Research Administration:
A New Opportunity for Grants Management

RARA & River Rats Meeting | January 26, 2021

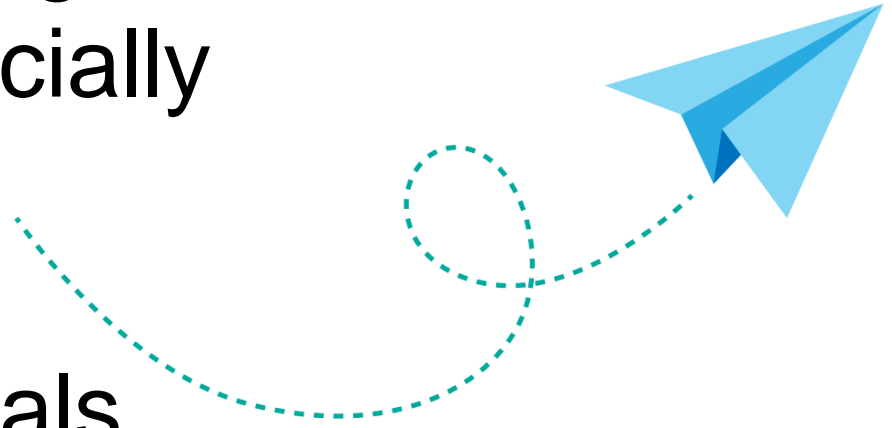**UNIVERSITY** *of* **ROCHESTER**

Thank you to our Super Users, the RAMC and to all of you for your support in getting us to this point!

IORA is Live!

As of today (January 26, 2021), the paper sign-off form has been officially retired.

All funding proposals, agreements and awards will now be processed in IORA!

Resources/Help

Integrated Online Research Administration (IORA)

- Questions & Answers
- IORA Updates & Communications
- IORA: Known Issues and Status
- IORA Training: Resources
- IORA Training: Awards
- IORA Training: Funding Proposals
- IORA Training: Funded Agreements
- IORA Training: Unfunded Agreements
- Timeline
- Program Team
- IORA Super Users
- Research Administration Modernization Committee (RAMC)

Training Videos & User Guides

Comprehensive training materials are available for Funding Proposals, Awards, and Funded and Unfunded Agreements. User guides can also be found in the IORA *Help Center*. Please visit the appropriate page for Training resources:

Funding Proposals | Awards | Agreements (Funded) | Agreements (Unfunded)

Office Hours

Bring your questions after go-live to the IORA team. Review the office hours schedule **here**.

Practice Environment (IORA "Sandbox")

Practice anytime in the IORA sandbox environment. This is a practice environment and email notifications are **not** turned on. Follow **these instructions** to access the sandbox environment.

Login Information

Login information can be found **here**.

Questions & Answers

Review the **Questions and Answers** for answers to some of the most common IORA questions.

Instructor-Led Training (Zoom)

Several instructor-led virtual trainings were held in December/January. If you missed a class, please watch the replay(s) below. Reviewers, such as Department Chairs, ORACS, Dean's Offices, RSRB, etc. are encouraged to review the training that is appropriate for them, as well.

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Complete User Guides are Available

Integrated Online Research Administration (IORA)

User Guide for
Grants: Pre-Award/Proposal Submission

IORA Version 9.2
January 2021

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Integrated Online Research Administration (IORA)

User Guide for
Grants: Award Activities

IORA Version 9.2
January 2021

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In addition to the quick guides and videos

https://www.rochester.edu/iora-project/iora-office-hours/

Come to office hours with your questions or potential bugs to report.

You can share your screen and/or have an ORPA RA walk through a process with you.

Reminder: IORA Overview Training

- Anyone who will be creating a funding proposal in IORA must be CLASP-certified **and complete 4 short videos and acknowledge the UR *Code of Conduct* in MyPath** (30 minutes max – available now, can be done anytime!).

- **You must complete this before you can create a proposal in IORA!**

IORA Training: Resources

IORA will streamline and automate many of our processes, allow for transparency and consistency in budgeting and reporting, and is critical for future research and growth opportunities at the university.

January 19, 2021:

The IORA Grants module is now live! Communications were sent today. Please see below and the IORA News page for details.

IORA Access: Create a Funding Proposal

To be able to create a proposal in IORA, you must be CLASP certified, watch 4 short IORA training videos and acknowledge the University's Code of Conduct, which will take less than 30 minutes.

The four videos will cover topics such as an introduction to funding proposals, navigating the general dashboard, completing forms and managing the internal review process. You can complete the videos and acknowledgement in MyPath at any time. Be sure this activity appears as "complete" in MyPath!

NOTE: Each of the four videos in MyPath open their own window. When each video completes, minimize the video window so you can see the MyPath navigation and continue through the training (by clicking Next – see Window 1).
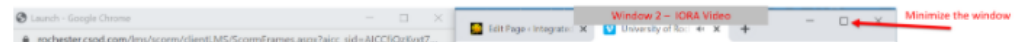
Common Questions so Far…

1. Access
2. Looking up Awards by GR#s
3. Naming conventions
4. Who gets notifications?
5. Requesting an Advance Account
6. Budgeting questions

Questions & Answers

What is happening and why? +

How do I log in to IORA Grants? +

1 How do I request an IORA user account? +

2 Can I look up my awards by the GR#? +

I chose NIH as the Prime Sponsor but it shows up in IORA as a foundation. Why? +

I used the "Export Budget" activity and nothing came up. Where do I find my exported IORA budget? +

3 Are their specific naming conventions I should use in IORA for titles and document uploads? +

What automatic notifications are turned on in IORA and who receives them? **4** +

About Us

Integrated Online Research Administration (IORA)

Questions & Answers

IORA Updates & Communications

IORA: Known Issues and Status

IORA Training: Resources

IORA Training: Awards

IORA Training: Funding Proposals

IORA Training: Funding Proposals

User Guides:
- IORA Naming Conventions for Departments
- IORA Glossary of Terms
- Navigating and Searching the General Dashboard **5**
- Pre-Award User Guide/Submitting a Funding Proposal
- Requesting an Advance Account
- Performing a Department Review **6**
- Submitting an Ancillary Review (performed by the Reviewer)

Known Issues

There are some items that are not working as expected, such as some notifications, salary data, system to system/SF424 transmission, sub awards have not been migrated. Check the IORA site for updates.

IORA: Known Issues and Status

IORA is now live!

Most system functions are working as expected but there are a couple of items the team is working to resolve over the next week. Please continue to check this page for status and any new developments.

- Active subawards have not yet been loaded into IORA
- SF424/System to System Submissions are not currently working (planned for sometime in February)
- Salary data has not been loaded into IORA and will need to be manually entered when creating proposals
- Notifications are still in the process of being refined. You can see the status of notifications here.
- Management / Leadership reporting will be available at the end of January
- Help Text has not been added to IORA yet

Last updated: 1/21/21

Tips for Success/
Best Practices

- Wildcards are your friend!
  - Example: You search for Boeing in the organization name search and nothing comes up
  - Try %Boeing and you'll find The Boeing Company
  - Use %NIH and %NSF
- Start entering proposal data in IORA as soon as you are aware
- Add Readers and Editors when creating a funding proposal (will all transfer over if an Award is activated)
- When navigating back to Dashboard, click the IORA logo (upper left)
- When creating a funding proposal, be sure to indicate if you have "renovation, alteration or additional space" requirements (and talk to the Dean's Office beforehand!)

- ORPA is working through the backlog from the freeze period (Dec 18 – Jan 19)
- Updating links, policies, documents on ORPA website
- We're all learning something new
- It will take time, but we'll get there!
- **Your patience is greatly appreciated!**

Q&A

IORA Questions and Answers:
https://www.rochester.edu/iora-project/grants/faqs/

Backup slides

Stats

Funding Proposals

- **4** funding proposals have been fully submitted for sponsor review using IORA (vs. the "paper" sign off form),

- **27** funding proposals are in internal review (with departments or ORPA), and

- **45** are in-progress ("draft")

Awards

- **10** new awards are now active and were successfully migrated to UR Financials

- **9** more in-process

- **79** award modifications have been processed

Agreements (since 9/25)

- 159 CDA

- **77** DUA

- **102** MTA

- **3** Other

MyPath IORA Overview training: **188** completed

Key Change: No Paper Sign-off Form

- When comparing IORA to our current processes, think of the **smart form questions within IORA** as simply **replacing our current paper sign-off form**. It's the same information (and in some cases, less!), but it will be in IORA

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

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

Key Change: Use IORA for Correspondence

- Funding Proposal, Award and Agreement information is in IORA

- IORA will send information via email notifications when your action or awareness is needed

- Use IORA to view and track information rather than paper and email

Note:
Use the functionality and features of IORA rather than paper and email

- Leadership agreed to salary and fringe inclusion in IORA for budgeting purposes

- Only CLASP-certified administrators (or minimal number of faculty with no administrative support) will be able to view base salary information

- Notifications will be sent to those who are named on proposals for their awareness

Note:
Having this data in IORA, a secure system, saves time and effort when calculating budgets

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Key Change: Approvals in IORA

Current State	Decision	Future State
University Proposal Sign-Off Form currently requires up to 8 categories of approvals, dependent upon resource utilization	Leadership agreed that after-the-fact reporting for <u>non-submitting</u> Department Chairs would suffice and agreed that this would be beneficial	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

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Key Change: Awards & Sub-Awards

- 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

PI certification **is required in IORA** in order for ORPA to submit a funding proposal.

The certification is critical as it is the PI's acknowledgement that:

- the PI is not debarred and does not have any conflict of interest,
- the proposal is accurate and truthful
- the proposal is ready to be submitted

PI Certification video:
https://youtu.be/HTzLSgFBJ_U

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