

RESEARCH ADMINISTRATION ADVISORY COUNCIL (RAAC)
1 p.m. on Monday, May 3, 2021
via Zoom

Present:

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

Absent:

Angelica Martins
Rachel Ladenheim

The meeting began at 1:01

Meeting Opening:

I. Approval of meeting minutes for 4/5/21 RAAC meeting

Lesley Brown moved to accept the minutes as submitted, which motion was seconded by Peter Szanton and passed without opposition.

Old Business:

II. Niner Research: Training, Submissions, and Timeline for Remaining Modules

Dr. Tankersley presented a spreadsheet showing the number of faculty members from the various colleges who had completed training in Niner Research as Champions, Experts, and Super Users, as well as a separate spreadsheet showing the same information including Staff. The spreadsheets also include information on the number of people who missed sessions. Dr. Tankersley noted that the number of training sessions held per week will decrease over the coming weeks. Only 20 proposals were submitted by the end of April, in contrast to the hoped-for 49 submissions in that time; about 60 proposals were submitted via NORM in the same time period. CLAS and the College of Engineering submitted the most IPF's in Niner Research. NORM will be retired on May 15, so under the 10-5-2 deadlines no new IPFs should be started in NORM as of the date of the RAAC meeting. Vikki Cherwon noted that the first System to System submission will be made on Wednesday, May 5. The launch dates for Financial Transactions, Fund Setup, the Compliance Modules, and updates to the Conflict of Interest modules will be announced by May 15. All of these modules are expected to go live by the end of September, and data conversions for them should be completed by that time as well.

III. Award Budgets in NORM/Niner Research

Ellen Zavala reported that she had met with Peter Szanton and Darlene Booker about award budgets earlier in the day. Graduate Student Health Insurance will remain as a direct cost in Fringe Benefits and will then be moved into "Other Direct Costs" with the correct code for loading into Banner. This change can be made by the Proposal Specialists or the AORs once they have

been trained. The information will be entered initially into Proposal Tracking and any needed further changes will be made by Valerie Crickard's group. The move to "Other Direct Costs" will decrease the Fringe Benefits line and increase the "Other Direct Costs" line without causing other changes. Ms. Zavala intends to show people how to accomplish this in Proposal Tracking later in the week. Nikki Simmons reported that there have been 22 awards that will need to be manually entered into Proposal Tracking and this number is likely to increase daily. Several of these awards are still in negotiation or have a hold placed on them for compliance reasons. Ms. Zavala is in the process of determining how much information will need to be put into Proposal Tracking for reporting purposes – anything not put into Proposal Tracking may be lost when the NORM system is retired. Ms. Zavala's group may need some additional temporary assistance for entering this data. Conversion of data from NORM into Niner Research will likely take months and cannot start until NORM has been retired; in the meantime, the creation of new fund numbers may take longer than usual. Stacy Leotta asked if the conversion would be automated and Dr. Tankersley said that new awards need to be converted manually but information on previously awarded contracts and grants will be converted automatically. Dr. Tankersley asked that information on new awards be added to a spreadsheet so as to track the time it takes to convert the information from NORM into Niner Research.

IV. RAP Policy 20.2, Deadline for Proposal Submissions to University Offices

Ms. Cherwon noted a few changes that were needed to this policy and Ms. Zavala changed several references and circulated the document to the Associate Deans for Research prior to the RAAC meeting. Stafford Farmer is working with Cathy Edwards to put the policy onto the GCA web site.

V. Year Over Year Tuition Escalation on Grant Proposals

This item was discussed at the March RAAC meeting. Escalating charges include not only Tuition increases but also items such as salary increases. Ms. Zavala is in the process of updating the information on the ORSO web site. Ms. Crickard is putting together a comparison of the fringe benefit rates over the last five to ten years; she believes that a 5% escalation for fringe rates is the historical norm – this is separate from the escalation for tuition rates. Dr. Tankersley asked Ms. Zavala to bring back information on tuition, salaries, and other non-fringe costs (excluding fees, which are no longer included) for the last five years for discussion at the June RAAC meeting.

VI. NIH Guide Notice NOT-OD-21-073 updated with NOT-OD-21-110 re: Implementation of Changes to the Biographical Sketch and Other Support Format Page

Ms. Zavala worked with Paul Cryer and Ms. Cherwon to determine that the information from the Atkisson Training Group web site was correct. The announced changes may be delayed until January. Most of these changes are being made for full transparency of research support. Dr. Tankersley asked how this information will be rolled out to the faculty who will be impacted – will there be information sessions or a written guide or some other method of distributing it? Ms. Zavala stated that the information could be given to the Associate Deans of Research or the CBRO's could share the information with the faculty. Ms. Brown recommended that the information not be distributed solely via the Department Chairs. Ms. Cherwon said that the

information will be posted on her web site and shared in one-on-one meetings with faculty as well as on monthly informational emails to researchers in her college. Mr. Szanton plans to develop a list of all faculty in his college who apply for NIH support and send the information to them as well as sharing it via department chairs. Dr. Tankersley recommended developing a campus-wide communication plan including identifying a lead person to answer questions about these changes. In addition, this information will be added to the Catalyst training. The changes will be discussed again at the June RAAC meeting along with a communications plan and a list of faculty who apply for NIH funding.

Ms. Crickard added that she would contact Mr. Szanton about remaining questions concerning educational training grants and reimbursements. There will be further discussion of this at the June meeting.

New Business:

VII. Grant Funded Summer Salary

The review of grant funded summer salary will start on May 3 and should be completed no later than May 20. Changes received five business days in advance of the payroll deadline should be completed by the payroll date. The deadline for the first pay period of the Summer session is 5/19/21, so the information will be needed by 5/12/19 for the 5/31/21 payroll. Ms. Booker will provide a specific list of dates on which the changes are due for the next five pay periods. The location of where the work will be performed has been removed from the list of required information. Mr. Alajajian asked whether additional administrative approval would be needed for summer stipends and Ms. Crickard responded that she will check on this and report back. Mary Welsh noted that no administrative review had been needed for summer stipends in her experience.

VIII. Internal Proposals in Niner Research – Responsibilities at Pre- and Post-award Stages?

Ms. Brown had noted that internal grants would be entered into Niner Research in the fall. Mr. Szanton asked what the responsibilities for the college offices with respect to these proposals would be. Faculty Research Grants (FRG's) are due in mid-October, which is one of the busiest months for submissions for external funding. In addition, the people processing post-award may be overwhelmed by researchers asking for assistance on the internal awards. Ms. Brown reported that changes to budgets on FRG's require multiple approvals and this does not fall on anyone in the CBRO's; for the Niner Awards, Gail Keene's office handles such changes. In both cases the college budget offices, rather than the CBRO's, assist faculty. This process is not expected to change. Dr. Tankersley tasked Mr. Szanton with preparing a guidance document for faculty. This document will outline who is responsible for assisting faculty with the various types of internal grants. Department Chairs and Deans will need to approve IGNITE grants and only Deans approve SOTL grants. Niner Research will be used for tracking FRG's. Some faculty will need significant assistance on submitting and administering these grants.

IX. All Senior/Key Personnel required to get a Commons ID for Due Dates on or after January 25, 2022

All Senior/Key Personnel will be required to have this ID by January 25, 2022. This information will be communicated in the same announcement as described in Item VI above.

Ms. Zavala moved that the meeting be adjourned, which motion was seconded by Ms. Brown and passed without opposition. The meeting ended at 2:01.

Respectfully submitted,

Carl P. B. Mahler, II