

ADVISORY COUNCIL FOR RESEARCH ADMINISTRATION (ACRA)

Monday, March 27, 2017

2:00 pm – 4:00 pm

CRC Campus, School of Education, 2 Silber Way, Room 250

Council Attendees: Diane Baldwin, Cynthia Bradford, Nancy Clinton, Jean Daley, Patrick Decoste, Casey DeMarsico, Susan Foster, Michael Gooley, Gretchen Hartigan, Aline Hillman, Marla Krauss, Renna Lilly, Kate Petcosky, Geraldine Pierre, Suzanne Rocha, Erin Ryan, Marianne Taylor, Gloria Waters

Guest Attendees: Sharon Ciccarelli, Jen King, Ann Lennon, Elizabeth Mauro, Sarah Porter, Meghan Reilly, Ryan Russell

Absent: Gillian Emmons, Kevin Gonzales, Rich Lally, Fredric Majnoun, Jen Marron, Bob Schaejbe

MINUTES

Agenda Item: Proposal Development (PD) and COI – Jen King

Share any feedback with Jen King (jlking@bu.edu)

New Modules of Kuali Research – Discovery Phase. Goal to deploy both modules simultaneously

- PD Scope: Creates an electronic version of a proposal with the ability for electronic routing for approvals, and system to system grant submission (grants.gov and research.gov).
- COI Scope: Replaces current system and will interact with PD allowing disclosures to be easily associated to projects.
- Benefits include:
 - Electronic record of proposal process is searchable and ability for repeat use
 - Proposal Summary Form information is collected as part of the proposal process and routed for approval with the proposal.
 - PIs, DAs and SP will be able to work on same proposal concurrently and will have access to the system and current status of proposal (on or offsite).
 - Supports electronic submission to federal agencies (Grants.gov)
 - Improved visibility, communication and reduction in administrative time
 - Increase in Investigator satisfaction as a result of clearer forms, automated notifications and reminders, saved disclosure information, and project data integration for accuracy and speed in completion.
 - The entire research community will be working with the same product/system and can seamlessly collaborate
- Risks/Challenges include:
 - Resistance to change / trust in the system
 - Introduction of new process decisions, such as with routing and approval rules.
- Training – What approach would be best for our research community?
 - Test modules / play space
 - Hands on workshops

- Video Clips - under a minute in length, specific topics so they are easily identifiable.
 - Training sessions geared towards only one specific topic
 - Not effective: Online modules
- Involvement – Project team members will be looking for feedback in specific areas – volunteers welcome, also:
 - ACRA discussions
 - One on one interviews with staff and faculty
 - Existing meetings where PD can be presented to a group
- Questions:
 - Will someone be able to tell who accessed the record last?
 - Can PI's preview the final proposal before submitted?
 - Will PD accommodate multi/component projects and training grants?
 - Is ad-hoc routing an option?
 - Can files be attached for review/routing purposes, that will not be ultimately submitted as part of the proposal package?
 - If the Dean approves before the proposal is final, can the system generate a snapshot of what it looked like at the time of approval?
 - Can you lock pages?
- No "Go live" date yet
 - Seeking eligible pilots. Tentative goal to pilot near end of calendar year with a gradual roll-out

Agenda Item: Announcements and Updates

Sponsored Programs:

- February metrics posted:
<http://www.bu.edu/researchsupport/administration/strategic-indicators/>
- Award closeout status' being reviewed. When research faculty leave BU, SP needs to be notified. Departure Checklist:
<http://www.bu.edu/researchsupport/tools-services/faculty-departure-checklist/>
- The Executive Level II direct salary cap has been increased to \$187,000, effective January 8, 2017.
- Effective immediately, BU's Animal Welfare Assurance number has changed from A3316-01 to D16-00204. This impacts both campuses and should be used on proposals going forward.
- Grants.gov will be phased out in December 2017, replaced with 'Workspace'. SP recommends continuing to utilize adobe packages until further guidance. If you chose to use Workspace to prepare and submit your proposal, you must adhere to the proposal submission [policy](#) in order to give us ample time to review and submit through this new system.
- Proposed New Annual Research Administrator Award – anyone interested in serving on a special committee to work on the details please contact Diane Baldwin (dbaldwin@bu.edu)
- Questions/Feedback:
 - For items of importance, is there a way to send out rapid communications to the community? Email master list is challenging. Perhaps banner on webpage, message to Deans, Twitter feed?

PAFO:

- PARs are due back by Friday, April 7th.

- FY2017 KPMG Interim Uniform Guidance (A-133) Audit will begin May 2017 - Once we have list of selected grants, we will inform PI's and Departments accordingly
- Proposed new report for Departments on the "Health of an Award"
 - Point in Time snapshot annually/semi-annually of accounts focusing on:
 - Project a burn rate based on spend to date and budget
 - Focus on accounts that are either less or greater than 25% spent to date
 - Potential of under/over spending
 - Will this be helpful? Interest from schools was mixed
 - Great for Deans to see burn rates
 - A message from central would be beneficial
 - Depends on the support available in each department
- Questions/Feedback:
 - "grant ending" letters from PAFO – seeking additional language, etc. PAFO asked to revise and bring back to ACRA

Agenda Item: Letter of Intent (LOI) – Renna Lilly

Revised/Consolidated form for use when BU is a subcontractor.

- LOI covers both campuses, is general enough to cover most sponsors, and eliminates the requirement of PI signature from the previous MED LOI (PI is already signing PSF to signify approval of the proposal)
 - Can this be produced in Kuali Research PD?
 - Define PTE on form

Agenda Item: FDP (Federal Demonstration Partnership) Attachment 2 – Sharon Ciccarelli

Attachment 2 changes to the subaward FDP template include new section for human subjects data.

- Before SP Sub Group moves forward with a subaward, communication will go to PI to obtain key compliance information about the subaward activity related to the potential exchange of human subjects data.

Agenda Item: BU Budget Template – Ann Lennon & Casey DeMarsico

Work with new template and share feedback with Casey DeMarsico (cdemarsi@bu.edu)
New internal budget template for use on both campuses for proposal preparation.

- Includes 3 tabs: Federal, Non-Federal, and Subawards
- Effort Calculator to convert % to months
- Built in warnings generated for salary cap; calendar/academic/summer months input
- Questions/Feedback:
 - Add Participant Support Costs line
 - Add a summary worksheet
 - Add base salary column to each year
- SP is working on incorporating the changes and will repost the draft tool for usage and additional feedback

Agenda Item: ACRA Membership – Diane Baldwin

One year has passed since the committee was formed. Looking for feedback on all aspects, including group participation and activity focus. Share comments with ACRA Co-Chairs: Diane Baldwin (dbaldwin@bu.edu) and/or Susan Foster (shfoster@bu.edu)

- Will be reaching out to each area to understand desire/interest to continue to serve or not
- Revisit expectations of all

- Share feedback and suggestions for improvement
- We are suggesting to make the website open (not behind Kerberos password), any concerns? No

Regular ACRA Meetings:

- Next meeting is scheduled for Monday, April 24, 2017
- Let us know if you have a topic to add to the Agenda.
 - Suggestion to include discussion on summer salary memo and challenges with charging 3 months summer salary

Email any priority items, topic suggestions, or comments for the next meeting to acra@bu.edu.

If interested in hosting, please email acra@bu.edu. We ideally need:

- A room with a table that can hold 25
- Audiovisual capability
- A room that allows food
- 2 hour availability
- White board space (optional)