MINUTES

Agenda Item: Kuali Research: Proposal Development (PD) - Elizabeth Mauro, Sponsored Programs, Meghan Reilly, IS&T

Developing Initial log in experience for DA role

- Developed and presented wireframe structure for what dashboard may look like for DA role
- Partnering with departments to build a system that meets needs and wants. Conducted 5 departmental interviews to understand needs, proposal process, major pain points.
  - Learned that department size and number of PIs supported is very diverse across BU
  - DAs have different responsibilities and different submission mechanisms across the university
- Positive Feedback:
  - Create/Copy Proposal buttons
  - Award Reports
  - Visual Components of Compliance
  - RED = Error / YELLOW = Warning / GREEN = Good to Go
  - Alerts section is very helpful
  - Notify button under Compliance Status for COI.
- System Opportunities:
  - Checklist of outstanding documents
  - Notes
  - Ping
  - Proposal Submitted/Archived Proposal Inventory
  - PI View
  - Reporting Alerts

- Any additional wants, needs, or feedback for DA initial log-in experience? Contact Elizabeth Mauro (emauro@bu.edu) or Meghan Reilly (mereilly@bu.edu)
Agenda Item: HR Compensation and Hiring - Donna McPherson, John Bray, Mary Beth Dillon, Brianna Jacobs

► Compensation - Update & Position Description - Donna McPherson
   See 'HR Compensation and Hiring Presentation' – uploaded to ACRA website
   • Compensation Redesign project- more consistency, more transparency
   • Job families haven't been fully designed, well-structured for some roles, and murky for others
   • ECM Platform for Merit process - SAP
     ○ New system went live in May, reach out if you have questions!
     ○ Legacy was hard to map to SAP, ECM should streamline systems
   • Questions/Answers/Comments
     ○ ACRA: Why aren't salary grades listed as a range?
       • Answer: currently ranges are under construction - will hopefully have project underway soon
     ○ ACRA: How will new comp structure affect existing employees?
       • Answer: pilot program: map existing positions into grade structure
       • Too early in the process to know if salary will change
     ○ ACRA: Posting minimum is detrimental to hiring quality employees
     ○ ACRA: If grade is not listed in a posted job description, and a potential candidate calls in top ask, how do you answer?
       • HR: Salary grades are under construction. Talk about the requirements & description to give them idea of what the market may reflect.
     ○ ACRA: Only listing a minimum salary is sometimes inefficient for both hiring managers & applicants. By making the salary range visible, the applicant pool is narrowed and quality candidates would apply.
       • Took maximums off because applicants then expect to be offered the maximum.
     ○ HR: At least one year until salary system is fully restructured
     ○ ACRA: Grant-funded positions need ranges so they can build budgets quickly.
     ○ ACRA: If manager is okay with posting range, budget has been created, can they release to curious candidates?
     • Change the role of a position? Change description & change grade by processing OM, but then the individual doesn’t get the increase. Need PA form!
     ○ Shuchita Rao (srao22@bu.edu) can assist anyone needing help with SAP forms, there IS&T training on the website.
       http://www.bu.edu/tech/support/buworks/help/hcm

► Hiring - John Bray
   See 'HR Compensation and Hiring Presentation' – uploaded to ACRA website
   • Silence is a very important tool in open ended questions
   • Questions/Answers/Comments
     ○ ACRA: is there a proposal to have a 90-day trial period for new hires?
       • HR: either side can terminate employment at any point. There is not a trial period.
       • ACRA: why not?
• HR: good question, will bring this back to team.
  ○ ACRA: The process is difficult around volunteers, paid and unpaid
  • HR: two separate processes for MED and CRC, See HR website.
    Need HR business partner approval
  • ACRA: I used exact volunteer process, HR came back and said
    need Dean's office approval.
  • HR: this is implemented by dean office school of med, not HR.
  • ACRA: talk about creating a standard?
○ ACRA: different experiences with different HR business partners,
  inconsistent information
  • HR: Business partners are doing back to basics, new director,
    making sure processes are nailed down.
○ ACRA: What do we do if a job evolves and gets so far away from original
  job description?
  • HR: Annual Review can be a trigger. Contact your HR Business
    Partner
○ ACRA: HR does not hire posts-docs. Faculty feel that it is much harder to
  post a postdoc opening on BU website, than outside website
  • HR: On the Med Campus, Dean Antman needs to approve job
    description. HR will need to know who to send resumes to.
    There is a 60 day window for postdoc job posting, HR will notify
    poster close to the end, and will take down unless notified to
    leave it up
  • Post-docs are not employees and do not get BU
○ ACRA: need communication on post-doc resources. Perhaps a section
  on the Postdoc webpage dedicated to open positions.
○ Future ACRA Session: Sarah Hokanson, Director of Professional
  Development & Postdoctoral Affairs, to come to talk about post-doc
  hiring
○ ACRA- what if some positions are getting stale and have gone through a
  few cycles of applications, but now at the bottom of the list?
  • HR- We can refresh a few aggregate sites, not those that scrape
    BU site. We don’t reset date because of timestamp metrics etc.

**Agenda Item:** Proposed Training Plan for 2017/2018 – Jen Marron and Diane Baldwin

Onboarding of new DA’s in schools/colleges

• Topical training: effort reporting, COI, cost-sharing, etc. Aim for 2 per year?
• Reporting best practices
  ○ Not everyone using BW to full capacity. Host ‘Learning Lab’ to help create personalized
    views
• Building & Supporting Community
  ○ Coffee with colleagues, once a quarter peer to peer, networking, sharing some common
    themes, unstructured.

• ACRA Feedback
  • Need more personalized workshops on creating reporting views in BUWorks. Possible one on
    one trainings, to tailor views to individual needs.
  • Session on calculating burn rates: projecting and maintaining
  • Need BU Form training sessions: Both BU Internal Forms and outside external Sponsor forms
• Topical trainings - coffee with colleagues
• Historically, SP has hosted DA forums
  ○ Should we include SP updates with coffee with colleagues? Have a semi-annual meeting?
• Online tools - Need effective communication
  ○ Announcements in one central location to communicate crucial updates: ex. July 5th deadline is coming; ASSIST is down etc.
  ○ Build online training sessions, incorporate brief targeted videos, also downloadable templates
  ○ Online Calendar? Blog?
• If SP RA’s reached out to their DAs with important timely information, DA’s more likely to read those emails immediately.
• September - launch research administrator event, and BU RA/DA award
• Gathering a small task force to take training to the next level: Let Jen Marron or Diane Baldwin know if you are interested in participating. Open to people outside of ACRA if they are interested.

Agenda Item: Open Discussion and Future Topics

• Is ACRA missing important components?
• Independent Training Opportunities, such as PIVOT?
• Budget Template to come out very soon
• ACRA will reconvene after the summer in September

Regular ACRA Meetings:

➢ Next meeting is scheduled for Monday, September 25, 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)