Research Administration:
A New Opportunity for Grants Management

RAMC: October 29, 2020

UNIVERSITY *of* ROCHESTER

Thank you RAMC!

THANK YOU

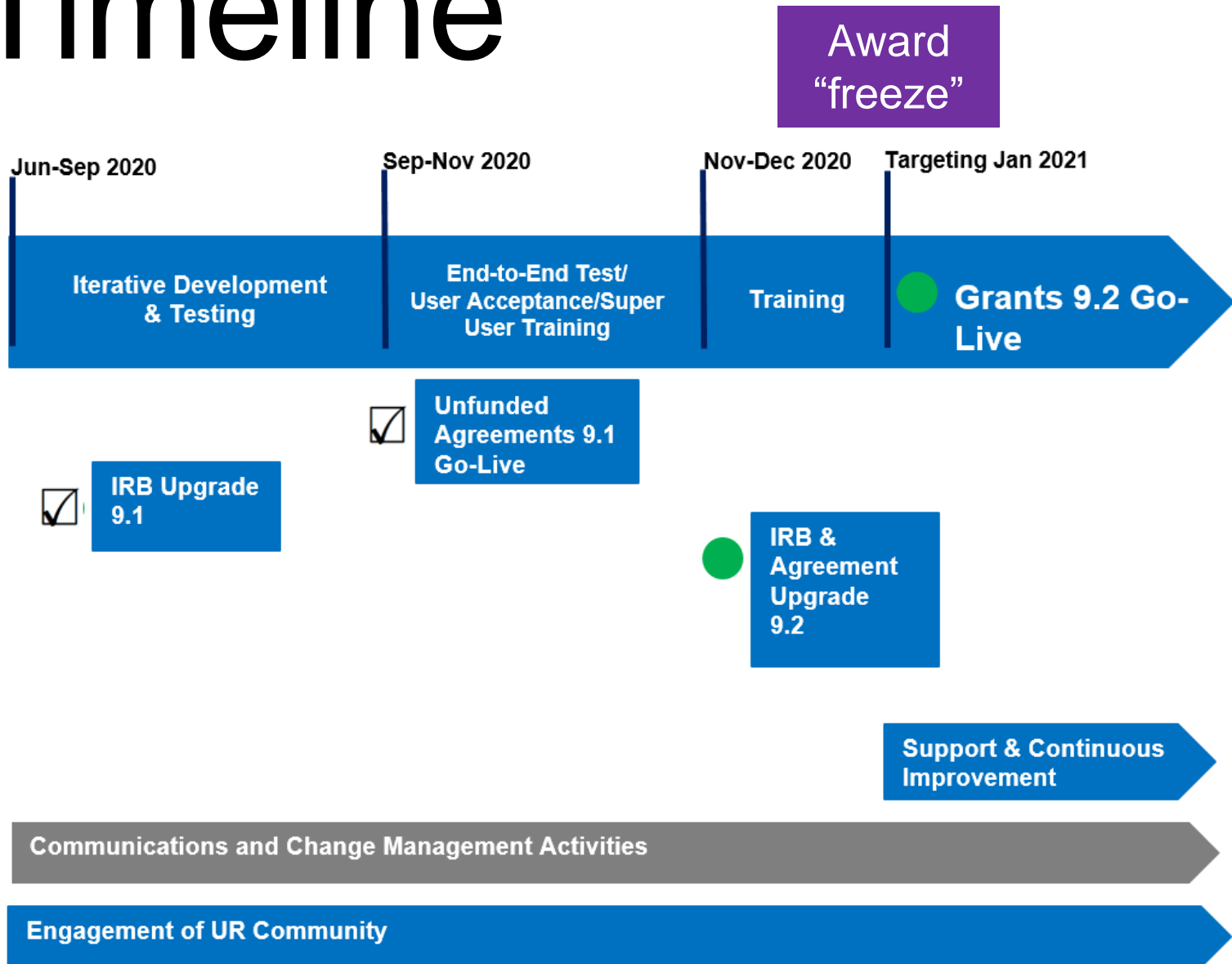for all you do

Poll

Agenda

- Timeline/Award Freeze

- Progress since September

- Grants: Key Changes/Process Flows

- IORA Super User Update

- Training Plans

- Transition and Go-Live Activities

- RAMC Next Steps

- Demonstration of the Advance Account (formerly contingent account) process in IORA (time permitting)

UNIVERSITY *of* ROCHESTER

Timeline

Award "freeze"

Jun-Sep 2020

Sep-Nov 2020

Nov-Dec 2020

Targeting Jan 2021

Iterative Development & Testing

End-to-End Test/ User Acceptance/Super User Training

Training

Grants 9.2 Go-Live

☑ Unfunded Agreements 9.1 Go-Live

☑ IRB Upgrade 9.1

IRB & Agreement Upgrade 9.2

Support & Continuous Improvement

Communications and Change Management Activities

Engagement of UR Community

Award Freeze Period Mid-December – Go-Live

Please send Awards and Award Modifications into ORPA before mid-December or hold until after go-live

- Freeze does not apply to Proposals – only new Awards and Award modifications
- Proposals will continue to be entered into COEUS until go-live
- COGNOS data will still be available during this freeze period

Progress since September

Unfunded Agreements Is Live in IORA!

- Communications via *Research Connections*, ORPA-L, targeted emails to RAMC, Ancillary Reviewers, Agreements Users, Executive Committee, Advisory Committee

- Trained 110+ faculty and staff on new IORA Agreements module: instructor-led live (Zoom) training, job aids, videos and comprehensive user guide

- Positive training survey results

- Have processed **80+** unfunded agreements in IORA since go-live

"It was great to see the system, it looks very user friendly. I am confident that I could successfully utilize the system."

- *Training attendee*

"IORA was great – really intuitive, easy to use. Looking forward to the grants module!"
- *UR Department Administrator*

UNIVERSITY *of* ROCHESTER

Grants Progress

- Met with AS&E Chairs (at CDC) in October to share IORA status/plans
- Building integrations with Workday
- Designing Day-1 Reports
- Continuing data migrations
- Finalizing business processes
- Working on training materials/videos
- Finalized budget categories for award reconciliation

Grants: Key Changes/ Process Flows

- When comparing IORA to our current processes, think of the **smart form questions within IORA** as simply **replacing our current paper sign-off form**. You're still providing the same information (and in some cases, less!), but you'll do it in IORA.

- IORA replaces COEUS and is the source of record for proposals and agreements

Reminder: All proposal information must be submitted to ORPA 5 days prior to the deadline!

UNIVERSITY *of* ROCHESTER

- Paper Notice of Award (NOA) is replaced by Award details in IORA
- For sub-awards, answer questions in IORA and upload any supporting documentation (such as a SOW). No longer need to send a set of documents to ORPA to prepare sub-award.
- Ability to budget dollars per anticipated need in most cases
- Post-Award communication all in one common place (IORA)

Note:
Everything needed to request a Sub-award is in IORA

Key Change: Approvals in IORA

Current State

University Proposal Sign-Off Form currently requires up to 8 categories of approvals, dependent upon resource utilization

Decision

Leadership agreed that after-the-fact reporting for <u>non-submitting</u> Department Chairs would suffice and agreed that this would be beneficial

Future State

Single monthly report of all proposals in the pipeline that utilize resources or their faculty's effort, rather than approving the proposal during sign-off
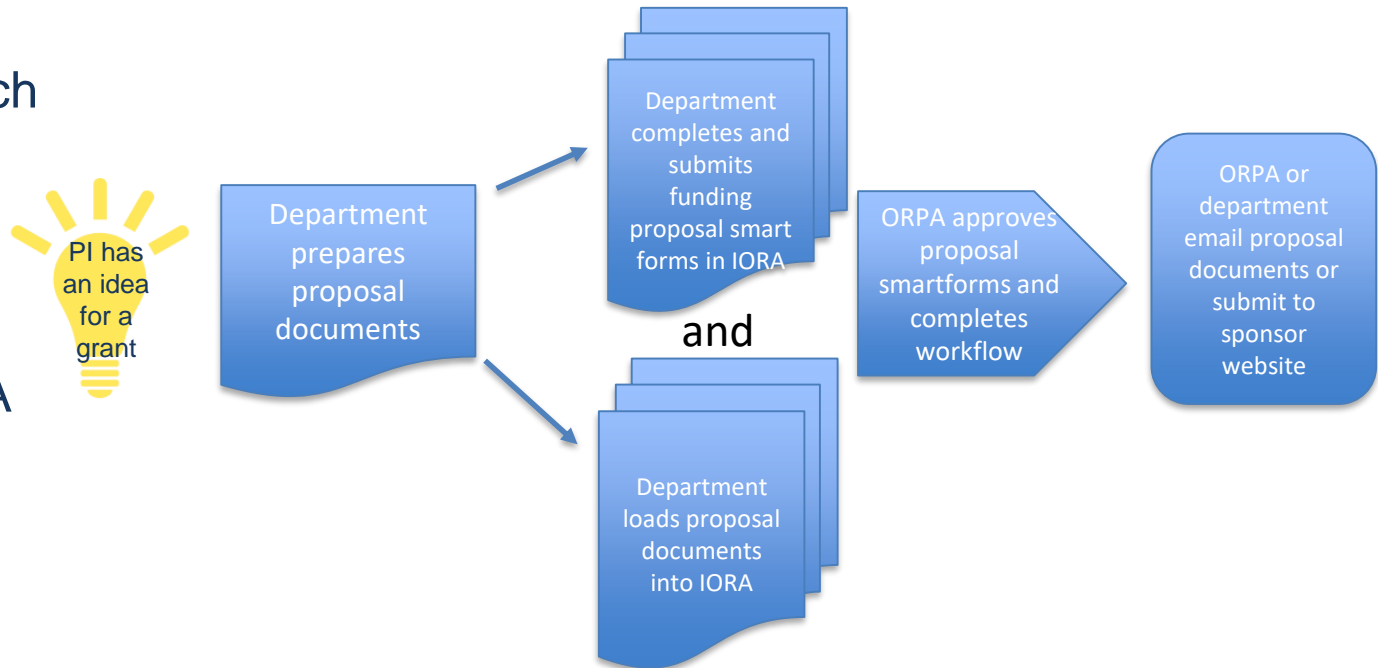
Note:
Notifications will be sent to those who are named on proposals for their awareness
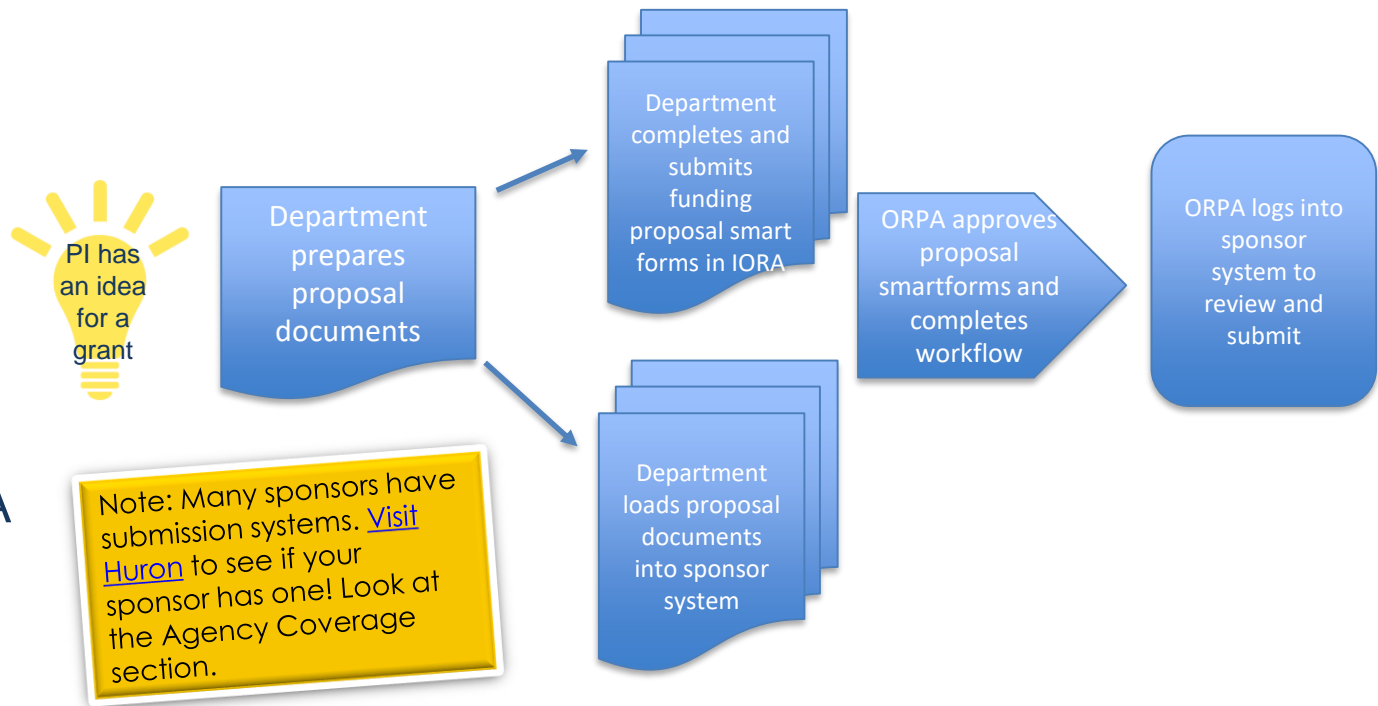
If there is no third party repository such as ASSIST, AHA, etc., all proposal documents should be included with smartforms in IORA Grants for review, storage and reporting purposes.

PI has an idea for a grant

Department prepares proposal documents

Department completes and submits funding proposal smart forms in IORA

and

Department loads proposal documents into IORA

ORPA approves proposal smartforms and completes workflow

ORPA or department email proposal documents or submit to sponsor website

If the sponsor has a submission system, some proposal documents (such as the budget justification) should be included with smartforms in IORA Grants for review and reporting purposes.

PI has an idea for a grant

Department prepares proposal documents

Department completes and submits funding proposal smart forms in IORA

Department loads proposal documents into sponsor system

ORPA approves proposal smartforms and completes workflow

ORPA logs into sponsor system to review and submit

Note: Many sponsors have submission systems. Visit Huron to see if your sponsor has one! Look at the Agency Coverage section.

If using SF424, all proposal documents should be included with smartforms in IORA Grants **and** IORA SF424 for review, storage and reporting purposes.

PI has an idea for a grant

Department prepares proposal documents

Note: SF424 enables creation, testing, routing, validation, and approval of correctly prepared SF424 applications that meet the requirements for S2S submission through Grants.gov.

Department completes and submits funding proposal smart forms in IORA

ORPA approves proposal smartforms and completes workflow

and

Department loads proposal documents into IORA SF424

ORPA approves proposal smartforms and completes workflow

ORPA reviews & approves proposal documents in SF424 & submits to sponsor

Super User Updates

Thank you IORA Super Users!

UNIVERSITY of ROCHESTER

Business Process Team

Examples of decisions/discussions in progress:

- Budget categories/switching from Work Day object classes to spend categories and finalizing the number of spend categories

- PI Certification process

- Contingent Account (Advance Account) request and navigating process

- Department sign-off process

Testing Team

- Test approach focuses on real-life scenarios and examples from various department administrators

- Using Jira to log defects

- Identifying training/Help Text opportunities

Communications Team

- Documenting actions/participating in sub-team discussions

- Reviewing communications

Training Team

Discussing training approach – short videos, user guides, job aids, virtual instructor-led training (Dec/Jan)

Identifying key training topics such as:

- Indirect cost share

- Help Text

- Key points to emphasize in training

- Finding current awards in IORA on Day-1, including amendments, NCEs, prior approvals, just in time, etc.

Training Approach

- Utilizing Huron videos where possible

- Quick Tips and User Guides

- Instructor-led training offered in December and January (recorded)
  - ➤ Would like people who plan to submit proposals between January – March to sign up first
  - ➤ Planning for post-go live office hours

Transition & Go-Live

- Continue engagement & communications (AS&E CDC, Institutional Reporting Team, PIs, RAMC, Super Users, Research Compliance Committee, etc.)

- Communicate to Research Community (from Rick Waugh and Steve Dewhurst) & hold virtual PI event in November

- Offer instructor-led training and training materials

- Planning development of "preview site" for practicing proposal development post-go live

RAMC: Next Steps

- Share information with your departments, encourage them to attend PI event

- Talk to faculty about what proposals they think they'll have in the January – March timeframe (we will be sending you a survey to capture this information in a couple weeks)

- Be sure to get Awards and sub-awards to ORPA before mid-December

We will meet again in November/December timeframe

Demo of Advanced Account

Formerly "contingent account"

Thank you! Questions?

We need you!

YOUR VOICE MATTERS.

Share your ideas with us.

Stay involved & informed. We will reconvene again in October.

Communicate with your colleagues, faculty and us!

Recognize this is a big change and will take time to adjust.

You play a critical role in success and change!

IORA Project Website: rochester.edu/iora-project/grants/
Email the team: iora@Rochester.edu
Invite us to your department meetings!

UNIVERSITY *of* ROCHESTER