

URIC

Administrative Meeting

January 16, 2019

Agenda

TIME	TOPIC	PRESENTER
9:00 – 9:05	Introduction	Joe Boes
9:05 – 9:30	Northwestern Scholars	Nick Angeloni
9:30 – 9:55	<u>OSR & FFRA:</u> InfoEd Change Requests	Derek Kozlowski; Sara Krentz
9:55 – 10:20	Annual Reports	Joe Boes
10:20 - 10:25	<u>Financial Topics:</u> Transfer codes	Anne Martin
10:25 – 10:30	Closing & Questions	Joe Boes

Introduction/General Updates

- Annual Report Call is out – more details to follow
- Frank Cutting has joined as Sr. Research Administrator
- PEX Goal Setting – reminder and request for completion by 1/31/19 if not already completed

Northwestern Scholars

Nick Angeloni
Director, Strategic Planning & Coordination

Northwestern Scholars – Adding URIC Faculty Membership

- Northwestern Scholars - Overview
- URIC Faculty “Membership” – Background & Pilot
 - Chemistry of Life Processes
 - ISEN
 - Buffett Institute
- Implementation Plan

Northwestern Scholars - Overview

University's research profiling and networking platform

<https://www.scholars.northwestern.edu/>

Northwestern University | NORTHWESTERN SCHOLARS


Welcome to Northwestern Scholars

All content ▾


Explore experts, expertise and research at Northwestern Scholars

Q


⚙

 4698


Experts

 355


Organizations

 85

Core Facilities

 214617

Research Output

 18371

Grants

Northwestern Scholars is a searchable database of research expertise across all disciplines at Northwestern University. Explore the profiles and research output (publications, patents, visual works, performances, etc.) of thousands of scholars, and learn about core research facilities at Northwestern. Discover the research expertise of Northwestern's wide-ranging schools, departments, institutes, centers, and graduate programs, and view collaboration networks among researchers within Northwestern and with external scholars. If you have any questions or concerns, please contact Northwestern Scholars Support at nuscholars@northwestern.edu.

Collaborations and top research areas from the last five years

Click dots and donuts to bring up details.



Northwestern Scholars - Overview

- Public-facing portal
- Administrative backend
 - Includes the data, configurations (e.g., what is or isn't shown on the portal), data update functions, reporting
- Content populated from: sources of authority, and manually when necessary
 - Person and organization data: myHR
 - Grant awards (can be publicly shown): InfoEd; reports from Lurie Children's Hospital and Shirley Ryan AbilityLab
 - Research Output: Scopus and other import sources (e.g., PubMed) for publication data
 - FSM faculty database for FSM faculty manually added-data
 - e.g., education, research interests, research keywords, manually added publications not in Scopus or PubMed
 - Manually added where necessary
- Runs on Pure software platform

URICs in Northwestern Scholars

Currently

- **URIC**: appears when myHR has at least one person with an appointment in the URIC
- **Experts in URIC**: only those with URIC appointments in myHR
- **Grant awards of URIC**: when the URIC is the managing organization in InfoEd
- **Publications of URIC**: associated only if an author's primary appointment is in the URIC
- **URIC collaboration network**: reflects coauthors of publications associated with the URIC
- **Research Concepts “Fingerprint”**: system generated, performing data mining on publications and grants associated with URIC that have abstracts

URICs in Northwestern Scholars

Reason to add faculty “Members” for URICs

- Current URIC representation misleading - shows only faculty with official appointments
- URIC membership on faculty profile: visibility of URIC
- Increased visibility and “discoverability” of URIC as an organization, with more complete profile
- Provide URICs with ability to easily generate reports of faculty members and their publications for various uses (e.g., annual report, reporting to board, etc.)

Membership Configuration

Key Considerations

- Consistent across all URICs
- Portal usability and understanding by users
- Reasonably maintainable by URIC and Northwestern Scholars teams
- Provide as much value as possible within given constraints

Pilot Testing

- Confirmed Advantages and Process for Key Components
- Revealed constraints
 - Adding Publications - issues
 - Collaboration network issues
 - Efforts required by URICs and Northwestern Scholars team

Membership Configuration

– Resulting Plan

- Associate faculty members with URIC organization
 - Affiliations will appear in URIC portal and on individual faculty pages
- Grant awards appear when URIC is managing organization
- Not add publications
- Turn off “Fingerprints” – avoid misrepresentation
- Disclaimer in description explains limitations of what displayed
- Centers not in myHR: will manually add to/retire from Northwestern Scholars as needed

Advantages to URICs

- Increases visibility of URIC through Northwestern Scholars
- Much better situation than what currently exists (only faculty with appointments)
- Defined faculty list in Scholars will make back-end reporting for annual report and internal needs easier
- Can be quickly accomplished

Membership Configuration – Process

- URIC will need to provide Northwestern Scholars team with:
 - list of faculty members
 - Updates can be made on a regular basis (annual report time) plus ad hoc updates when desired
 - Will create Box folder for easy update notification
 - Detailed URIC information for portal profile
 - URIC description, address, link to URIC website, contact info
 - Default if no description provided: will use short description on Office for Research URIC web page

URIC Portal Page - Current

[Home](#) [Experts](#) [Organizations](#) [Core Facilities](#) [Research Output](#) [Grants](#)

Search by expertise, name or



Chemistry of Life Processes Institute

Northwestern University
University Research Institutes and Centers

Only 3 Experts

[Overview](#) [Fingerprint](#) [Network](#) [Experts \(3\)](#) [Research Output \(70\)](#) [Grants \(10\)](#)



Fingerprint

The fingerprint is based on mining the text of the scientific documents related to the associated persons. Based on that an index of weighted terms is created, which defines the key subjects of research unit



Contrast Media
CHEMICAL COMPOUNDS



Magnetic Resonance
CHEMICAL COMPOUNDS



Imaging Techniques
CHEMICAL COMPOUNDS



Magnetic Resonance Imaging
CHEMICAL COMPOUNDS



Nanoparticles
CHEMICAL COMPOUNDS



Gadolinium
ENGINEERING & MATERIALS SCIE...



Gold
CHEMICAL COMPOUNDS



Progesterone
MEDICINE & LIFE SCIENCES

[View full fingerprint >](#)

Fingerprint concepts likely incomplete
in reflecting research of URIC.



Network

URIC Portal Page – Future Example

Home Experts **Organizations** Core Facilities Research Output Projects/Grants Press/Media

Demo- Chemistry of Life Processes Institute

Northwestern University
Test University Research Institutes and Centers parent

Email
clp-info@northwestern.edu

Website
<http://www.clp.northwestern.edu/>

2170 Campus Drive, Silverman Hall
60208 Evanston
United States

101 Experts

Link to website, contacts, address generates map.

Overview Network **Experts (101)** Research Output (141) Grants (10)

Organization profile

Description of institute; data constraints note

Research Output and collaboration Network display only a fraction of the activities of CLP. For more information about the scope of research taking place in CLP visit the individual faculty profiles and the [CLP website](#).

Chemistry of Life Processes Institute (CLP) researchers use the technologies of tomorrow to discover the diagnostic methods and therapies needed to save lives today. Chemists, engineers, and physicists team with life scientists and clinicians to change how we diagnose and treat cancer, cardiovascular and kidney disease, infectious diseases, neurodegenerative diseases, and trauma. Their efforts are built on extraordinary tools for discovery, analysis, and visualization developed and housed within a unique ecosystem designed to support the integration of expertise and methods across many scientific disciplines. This transdisciplinary convergence of knowledge is creating new fields of research that will have a long-lasting impact on human health and disease.

CLP serves as the umbrella institute for the following centers:

- Center for Developmental Therapeutics (CDT) [\[website\]](#)
- Center for Molecular Innovation and Drug Discovery (CMIDD) [\[website\]](#)
- Chicago Region Physical Sciences and Oncology Center (CR-PSOC) [\[website\]](#)
- Proteomics Center of Excellence (PCE) [\[website\]](#)

Links to affiliated centers NU Scholars pages and websites

Fingerprint not shown since would be misleading

Can't turn off Collaboration network

Network

Recent external collaboration on country level. Dive into details by

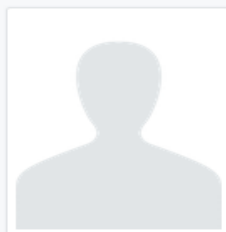
Data in screenshot is for demonstration purposes only

Faculty Portal Page - Current

Northwestern University | NORTHWESTERN SCHOLARS

[Home](#) [Experts](#) [Organizations](#) [Core Facilities](#) [Research Output](#) [Grants](#)

Search by expertise, name or 



[View Scopus Profile](#)

Vinayak P Dravid

Professor, [Materials Science and Engineering](#)
Abraham Harris Professor, [Materials Science and Engineering](#)
Core, [Applied Physics PhD Program](#)
Affiliate, [Chemical and Biological Engineering PhD Program](#)
Core, [Materials Science and Engineering PhD Program](#)
Director, Northwestern University Atomic and Nanoscale Characterization (NUANCE) Center,
[Atomic and Nanoscale Characterization Experimental Center](#)

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847/467-1363

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v-dravid@northwestern.edu

23090

Citations



[Overview](#) [Fingerprint](#) [Network](#) [Grants \(80\)](#) [Research Output \(533\)](#) [Similar Profiles \(6\)](#)

Personal profile

Research Interests

The properties and performance of materials - whether physical or biological or hybrid - are dictated by complex atomic and nanoscale architecture and associated phenomena. Our research is geared towards not only their understanding but manipulation and tailoring to yield favorable response and behavior. Such materials include nanostructures, especially inorganic/organic hybrids, and phenomena often revolve around various defects and their dynamic behavior. Thus, the core theme in Dravid group is the paradigm for "Form-Function" and "Structure-Property" relationship in diverse materials.

On one front, we are investigating the patterning and characterization of complex

Education/Academic qualification

Material Science and Engineering, PhD, Lehigh University
... → 1990

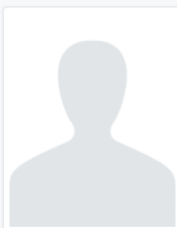
Metallurgical Engineering, BSTech, Indian Institute of Technology
... → 1984

Faculty Portal Page – Future Example

[Help & FAQ](#)

[Home](#) **[Experts](#)** [Organizations](#) [Core Facilities](#) [Research Output](#) [Projects/Grants](#) ...

Search by expertise, name or 



[View Scopus Profile](#)

Vinayak P Dravid

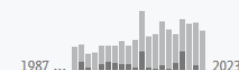
Professor, **Materials Science and Engineering**
Abraham Harris Professor, **Materials Science and Engineering**
Director (Academic), NUFAB: Northwestern University Micro/Nano Fabrication Facility
Core, Applied Physics PhD Program
Affiliate, Chemical and Biological Engineering PhD Program
Core, Materials Science and Engineering PhD Program
Director, Northwestern University Atomic and Nanoscale Characterization (NUANCE) Center,
~~Atomic and Nanoscale Characterization Experimental Center~~
Demo- Center for Catalysis and Surface Science
Demo- Chemistry of Life Processes Institute
Demo- ISEN: Institute for Sustainability and Energy at Northwestern

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847/467-1363

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v-dravid@northwestern.edu

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Citations



 **Overview**  Fingerprint  Network  Projects/Grants (77)  Research Output (513)

Personal profile

Research Interests

The focus is on development, implementation, and application of novel electron, ion, photon and probe microscopy; predictive structure-property relationships for interfaces and defects; novel synthesis and characterization approaches to “soft”

Education/Academic qualification

Ph.D., Material Science and Engineering, Lehigh University
... → 1990

Data in screenshot is for demonstration purposes only

Organization Hierarchy – Future Example

- ✓ Test University Research Institutes and Centers parent
 - ✓ Demo- Chemistry of Life Processes Institute
 - Demo- Center for Developmental Therapeutics
 - Demo- Center for Molecular Innovation and Drug Discovery
 - Demo- Chicago Region Physical Sciences and Oncology Center
 - Demo- Proteomics Center of Excellence
 - ✓ Demo- ISEN: Institute for Sustainability and Energy at Northwestern
 - Demo- ANSER: Argonne-Northwestern Solar Energy Research Center
 - Demo- Center for Catalysis and Surface Science
 - ✓ Demo- The Roberta Buffett Institute for Global Studies
 - Demo- Center for Forced Migration Studies
 - Demo - Global Poverty Research Lab
 - Demo- Institute for the Study of Islamic Thought in Africa
 - Demo- Keyman Modern Turkish Studies
 - Demo- Program of African Studies

Comments

- We understand the desire to have publications included
 - not feasible at this time due to capacity and resource limitations
- Will continue to explore solutions and have consulted with partners at other institutions to gather ideas for developing a sustainable workflow

Implementation Plan

- Proposed Timeline:
 - January 25: need updated member list and profile information from URIC (ideally received sooner)
 - If not received, will use last year's member list and short description
 - February 4:
 - faculty members and profile updates made in Northwestern Scholars
 - Standard report formats created for pulling reports for Annual Reports
 - First week of February: report training and access to URIC designee for generating reports from NU Scholars

Questions, comments, suggestions?

Contact

Ruth Allee, Director, Northwestern Scholars
r-allee@northwestern.edu , 847-491-8534

Northwestern Scholars Support
nusolars@northwestern.edu

InfoEd Change Request Module Implementation

InfoEd Change Request Implementation

Forms and Workflow

Project Approach

- **Dynamic Collaboration**

Business Partners - (OSR) Office
for Sponsored Research

Vendor – InfoEd

- **Business Process Redesign**
- **Iterative Development**

Benefits

- **ESPR Retirement**
- **Improved User Experience**
- **Integrated Data**
WIP - Services based automation

New Process

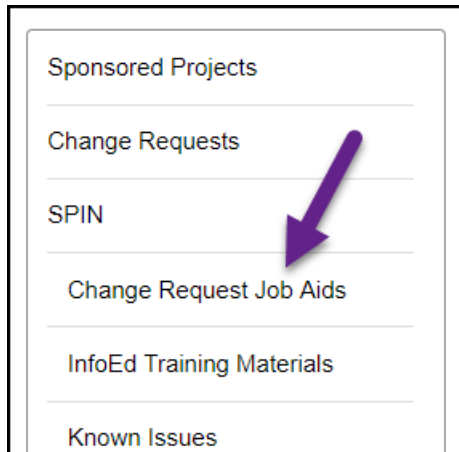
Creating a Change Request:

- New Change Request module
- Dynamic Forms
- Complete and Submit
- OSR Workflow

Resources

<https://www.northwestern.edu/controller/financial-operations-it/ffra-security-forms-and-reports/>

<https://osr.northwestern.edu/resources/infoed>



Questions?

Northwestern

URIC Annual Reports

Joe Boes

Annual Reports - Overview

- Components and Due Date
- Updates and changes
- Box Folders:
 - Access, Templates, & Submission

Annual Reports

Components and Due Date

- **Narrative**
 - Strategic Overview; Programmatic Progress & Achievements; Resources; Sustainability
- **Appendices**
 - **Non-Budget:** Strategic Plan; Advisory Board; Membership; Scholarly Output; Honors and Awards; International Collaborations/Activities; Outreach; Space; Org. Chart; Personnel; Research Enabled; Core Facilities;
 - **Basic Business Continuity Plan**
 - **Quarterly Financial Projections (2Q 2019)**
 - **All Funds Analysis**
- **Due Date: March 1, 2019**

Annual Reports

Updates and Changes

New Components

- Basic Business Continuity Plan
- 2Q FY2019 Financial Projections

Edits/Updates

- Strategic Overview: “Data that Indicate Success” in goals table
- Space: Updated to align to Facilities Connect format
- Appendix 15 – All Funds: Alignment with Budget Transformation
 - Personnel to “Staff” and “Research/Faculty”
 - Fund 160 on Summary
 - Need to fully budget operations

Eliminated

- Appendix 15 – All Funds:
 - Sources and Uses (longer term planning)

Annual Reports

New Components

Basic Business Continuity Plan

- [Template](#)

2Q FY2019 Financial Projections

- [Template](#)
- Transfer Guide

Annual Reports Edits and Changes

Narrative - Strategic Overview:

<u>FY2018 Goals as Reported in FY2017</u>	<u>Progress/Accomplishments Against Goals</u>	<u>Data that Indicate Success</u>

Appendix 8 - Space:

Building ID	Building Name	Floor	Space (Room #)	Area	Area Label	Parent Organization	Organization Name (Dept #)	Organization Description	Organization Percent Allocated	Percent Label	Organization Area Allocated	Area Allocated Label	Space Classification	Assignee Employee ID	Assignee Name	Assignee Percent Allocated	Assignee Percent Label	Assignee Area Allocated	Assignee Allocate Label	Occupants
8860	Silverman Hall	01	01101	120.00	square-feet	VP_Research-Research Centers & Institutes	8235900	<URIC NAME>	100	percent	120.00	square-feet	313 - Administrative Office	9999_07	Director,Director	100	percent	120.00	square-feet	Will E. Wildcat; Cy N. Tist;
					square-feet					percent	0.00	square-feet					percent	0.00	square-feet	
					square-feet					percent	0.00	square-feet					percent	0.00	square-feet	

Annual Reports

Edits and Changes

Appendix 15 - All Funds:

DESCRIPTION	TYPE:	OR FUNDED OPERATING			NON-OR OPERATING			RECHARGE
		TOTAL	FY2019 BASE	NEW/REQUEST	DESIGNATED	GIFT	ENDOWMENT	
		<SELECT HERE>			171	320	450	
	FUND:							160

POSITION NAME	POSN #	EMPLOYEE NAME	EMPL ID#	FY2019	FY2020	FY2020	FUND
				SALARY	% INC	SALARY	FB
URIC Director Stipend	N/A				2.00%	\$ -	
URIC Director Stipend(s)				\$ -		\$ -	
URIC Director FB							Full
URIC DIRECTOR STIPEND(S) & FB							
<Business Administrator>	<12345678>	<Wildcat, Willie>	<1234567>		2.00%	\$ -	Full
<Staff Other/Temp>	<9876542>	<Wildkit, Wilhelmina>	<1234567>		2.00%	\$ -	Stat
					2.00%	\$ -	Full
					2.00%	\$ -	Full
					2.00%	\$ -	Full
Staff Salary				\$ -		\$ -	
Staff Full FB							Full
Staff Stat FB							Stat
Staff Grad FB							Grad
STAFF SAL + FB							
<Research Faculty>					2.00%	\$ -	Full
<Grad Student>					2.00%	\$ -	Grad
Research/Faculty Positions Salary				\$ -		\$ -	
Research/Faculty Full FB							Full
Research/Faculty Stat FB							Stat
Research/Faculty Grad FB							Grad
RESEARCH/FACULTY SAL + FB							

Box Folders

Templates Folder Access

- “Viewer” access, enables access to templates and instructions
- General documents without specific security concerns

Designated Folder Access

- Those responsible for turning in should have “Viewer/Uploader” to designated URIC Box (acronym)
- Can add repeated uploads for any updates
 - Cannot delete or edit with provided access, version control
- Only provided to those with security access for viewing salary, and only needed for uploading/submitting
- Contains previous years documents, and Basic Business Continuity Plan if provided in past (FY16)










Submission

- Upload to designated Box folder

Box Folders, cont.

All Files > ORG-RSRCH-URICA > URIC Annual Reports > ☆ 6-URIC Annual Report Documents

1 of 2

Name ^		Updated	Size
 AR_1_TEMPLATES SAFER	← Templates here	✓ ⓘ Today by Joseph Boes	6 Files
 AR_ANSER-LEAP SAFER	← Upload here to submit	✓ Today by Alexandra Manetas	4 Files
 AR_CAMEE SAFER		✓ Dec 17, 2018 by Joseph Boes	0 Files
 AR_CAMSIM SAFER		✓ Dec 17, 2018 by Joseph Boes	0 Files
 AR_CAPST SAFER		✓ Dec 17, 2018 by Joseph Boes	6 Files
 AR_CBIE SAFER		✓ Dec 17, 2018 by Joseph Boes	3 Files
 AR_CCSS SAFER		✓ Dec 17, 2018 by Joseph Boes	8 Files
 AR_CDT SAFER		✓ Dec 17, 2018 by Joseph Boes	4 Files
 AR_CIERA SAFER		✓ Dec 17, 2018 by Joseph Boes	4 Files

Box Folders, cont.

All Files > ... > URIC Annual Reports > 6-URIC Annual Report Documents

☆ AR_1_TEMPLATES

Name ^

Updated

Size



Ap13 URIC Basic Continuity Plan.xlsx V2

Dec 18, 2018 by Joseph Boes

11.7 KB



Ap14 financial-projection-template-2019v3.xlsx V2

Dec 18, 2018 by Alexandra Man...

123 KB



Ap15_AllFunds_Due030119_URIC_010819.xlsx V9



Today by Joseph Boes

184.1 KB



URIC Annual Report Appendices-NonBudget_URIC.xlsx V10

Dec 18, 2018 by Alexandra Man...

104.7 KB



URIC Annual Report Call due March 1, 2019.pdf V2

Dec 19, 2018 by Joseph Boes

68 KB



URIC Annual Report Due 030119 Instructions.docx V4

Dec 18, 2018 by Alexandra Man...

91.1 KB

Questions?

Financial Updates

Anne Martin

Office for Research Transfer Codes

Revised 01/08/19

				Examples
	Use	Expense	Revenue	URIC
Nets Out at Unit	Intra (within) same unit. Unit defined as URIC, Res Ops, or Research Admin	88252 in FY19 new	88552 in FY19 new	OR Annual Budget Transfers from Center Fund; Internal transfers within your URIC; Internal transfers to another URIC
Nets Out at Unit	Transfers to operating from endowment spending within the same URIC	88204	88527	Optional - Use for transferring Endowment Funds to 171 Fund
Nets Out at OR	Inter Unit and Intra (within) OR. Will zero out for all of OR	88298	88598	Transfers to URICs from Other OR Sources or from one URIC to another
Nets Out at NU	Inter (Outside of) OR. Transfer nets at University Level	88299	88599	Revenue from Non OR sources ; Course Buy-outs

Revenue in From Central

Appropriation In

88565

Transfer In

88505

Other Revenue In

StartUp & Retention

88561

Closing & Questions

THANK YOU!!!