eResearch Unit Liaison Kick-off

September 11, 2007
Agenda

- Welcome Research Unit Liaisons
- Research Unit Liaison Role Responsibilities
- Unit Liaison Program Overview
- eRPM Project Overview & Status
- Upcoming Tasks
- Future Meetings
- Next Steps
Welcome Research Unit Liaisons

- Research Unit Liaison program for MAIS-supported research systems is currently being developed in conjunction with the development of the eResearch Proposal Management System (eRPM).

- Research Unit Liaisons selected based on:
  - An in-depth understanding of the administrative structure of your unit and the University especially related to research administration functions
  - An ability to effectively communicate with faculty and staff and drive decision-making within unit
  - An understanding of how the eRPM system will impact current business processes in order to identify and initiate appropriate internal changes
Identified Research Unit Liaisons

- Art and Design, School of - Mahendra Kumar
- AVP for Facilities and Operations - Kim Kiernan
- Bentley Historical Library – Bill Wallach
- Center for Human Growth and Development (CHGD) - Donna Mulkey
- Dearborn Regional Campus - Drew Buchanan, (Patricia Turnbull back-up)
- Dentistry, School of - Pat Schultz
- Digital Media Commons - Theresa Short
- Education, School of - Kathy Metcalf
- Engineering, College of - Linda Forsyth
- Executive VP for Medical Affairs - Heather Offhaus
- Flint Regional Campus - Peggy Roddy
- Ford School of Public Policy - Lori Maddix
- Information Technology Central Services - Nancy Martin
- Information, School of - Ann Verhey-Henke
- Institute for Research on Women & Gender - Patti Smith
- Institute for Social Research - Carolyn Pappas
- International Center - Malinda Matney
- Kinesiology, Division of - Elizabeth Tropiano
- Law School - Christina Luo
- Life Sciences Institute - Kate Blakeman
- Literature, Science and the Arts, College of - Peggy Westrick
- Medical School - Heather Offhaus
- Museum of Art - Terri Gable
- Music, Theatre & Dance, School of - Lisa Gubaci (Ron Torrella back-up)
- National Center for Institutional Diversity - Angela Ebreo
- Natural Resources & Environment, School of (SNRE) - Mary Martinowicz
- Nursing, School of - Eve Bernos (Christine Kahan Black back-up)
- Office of Academic Multicultural Initiatives (OAMI) - John Matlock
- Pharmacy, College of - Pennie Rutan
- President’s Office - Sherri Craft
- Public Health, School of - Mike Kalasinski
- Rackham School of Graduate Studies – Yvonne Bidwell
- Ross School of Business - Sally Sivrais
- Safety, Department of - Kim Kiernan
- Social Work, School of - Michelle Hall (Barbara Cobb, Candace Terhune back-up)
- Taubman College of Architecture & Urban Planning (TCAUP) - Carol Kent (Linda Mills, Sandy Patton back-up)
- U of M Hospital & Health Care Centers (UMHHC) - Heather Offhaus
- UM Transportation Research Institute (UMTRI) - Cathy Seay-Ostrowski
- University Health Services - Malinda Matney
- University Library - Anne Beaubien
- VP for Research, Office of (OVPR) - Patti Smith, IRWG; Cathy Seay-Ostrowski, UMTRI; Donna Mulkey, CHGD
- VP for Student Affairs - Malinda Matney
Partner to successfully implement eRPM:

- Attend Unit Liaison meetings (forum for project updates, tasks required to prepare the unit for the implementation, and to provide input).
  - Good to identify a back-up in case you are unable to attend meetings
- Keep unit informed.
  - Keep leadership informed of and involved in the eRPM development and implementation process.
  - Keep faculty, administrators, supervisors, and staff informed about the nature and timing of changes that will occur before and after the eRPM implementation.
  - If you represent multiple units, remember that you need to represent all units and keep them all informed, determine if additional ULs are needed.
- Review current business processes, internal operating policies and procedures, staff roles, and research proposal approval requirements and identify needed changes to these that will assure a successful implementation.
- Provide feedback, special needs, and concerns from your units to the eRPM project team.
- Maintain eRPM system routing & approval information for your unit.
- Form and work with a Transition Team for your schools, colleges, or units.
- Participate in an eRPM readiness assessment.
- Identify staff members who will need training.
Previous M-Pathways implementations, MAIS created a Unit Liaison Program to identify key individuals within the schools, colleges, and administrative units to facilitate communication with faculty, administrators, and staff members and to help inform system design decisions (i.e., Financials, Human Resources, Student Administration).

Long-term expectation:
- Research Unit Liaison will serve as the main point of contact / advisor between Research system developers and the system users in their units (e.g., both Regulatory Management and Proposal Management systems).
  Collaborate and communicate with other Unit Liaisons as needed.

UL Program website http://www.mais.umich.edu/groups/ul.html
- Questions about general Unit Liaison program contact Jan Eckert.
Phase 1 – Routing, approval, and submission of proposals to external sponsors, including Grants.gov
- Electronic Proposal Approval Form (ePAF)
- Grants.gov Proposal Preparation
- Routing, approval, and submission of proposals to external sponsors, including Grants.gov
- Award notification
- Data Warehouse

Phase 2 – Internal system integration
- Enhance functionality by integrating with existing systems (i.e., M-Pathways, eResearch, PEERRS, and eSirius)

Phase 3 – Routing, approval, and submission of proposals to internal funding sources

Phase 4 – Budget development online tools
## eRPM Phase 1 - Timeline

### Phase I: Routing Approval, and Submission of Proposals to External Sponsors

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**Project Start-up**
- Hire project staff
- Define project plan
- Select and purchase software and hardware
- Install technical infrastructure

**Gather Requirements**
- Proposal Approval Form (PAF) and Data Warehouse reporting
- Sponsor Proposal Forms (Grants.gov and Other)
- Routing & Approval
- DRDA office procedures
- Award Notification & Changes

**Design**
- Create prototype of PAF forms - 100%
- Define Data Model (fields of information stored in database) - 100%
- Define workflow for unit routing & approval, DRDA processing, and submission to sponsor - 70%
- Determine method for defining org. roll-ups for routing & approvals - 100%
- Identify approvers and delegates - 5%
- Determine user roles and security requirements - 35%
- Design user reports - 15%
- Define email notifications - 0%

**Development & Unit Testing**
- Build user interface forms - 80%
- Build workflow states, activities, and state transitions - 20%
- Build system interfaces between eResearch and M-Pathways - 50%

**Usability & System Testing**
* Go/Delay Decision based on results:
  - User acceptance testing
  - System performance testing

### Key
- Complete
- On track
- Slipping
- Critical
- Not Started

In Progress

### Limited Availability

Target Go-Live
Weekly design team meetings to vet:

- **PAF/Proposal Tracking/Data Warehouse**
  - Judy Carrillo (Internal Medicine)
  - Linda Forsyth (College of Engineering)
  - Amy Rundquist (Statistics)
  - Kate Strzempek (DRDA)
  - Ann Verhey-Henke (School of Information)

- **Proposal Routing & Approval**
  - Pat Fink (ISR)
  - Heather Offhaus (Medical School)
  - Cathy Seay-Ostrowski (Transportation Research Institute)
  - Peggy Westrick (LSA)

- **Proposal Preparation**
  - Yvonne Barber (Epidemiology)
  - Bob Beattie (DRDA)
  - Kathy Hoskins (Mechanical Engineering)
  - Robin Losee (Medical School)
  - Carolyn Pappas (ISR)
  - Colleen Vogler (Molecular, Cellular, and Developmental Biology)
Gather Departmental Advisory Team feedback regarding:
- PAF/Proposal Tracking
- Proposal Routing & Approval
- Proposal Preparation

Participation from:

- Eve Bernos (Nursing)
- Lori Bowden (Biostatistics)
- Drew Buchanan (UM - Dearborn)
- Kathy Devereux (Psychology)
- Diane Fiolek (Dermatology)
- Doreen Graden (Cardiology)
- Michelle Hall (Social Work)
- Beth Lawson (Electrical Engineering and Computer Science)
- Lori Maddix (Public Policy)
- Mary Martinowicz (School of Natural Resource and Environment)
- Pennie Rutan (Pharmacy)
- Sonia Schmerl (Comparative Literature)
- Elizabeth Tropiano (Kinesiology)
- Bonni Viets (Materials Science and Engineering)
- Tina Wells (Physics)
Electronic Proposal Approval Form (ePAF)
- A prototype of the new ePAF has been created and reviewed by the Design Teams and Departmental Advisory Team.
- System development is underway.

Grants.gov Proposal Preparation
- Purchased Grants.gov Forms Library from Click Commerce.

Routing and Approval, Proposal Submission, Award Notification
- Workflow design for unit routing & approval, DRDA processing, and submission to sponsor is underway with design teams and DRDA personnel.

Data Warehouse
- The data model has been defined and development of the data warehouse dataset is underway.

Hardware has been installed and is now being tested.

Research UL program start-up & tasks being completed/assigned.
Research UL Tasks – Background

- Need Research ULs to help us determine the department routing & approval to initially populate the eResearch Proposal Management (eRPM) system.
- To accomplish this, created a series of small tasks for Research ULs to complete.
- It will be your responsibility to maintain this information in the future.
Task goal: Indicate sponsored research activity departments

Once you were identified as the Research UL for your unit (July/August) ---

- Requested that you:
  - Validate your unit’s Department IDs.
  - Note which Department IDs involved in Sponsored Research Activity.
- Dept IDs pulled from M-Pathways Financials system via Business Objects.
- If you have not completed this yet, please submit ASAP. Your results are needed for the next task.
Task Goal: Help determine PAF routing.

- Confirm the Sponsored Research Dept IDs you submitted in Task 1.
- Verify how the Departments roll-up to the Department Group for the purpose of PAF signature.
Task 3 – Approvers, Reviewers and Emails

Complete PAF → Submitted → Routing & Approval → Approved → DRDA → Approved → Submission

Info completed on PAF for a Dept ID relating to:
- Personnel
- Cost sharing
- Space
- Other Commitments
- Subproject/grant

Determines who:

• Approver
  For Dept ID, can view, edit and approve (sign) PAF
  • Need names from units

• Reviewer
  For Dept ID, can view and edit PAF
  • Need names from units

• Email notifications
  Receives email when it’s the Dept IDs turn to review & approve the PAF. Does not give access to PAF.
  • Need names from units

Note: Personnel given edit access to an individual PAF can edit PAF when it’s editable. Can always view PAF during routing.
Next Steps

- Complete your tasks
  - Task 1 - Sponsored Research Dept IDs
    - Due: ASAP (Will send separately to recently identified ULs.)
  - Task 2 – Department Roll-up
    - Due: 10/2/07
  - Task 3 - Approvers, Reviewers and Email Notifications
    - Due: 10/2/07
      - Complete Excel Spreadsheet electronically so that this data can be loaded into the system.
      - Filter by Dept ID to divvy out tasks to others as needed. Please send all of your results back together.
      - Contact Brian Bruxvoort or Kelly Doonan-Reed if you have questions.

- We will set up the next Research UL meeting for late October/early November.
● Please help us plan future meetings. What works best?
  – Future meeting time preferences
    ● Monday, PM
    ● Tuesday, AM or PM
    ● Wednesday, AM or PM
    ● Thursday, AM or PM
  – Name back-ups
    ● Copy backups on Research UL correspondence?

● Future meeting topics
  – System demo
  – Training and Communication Approach
  – More implementation information/planning closer to implementation
For More eRPM Information…

http://eResearch.umich.edu

Click the link to find out more…

- UL info
- Background
- Plan
- Team
- Previews

Or contact Project Managers:

Jim Randolph, DRDA (nihjim@umich.edu)

Cathy Handyside, MAIS Research Admin Systems (chandys@umich.edu)