RESEARCH ADMINISTRATION ADVISORY COUNCIL (RAAC)
1 p.m. on Monday, August 1, 2022
via Zoom

Present:

Jeremy Alajajian	Hector Henry	Angelica Martins
Darlene Booker	Elaine Jacobs	Laura Moody
Vikki Cherwon	Rachel Ladenheim	Peter Szanton
Valerie Crickard	Stacy Leotta	Mary Welsh
Jacob Falkiewicz	Sherry Loyd	
Stafford Farmer	Carl Mahler	

Absent:

Juandra Burris	Stephanie Sanchez-Esparragoza	April Schenck
Caroline Kennedy		

The meeting started at 1:01 PM

Meeting Opening:

   I.   Approval of meeting minutes for 06/06/22 RAAC meeting

Jeremy Alajajian moved that the minutes of the June 6, 2022 meeting be accepted as submitted. The motion was seconded by Peter Szanton and passed without opposition.

Old Business:

   II.   Implementation of Policy 50.5 on AY 2022-23: Prorating Compensation Packages

Dr. Tankersley asked if there were any questions about implementation of the policy and there were none from the group. He then shared a screen showing the Google spreadsheet that had been developed to calculate graduate student support on grants. Peter Szanton stepped the attendees through the process of using this spreadsheet.

One enters the data for the Standard Compensation Package for the relevant program (Stipend, Tuition, Health Insurance, and E&T and ES fees); one then enters the hours per week the students would work and the start and end dates for the period of appointment. The spreadsheet takes into account the number of hours per week worked (i.e., the effort level) and the start and end dates to ensure that the allowable costs accurately reflect both the standard compensation package and the actual effort level. Mr. Szanton noted that this spreadsheet was only accurate for the academic year, not for work done during the summer. Rachel Ladenheim asked whether students who teach classes are paid only for hours in the classroom or for additional hours for preparation, test grading, etc. Dr. Tankersley replied that there is a presumption that the students will actually work 20 hours per week during the academic year because other employment on campus can affect how much of their time can be charged against the relevant grants that are used to pay the compensation package. Dr. Tankersley also mentioned that the graduate school has posted the expected number of hours for teaching different types of classes (e.g., ones with labs vs. ones without labs). Stacy Leotta asked about the health insurance fees and Mr. Szanton reported that the number shown on the spreadsheet was accurate, although the number used on the budget form is slightly different. Dr. Tankersley noted that the tuition charges may be changed to a drop-down box to enable the users to enter different amounts, for example for Masters students and Doctoral candidates. Mr. Alajajian noted that his unit might need to find additional sources of funds to pay for tuition. Ms. Leotta asked if compensation packages could be entered as drop-down selections (i.e., standard stipends, health insurance, etc. for specific programs) and Dr. Tankersley noted that this could be implemented

in a later iteration of the spreadsheet. Jacob Falkiewicz asked how the difference between in-state and out-of-state tuition would be handled for doctoral students and Dr. Tankersley replied that the Graduate School would make up this difference.

New Business:

III.   Implementation of New Grant and Contract Onboarding System/SmartSheets

The Smartsheets program is expected to be released outside of RED this Fall; Dr. Tankersley's team started using SmartSheets in November to track projects within RED. Goals of this effort include tracking how responsibilities are shared and monitoring the processing of projects across groups of people. The information generated will be used to help inform researchers about progress in processing their proposals and awards. Significant effort has been spent in trying to simplify the process for submitting proposals and for processing successful applications. Dr. Tankersley demonstrated the screen that is used for onboarding new awards and walked the RAAC attendees through the processing of such awards.   Proposal development, negotiation status and compliance status are tracked separately as three different "lanes". The spreadsheet shows the individuals who are responsible for completing various activities and the time required to complete actions are tracked. Completion of actions generates notices to keep stakeholders informed of progress. Dr. Tankersley then showed the dashboard that is used to show the status of projects and overall statistics. It is hoped that this information can be made available to researchers in the near future. Hector Henry noted that comments within the spreadsheet can be used to track progress on specific actions. Stafford Farmer briefly noted some differences between proposal tracking module and the award on-boarding module that Dr. Tankersley had demonstrated. Similar SmartSheets are under development for RED's hiring processes. Ms. Leotta asked if the use of these SmartSheets required entry of information by college-based research administrators and Dr. Tankersley noted that this might be needed in the future but not in the initial rollout of the program. Dashboards at the college level will be provided to the Associate Deans for Research. Elaine Jacobs asked if this would replace the report that is currently used to show the status of various awards, and Dr. Tankersley noted that the SmartSheets module was significantly different from the report that Ms. Jacobs referenced. Ms. Leotta asked about the monthly reports and whether they would be discontinued; Dr. Tankersley noted that these reports were paused in the Spring due to reporting difficulties and had been replaced by Google sheets that Stafford Farmer sent out. Work is ongoing for developing reports that are currently difficult to generate from Niner Research. Dr. Tankersley noted that there is currently no FY23 spreadsheet available on the website analogous to the earlier reports.

The meeting ended at 1:58.

Respectfully submitted,
Carl P. B. Mahler, II