Department of Research Administrators Workgroup (DRAW)

March 16, 2010

deMarneffe 132
Agenda

1) Announcements
   • Time & Effort Update (*Jacyln Gavino*)
   • Retroactive Employee Data Changes – 90 Day Prompt
   • Partners Electronic Expense Reimbursement System
   • Other
2) FY10 Year To Date Research Finance
3) Research Fund Management
McLean Hospital
Research Administration

Research Fund Management

Presentation to the Department Research Administrators Workgroup Meeting (DRAW)
March 16th, 2010
Goal: Reduce research fund deficits through improved reporting, oversight, pro-active management, communication and support.
Research Fund Management Initiative

In order to reduce research fund deficits:

- Enhance **financial reports, tools and oversight processes** for improved fund management and more accurate and timely identification of fund in deficit and at imminent risk of deficit.

- Update, communicate and ensure compliance with **policies and procedures**.

- Expand **support of researchers**.

- Improve **communication** between Research Administration and McLean research community.
Research Fund Management Initiative

- Enhance financial reports, tools and oversight processes for improved fund management and more accurate and timely identification of fund in deficit and at imminent risk of deficit

1. **Reports** for McLean PIs, Research Administration and Finance
   a) Customized financial reports (Insight)
      - Personnel Allocation
      - Fund Overview
      - Portfolio Overview
   b) Deficit Portal (Insight)
   c) InfoEd – Proposal Tracking; Proposal Development

2. **Re-mapping of Chief of Service codes**

3. **Processes**
   a) Resource projections annually by lab
   b) Regularly recurring tracking of fund balances and burn rates by Research Administration and Finance
      - Early warning to PIs as needed
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- Update, communicate and ensure compliance with policies and procedures

1. Review, clarify and update policies and procedures
   a) Simplify when possible

2. Develop manual that includes:
   a) Detailed responsibilities of PI, lab-based research administrators and Research Administration
   b) Checklists for PIs and grant managers
   c) Procedure flow charts
   d) Organizational chart

3. Provide contacts who can offer support and guidance

4. Make information more easily accessible
   a) Research Intranet (research.mclean.harvard.edu)
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Expand support of researchers

1. Enhance training
   a) New PIs
   b) Lab-based research administrators
   c) General research community

2. Continue Research Admin open door policy for PIs and administrators in addition to regular office hours for:
   - Pre-award
   - Time and effort reporting
   - Post-award
   - Research Finance
   - Portfolio management
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- Improve communication between Research Administration and McLean research community

Optimize use of modes of communication

1. Research Intranet
2. Research updates on the McLean News
3. Email
4. Departmental Research Administrators Workgroup (DRAW)
5. Research Committee
6. Mailman Research Center Steering Committee
7. Neuro-imaging Center Committee
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FY10 Priorities

- **Enhance financial reports, tools and oversight processes for improved fund management and more accurate and timely identification of fund in deficit and at imminent risk of deficit**
  1. Develop customized financial reports through Insight
  2. Implement InfoEd Proposal Tracking
  3. Remap Chief of Services codes
  4. Pilot resource projections with 4-6 labs
  5. Begin monthly tracking of fund balances and burn rates by Research Administration and Finance with early warning to PIs as needed

- **Refine policies and procedures**
  1. Begin updating policies and procedures
  2. Develop checklists for PIs and grant managers
  3. Identify contacts who can provide support and guidance

- **Improve communication between Research Administration and McLean research community**
  1. Solicit feedback from research community during policy review processes
  2. Enhance communication mechanisms
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Priorities for next 12-18 months (in collaboration with Partners Research Management)

- Expand support of researchers
  1. Develop grants management training modules and make available on-line
  2. Provide PI Toolkit
# Research Fund Management Initiative

**Who to call when you have a question**

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-award</td>
<td>John Cavanaugh</td>
<td>617-855-2285;</td>
<td><a href="mailto:jpcavanaugh@partners.org">jpcavanaugh@partners.org</a></td>
</tr>
<tr>
<td><em>(including grant submissions, just-in-time, subcontracts)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industry-sponsored agreements</td>
<td>David Glass</td>
<td>617-855-3825;</td>
<td><a href="mailto:dglass@mclean.harvard.edu">dglass@mclean.harvard.edu</a></td>
</tr>
<tr>
<td><em>(including SRAs, CTAs, MTAs, IP and patents)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund #s; Checks to be deposited</td>
<td>Kimberlee (Kim) Paulk</td>
<td>617-855-2922;</td>
<td>k <a href="mailto:paulk@partners.org">paulk@partners.org</a></td>
</tr>
<tr>
<td>Time and Effort Reporting</td>
<td>Jaclyn Gavino</td>
<td>617-954-9829;</td>
<td><a href="mailto:jgavino@partners.org">jgavino@partners.org</a></td>
</tr>
<tr>
<td>Research Information Systems</td>
<td>Nick Yale</td>
<td>617-855-2822;</td>
<td><a href="mailto:nyale@partners.org">nyale@partners.org</a></td>
</tr>
<tr>
<td><em>(including access to Insight)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post-award Finance</td>
<td>Rob Kirsh <em>and</em></td>
<td>617-954-9374;</td>
<td>r <a href="mailto:kirsh@partners.org">kirsh@partners.org</a></td>
</tr>
<tr>
<td>Angie Cheng</td>
<td></td>
<td>617-954-9567;</td>
<td><a href="mailto:ascheng@partners.org">ascheng@partners.org</a></td>
</tr>
<tr>
<td>PeopleSoft transactions</td>
<td><strong>Your departmental PeopleSoft manager</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you are projecting a fund deficit</td>
<td>Raquel Espinosa</td>
<td>617-855-2868;</td>
<td><a href="mailto:respinosa@partners.org">respinosa@partners.org</a></td>
</tr>
<tr>
<td>All other questions</td>
<td>Raquel Espinosa</td>
<td>617-855-2868;</td>
<td><a href="mailto:respinosa@partners.org">respinosa@partners.org</a></td>
</tr>
</tbody>
</table>
Research Fund Management Initiative

Questions & Discussion
Revised timeline, new vision, next effort reports

March
System Development

April
Regression Testing

May
Pilot Testing

June
Pilot Testing, Training, and System Live!

By Jaclyn Gavino
Last revised March 16, 2010
New Scope

ECF GENERATION:

• **Redefined Professional Staff:** *PIs, Key Personnel, and personnel with doctoral degrees* who draw on research funds

• **Fund Portfolio:** Professional staff who have at least 1% of their salary distribution or sponsor commitment on awards that are federal, state, local *government, and specific foundations* (e.g. AHA) where we are the prime or subrecipient of those dollars

Updated Workflow

**Generation**

**Pre-Review**

**Certification**

- Email Notification Effort Report Is Ready
- Effort Mgr Pre-Review
- Investigator Certification
- Effort Mgr Post-Review

**Post-Review**

- Bypass Post-Review if No Changes or Errors
- Changes or Errors Detected
- Accept

**Complete**

**Certification:**

**Reconciliation:**

- Override and Initiate Update

Recorded as Complete
WORKFLOW:

- **Pre-review:** Effort forms can move from pre-review to PI with validation errors (e.g. Total Effort ≠ 100%); but validation errors must be resolved by the investigator before they can authenticate.

- **Flagged Variances:** Flag icons of area to monitor will only apply to salary and effort rows for the project sponsors in scope (i.e., not apply to industry, sundry, etc.)
Still Paperless

Image: http://www.odesk.com/w/odesk_story
Questions?

• FAQs on Effort Reporting Website
  http://phsresearchintranet.partners.org/PHS_ResearchMgmt/EffortReporting.asp

• Contact Jaclyn Gavino 617-954-9829, jgavino@partners.org
New PeopleSoft Prompt Added for 90-Day Retroactive Employee Data Changes (EDCs)

- To increase compliance with our [Cost Transfer Policy](#), Research Management has added a new prompt within PeopleSoft
  - Prompt reminds users who are submitting EDCs with effective dates that are retroactive beyond 90 days to provide adequate justification for the transfer
  - Prompt will help avoid processing delays

- PeopleSoft determines the 90-day window by comparing the submission date of the EDC to the effective date of the salary charge.
  - We will be incorporating this time frame into the Cost Transfer Policy and EDC Standard Operating Procedure
Here is a snapshot of the prompt screen, which will appear on the New Earnings Distribution Override screen below the Comment section:

<table>
<thead>
<tr>
<th>Bus Unit</th>
<th>GL Dept</th>
<th>GL Project ID</th>
<th>%Distrib</th>
<th>Std Hours</th>
<th>Hourly Rate</th>
<th>Annual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400</td>
<td>500121</td>
<td></td>
<td>100.00</td>
<td>40.00</td>
<td>10.00</td>
<td>20800.00</td>
</tr>
</tbody>
</table>

Comment:

The effective date of this EDC is retroactive beyond 90 days. The statements below must be addressed in the comments section. Failure to do so may result in processing delays.

1. Description of the Data Change being made, including why and when the original charge(s) occurred
2. Reason why the receiving account was not originally charged
3. Explanation of why it is appropriate to charge the receiving account and how the expense is allocable to that account
4. The reason for the delay in initiating the cost transfer
5. Steps taken to avoid late cost transfers in the future

If you have any questions, please reach out to your Post-Award Grant Administrator (GA).
Employee Expense Reimbursement Training

- New module in PeopleSoft to create & submit expense reports

- Benefits:
  - It’s easier
  - No more “black holes”
  - You are reimbursed faster (3-5 days vs. 18 days)

- Resources:
  - Travel Central: [http://is.partners.org/finance/travelcentral.html](http://is.partners.org/finance/travelcentral.html)
  - Partners Pulse: [http://pulse.partners.org/services/training_expenses.htm](http://pulse.partners.org/services/training_expenses.htm)

- Training planned for April 2010
Questions?
Contact

Raquel Espinosa
Phone: 617-855-2868
respinosa@partners.org
respinosa@mclean.harvard.edu