

RESEARCH ADMINISTRATION ADVISORY COUNCIL (RAAC)
1 p.m. on Monday, April 5, 2021
via Zoom

Present:

Jeremy Alajajian	Stafford Farmer	Stephanie Sanchez-Esparragoza
Darlene Booker	Elaine Jacobs	Peter Szanton
Lesley Brown	Rachel Ladenheim	Mary Welsh
Audrey Callahan	Stacy Leotta	Shanda Wirt
Vikki Cherwon	Sherry Loyd	Ellen Zavala
Valerie Crickard	Carl Mahler	
Paul Cryer	Angelica Martins	

Absent:

Nikki Simmons

The meeting began at 1:01

Meeting Opening:

- I. Approval of meeting minutes for 3/1/21 RAAC meeting
Vikki Cherwon moved to accept the minutes as submitted, which motion was seconded by Lesley Brown and passed without opposition.

Old Business:

- II. Update of Student Education Expenses Payback Process
Valerie Crickard reported that the Bursar's Office will be responsible for this process in those situations in which the sponsor requires that training grants be repaid. A merchant platform has been established for the student accounts for this purpose. Dr. Tankersley thanked Ms. Crickard and Peter Szanton for their work on this. This item will stay on the agenda for the May meeting to address any questions that RAAC members may have about it. Note: after the meeting Ms. Crickard shared a document outlining the payback process with the RAAC members via email.
- III. Revision of Policy 20.2
Prior to the meeting Dr. Tankersley distributed a revised draft of this policy along with two new documents outlining procedures to be followed in implementing the policy. He asked the group whether this draft of the policy appropriately addressed their concerns about meeting the 10-5-2 deadline. It is up to ORSO or to the college based research offices whether to allow proposals to be submitted if the 10-5-2 deadlines are missed. Shanda Wirt asked about the exclusions and exceptions language requiring that a request to deviate from the guidelines be made in advance. Dr. Tankersley responded that the exceptions and exclusions clause of the policy does NOT address individuals who fail to meet the deadlines; rather, it addresses specific situations such as when multiple

subawards must be made and the paperwork for those subawards cannot be completed by the specified deadlines. Audrey Callahan noted that the requirement that all information be submitted two days prior to the “proposal deadline” is somewhat confusing for investigators who will look at the “submission deadline” specified in Niner Research. Ms. Leotta noted that at the five day deadline for pre-review she usually has the budget complete so that the department chairs may review it; then at the two day deadline, called “final review”, the proposal goes to the AOR. Ms. Wirt noted that she had to give approval at both the five day and two day deadlines and that once Niner Research goes live with “system-to-system” the submission process will change. Dr. Tankersley asked whether wording should be changed in the Policy or whether it could be handled in the Procedures, and the consensus of the RAAC members was that appropriate changes to the Procedures would be sufficient. The Research Protections and Integrity group is modifying Procedure #2 (the Administrative Shell checklist) to address organizational conflicts of interest and certification of financial disclosures. Ms. Brown suggested that the Policy itself note the need for reviews of organizational conflicts of interest but agreed that the fact that this is mentioned on the Niner Research main screen was sufficient. Ms. Brown moved to accept the policy as written effective as of May 15; the motion was seconded by Ellen Zavala and passed without opposition.

IV. Year over Year Tuition Escalation on Grant Proposals

This topic was tabled until the May meeting of the RAAC.

V. Niner Research: Training and Submissions

A spreadsheet is being used to keep track of who has attended training of the Grants modules for Niner Research. Training on the Awards Tracking module will begin on April 14; most faculty do not need to attend this training as the Awards Tracking module will be used primarily by administrators. Dr. Tankersley wants as many faculty as possible to receive training on the appropriate Grants modules in Niner Research before May 15. He hopes to see 49 proposals submitted before April 30, but noted that the pace of using Niner Research for this purpose must increase if this goal is to be met. Jeremy Alajajian asked whether “open swim training” would be available, and Ms. Zavala noted that while no such sessions are currently planned she could certainly schedule some if people wanted them. Dr. Tankersley noted that there are about six videos that train users how to use various aspects of the Niner Research system. Ms. Crickard noted that GCA hopes to have full training available via videos on the Niner Research web site and to have them linked to the FAQs. Elaine Jacobs asked how the Institute for Social Capital will be handled within Niner Research and Stafford Farmer said that this is still being determined. Ms. Brown noted that she had not received feedback from the certification training in which she had participated and asked if that means that she had passed the tests; Mr. Farmer noted that one could check in the Percipio e-learning platform to see whether one passed the tests, but that in general a lack of feedback meant that the person being trained had passed the required tests. Ms. Brown recommended that feedback be provided to faculty and deans regardless of whether they passed or failed.

New Business:

VI. Award Budgets in NORM/Niner Research

Mr. Szanton noted that a decision was made during the configuration of Niner Research that the college based research officers would be able to make updates to budgets based on feedback from potential sponsors by using Proposal Tracking module. He then added that sponsors sometimes send back budgets that are very different from those that had been submitted from the University. He asked if the budgets should be entered as received from the sponsors and revised subsequently if necessary. Ms. Crickard replied that because budgets will flow from Proposal Tracking module to the Financial Transactions module, the actual budgets should be submitted in the Proposal Tracking module with a note that they deviated from the sponsor's budgets. Ms. Leotta asked about student health insurance which is now entered as fringe – will this need to be modified so that it will go into Banner properly? Ms. Crickard noted that the object code for student health insurance is already set up in the Proposal Development module and that it is separate from other personnel costs. Mr. Farmer noted that grad student health insurance should be entered on the grad student fringe line but for post-award it must be budgeted as another direct cost; this will be required when the proposal is submitted via the system-to-system process. He recommends that another meeting be held to discuss how best to handle the costs of student health insurance in research proposals – it may fall to the college based research offices to move these costs after receipt of the award so that they are recorded in the correct category. Dr. Tankersley asked that this additional meeting be held before the May RAAC meeting and that Peter Szanton, Ellen Zavala, Valerie Crickard, and Stacy Leotta attend it.

VII. Cost Share – Grant Payroll Cost Share Form

Ms. Booker discussed the eForm for cost share. Training in the use of this form will not be provided live and in person. Rather, it is one-time, recorded training that OneIT has helped to create. The training is also available in written form those who prefer not to use the videos for training. The form itself can be found on the GCA web page under “Forms”; look for “Payroll Cost Share” and the form can be found in the workflow section. Ms. Crickard will send out an email to all the pre-reviewers about this as they are the individuals who need to know this information.

VIII. New NIH Guide Notice Effective 5/25/21

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-073.html>

Biographical sketches and other information required for NIH submissions have changed because of concerns about foreign influence. The changes set forth in the referenced URL go into effect on May 25. Dr. Tankersley asked for a subset of RAAC to volunteer to review this document prior to the next RAAC meeting and return with suggestions as to how to implement it on campus. Ellen Zavala will lead the group and Lesley Brown has some information on this that she will share. Other members of the group include Paul Cryer and Vikki Cherwon.

The meeting ended at 2:00.

Respectfully submitted,

Carl P. B. Mahler, II