Emory Research A to Z

ERAZ

May 19, 2016
Agenda

• FGC Intro/Update
• PMS Transition Update
• RAE Program Update
• RAS Update
Announcements

**ERAZ:**

July 21, 2016
9:30-11:00am
WHSCAB Auditorium - 1440 Clifton Road NE, 1st Floor

*Newsletters are available at:*

http://blogs.emory.edu/ranews
FGC Update

Bill Lambert,  Associate Vice President
Finance, Grants, and Contracts
( 404) 727 -2503
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FGC

• Change in organizational structure
  – QA/Training/Compliance
  – Operations
  – Award Setup
• SalesForce
• Performance Metrics
NIH Payment Management System (PMS) Subaccount Transition

Kim Rowell, Post Award Administrator III
RAS Central Operations
(404) 727–3161 • kim.rowell@emory.edu
NIH Transition to PMS Subaccounts

Overview

• Transition to Subaccounts began October 1, 2013
  • NIH draws were from a Pooled account (G)
  • New NIH competing awards issued since then have subaccounts (P) in PMS

• Since October 1, 2015 the remaining NIH Letter of Credit (LOC) began transitioning to subaccounts
  • NIH will have visibility of draws by award
  • Ability to draw will be turned off 90 days after award end date
  • All awards transitioned by September 30, 2016
NIH Transition to PMS Subaccounts

What It Means to You

• A new award is issued at the budget year end date
  • First priority – clear deficits on affected awards
  • PMS Transition Team is requesting PANs using most recent EPEX routing
• Subawards must be terminated and reissued under new award
• A Subaccount Transition FFR is required for each award
  • FFRs for awards without an annual reporting requirement are prepared by PMS Transition Team
  • Unobligated balances on awards with automatic carryover are transferred to new award by PMS Transition team
  • Carryover requests are required for awards without automatic carryover (no change)
• No change in Progress Report due dates
NIH Transition to PMS Subaccounts

Population

154 awards are affected at Emory
48 have an annual reporting requirement; reporting done in the RAS
Remaining 106 FFRs & closeouts are handled by PMS transition team

FFRs Submitted to NIH

PMS team completion - 18
RAS completion (annual requirement) - 4

Remaining FFRs Due to NIH

PMS team completion - 88
RAS completion (annual requirement) - 44
NIH Transition to PMS Subaccounts

Remaining FFRs to be Completed by PMS Transition team

- ABOSS
- BSCI
- CAPS
- HOSP
- MED
- PEDE
- SPH
- YRK
- SON
NIH Transition to PMS Subaccounts

Remaining FFRs to be Completed by RAS Units
NIH Transition to PMS Subaccounts

Closeouts
Budget adjustments down to FFR and transfer of carryover to new project (according to budget detail from RAS) will be done by Transition team

Encumbrances
Known issues with communication between Emory Express & Compass

Reminder Regarding Subcontract Expenses
If first $25k was charged to original (transitioned) award, remaining subcontract expenses should be charged to > $25K on new award.

Example: Award %12345 has 2 subs. At transition $20,000 total was paid to EZ Med School and $80,000 total was paid to Degree U. The first invoice from EZ on the new award was for $10,000. $5,000 would go to SubK<$25k (77600) and $5,000 would go to SubK>$25k (77610). Degree U invoiced $20,000 and all would be charged to SubK>$25k (77610).
NIH Transition to PMS Subaccounts

Questions?
Research Administration at Emory
Training & Certification Program
Re-Design

Demetrice Bryant, Director of Training and Communication
Office of Research Administration
(404) 727-5581
demetrice.shuntese.bryant@emory.edu
Today’s Update

• New Approach
• Why Change
• Target Audience
• Areas of Focus
History of RAE (Research Administration at Emory) Training Certification Program

• Developed in 2007 to provide foundational program in research administration
• RAE was only training available to many research administrators
• Designed to include theory, policy, federal guidelines
• Because some units did not have training began including “how to”
• Supported a decentralized model for research administration
Why Update?

Surveys, Course Evaluations, Conversations told us the same...

• The classroom training is too long
• You wanted more topics covered in smaller chunks
• You wanted more online training

Organizational changes now support developing a new program with these changes in mind.
New Approach

RAE & ED Series Revisions
- Focus on RA Theory
- Remove redundancies
- Identify what could be better covered online
- Reduced time in class with heavier focus on case studies and discussion

Local Units (RAS, OSP, Finance Units) Development
- Focus on “how to”
- SOPs/Procedures
- Locally developed and managed
- Each Unit develops their plan

COMPASS
- Training on how to use Compass
- Training on accessing reports? (Or should this Controller’s)
- Need to determine interim pre-Upgrade plan
Who does RAE Target?

The following provides the identified scope and phases/steps for communicating and educating Emory’s research community. One primary audience is identified, Research Administrators. Included in the research administration audience are the following subgroups:

• RAS Research Administrators,
• Division of Finance Research Administrators,
• OSP Research Administrators,
• And in some instances Principal Investigators and other Non-RAS Research Collaborators.
Who’s Developing the New Program?

- Kerry Peluso – ORA/OSP
- Melanie Lawrence – ORA
- Demetrice Bryant – ORA/OSP
- Holly Sommers – OSP
- Janette Hannam-Hayes – OSP
- Cale Lennon – OTT Contracts
- Iruka Ndubuizu – OTT Contracts
- Todd Bruce – RAS Central
- Kathleen Bienkowski – RAS Central
- Debbie Longo – RAS Central
- Josh Rosenberg – Controllers Office
- Bill Lambert – FGC
- Jennifer Crockett – FGC
Current Focus Areas

- Introduction to Emory’s Research Administration’s Departments
- Introduction to Regulatory Concerns / Compliance
- Pre-Award Administration Foundation
- Post-Award Administration Foundation
Focus Areas at a Glance

Most Online!!!!
New Modules on June 1, 2016

Export Controls

Uniform Guidance
Tell us what you think?
For more information visit these links...

- Use of ARRT will become Mandatory for all Departmental Administrators for All Awards Ending 4/1/14 or Later
- New Tool Coming to Assist Departmental and RAS Administrators with Post End Data Analysis
- http://www.ogca.emory.edu/arrt/index.html
Research Administration
Shared Services Center Update

Kathleen Bienkowski, Associate Vice President
Research Administration Shared Services Center
(404) 727-0737
ras.centraloperations@emory.edu
RAS Implementation Status – Units Launched

- 7.5 RAS units operational
- 140 employees
- 90% of university research volume covered by these units

<table>
<thead>
<tr>
<th>Research Area</th>
<th>Launch Date</th>
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<tbody>
<tr>
<td>Cancer and Imaging</td>
<td>April 2013</td>
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<tr>
<td>Rollins School of Public Health</td>
<td>April 2013</td>
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<tr>
<td>Department of Medicine</td>
<td>January 2014</td>
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<tr>
<td>Department of Pediatrics</td>
<td>May 2014</td>
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<td>Basic Sciences</td>
<td>December 2014</td>
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<tr>
<td>Yerkes – Post Award</td>
<td>February 2015</td>
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<td>Yerkes – Pre-Award</td>
<td>June 2015</td>
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<td>Anesthesia/Brain Health/Ortho/Surgical Services</td>
<td>September 2015</td>
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<tr>
<td>Emory College of Arts and Science (Phase 1 of CAPS Unit Launch)</td>
<td>May 2016</td>
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## RAS Implementation Status – Remaining Units

<table>
<thead>
<tr>
<th>RAS Unit</th>
<th>Scheduled Launch</th>
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<tbody>
<tr>
<td>Hospital Specialties</td>
<td>May 2016</td>
</tr>
<tr>
<td>• Remaining School/Units: Business, Law, Graduate School, Theology and</td>
<td>July 2016</td>
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<tr>
<td>other research areas (Phase 2 of CAPS Unit Launch)</td>
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*A RAS Celebration has been scheduled for June 23rd to celebrate the successful completed implementation of the RAS structure across Emory!!!*
New Approach to Faculty Feedback/Communications

- Challenges with current approach, i.e., RAS Surveys
  - Response rate
  - Anonymous responses prohibit follow-up/resolution
  - Respondents include comments about RAS staffing levels/funding, and on FGC, OSP, OTT scope in RAS feedback
  - Survey “fatigue”

- New approach: Two-Pronged
  1. Continue to enable PIs to complete/submit surveys on RAS support
     - Links in RAS email signatures
     - Link on homepage of RAS website
  2. Faculty Feedback Sessions
Reminders:

• **NEXT MEETING:**
  July 21, 2016—9:30 am to 11:00 am
  WHSCAB Auditorium - 1440 Clifton Road NE, 1st Floor

• Find information about ERAZ at [http://www.or.emory.edu/eraz/index.html](http://www.or.emory.edu/eraz/index.html)

• Email topics and suggestions for future meetings to eraz@emory.edu.

• Your opinion and thoughts matter. Please complete the survey that will be sent out after this meeting.
ANY QUESTIONS