BOSTON UNIVERSITY

Kuali Coeus Research Management (KCRM) User Guide: Create and Update a Negotiation

Version 1.0: June 2015

Purpose: To create a Negotiation document to be used for tracking activities for Negotiation Agreements.

Trigger / Timing / Frequency: Once a request from a Principal Investigator, Sponsor, or other BU Office is received, requesting a negotiation agreement.

Prerequisites

- The Sponsor for the Negotiation Agreement should be set up in KCRM.

User Group Roles: Negotiation Administrator, Negotiation Creator

Menu Path: Central Admin > Negotiations

Tips and Tricks: It is important save your progress by clicking the Save button. Also progress can be saved by clicking the Negotiation Tab. When creating Activities on a Negotiation record, keep in mind that the Activity Start and End dates must be within the range of the Negotiation Start and End Dates. Activities cannot start before a Negotiation Start Date and they cannot end after a Negotiation End Date. Activity can be printed as a PDF and sorted in a variety of ways. The order in which activities are sorted would dictate the order that the activities are listed on the PDF. Similarly, a user can choose to only print Pending Activities, rather than all activities. Users can also print activities individually.

Results and Next Steps: Once the Fully Executed negotiation agreement is uploaded in KCRM, the following should take place: An email to medaward@bu.edu or crcaward@bu.edu should be sent to start the award intake process; the Administrative Coordinator, responsible for award intake, will obtain the necessary data for award intake from the Negotiation record; the Award Analyst will open appropriate negotiation record and if necessary will link the negotiation record to an Award.

Process: There are two main actions related to the KC Negotiations module: 1) A user can create a negotiation record; 2) A user can update a negotiation record. In either action, once each of the required fields have been completed a user must save their progress by clicking the Save button.

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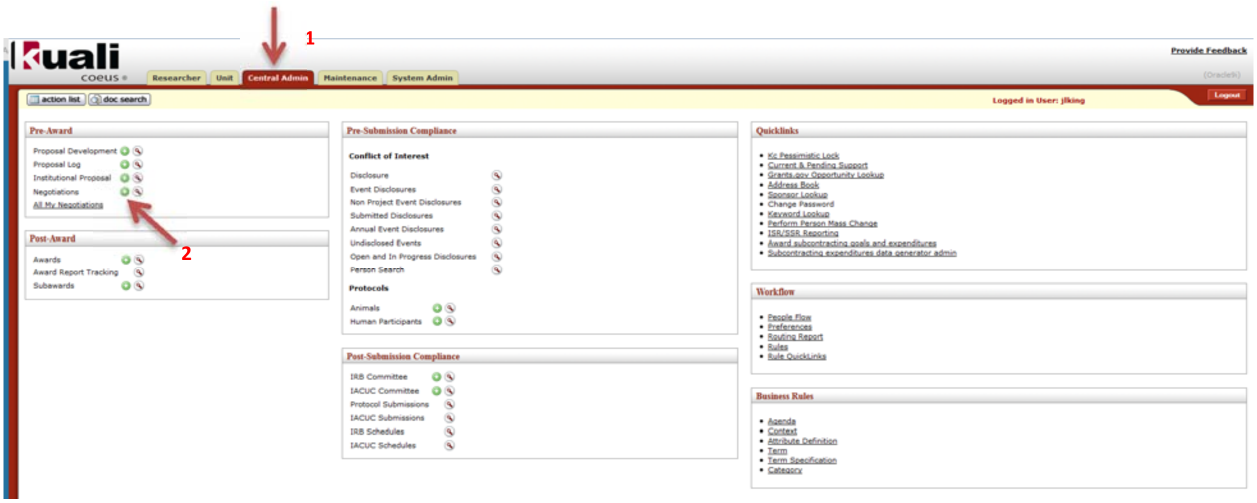
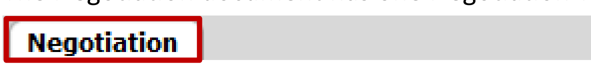
A. Create a new negotiation record

Start the transaction in the Kuali Coeus Research Management portal and 1) navigate to the Central Admin Main Menu Tab. 2) Click the Add Negotiation icon.



a. Complete the Document Overview

The Negotiation document has one Negotiation Tab.

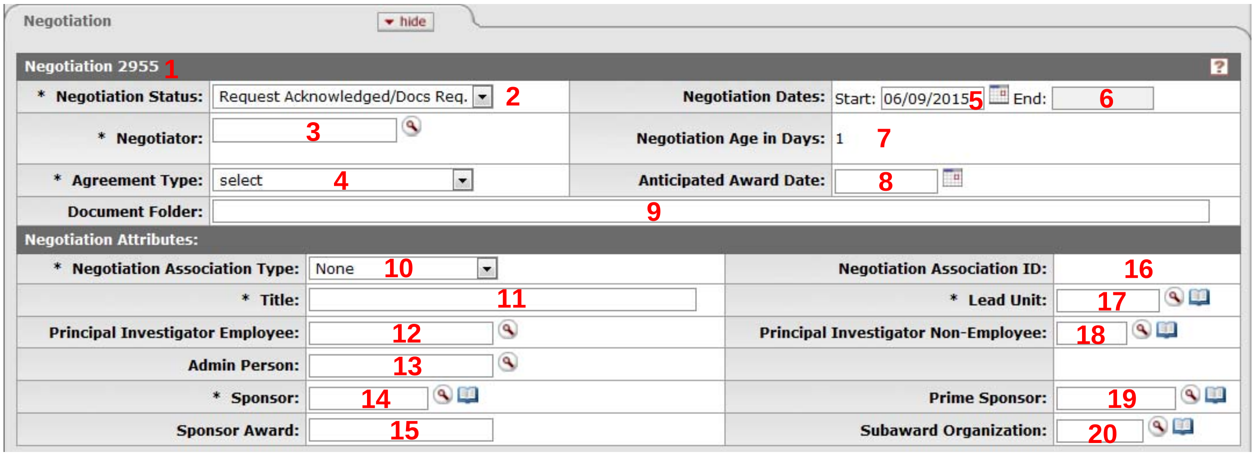


Enter Document Description in the Document Overview Panel for the Negotiation document using the following format: PIFirstLastName_SponsorName.

The document description is a required field. There is a 30 character limit on this field.

b. Complete the Negotiation panel

All required fields on the Negotiation Panel must be completed before the Negotiation document can be saved. Complete the information in the Negotiation panel.



Data Quality	SOP Definition / Use	Required
1) Negotiation ID	Read Only: Automatically assigned by the system. Uniquely identifies the Negotiation document. Note: The Negotiation ID number can only be used to search for a record once the document has been saved.	
2) Negotiation Status	This field is used to capture the current status of the Negotiation. At the time of new Negotiation creation, the options are: 1. Abandoned 2. Fully Executed 3. In Negotiation 4. Limited Issues 5. On Hold 6. Request Acknowledged/Docs Req. 7. Signature In Process 8. Under Review Note: The default status for a new negotiation document is Request Acknowledged/Docs Req.	Yes
3) Negotiator	Click the lookup icon to search for and return the name of the Employee to populate the box. This field is used to capture the Negotiator.	Yes

Data Quality	SOP Definition / Use	Required
4) Agreement Type	This field is used to indicate the type of Negotiation. The options are: 1. CTA Amendment 2. Clinical Trial Agreement 3. Data Use Agreement 4. Industry Equipment Agreement 5. Master Agreement 6. Material Transfer Agreement 7. Non-Disclosure Agreement 8. SRA Amendment 9. Sponsored Research Agreement	Yes
5) Negotiation Dates Start	Click the **calendar** icon to select, or type in mm/dd/yyyy format to populate the box with the desired date. This field will reflect the start date of the Negotiation. Note: The current date will prepopulate upon creation of the negotiation, but it can be overwritten.	
6) Negotiation Dates End	Click the **calendar** icon to select, or type in mm/dd/yyyy format to populate the box with the desired date. This field will reflect the end date of the Negotiation.	
7) Negotiation Age in Days	Read Only: Automatically calculated by the system, the Negotiation Age in Days represents the number of weekdays days between the Start of the negotiation and either the current date (if the negotiation is still in progress) or the end date.	
8) Anticipated Award Date	Click the **calendar** icon to select, or type in mm/dd/yyyy format to populate the box with the desired date. This field will reflect the anticipated start date of the Award.	
9) Document Folder	Placeholder field that can be used to list the Negotiations' location on the Department Drive.	
10) Negotiation Associate Type	This field is used to associate a Negotiation with another KC module record. The options are: 1. Award 2. Institutional Proposal 3. None 4. Proposal Log 5. Subaward	Yes
11) Title	This field reflects the title for the Negotiation record.	Yes

Data Quality	SOP Definition / Use	Required
12) Principal Investigator Employee	Click the lookup icon to search the KCPerson table and return the name of the Employee to populate the box. This field is used to capture the Principal Investigator Employee.	Yes
13) Admin Person	*This field will not be used and does not need to be populated.*	
14) Sponsor	Click the lookup icon to search the Sponsor table for a sponsor and return the value to populate the box.	Yes
15) Sponsor Award	This field reflects the Sponsor Award for the Negotiation record.	
16) Negotiation Association ID	Read Only: Automatically assigned by the system. Uniquely identifies the Negotiation Association for Negotiation Association Type None; For Negotiation Association Type Award, the field will be used to look up the Award ID number.	
17) Lead Unit	Click the lookup icon to search the Unit Lookup table and return the organizational unit/department for the negotiation.	
18) Principal Investigator Non-Employee	Click the lookup icon to search the KCPerson table and return the name of the Employee to populate the box. This field is used to capture the Principal Investigator Non-Employee.	Yes
19) Prime Sponsor	This field indicates the prime sponsor, when present, for the negotiation.	
20) Subaward Organization	Click the lookup icon to search the Organization table and return the name of the Subaward Organization for the Negotiation.	

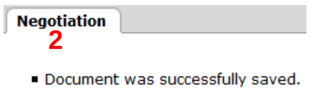
Note: While the Principal Investagator Employee field and the Principal Investagator Non-Employee field do not have an asterisk next to the field label, either of these two fields are required in order to save a newly created negotiation document.

c. Save Negotiation Document

The Negotiation document can be saved after required fields from the Document Overview panel and Negotiation panel are completed. At the bottom of the Negotiation Tab click the **Save** button.

1

Click the 1) Save button to save all progress on the newly created negotiation record.

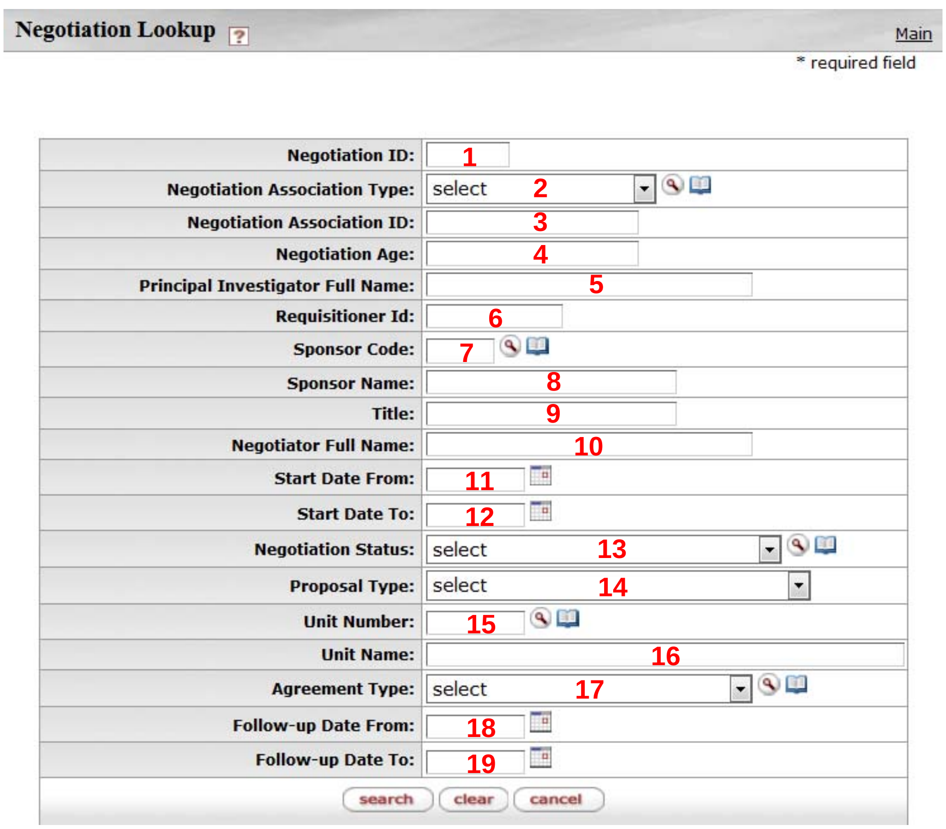


Note: Alternatively a user can click the 2) Negotiation tab to save the negotiation record.

B. Negotiation Lookup Page

a. Negotiation Lookup

The Negotiation Lookup page provides several fields that can be used to look up an existing negotiation record. Use the provided fields to narrow your search.



Data Quality	SOP Definition / Use
1) Negotiation ID	Search by unique number of negotiation record.
2) Negotiation Association Type	Search by the association type for the Negotiation. 1. Award 2. Institutional Proposal 3. None 4. Proposal Log 5. Subaward
3) Negotiation Association ID	Search by the e-doc number (for example, the KC Award number when the Negotiation Association is Award) for the type of Negotiation Association.
4) Negotiation Age	Search by the auto generated age of the Negotiation.
5) Principal Investigator Full Name	Search by the name of the Principal Investigator.
6) Requisitioner ID	Search by requisitioner ID field of a Subaward in the Subaward Module.
7) Sponsor Code	Search by the Sponsor Code entered or populated after an associated award is linked to the Negotiation.
8) Sponsor Name	Search by the Sponsor Name entered or populated after an associated award is linked to the Negotiation.
9) Title	Search by Title of the Negotiation entered or populated after an associated award is linked to the Negotiation
10) Negotiator Full Name	Search by the individual employee designated as the Negotiator.
11) Start Date From	The beginning range date to look up start date for the Negotiation.
12) Start Date To	The ending range date to look up start date for the Negotiation.
13) Negotiation Status	Search by the Negotiation status field. 1. Abandoned 2. Fully Executed 3. In Negotiation 4. Limited Issues 5. On Hold 6. Request Acknowledged/Docs. Req. 7. Signature in Process 8. Under Review
14) Proposal Type	Search by the type of proposal/application if the Negotiation is linked to a Proposal.
15) Unit Number	Search by the unit responsible for the administration of the project.
16) Unit Name	Search by the corresponding name of the Unit for the Unit Number.

Data Quality	SOP Definition / Use
17) Agreement Type	Search by the Negotiation Agreement Type selected for the Negotiation. 1. CTA Amendment 2. Clinical Trial Agreement 3. Data Use Agreement 4. Industry Equipment Agreement 5. Master Agreement 6. Material Transfer Agreement 7. Non-Disclosure Agreement 8. SRA Amendment 9. Sponsored Research Agreement
18) Follow-up Date From	The beginning range date to look up the date when a user should follow up on an activity.
19) Follow-up Date To	The beginning range date to look up the date when a user should follow up on an activity.

Note: Fields such as the **Negotiation ID** and the **Negotiation Age** can make use of operator functions to narrow a search: e.g. "**1..30**" would return a range of 1 through 30; "**<5**" would return values for the field Less Than 5; "**>10**" would return values Greater Than 10.

After identifying the Negotiation record that you want click the 1) open link to open the negotiation record.

Actions	Negotiation ID	Negotiation Association Type	Negotiation Association ID	Negotiation Age	Principal Investigator Full Name	Requisitioner Name	Sponsor Code	Sponsor Name	Title	Negotiator Full Name	Start Date	Negotiation Status	Proposal Type Code	Unit Number	Agreement Type	Unit Name
open medusa	36	None	2878	32	JENNIFER L KING		300304	Binax	test title	ALEXANDRIA HAAS	04/15/2015	Fully Executed		1000000000	Non-Disclosure Agreement	Charles River Campus

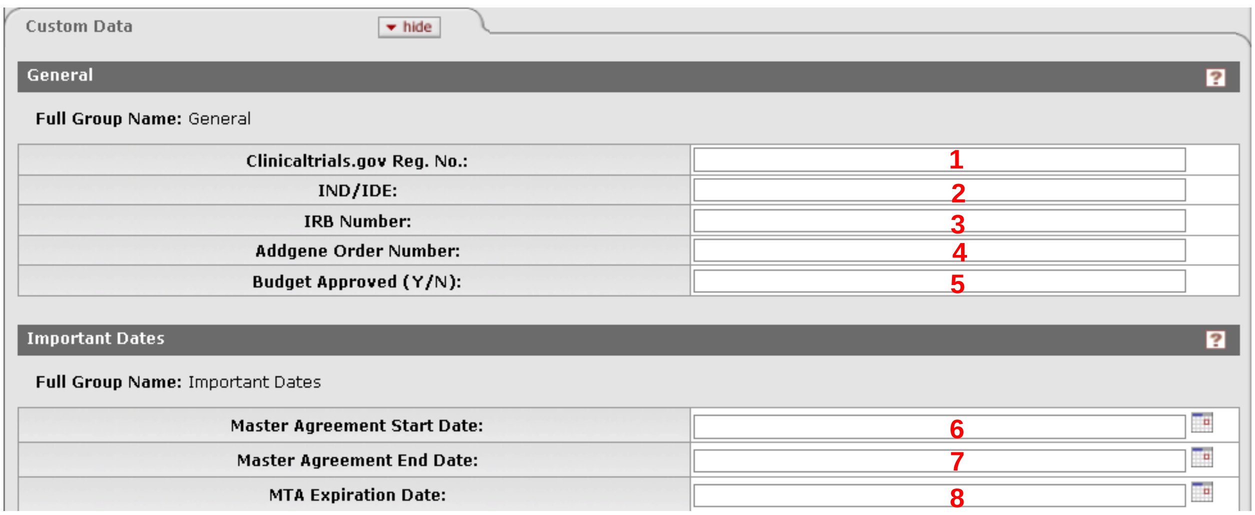
C. Updating a Negotiation Record

Upon re-entering a Negotiation record update the Document Overview panel if there are changes to the PI or Sponsor, and update the Negotiation panel where necessary. Over the lifecycle of the negotiation process the negotiation should be modified to: update the status of the negotiation record and log activities related to the negotiation lifecycle. To do so, the following panels must also be updated:

- Custom Data
- Activities & Attachments

a. Update Custom Data

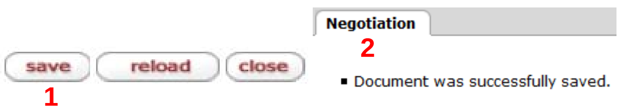
The Custom Data tab contains two panels: General and Important Dates. Complete fields only if they apply to the Negotiation Agreement Type.



Data Quality	SOP Definition / Use	Required
1) Clinicaltrials.gov Reg. No.	If applicable, enter the ClinicalTrials.gov registration number.	
2) IND/IDE	If applicable, enter the appropriate three lettered value, “IND” or “IDE”.	
3) IRB Number	If applicable, enter the IRB Protocol Number.	
4) Addgene Order Number	If applicable, enter the Addgene order number.	
5) Budget Approved(Y/N)	Indicate whether or not the budget has been approved by entering the appropriate value of either “Y” or “N”.	
6) Master Agreement Start Date	If this negotiation record is related to a Master Agreement, enter the start date.	
7) Master Agreement End Date	If this negotiation record is related to a Master Agreement, enter the end date.	
8) MTA Expiration Date	If this negotiation record is related to an MTA, enter the expiration date.	

The custom data fields are only completed if the field(s) are applicable for the negotiation agreement. Date fields will require the date to be entered in a valid format. All other fields custom fields are alphanumeric. Unless a specific format is noted in the label, as is the case for the IND/IDE field which has a three character limit (for "IND" or "IDE") and the Budget Approved field which has a one character limit (for "Y" or "N"), an alphanumeric string may be entered for these fields.

After completing data in Custom Data fields, click the 1) Save button or the 2) Negotiation tab to save changes to the negotiation record.

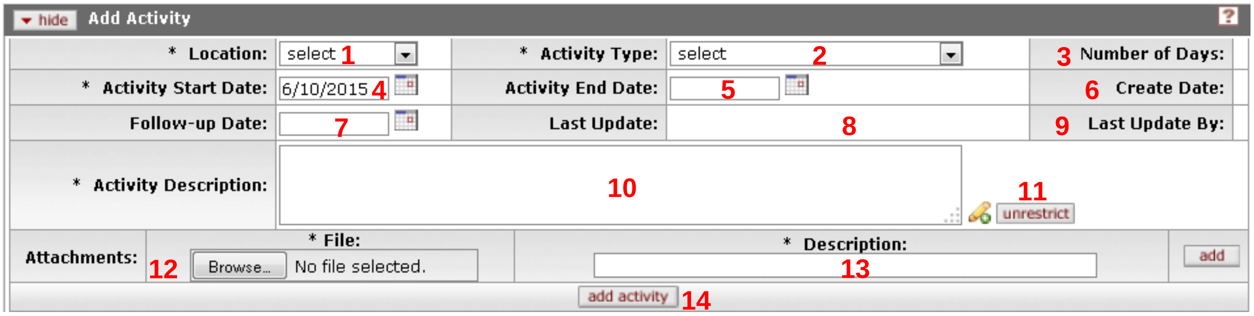


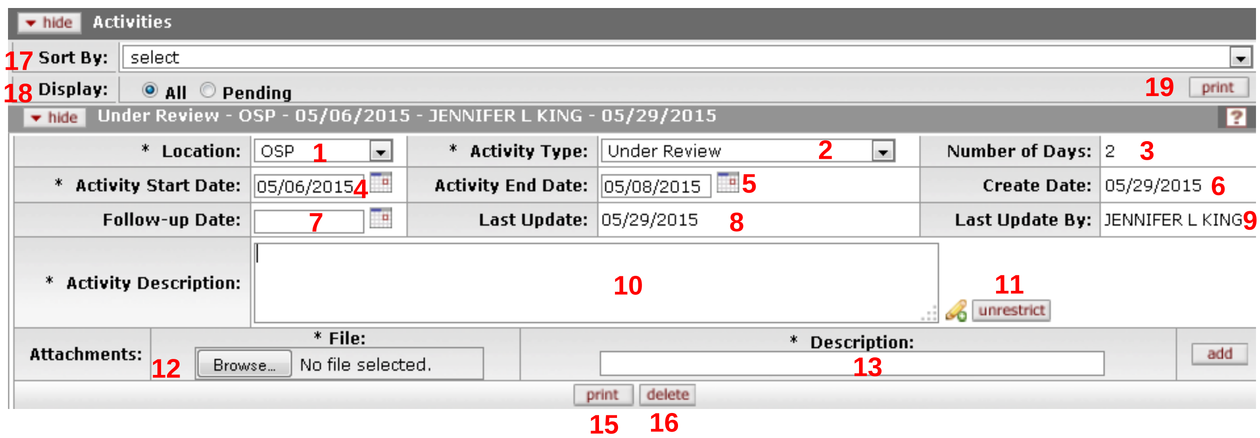
D. Adding Activities & Attachments

The information provided in the Activities & Attachments panel is used to create **Activities** which track administrative actions that have taken place or that are in progress for an agreement. When adding an activity you will be required to provide the following:

- Location – Where action on the activity is taking place.
- Activity Type – A pulldown description that describes the activity.
- Activity Start Date – The start date of an activity.
- Activity Description – The notes/description for an activity.
- Attachments Description – The Attachments description is only required if an attachment is uploaded. The description describe the file that is uploaded.

a. Add Activity subpanel





Data Quality	SOP Definition / Use	Required
1) Location	This field is used to capture the current location of an activity. The options are: 1. BMC 2. IBC 3. OGC 4. OSP 5. OTD 6. PAFO 7. PI/DA 8. Sponsor 9. VP Research	Yes

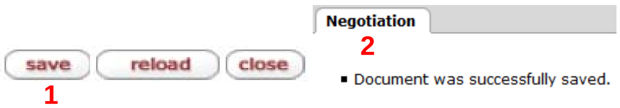
Data Quality	SOP Definition / Use	Required
2) Activity Type	This field is used to capture the current activity type for an activity. The options are: 1. Ancillary Review 2. Approval 3. Budget Negotiation 4. Contract Negotiation 5. Converted Record 6. Correspondence Received 7. Correspondence Sent 8. Courier Package Received 9. Courier Package Sent 10. Documentation Gathering 11. Executable Document Received 12. Executable Document Sent 13. Executed Agreement 14. Meeting 15. Other 16. Review Docs 17. Revised Document 18. Signature in Process 19. Under Review	Yes
3) Number of Days	Read Only: Automatically calculated by the system, the Number of Days represents the number of weekdays between the Start of the Activity and either the current date (if the activity is still in progress) or the Activity End Date.	
4) Activity Start Date	Click the **calendar** icon to select, or type in mm/dd/yyyy format to populate the box with the desired date. This field will reflect the start date of the Activity.	Yes
5) Activity End Date	Click the **calendar** icon to select, or type in mm/dd/yyyy format to populate the box with the desired date. This field will reflect the end date of the Activity.	
6) Create Date	Read Only: Automatically generated by the system, the Create Date is the date that the activity was created.	
7) Follow-up Date	Click the **calendar** icon to select, or type in mm/dd/yyyy format to populate the box with the desired date. This field will reflect the Follow-up date of the Activity.	
8) Last Update	Read Only: Automatically generated by the system, **Last Update** provides the date that the activity was last modified.	
9) Last Update By	Read Only: Automatically generated by the system, **Last Update By** provides the name of the last person to update the activity.	

Data Quality	SOP Definition / Use	Required
10) Activity Description	The Activity Description describes actions taken on the Activity and when restricted is not viewable to viewers.	Yes
11) unrestrict	The unrestrict button is used to unrestrict an Activity Description so that it may be viewed by a user with only a view role.	
12) File	Browse... Click browse to use your operating system's Choose File or File Upload dialog window to locate and select the file you want to attach	
13) Description	Provide description of the document. Required only if a file is uploaded.	Yes
14) Add Activity	Users should click the Add Activity button once all required fields have been completed as the last step for creating an Activity. Users should also click the save button after clicking Add Activity.	
15) Print (individual activity)	The print button can be used to print an activity to a PDF file.	
16) Delete (individual activity)	The delete button can be used to delete a saved activity.	
17) Sort By	The Sort By pulldown menu provides different ways that saved activities can be ordered. The order selected will also impact printing. The options are: 1. Activity Start Date, Activity Type 2. Last Update, Activity Type 3. Last Update By, Last Update 4. Activity Type, Last Update 5. Location	
18) Display	Display allows a user to select whether only Pending Activities should be displayed, or all Activities (Pending and Completed). The option selected will also impact printing. The options are: 1. All 2. Pending	
19) Print (All or All Pending Activities)	Users that click this print button will be able to print all activities to a PDF file.	

Use judgement in selecting the appropriate status and activity types. Activities require a start date in order be created and will require an end date when the negotiation record is completed. Complete all required Activity fields and then click the **add activity** button. The entered Activity will move from the *Add Activity* subpanel to the *Activities* subpanel.

Note: Once the Activity moves from the *Add Activity* subpanel to the *Activities* subpanel, **print** and **delete** buttons for the Activity will become available.

After adding the activity, click the 1) Save button or the 2) Negotiation tab to save changes to the negotiation record.



E. Viewing Activities & Attachments

a. Activity/Location History subpanel

The Activity/Local History subpanel provides a non-editable historical listing of all saved activities, which can be exported to Excel.

Activity/Location History

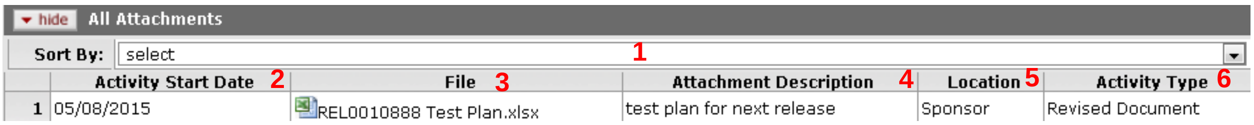
History Line # 1	Activity Type 2	Location 3	Start Date 4	End Date 5	Activity Days 6	Effective Location Start Date 7	Effective Location End Date 8	Location Days 9
1	Contract Negotiation	IBC	05/11/2015	05/12/2015	1	05/11/2015	05/12/2015	1
2	Under Review	IBC	05/11/2015	05/15/2015	4	05/13/2015	05/15/2015	2
3	Contract Negotiation	IBC	05/29/2015	05/29/2015	0	05/29/2015	05/29/2015	0
4	Under Review	OSP	05/06/2015	05/08/2015	2	05/06/2015	05/08/2015	2

Export options: CSV | spreadsheet | XML

Data Quality	SOP Definition / Use
1) History Line #	Historical order of entered activity.
2) Activity Type	The description label for the type of activity.
3) Location	The location for the logged activity.
4) Start Date	The activity start date.
5) End Date	The activity end date.
6) Activity Days	The number of days that an activity has been in progress, determined by calculating the difference between the activity start and end dates.
7) Effective Location Start Date	*This field should be ignored.*
8) Effective Location End Date	*This field should be ignored.*
9) Location Days	*This field should be ignored.*

b. All Attachments subpanel

The All Attachments subpanel provides a non-editable listing of all attachments uploaded to the an activity.



Data Quality	SOP Definition / Use
1) Sort By	The Sort By pulldown menu provides different ways that saved attachments can be ordered. The options are: 1. Activity Start Date 2. File 3. Attachment Description 4. Location 5. Activity Type
2) Activity Start Date	The Activity Start Date for the associated attachment.
3) File	The file name of the attachment.
4) Attachment Description	The attachment description for the attached file.
5) Location	The location of an attachment on a specific activity.
6) Activity Type	The activity type for a specific activity for the associated attachment.

KCRM Document Action Command Buttons Definitions

Save Allows the initiator of a document to save their work and close the document. The document may be retrieved from the initiator's Action List for completion and routing at a later time.

Reload Refreshes the budget and displays the most recently saved information. Changes which are made but not saved prior to reloading a page are not maintained.

Close Signifies that you wish to exit the document. The system displays a message asking if you want to save the document before closing. No changes to Action Requests, Route Logs or document status occur as a result of a Close action. If you initiate a document and close it without saving, it is the same as canceling that document.