



THE UNIVERSITY OF
CHICAGO



ERA
URA Town Hall Meeting

BSLC 115

September 15, 2009



THE UNIVERSITY OF
CHICAGO

URA Town Hall Agenda

1. URA Updates
2. eRA Update
3. Restricted Funds Update

1 URA Update

URA Update

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- **Handout available on URA website.**
 - <http://researchadmin.uchicago.edu/>

2 eRA Update

What is the eRA project?

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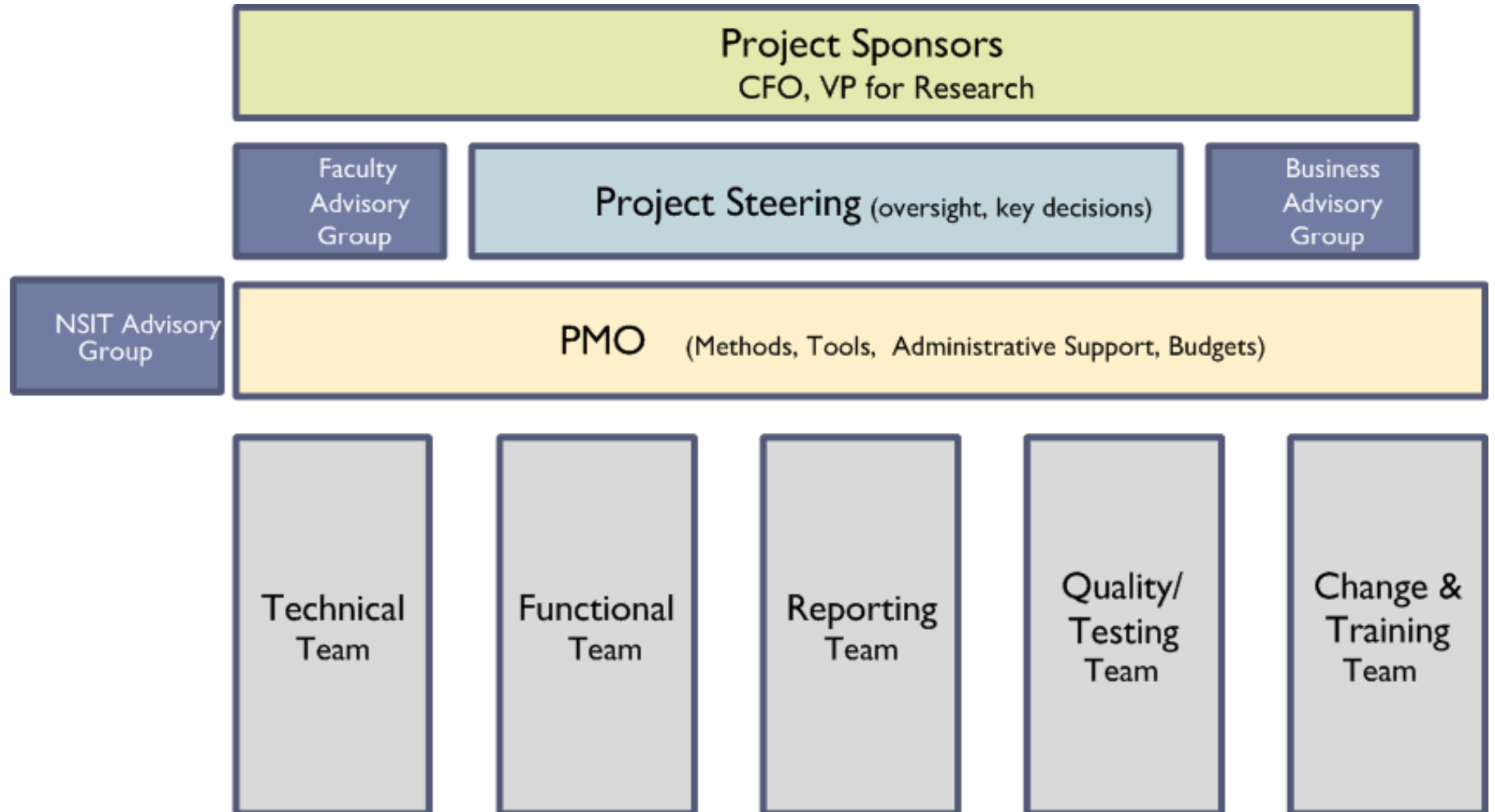
Overall project eRA objectives:

- Streamline and automate research administration
 - Including system to system submission to Grants.gov (federal grant portal)
 - On-line proposal development
 - On-line proposal routing on campus
 - Easier budget development
- Robust reporting on research administration activities
- Reduce the administrative burden on faculty and staff
- Reduce the regulatory compliance risk for the University

Initial focus on Pre-award and IRB/Human Subject Research activities

eRA Organizational Chart

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Sponsors and Steering Committee

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Executive Sponsors

- **Nim Chinniah** – Vice-President for Administration and Chief Financial Officer
- **Don Levy** – Vice-President for Research and for National Laboratories

Steering Committee

- **Carol Zuiches** – Assoc. VP for Research Administration
- **David Trevvett** – Sr. Dir., NSIT Admin. Systems
- **Umberto Tachinardi** – Asst. Dean for Academic and Research Informatics, BSD Director of Informatics
- **Casey Murray** – Assoc. Comptroller, Restricted Funds & Indirect Cost
- **Jane Schumaker** – Assoc. Dean for Administration Office of the Dean, BSD
- **Peter Eschenbach** – Huron Consulting Group
- **Joy Walton** – Huron Consulting Group

UC eRA Project Team

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- **Functional**

- Lynda Wolter (Lead)
- Erika Wingate (Lead)
- Mary Bunker
- Lenore Salazar
- Connie Wyatt

- **Technical**

- David Thomas (Lead)
- Brian Hosking

- **Quality**

- Laurel Dettman

- **Reporting**

- Suneetha Vaitheswaran
- Kim Griffin
- David Weiland
- Dan Barrett

- **Training**

- Cyndie Shannon
- Aaron House

- **PMO**

- Deneeta Pope
- Margie Deitch

Project Partnership



Slide 10


LW6

How many Huron/Click slides? do we need to show the audience the other clients, I think so but wanted to get feedback...

Lynda Wolter, 9/7/2009

Project History

The road leading to the launch of the ERA project has involved significant planning and preparation

2008				2009		
Q1	Q2	Q3	Q4	Q1	Q2	Q3
2/28 ASC Meeting	4/15 SOW Issued for ERA Planning	7/22 – 30 Vendor Demos	10/2008 ASC Update Meeting	03/2009 Integrator RFP Issued	06/09 Click SOW Completed	07/09 Project Launch 
	6/9 Huron Selected for ERA Planning	8/12 Vendor RFP Issued			04/2009 Integrator RFP Presentations Conducted, Huron Selected	
	6/12 – 6/26 Huron Meets SMEs	8/15 - 29 Peer Institution Discussion				
		8/19 Vendor Proposals Received				
		Vendor Proposals Reviewed				

Project Objectives

The ERA brings several core business and technical objectives

Business Objectives	Technical Objectives
Reduce administrative burden on faculty and staff who prepare, review, & approve grant applications	Maintain compatibility with existing institutional systems
Provide necessary proposal & award data for PI, unit, & institutional management, serving as the single source for proposal & award data	Provide a solution which is easy to maintain, reducing the total cost of ownership
Maintain a balance between minimum requirements needed to submit an application & desire for increased institutional decision data	Design a system that is scalable to additional functional areas & process scope
Maintain a balance between unit flexibility & institutional consistency with ease of use being the prevailing criterion	Ensure that system has high stability, reliability, availability, and performance
Ensure process improvement based on best practices from leading universities	Facilitate the reduction of human error/manual data capture through system automation
Improve standard & ad hoc reporting capabilities & provide increased decision making capabilities	Provide a single data source that can supply accurate, real-time data for all areas of operation
Provide cross department/cross divisional reporting	Provide data security, validation, & integrity

Functional Scope

There will be 3 key rollouts over 2.5 years to implement the business improvement process for the approved scope

Rollout	High Level Scope
GrantsXpress	<ul style="list-style-type: none">•For Click Supported SF424 Proposals:<ul style="list-style-type: none">- Electronic Routing- System-To-System
IRB	<ul style="list-style-type: none">•IRB Protocol Management•IRB Meeting Management
Grants	<ul style="list-style-type: none">•GrantsXpress plus:<ul style="list-style-type: none">- Funding Opportunities- Electronic Transmittal Form- Campus Routing- Proposal Development- Budget Development- System Reporting- Data Warehouse Reporting

GrantsXpress Scope Summary

ERA PROJECT: GRANTSXPRESS SCOPE STATEMENT

SCOPE SUMMARY

Description:

The University will implement Click Commerce's Grants and Contracts and SF424 eSubmission modules in two rollouts. The first rollout involves Click's expedited GrantsXpress deployment process. This phase is limited to the identification of funding opportunities and the preparation, routing, approvals and electronic system to system submission of SF424 forms to Grants.gov. TRACS will remain the system of record until Full Grants is delivered in 2011.

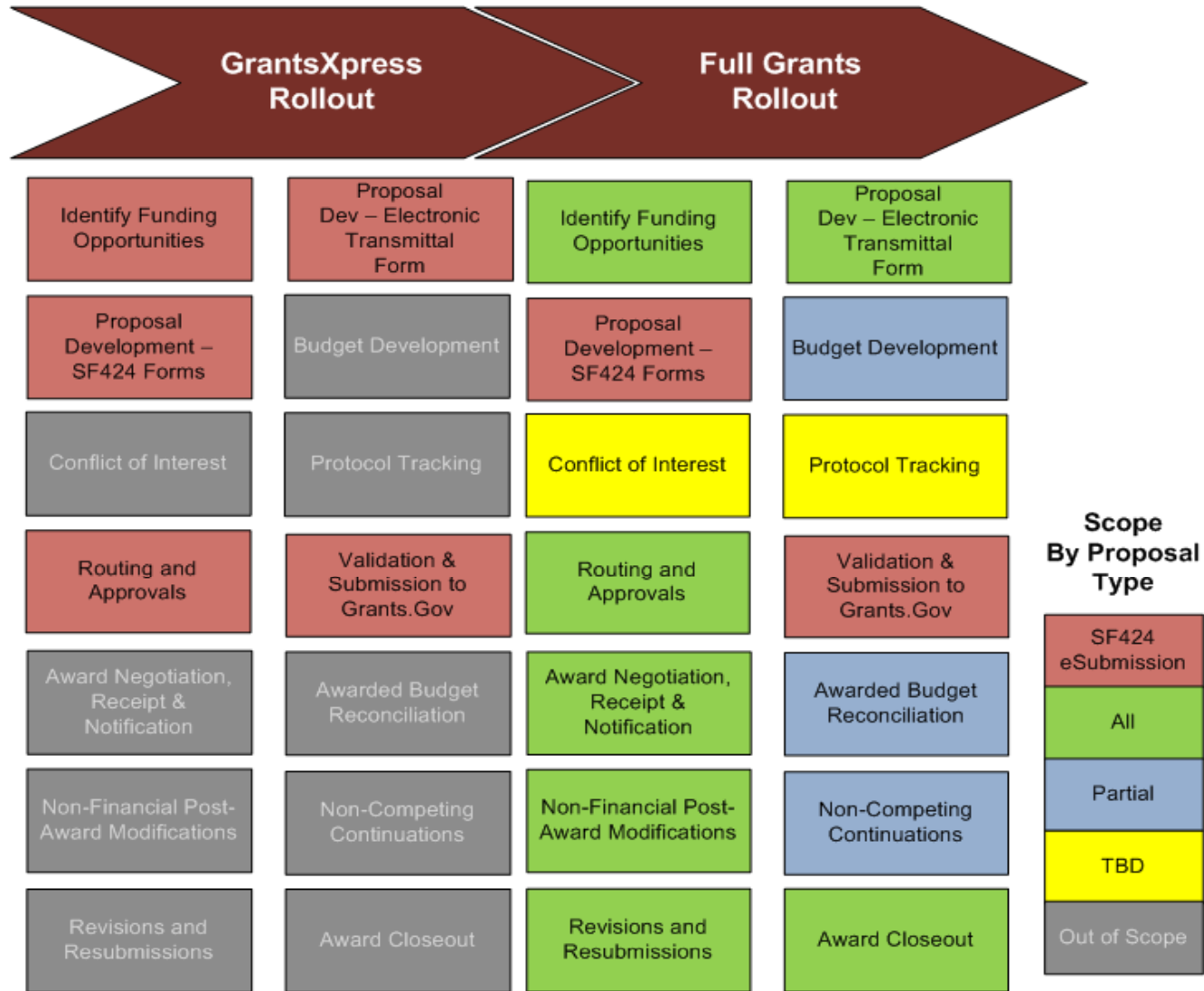
Inclusions:

- ✓ New or renewal (competing continuation) SF424 application. Proposals that are supported by Click 100% are required to be created, routed and submitted to grants.gov within the system. This includes UC proposals with subawards.
- ✓ Users will provide summary-level information regarding budgets (direct, IDC) on the FP (routing sheet). A detailed budget will be uploaded for internal review.
- ✓ Institutional, departmental, and personnel data will be loaded and maintained.
- ✓ Non-University personnel can be added in the funding proposal for ad-hoc purposes, including early PI status.
- ✓ Funding Proposal approval and routing will follow a simple workflow path.

Exclusions:

- x FOA searches within GrantsXpress will not automatically retrieve data based on PI expertise or common search criteria.
- x While key Personnel data components (e.g. name, department, NIH Commons ID) will loaded into the system during GrantsXpress, other data elements such as Salary data will not feed into GrantsXpress.
- x Resubmission, continuation (progress report/non-competing), or revision (supplemental) SF424 application types.
- x Non-SF424 submissions (non-federal opportunities)
- x SF424 submissions not 100% supported/covered by Click at this time
- x Online detailed budget development
- x Complex routing
- x Financial management/post award
- x Non-financial post award administration (JIT)
- x Negotiation and Award Management
- x Direct data feeds to any external system (protocol management databases, TRACS and FAS)

eRA Process Scope

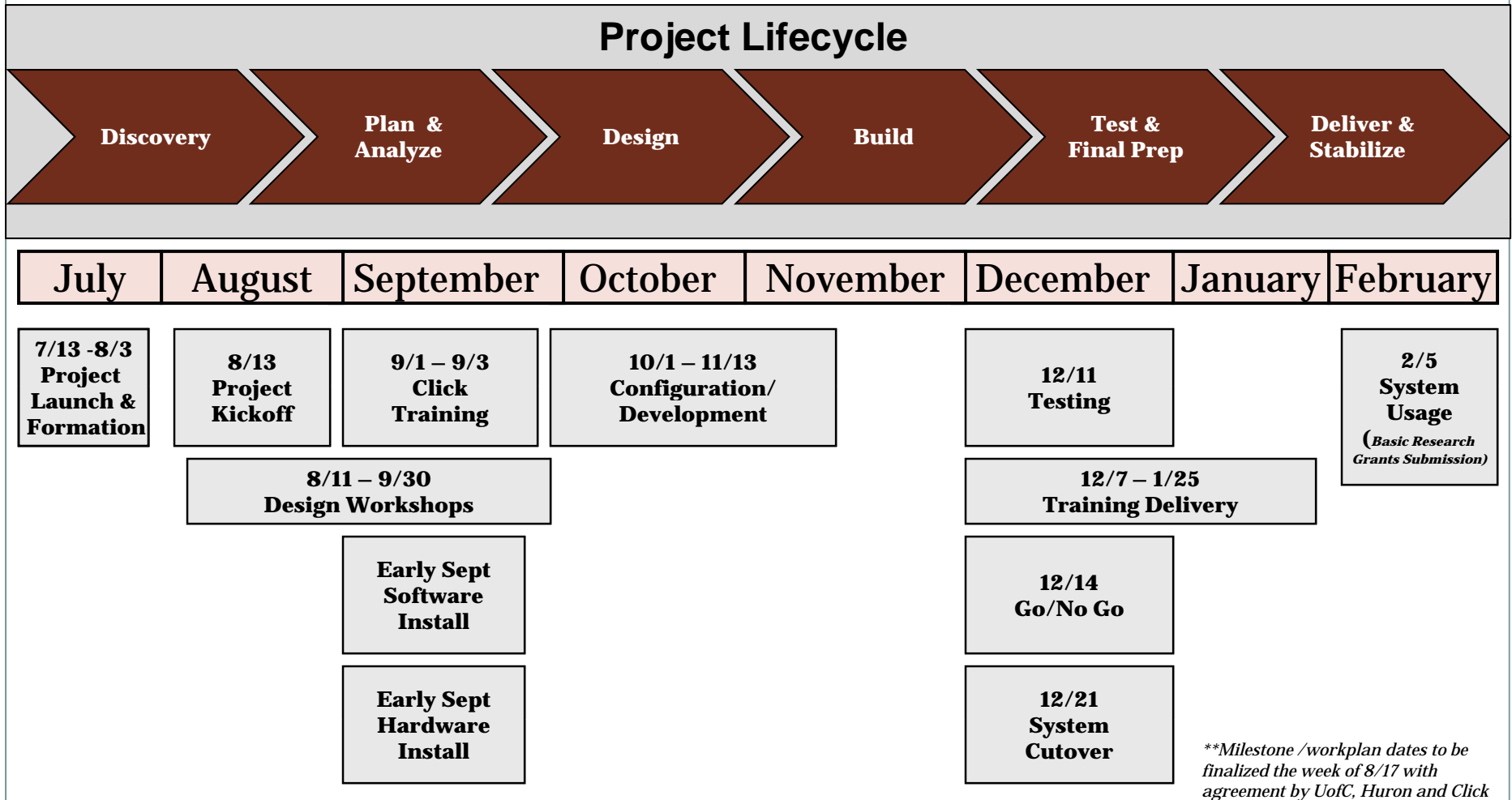


GrantsXpress Estimated Phase Timeline and Key Activities

Phase	Estimated Timeline	Key Activities
 Discovery	July – September 2008	<ul style="list-style-type: none"> •Define Initial Scope •Define Project Organization Structure •Select Software
 Plan and Analyze	May 2009 – August 2009	<ul style="list-style-type: none"> •Finalize Team •Establish Key Project Processes •Develop Project Plan
 Design	July - September 2009	<ul style="list-style-type: none"> •Conduct Design Sessions •Conduct Fit-Gap Analysis •Develop Detailed Functional and Technical Specifications
 Build	October - November 2009	<ul style="list-style-type: none"> •Configure and Unit Test Software •Develop and Unit Test Customizations •Define Security, Training and Testing
 Test and Final Prep	November – December 2009	<ul style="list-style-type: none"> •Conduct String, Integration, Stress and Regression Testing •Deliver Training •Define Final Cutover Plans and Complete Go/No-Go
 Deliver and Stabilize	January – March 2010	<ul style="list-style-type: none"> •Execute Cutover •Provide Post Production Support •Develop and Communicate Transition Plans

Key Milestones - GrantsXpress

More specifically, the following represent preliminary target dates for the GrantsXpress implementation



***Milestone /workplan dates to be finalized the week of 8/17 with agreement by UofC, Huron and Click*

Functional Design Sessions

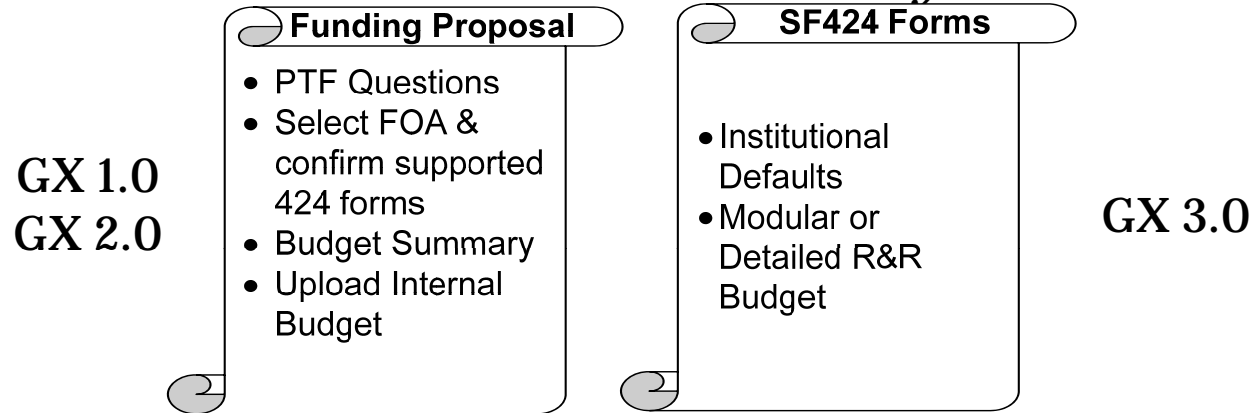
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Design Session	Dates
GX1.0 Funding	August 20, 2009
GX2.0 Electronic Routing Form	August 11, 13,18, 2009
GX3.0 SF424 Generation	August 25, 2009
GX4.0 Workflow/Routing on Campus	September 3, 9, 11, 2009
GX5.0 Grants.gov Submission	September 11, 2009
Reporting	September 16, 22, 2009
Argonne National Lab Workflow	To be scheduled

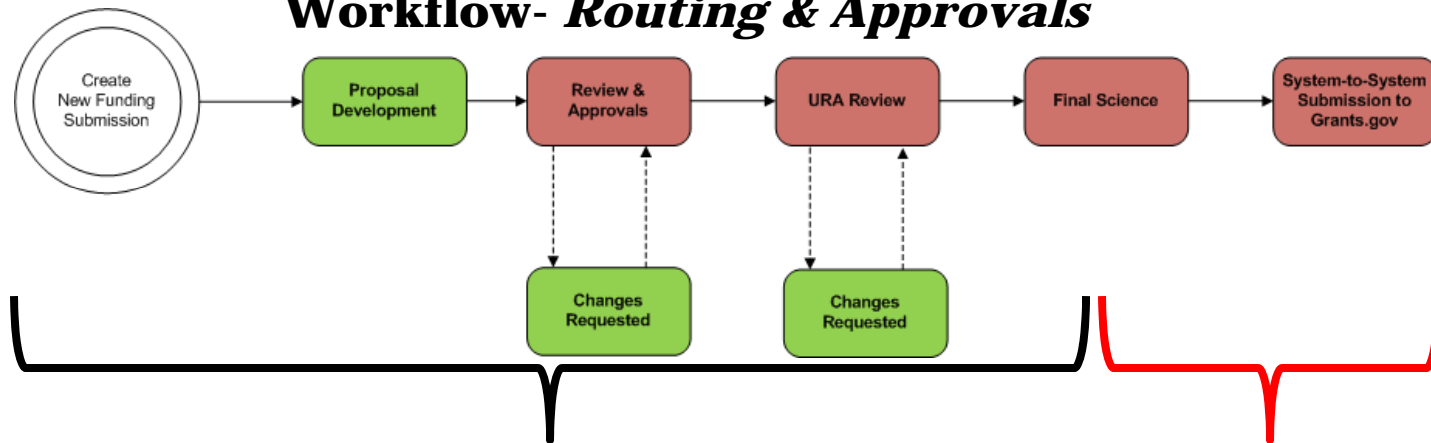
GX Design Sessions

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SmartForm - Data Entry



Workflow- Routing & Approvals



**GX
4.0**

GX 5.0

Results of the Naming Contest

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New application name:

AURA

Automating **U**niversity **R**esearch **A**dministration

Contest winner: Lori Loftis, Research Project
Supervisor, Neurosurgery, Dept. of Surgery

How does this affect you?

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- Changes in workflow – how materials will be routed on campus
- Role based system – need to define roles/responsibilities
- Changes in data entry and data integrity
- Transparency, compliance & accountability
- **Training:** begins December -- throughout implementation

More Information

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- eRA Updates in URA Bi-weekly newsletter available on URA website
- Email:
 - Functional-era@lists.uchicago.edu
 - Technical-era@lists.uchicago.edu

Questions?

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**ERA FOLLOW UP QUESTION/ANSWER
SESSION**

GCIS 300 • 929 E 57TH STREET

SEPTEMBER 24, 2009 • 3PM



Contact Information

For additional information on this project, please contact...

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Primary-Functional	Erika Wingate	ewingate@huronconsultinggroup.com	773-412-4075
Primary-Technical	David Thomas	dthomas@uchicago.edu	773-702-9262
Primary - PMO	Deneeta Pope	t-9dpope@uchicago.edu	773-702-3038

4 Restricted Funds Update

Restricted Funds News



- **Bridget Boyle**
 - New Post Award Administrator. Replaces Tammy Setlak.
 - Interned at Deloitte & Touche
 - MBA/BS in Accounting from U of Dayton
- **Mary Szakacs**
 - Assumes many of the Billing Accountant Position's responsibilities.

Restricted Funds News



- **Restricted Funds will move on 10/9/09 from the Mott Building to the Parking/Office Facility at 61st & Drexel**
 - Restricted Funds will be located on the northeast corner of the 3rd floor.
- **Restricted Funds will likely be renamed Sponsored Award Accounting, which better describes what we do.**

Restricted Funds News



- **Change in accounting for data networking costs**
 - Separated from the telephone instrument charge and now charged as a single charge to each Executive Level.
 - Cost may not be recharged to sponsored awards.

Restricted Funds News



- **Cost transfers of monthly salaries earned during FY 2009**
 - Transfers must be submitted to Comptroller's Office by 10/12 or entered into PETS by 10/15.
 - Transfers to sponsored awards not made by that date may not be approved.
 - ✦ To be considered for approval, deans' offices must be notified by the transfer deadline dates that transfers will be submitted late and why.

Restricted Funds News



- **Preliminary Certification Statements were distributed during the week of 8/17.**
- **FY2009 Annual Certification Statements will be distributed the last week of October or first week of November.**

Restricted Funds News



- **Advance Account Attribute may be modified to also identify no-cost extension requests and other award events.**

ARRA (Stimulus) Sec. 1512 Reporting



- **Award descriptive data**
 - Award amount, dates, agreement numbers, abstract, project description, etc.
- **Progress**
 - Not started, less than 50% completed, 50% or more completed, completed.
- **Jobs retained/created**
 - Equal to FTEs paid from the award

ARRA (Stimulus) Sec. 1512 Reporting



- **Vendor information**
 - Transactions under \$25k
 - ✦ Number and total amount
 - Transactions over \$25k
 - ✦ Name of vendor
 - ✦ DUNS No. or headquarters location
 - ✦ Transaction amount
 - ✦ Product or Service description

ARRA (Stimulus) Sec. 1512 Reporting



- **Subrecipient information**
 - Descriptive information
 - ✦ Award amount, dates, agreement number, etc.
 - Vendor information
 - ✦ Transactions over \$25k
 - Name of vendor and DUNS No. or headquarters location
 - Jobs retained/created
 - ✦ FTEs charged to the award
 - Payments to subrecipients

ARRA (Stimulus) Sec. 1512 Reporting



- **Due dates:**
 - Univ. submission & corrections
 - ✦ Submission: By 10 days after quarter end
 - ✦ Corrections: By 21 days after quarter end
 - Agency review
 - ✦ 29 days after quarter end
 - University corrections based upon agency review
 - ✦ 29 days after quarter end

ARRA (Stimulus) Sec. 1512 Reporting



- Reporting results will appear on recovery.gov

Contact Information

For additional information on this project, please contact...

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