to provide researchers with sufficient advance notice, especially with the coming rollout of the Niner Research Grants modules. Ms. Brown noted that adherence to the new timelines will be particularly important for System to System (“S2S”) submissions and recommended that with Niner Research Grants modules coming online in early February it might be advisable to implement the new timelines in early March, with colleges having the option to implement the new timelines earlier if they so desire; Dr. Tankersley prefers to have the timelines take effect in all colleges at the same time. Ellen Zavala wants to start using S2S to submit proposals to NIH in March and she noted that all NIH and Grants.gov submissions should be able to be handled via S2S. Per Ms. Brown, NSF is transitioning to Research.gov which could make using S2S for submissions to NSF more difficult. Dr. Tankersley and Carl Mahler will to work on timeline for implementation for S2S relative to launch date for Niner Research and Dr. Tankersley will issue a memo informing the researchers of their determination. It is anticipated that the rollout of the Grants modules in Niner Research will include a soft launch of S2S.

**New Business:**

V. Proposed revision of 20.1 PI Status: Who can serve as PI?

Dr. Tankersley will discuss the proposed revision with the Office of Legal Affairs in the coming month, and the revision will be discussed as the first item of new business at the February RAAC meeting.

VI. Proposed Revision to Limited Submission Policy

A draft of the proposed procedures for limited submissions was distributed prior to the start of the meeting. A limited submission project is one in which the sponsor limits the number of submissions that are allowed from an institution. The University needs a means for monitoring and selecting the potential submissions for those situations in which the

number of submissions desired by campus investigators exceeds the number allowed by the sponsor. A group of researchers will select which proposals will be submitted and will provide written feedback to all the interested researchers; Ms. Brown anticipates that a system will be created that will include provisions included for expedited reviews. Increased scrutiny will be provided for those limited submissions that are closely aligned to the University's strategic plans for growing research, in which case a team may be proactively assembled to help facilitate the submission(s).

VII. Reallocation Requests for F&A Funds: Timing and Approval

On a monthly basis, 10% of F&A from specific awards is provided to relevant departments and on an annual basis 10% of the F&A is provided to the relevant researchers. A team of faculty members may choose how to allocate the latter distribution among the involved researchers, but determination of this allocation must be done before the start of each fiscal year and not be changed retroactively. Reallocations can be made, but only in anticipation of subsequent fiscal years. Some researchers have desired to change the distributions retroactive; currently changes are made in the May/June timeframe, preferably by the beginning of June. All reallocations must have the approval of everyone in the approval chain (e.g., department heads and deans). Reallocations to researchers affect the distribution to departments. Once the Grants modules of Niner Research have been implemented, these reallocations will be handled in the Change Request module of Niner Research. Such changes are different from the allocation of effort. Stacy Leotta noted that the F&A distribution of supplements to grants typically followed the distribution for the original award.

The meeting ended at 2:01 PM.

Respectfully submitted,

Carl P. B. Mahler, II