Northwestern

URIC Administrative Meeting February 23, 2021

Agenda February 23, 2021

TIME	ΤΟΡΙϹ	PRESENTER
9:00 – 9:05	Introduction & Overview	Joe Boes
9:05 – 9:20	Accounts Payable: AP Updates	Jim Konrad
9:20 – 9:40	Research Portal: Research Navigator Demo	Suresh Mallipeddi
9:40 - 9:50	Postdoc Appointments Changes	Joe Boes
9:50 -10:00	Sponsored Research	Joe Boes

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Introduction & Overview

- Today's Agenda
- AP & Procurement Updates
- Research Navigator Demo
- PostDoc Appointments
- Sponsored Research
 - URICA RA Roles & Responsibilities
 - Research.gov (issues)

Accounts Payable & Procurement Updates Jim Konrad

Executive Director of Procurement & Payment Services Procurement and Payment Services

Research Navigator Suresh Mallipeddi Developer Lead Office for Research Information Technology

Research Navigator

Research Navigator User Guide

• Demo of functionality

URICA Updates

Post Doc Appointments

- All postdoc appointments, whether a first appointment or a re-appointment, must be for 12 months.
- Postdocs are free to leave early
- Appointments less than 12-months for postdocs need OPA pre-approval
- Exceptions Process:
 - Send an email explaining the reason for the exception (the postdoc has a job offer to start in six months, etc) to <u>postdocs@northwestern.edu</u> before sending the postdoc appointment form.
 - Once the exception is approved, submit the appointment form along with the exception approval so those can be filed together.
 - Exceptions are only granted in situations that are in the best interest of the postdoc, not the convenience of the PI.
- More Guidance at OPA <u>website</u>

Post Doc Appointments, cont'd

- Five Year Guidance
 - Ensures PIs are aware of how long their postdocs have been postdocs and that they are having conversations about career development and transition with their postdocs.
 - Protects postdocs
- Exceptions Process:
 - Send an email to <u>postdocs@northwestern.edu</u> with a short explanation before submitting the appointment form.
- More Guidance at OPA <u>website</u>

Sponsored Research Research.gov (issues)

- Major issues with automatic checks in Research.gov
 - Possible sources of issues:
 - Margins (even if nothing there), ghost objects, pre-conversion to PDF
 - "Broader Impacts" on own line, no numbering, needs the "s"
 - Not adapting until necessary
- Investigative teams may need to make revisions and try uploading directly
 - As the choices to get it through can impact how much fits and how

Sponsored Research URICA RA Roles & Responsibilities

- URIC RAs do not complete technical documents
 - Includes Letters of Support drafts, and facilities
 - Can help with templates, finding examples, or others to contact though
 - Under exceptional circumstances only, and if time permits, we may be able to provide more assistance
- Not the primary personnel document holder
 - Department, or if via URIC primarily URIC staff
 - URICA RA can provide "this proposal" info, advise, and share previous

Northwestern Research Roles and Responsibilities

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Closing & Questions

THANK YOU!!