OSR-Info Team

Kim Griffin, Director, Electronic Research Administration

Sara Krentz, Business Analyst

Melissa Mizwa, Project Administrator

OSR-Evanston Quarterly Network
August 31, 2015
INFOED UPGRADE & AWARD
WORKFLOW
InfoEd Upgrade

• Timing
  – Planned downtime: **September 11, 2015**
    • System comes down 6 PM on September 10
  – V14 should be available Monday, September 14
InfoEd Upgrade: Training

• FFRA webinars
  – September 9\textsuperscript{th} 10 AM
  – September 9\textsuperscript{th} 1 PM
  – September 16\textsuperscript{th} 11 AM
  – September 17\textsuperscript{th} 3 PM

• See schedule register on FFRA website
  \url{http://ffra.northwestern.edu/announcements/ieupgrade.html}
InfoEd Upgrade: New Budget Model

<table>
<thead>
<tr>
<th>Year/Period</th>
<th>Increment</th>
<th>Start</th>
<th>End</th>
<th>Type</th>
<th>Status</th>
<th>Sponsor [show]</th>
<th>Cost Sharing [show]</th>
<th>Project [hide]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>01-Oct-2016</td>
<td>30-Sep-2016</td>
<td>Budget Period</td>
<td>Requested</td>
<td>56,338.00</td>
<td>-</td>
<td>56,338.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>01-Oct-2016</td>
<td>30-Sep-2017</td>
<td>Budget Period</td>
<td>Requested</td>
<td>57,693.39</td>
<td>-</td>
<td>57,693.39</td>
</tr>
</tbody>
</table>

**Total**: 115,031.39

**Direct Costs**: 73,742.00

**Total Personnel**: 53,742.00

**Non-Personnel**

<table>
<thead>
<tr>
<th>Category</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Direct Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Travel-Domestic</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>6,000.00</td>
</tr>
</tbody>
</table>

**Total Non-Personnel**: 6,000.00
InfoEd Upgrade: New Features

- Progressive text searches
- Bulk entry budget categories
- Simplified F&A entry for subcontracts
- Budget navigation
- S2S forms preview
- Uploads
OSR Info Team at FFRA Open Labs

• Reminder!
  Sara Krentz/Chris Rinere will be available at Open Lab sessions **Mondays: 9/14, 9/28, 10/12, etc through December**
  *Mudd Library 10-12 AM*

• FFRA training staff host Open Labs every week
InfoEd: Award Setup Workflow

• Key features
  – New statuses for increased transparency
  – A visual award workflow map inside InfoEd
  – Companion Cognos ad hoc report
  – Metrics on award setup time will be deployed to OSR’s Reports and Metrics page on the OSR website (fall 2015)
InfoEd Workflow: New Statuses

• Award under OSR Review
• Award Waiting Department
• Award Pending COI Determination
• Awarded
• Award Ready for QA
• Award QA Check Complete
InfoEd Workflow: Live Map

– A visual award workflow map allows users to see which awards are in each status
  • Award counts are hyperlinks – click the number to see the detailed list of awards in each status
InfoEd Workflow Map (continued)

- Standard user security applies to the awards that are included in the map

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Investigator</th>
<th>Department</th>
<th>Assigned To</th>
<th>Open</th>
<th>Routing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP0024170</td>
<td>Elucidating the Role of miR-31 in Retinoblastoma Invasion</td>
<td>Paul Bryar</td>
<td>Ophthalmology</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SP0026000</td>
<td>Crystallization at Interfaces</td>
<td>Michael J Bedzyk</td>
<td>MCC Materials Science</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SP0031000</td>
<td>Building Bone after Spinal Cord Injury: Effect of Aclidronate after Teriparatide Therapy</td>
<td>Thomas J Schnitzer</td>
<td>Physical Medicine &amp; Rehab</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SP0031010</td>
<td>Filamentous haemagglutinin Proteins as Novel Toxins of Pseudomonas aeruginosa</td>
<td>Jonathan Paul Allen</td>
<td>Micro-Immuno Rsrch Operations</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SP0031015</td>
<td>LRRK2R1441C dys-regulates PKA activity in the striatum that contributes to Parkinson's disease pathology and treatment</td>
<td>Dr. Loukia Parisiadou</td>
<td>Radiation Oncology Parent Acct</td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
InfoEd Workflow: Action Items

– Action items facilitate the handoffs between statuses

• If OSR requests information from the department, they will change the status to Award Waiting Department
InfoEd Workflow: Action Items (cont.)

- An email notification with a link to an InfoEd action item will be sent to the research administrator.
- Once the dept is ready to send the award back to OSR, the administrator changes the status via the action item.
InfoEd Workflow: Delegation Options

• In V14 delegation options are more robust and differentiated

• Delegated access to Action Items
  – See items waiting for another RA
  – Complete items on behalf of another RA
InfoEd Workflow: Cognos Report

- Cognos ad hoc report will be available in the InfoEd Ad Hoc/Schools folder
- Prompts for a school, then lists all awards in the queue

Awards in Setup

<table>
<thead>
<tr>
<th>Award Type: Competing Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3 Description</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>Penn Medical School</td>
</tr>
<tr>
<td>Penn Medical School</td>
</tr>
<tr>
<td>Penn Medical School</td>
</tr>
<tr>
<td>Penn Medical School</td>
</tr>
</tbody>
</table>

Awards in Setup

<table>
<thead>
<tr>
<th>Award Type: New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3 Description</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Penn Medical School</td>
</tr>
<tr>
<td>Penn Medical School</td>
</tr>
<tr>
<td>Penn Medical School</td>
</tr>
<tr>
<td>Penn Medical School</td>
</tr>
</tbody>
</table>
InfoEd Workflow: Metrics

– Metrics on award setup time will be deployed to the OSR website Reports and Metrics page

– Still in progress, but an early draft:
OTHER UPDATES: ONBASE, WEBSITE, ESPR
OnBase InfoEd Integration and Record Retention (R2i2): Project Overview

• Joint project between OSR/ASRSP

• InfoEd Integration:
  – Providing a way for department-based InfoEd users to access proposal/award-specific documents in OnBase
  – Deploying a mechanism to automatically export relevant documents from InfoEd to OnBase

• Record Retention (R2)
  – Developing retention and destruction procedures and policies
  – Configuring OnBase to implement these procedures
OnBase i2: Goals & Requirements

- Standardization
  - Upload and naming conventions to align InfoEd and OnBase and facilitate retrieval

- Compliance
  - E.g. Uniform Guidance reporting requirements

- Access
  - Unified reference point for documents
  - ↑ Access in OnBase = ↓ Storage in InfoEd
OnBase i2: Timeline & Changes

- Fall 2015 Implementation: End of September
- Functional Changes
  - Streamlined InfoEd document type list
  - Link to OnBase on PT Proposal Summary page
- Procedural Changes
  - InfoEd: Document exchange, proposal submissions
    - Proposal Documents (e.g. LOI, Budgets)
  - OnBase: Ultimate system of record
    - Proposal documents from Submitted Proposals in InfoEd transferred automatically to OnBase
    - Proposal, pre-award/JIT, and post-award documents, including final executed agreements (e.g. Final SubK packet)
Website Survey: Results Summary

• Users generally find the site useful, organized, and easy to use.
  – 65% agree or strongly agree with general usefulness, ease of use, and satisfaction questions.

• Most common uses of the website
  – Researching a specific topic
  – Accessing resources and tools

• Areas for improvement
  – Search functionality and organization of information
  – RA-focused tools and resources
Website Survey: Demographics

- Fifty (50) Total Respondents
  - Mostly in RA-related positions (78%)
  - Representative sampling between Evanston (44%) and Chicago (48%) campuses
  - Most respondents have been at NU for > 5 years (64%)
Website survey: Notable findings

• Campus
  – No significant differences between campuses.

• By position
  – Faculty: Lower ratings for usefulness and grants management information BUT higher ratings for usefulness of quick links and resources / training sections
  – Non-RA staff: Higher ratings across all dimensions and features.

• Unique features of RA staff of 3-5 years
  – Rated the website higher on questions of general usefulness, satisfaction, and site features.
  – Reported NO use of website for finding out about news and events or for accessing electronic systems (e.g. InfoEd)
Website Progress & Next Steps

• Project Goals & Strategy
  – **Goal**: Create an Organized, Informative, and Consistent site
  – **Strategy:**
    • Phase 1: Critical sections and tools and as many key sub-pages as possible.
    • Phase 2: Revisions to address primary constituent needs based on feedback.

• Status
  – Completed Phase 1 successfully BUT still have some issues to address, namely content organization and tools

• Next Steps: Coordinated effort with OSR Training Initiative to address identified pain points
  – Update search functionality and tweak pages for improved search results
  – More robust Research Administration tools and resources (e.g. templates, job aides, RA intro training)
  – RA staff-focused organization of information
  – Consistency, consistency, consistency!
ESPR 3.0 Overview

• Focus of this phase of development
  1. Routing issues
  2. Information processing issues

• Specific functional items to be addressed:
  1. Develop administrative module
  2. Edit existing forms (e.g. add/edit/delete questions)
  3. Develop new forms
  4. Tweaking general system functionality

• Timeline: Fall 2015
  – Expected Launch: December 2015
Questions?

• InfoEd – Sara Krentz, s-krentz@northwestern.edu
• OnBase, Website, ESPR – Melissa Mizwa, mmizwa@northwestern.edu