ADVISORY COUNCIL FOR RESEARCH ADMINISTRATION (ACRA)

Monday, April 24, 2017
2:00pm – 4:00pm
Location: Med Campus, 72 East Concord Street, Instructional Building, Dean’s Conference Room, First Floor, Room R-112


Guest Attendees: Jen King, Ann Lennon, Elizabeth Mauro, Ryan Russell

Absent: Patrick DeCoste, Gillian Emmons, Richard Lally, Robert Schaejbe, Gloria Waters

MINUTES

Agenda Item: Proposal Development (PD) – Jen King
Share any feedback with Jen King (jlking@bu.edu)
- Approach for Community Input
  - Thanks to those who have volunteered!
  - There will be specific, focused areas for input, other decisions will be driven by central policies/processes and system limitations
- Login screen experience
  - Currently 3 roles:
    - Central office
    - Administrative/Support
    - Researcher
  - Open Discussion: What would you like to see upon logging in as admin/support?
    - “Where a proposal sits” - who has next step in the process
    - Admins maybe want to see PI view
    - Departmental view - who in department is assigned each proposal, shown by deadline, using color indicators. Helpful for coverage if admin is out sick
    - Check for all investigators who have submitted disclosures
    - Most recent change to proposal - who and when updated
    - Alerts for upcoming reports and overall deadlines
    - IRB compliance status
  - Discussion/Questions:
    - Will it be evident what is missing from proposal?
    - Will you be able to see other colleagues in fund center?

Agenda Item: Announcements and Updates
PAFO:
- PARs complete
- A133 audit moving forward

Agenda Item: PAFO Closeout Notifications – Gretchen Hartigan
- Two separate letters: Group agrees annual and award ending notice is a good idea
  - Award ending
  - Year ending
- Open Discussion/Feedback
  - Important to make sure the emails/letters look different
  - In Year ending email, include IO. (Grant vs. IO is confusing for PI)
  - Include year number of year total (Example: Year 2 of 5)

- Effective May

**Agenda Item:** Summer Effort/Summer Salary Discussion – Gretchen Hartigan

- Applies to 9-Month faculty
- During the summer, an additional **two** months (2/9ths) may be charged to Sponsored Research awards
- Up to **three** months (3/9ths) may be charged by filling out the **Commitment of Summer Effort Request Form** if:
  - Sponsor policies and/or individual award terms and conditions allow it
  - Faculty member certifies that he/she will devote 100% of his/her effort during these three months in support of Sponsored Projects

- 100% Effort on Sponsored Research is **Not** Allowable if during the summer:
  - Faculty is involved in administrative or other non-research activities
  - Teaching; and/or
  - Writing proposals

- **Amendment to 3 Month Rule:** If faculty has obtained research funding of an amount equal to three months of compensation
  - May use 1/3rd of that compensation to cover the equivalent amount of effort devoted to the sponsored projects during the academic year
  - The institutional funds that would have covered that month (1/9th) of the academic-year salary would be used to support the same amount of salary during the summer period
  - Faculty may choose this option on the **Commitment of Summer Effort Request Form**
    - Recommended salary distribution would be to charge not more than 2/3rds of each summer month to sponsored projects and the remaining amount to institutional funds to the extent those funds are available
    - Over the course of the academic year, grant funds not used during the summer would be available to fund research on sponsored projects during the academic year
    - Salary charged to sponsored projects during the academic year must be charged according to when the effort is being expended (i.e. if effort on the grant is in September, then salary charged to the grant should be in September)

- Summer and academic year PARs should always reflect how the faculty member is spending his/her effort
- Discussion/Questions:
  - Hopefully with PD there will be a systematic lookup for proposed effort, vs award effort, vs expended effort
  - Should we discontinue 3/9?
  - Bring up to Gloria? Faculty affairs?
  - 72 applied and 30 approved for sponsored research and department

**Agenda Item:** BU Budget Template – Ann Lennon & Casey DeMarsico

Work with new template and share feedback with Casey DeMarsico (cdemarsi@bu.edu)

- Updated budget templates separates out Federal and non-Fed into two separate spreadsheets
• New updates:
  o Printable summary sheet
  o Travel tab breaks down travel details and rolls into detailed budget
  o Cost-share tab rolls into summary
  o Notes section
• SP will schedule “drop-in” workshops during May for DAs for budget orientation and assistance
• Potentially developing webinar, exploring other training methods
• Budget template will likely be a requirement in the future
• Discussion/Feedback:
  o Other line items (like participant support costs), that are or are not exempt from MTDC

**Agenda Item:** **Training Taskforce – Jen Marron**
Onboarding for research administration personnel - share feedback with Jen Marron (jmarron@bu.edu)

• Coffee with colleagues- Grants Administrators meeting
• Open Discussion:
  o Who should lead ideas – PAFO? SP? IRB?
  o Sessions should be scheduled regularly. Quarterly?
    ▪ A lot of prep work
    ▪ Topics are big buckets, maybe should be more narrowly focused
  o Brown bags – send questions anonymously in advance
    ▪ Keep sessions/workshops informal
    ▪ Should this be how-to’s? Basics? Pain points?
  o Have topics grouped: pre / post / compliance
  o Have representation from multiple stakeholders
    ▪ Have mix of junior and senior administrators
    ▪ Take advantage of colleagues as a resource
    ▪ Have a senior admin present on special cases
  o Staff development opportunity – Administrative Development Series
    ▪ Possibly good for exposing BU employees who want to get into research administration, but aren’t currently involved
  o HR help with content / promoting – request outside attendees
    ▪ Take advantage of existing HR training modules
  o Include other relevant offices- AP, Concur, HR etc.
  o Need to share best practices, ensure everyone is on the same page

• Aiming for September launch
  o Looking for potential co-chair
  o Send Jen your top 4 topics for discussion

**Agenda Item:** **Open Discussion and Future Topics**

• ACRA will likely be on hiatus for July and August due to summer conflicts
• Researchers that want to crowdfund need to go through BU platform. Details through Gloria Waters’ office. Reach out to Maura Monahan
Regular ACRA Meetings:

- Next meeting is scheduled for Monday, June 26, 2017
- Let us know if you have a topic to add to the Agenda.

Email any priority items, topic suggestions, or comments for the next meeting to acra@bu.edu.

If interested in hosting, please email acra@bu.edu. We ideally need:
- A room with a table that can hold 25
- Audiovisual capability
- A room that allows food
- 2 hour availability
- White board space (optional)