eResearch

Research Unit Liaison Meeting

April 1, 2008

3:00 – 4:30 pm

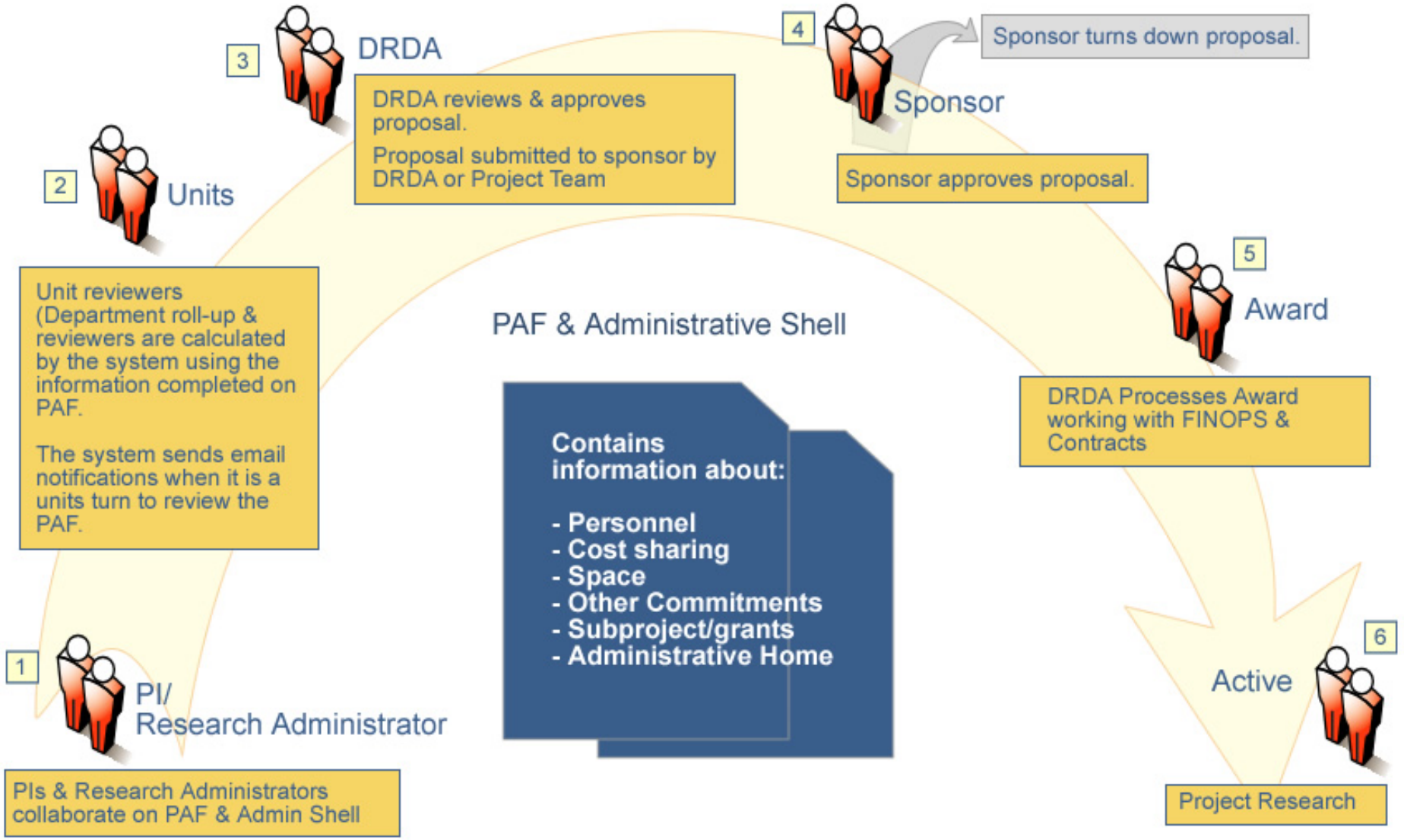
Agenda

- Project status
- Next task – setting optional flag for department review order
- Unit Liaison maintenance of department information (reviewers, email notifications, and contacts for proposal questions)
- Next Meetings

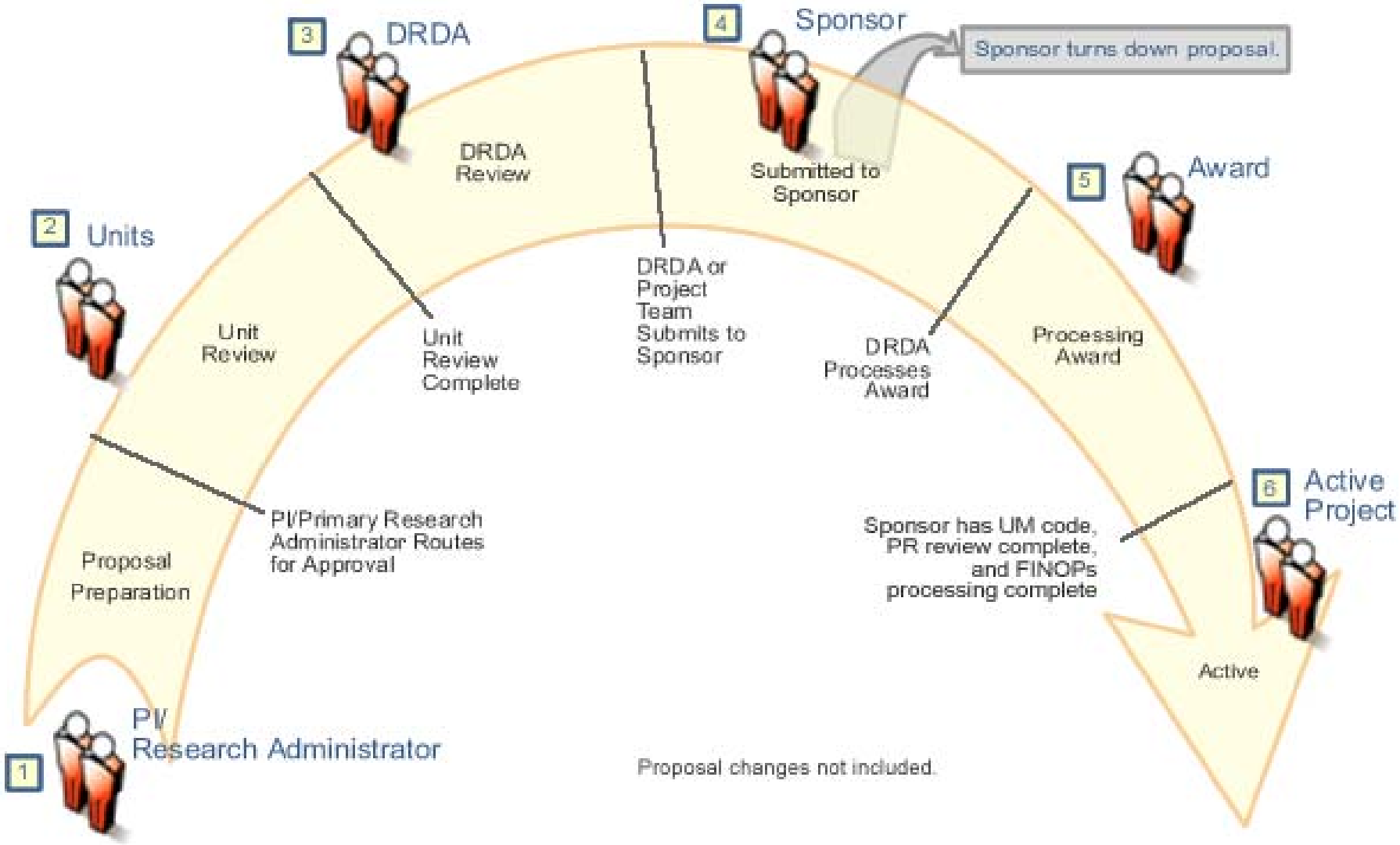
eResearch Proposal Mgt – Project Status

- System Design & Development
  - Nearing completion
- Testing
  - System Performance Testing
    - Complete
  - User Testing
    - TBD
- Limited Availability
  - Date to be determined
    - Pilot with 20-25 proposals from variety of units
  - Training
    - Support limited availability users
    - Training for full availability will start during the limited availability period
- Full Availability
  - Date to be determined

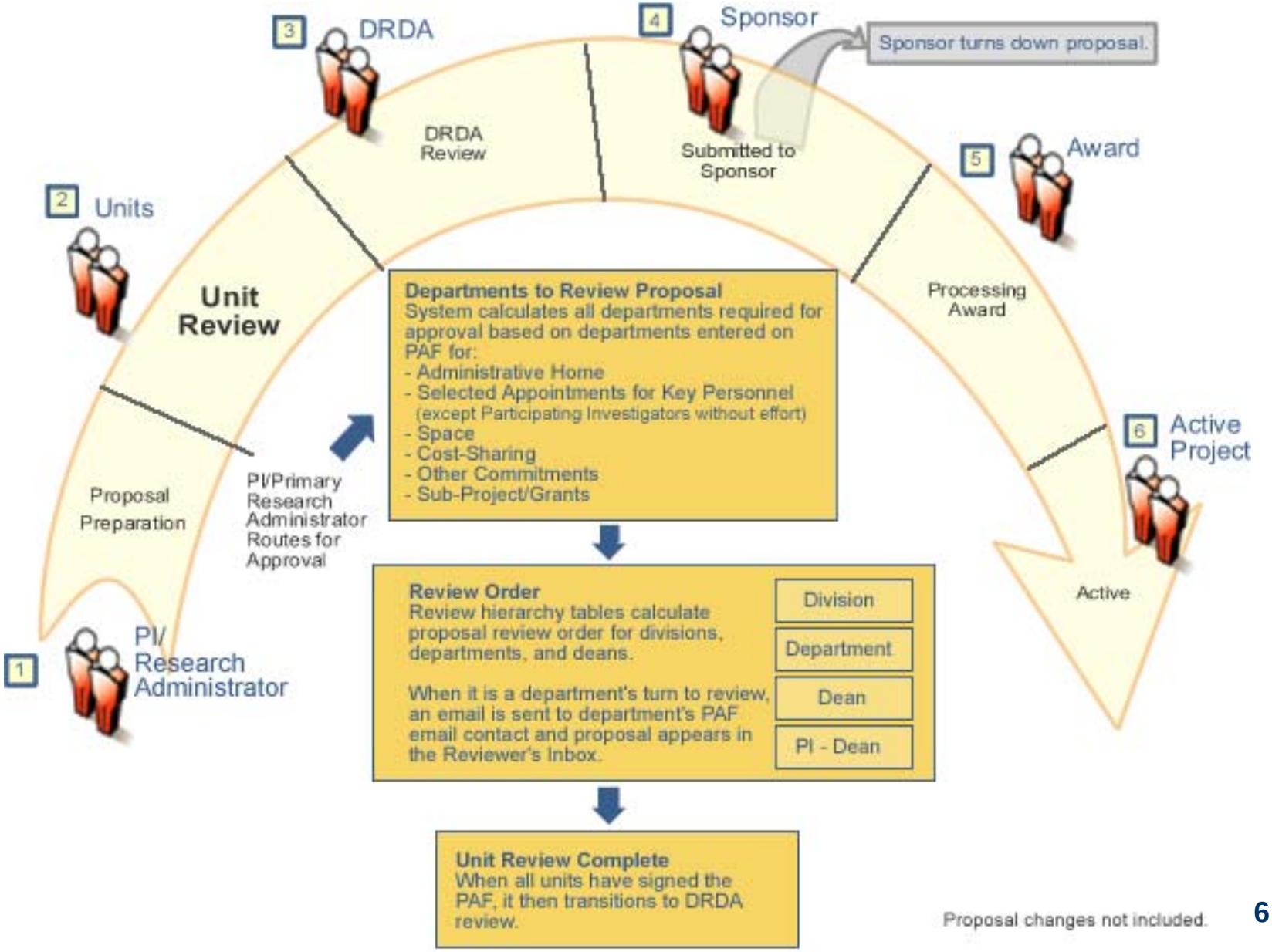
Proposal Process Overview without Changes



Proposal Process Overview – States & State Transitions (No Proposal Changes)



eResearch Unit Review



Proposal changes not included.

Jim Randolph – Examples from Meeting

CRLT->DRDA

(very common – no other levels need to sign)

Epidemiology->School of Public Health->DRDA

(very common – one other level needs to sign before goes to DRDA)

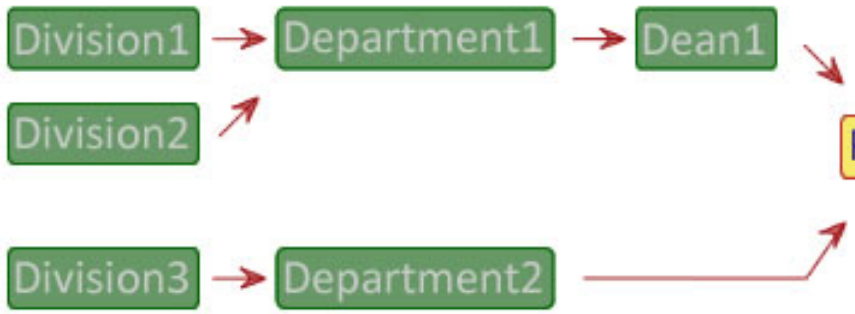
Cardiology->Internal Medicine->Med School->DRDA

(not as common, but common at Med, two levels must sign before goes to DRDA)

Task - Setting optional flag for department review order

Default no flag set

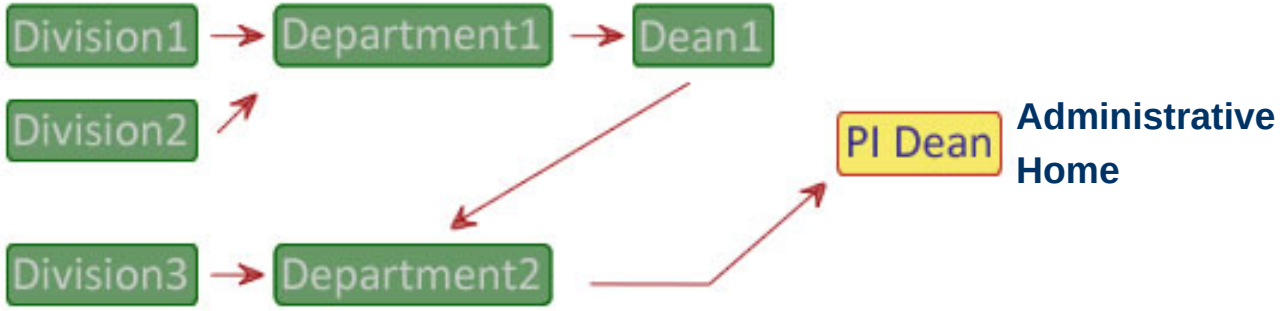
- Review order calculated by review hierarchy table



Division 3 = PI Administrative Home

Flag set - Project Administrative Home Department does NOT review proposal until all other departments have completed review

- Review order calculated by review hierarchy table

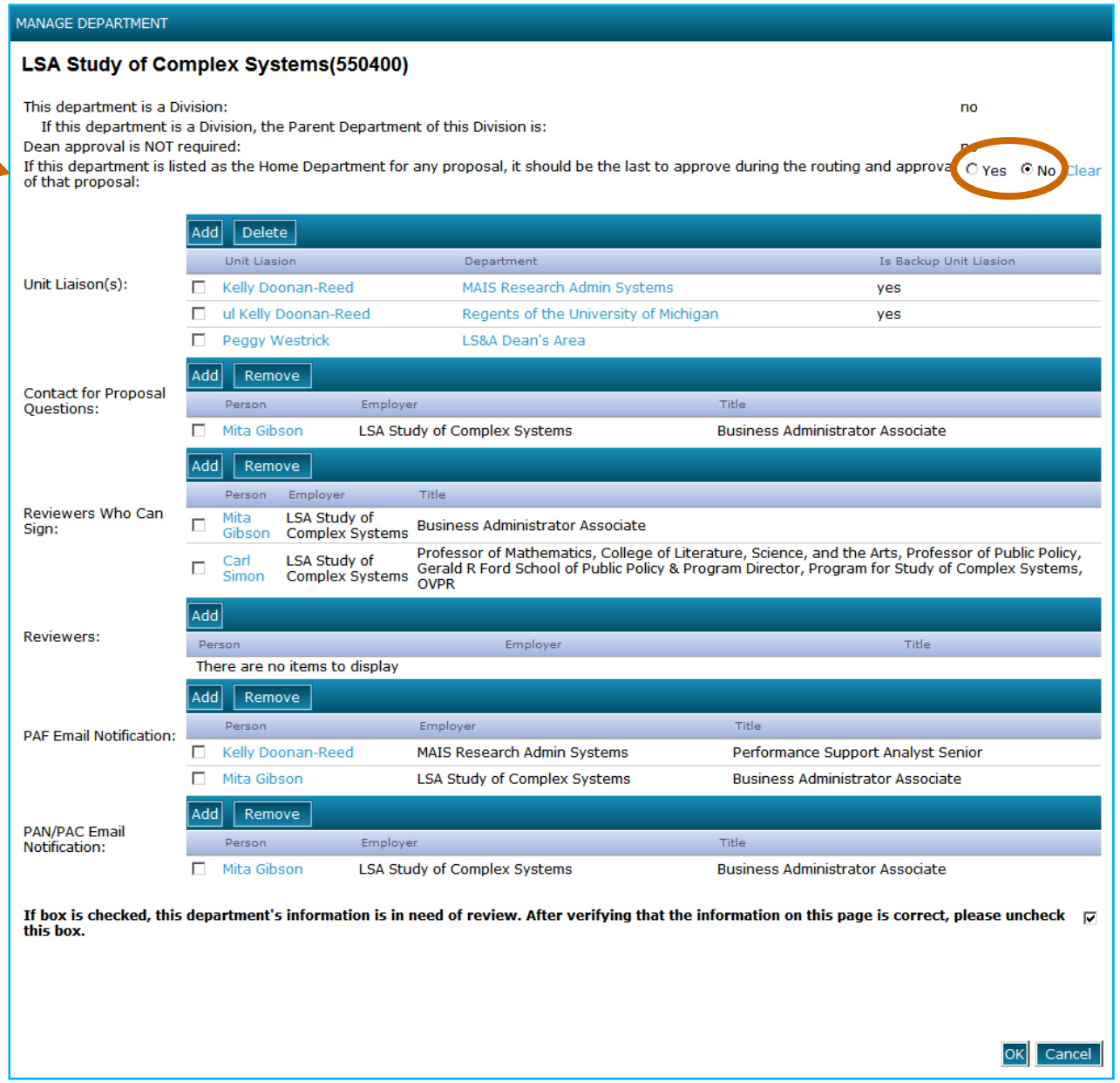


Division 3 = PI Administrative Home

Where to Set Optional Review Flag

- Flag defaults to **No**.
- Select **Yes** for department if the department should wait to begin review until ALL other departments have completed their review .

Remember this only is applicable when the department is the administrative home for a project.



eResearch Maintain Department Information

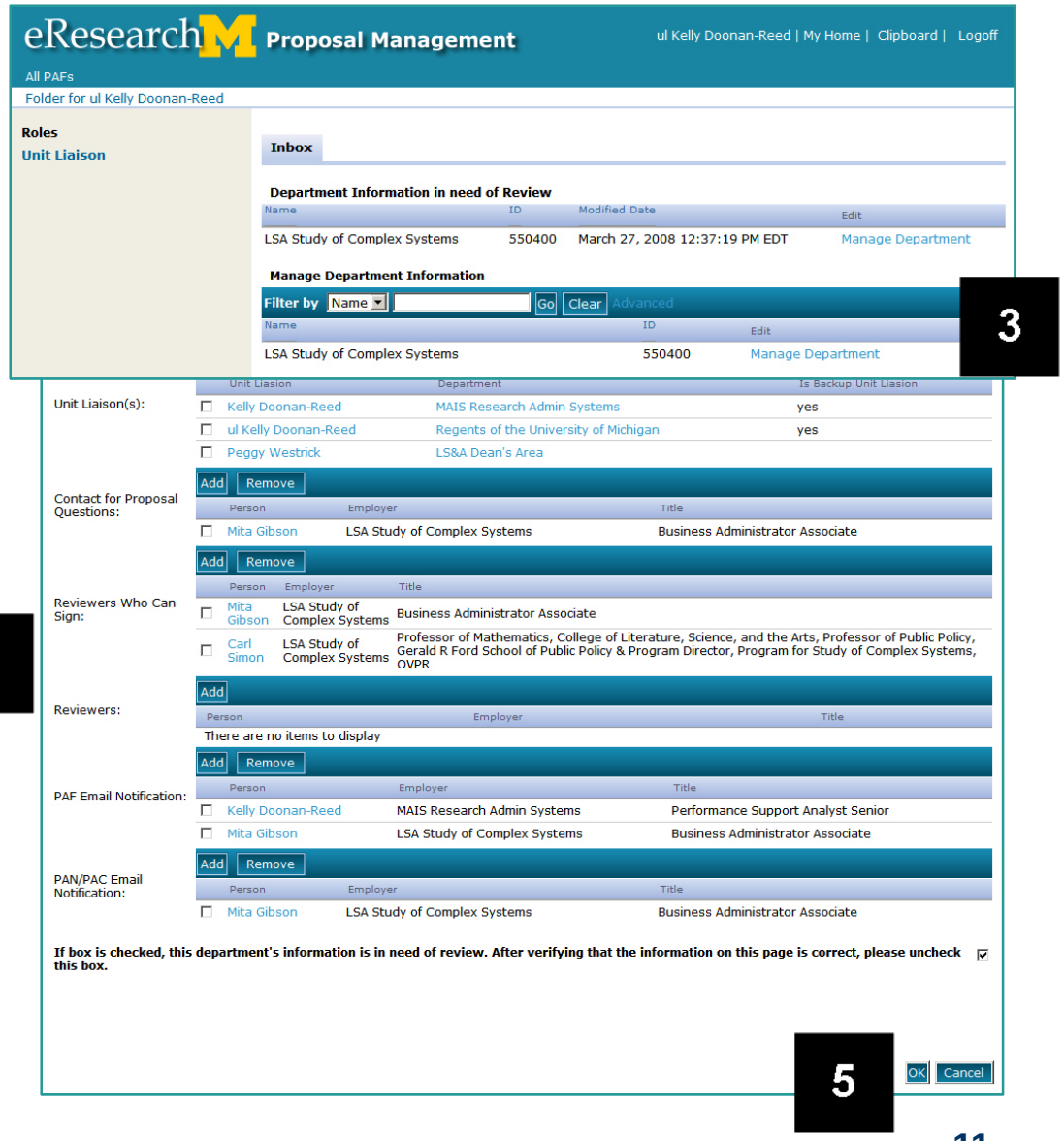
- Series of tasks to gather information to load data into the system
- To keep department information up to date and current, Research ULs will maintain the following in the eResearch Proposal Management Sandbox:
  - Reviewers
    - Reviewers
    - Reviewers who can sign (formerly known as Approvers)
  - Email notifications
    - PAF
    - PAC/PAN
  - Contacts for proposal questions (formerly known as Public Contacts to Facilitate Proposal Preparation & Review)

Maintain Department Information - Sandbox

1. Login into Sandbox
   http://hibiscus.mpathways.dsc.umich.edu/RsrPrpslMgt_sand
   New link as of 4/14/08:
   http://erpm-sandbox.dsc.umich.edu
2. List of your departments appear in your UL Home Workspace.
3. Select department to maintain.
4. Make changes.
5. Click **OK** to save.

For detailed instructions, see:

- Unit Liaison Home Workspace – Field Description
- Manage Department Information – Review Access, Email Notification, and Contacts for Proposal Questions – Step-By-Step Procedure



Next Steps

- Complete task (Setting optional flag for department review order) before next Research UL meeting, 5/6/08
- Maintain department information in sandbox as needed

Future Meetings

- May 6, 2008
  - Time: 3:00 - 4:30 pm
  - Location: School of Information North, Atkins Room
- July 1, 2008
  - Time: 3:00 - 4:30 pm
  - Location: Kipke