

**RESEARCH ADMINISTRATION ADVISORY COUNCIL (RAAC)**  
**1 p.m. on Monday, November 7, 2022**  
**via Zoom**

**Present:**

Jeremy Alajajian	Elaine Jacobs	Tabitha McDaniel
Darlene Booker	Caroline Kennedy	Jordan Rizzo
Michael Braham	Stacy Leotta	Peter Szanton
Vikki Cherwon	Sherry Loyd	Deborah Thomas
Laverne Ellerbe	Carl Mahler	Natasha Walton
Jacob Falkiewicz	Angelica Martins	

**Absent:**

Stafford Farmer	Laura Moody
Rachel Ladenheim	Mary Welsh

The meeting started at 1:02 PM with John Daniels and Deborah Thomas reviewing the typical order of the meeting.

**Meeting Opening:**

I. Approval of meeting minutes for 10/03/22 RAAC meeting

Sherry Loyd moved that the minutes of the August 1, 2022 meeting be accepted as submitted. The motion was seconded by Vikki Cherwon and passed without opposition.

II. Welcome New Members to RAAC:

The following individuals were introduced as members of the Committee:

Dr. LaVerne Ellerbe, Director, Center for Research Excellence. Dr. Ellerbe expressed that the vision to move the University to R1 status was a major factor in her decision to join the University. She hopes to start building out the team at CRE very soon.

Ms. Tabitha McDaniel, Business Officer, Undergraduate Education. Ms. McDaniel replaces Juandra Burris. She has worked for the University for five years and has been in her current position since August 1.

Ms. Jordan Rizzo, Academic & Business Services Coordinator, Belk College of Business. Ms. Rizzo replaces Stephanie Sanchez-Esparragoza.

Ms. Natasha Walton, Associate Director, Contract and Award Negotiation. Ms. Walton is a recent hire into the Office of Research Services. She has had fifteen years of experience in research administration at various educational institutions and has been working at UNC Charlotte for three weeks.

After these introductions each RAAC member introduced themselves and said what they do at the University.

III. Updates from the Division of Research

Dr. Deborah Thomas will serve as the Associate VC for Research. She reported that she and Dr. Daniels are considering replacing the former acronym for Research and Economic Development (“RED”) with “Green” because “green means go.” Dr. Thomas reported that several individuals formerly in GCA are moving to the Financial Services group, and Ventureprise is moving under Betty Doster.

Dr. Daniels and Dr. Thomas are in the process of dividing up responsibilities within the Division of Research between themselves. Dr. Thomas emphasized that she and Dr. Daniels would appreciate input from members of RAAC as to how improvements could be made within the division and its processes as well as any questions that the RAAC members may wish to ask.

Stacy Leotta asked if the previously planned centralization of the University's research operations would continue. Dr. Daniels responded that the Chancellor's vision is to structure the Division of Research similarly to the way things are done at many other universities, with a consolidation of most research administration into a single office. It has been challenging to try to make this change, but University administration is still thinking through a transition plan that works for all stakeholders. There are a number of ways to move forward to improve the University's research administration processes. There may not be one model that fits all colleges equally well, so the next step is to work with Peter Szanton to plan the next steps in this consolidation.

Ms. Leotta also asked who would be responsible for invoicing going forward. Darlene Booker said that the GCA address that has been used for some time is being phased out. Cash Management has been moved to financial services and subawards will be continue to be handled by GCA. For all sponsored awards billing, the Cash Management team oversees that process and is now located under the Division of Business Affairs, Financial Services. The team members of that team that were moved are Laura Moody, Ashley Mumford, the vacant Invoicing Specialist position (now filled), and the temporary position which is currently held by Deborah Fraser. For all incoming subaward invoicing, GCA is responsible for reviewing and submitting those invoices to Accounts Payable. Amy Hisler is working closely with Ms. Booker to make the transition go smoothly. Financial Reporting will continue to remain with GCA.

Sherry Loyd asked whether the name of GCA will change and Ms. Booker said that this will be up to Drs. Daniels and Thomas. Perhaps it might be known as "Sponsored Programs", which is how a similar office is known at the University of Virginia.

#### **Old Business:**

##### **IV. Niner Research Approval Delegation Policy**

Peter Szanton noted that Policy 10.1 had been revised and presented at the April meeting. Steven Dunham had requested that changes be made for viewing and for approving EPAP, Change Requests, Col, and budget changes. Approvals for these functions are usually done at the levels of chairs, deans, or vice chancellors. Some delegations of authority for making these changes were being given to individuals for whom the delegation may not have been appropriate, e.g., delegating proposal approval to an administrative assistant who did not understand the implications of approving cost sharing. The revised policy makes it clear that approvals by delegates are usually official and difficult to change subsequently. The new policy will take effect on 1/1/23. Currently individuals can make delegations of authority themselves; under the new policy, a request must be made to Michael Braham, who will consult with various offices as appropriate. Exceptions to the revised policy can only be made by the Vice Chancellor of Research.

The Col and EPAP modules include confidential information and so there must be restrictions on who can access that data. Approvals cannot be delegated from one department to someone within another department. It is likely that many delegations within these modules will need to be approved by the Office of Legal Affairs. Ms. Leotta asked if a list of delegates would be available for the RAAC members and Mr. Szanton noted that this would be a difficult thing to put together and to keep current.

Dr. Daniels asked what communication process should be followed before the policy is implemented. Mr. Szanton noted that many policies are presented to Deans and Associate Deans of Research before being implemented but that if desired this policy could be implemented solely within the Division of Research as these are Research policies rather than University policies. Carl Mahler suggested allowing the group to review the proposed policy and have Deans and Associate Deans of Research review it, bringing it back for discussion and possible approval at the next RAAC meeting. The discussion was tabled to a future meeting.

The meeting ended at 2:03.

Respectfully submitted,  
Carl P. B. Mahler, II

