

**RESEARCH ADMINISTRATION ADVISORY COUNCIL (RAAC)**

**1 p.m. on Monday, November 1, 2021**

**via Zoom**

**Present:**

Jeremy Alajajian  
Darlene Booker  
Audrey Callahan  
Vikki Cherwon  
Valerie Crickard  
Stafford Farmer

Elaine Jacobs  
Rachel Ladenheim  
Stacy Leotta  
Sherry Loyd  
Carl Mahler  
Stephanie Sanchez-Esparragoza

April Schenck  
Nikki Simmons  
Peter Szanton  
Mary Welsh  
Shanda Wirt

**Absent:**

Paul Cryer

Angelica Martins

**Meeting Opening:**

The meeting started at 1:01 PM.

I. Approval of meeting minutes for 10/4/21 RAAC meeting

Vikki Cherwon moved to accept the minutes as submitted; the motion was seconded by Stacy Leotta and passed without objection.

**Old Business**

II. Updates on Remaining Niner Research Modules

Valerie Crickard reported that GCA was still working on two modules, namely the "Fund Setup" module which should go live in the middle of November and the "Change Request" module which is expected to go live by end of November. There will be live training for the 11 eForms associated with the Change Request module.

About 221 awards could not be automatically migrated into Niner Research from NORM. Nikki Simmons and her team are working with a student to enter the information manually, starting with the most recent ones and working their way backwards. Ms. Simmons noted that the proposals associated with those awards were automatically migrated into Niner Research, and there is a note on the summary pages for those proposals in the PT module to indicate that the awards were received. In addition, there were about 105 other actions (e.g., subawards) that have also been entered manually. Stacy Leotta asked if any specific colleges were particularly affected by the failure of the automatic migration of the awards and Ms. Simmons replied that the list of awards that were not automatically migrated did not indicate the departments or colleges that were associated with those awards. Ms. Simmons will circulate a copy of the list of awards that were not automatically migrated.

Sherry Loyd reported on the Biosafety module. That module was presented at the IBC committee meeting the previous Friday and worked well, although not all the information needed was migrated over. A procedure manual is being written for the Animal Facility module in order to train people on how to use that module. InfoEd and Citi had a meeting in the previous week to discuss integration of information from Citi into Niner Research, but more work is needed to complete this work.

Dr. Tankersley asked if there were issues remaining with the Niner Research modules and Ms. Crickard mentioned that splits of F&A are currently not working properly on projects with multiple F&A rates. Ms. Simmons noted there are not many awards that involve multiple F&A rates. A more commonly encountered difficulty is when there are multiple fund numbers for the same award, for example, when there are participant support costs which require subfunds for an NSF award. Setting up F&A distributions involving centers is still being worked out; hopefully this will be resolved by the next RAAC meeting.

### **New Business:**

#### **III. Graduate Student NR Access**

Ms. Leotta reported that the College of Engineering has hired a few graduate students from the Belk School of Business to assist in her office. She asked whether these students should be given access to Niner Research as delegates or individually; they need “edit” access in order to enter information. She also mentioned that this same question will arise in the future for student workers and for temporary workers. Dr. Tankersley said that there is a group working with Steven Dunham on who should have access within the system and Mr. Dunham will make recommendations as to who should receive which kinds of access to the system and how the use of the system by students and temporary workers will be monitored. Dr. Tankersley asked what access in NORM has been given to students in similar situations. Vikki Cherwon said that students were generally not given edit access in NORM, so those students were not able to enter information. Dr. Tankersley mentioned that it may not be possible to track who has made edits under delegated access. He is open to any suggestions about this topic.

Ms. Leotta also mentioned that not all reports that were available in NORM are available in Niner Research and Dr. Tankersley mentioned that because the data migration is not complete some of the data on which the reports would be based in Niner Research is missing and therefore the reports would be inaccurate. He recommended that students not be given individual access under Niner Research, so only delegated access will be given to the students at least until Mr. Dunham’s recommendations have been received. This requires the individuals who delegate access to closely oversee the work of the students. For the time being Ms. Leotta will allow access for students as her delegates, with some of the students having only “view” rights rather than “edit” rights.

Ms. Loyd mentioned that information in the Col module includes personnel information, for which access should be highly restricted. If faculty delegate their access to students then the students can see the faculty member’s Col information.

Ms. Wirt asked Ms Crickard whether faculty would be given “edit” rights to the AT module and Ms. Crickard replied that they would not be given those rights. Ms. Wirt then noted that at least one faculty member of whom she was aware had edit access in AT and this should be reviewed; Ms. Crickard will let Chris Krumm know about this and he will resolve the situation. Dr. Tankersley noted that Department Chairs do not have this access either.

#### **IV. Revised Release Time Form**

Ms. Crickard reported that the release time form had been revised because of comments from Deans and Associate Deans; this form is used for EHRA staff as well as for students. The biggest

change is in the “Comments” section at the bottom of the form. The faculty thought that they had the money for release time coming back to them while in actuality release time goes back to the college rather than to the faculty. There is now an optional signature block on the form for the College Business Officers. The revised form is available for use now. Elaine Jacobs asked if the older form could still be used if they had already been started and Ms. Crickard said that the older form could be used until the middle of December.

#### V. Conflict of Interest for Consultants

Col status must be reviewed and approved by GCA before an award can be released, and this can affect not only consultants but also post-docs who are budgeted on the award. If an individual is named and on the Personnel tab for the proposal then GCA can perform its review for Col’s and release the award; however, if a consultant or post doc is not named in the Personnel tab then additional information must be provided by the PI to determine whether a Col review is needed. The email requesting this information will be sent directly to the PI with a copy to the proposal approver and to the College Research Officer (if any) asking whether the consultant and/or Post-Doc has been identified; if so then there are four questions for the PI to answer. If the PI answers “yes” to any of the four questions then a Col review is needed and a Col disclosure from the consultant/post-doc is required. If the PI answers “no” to all four questions then the award can move forward. This procedure should streamline the process, which previously required the involvement of the Col Manager before it was determined whether Col concerns were relevant for these individuals. The email will be sent via Niner Research to the PI so the communication will automatically be tracked, but the responses from the PI’s must be manually uploaded.

Ms. Crickard reported on PI F&A return. She noted that the PI Portal seems to not be working properly regarding distribution of F&A at this time and that the money will not be distributed immediately but rather later in FY2022. Ms. Crickard is currently working with OneIT to create an automated report of F&A distribution that should come out quarterly. The first such report is expected in January for July-December expenditures. Ms. Crickard also noted that the negotiated F&A rate should be finalized in January; the government is about a year behind on completing this. Rachel Ladenheim asked whether the PI’s department could spend the PI’s F&A funds and Ms. Crickard said that this was not the intention of sharing the funds with the PIs – the money would normally be under the control of the PIs.

Ms. Ladenheim announced that she will soon go on maternal leave until March, and Audrey Callahan announced that she is retiring from the University the first or second week of January.

The meeting ended at 1:42.

Respectfully submitted,  
Carl Mahler