

URIC Administrative Meeting

September 28, 2022



Agenda

TOPIC	PRESENTER
Operations and Staffing FY22 research summary	Natalia Glubisz
HR Updates: Work Strategies Policy	Beth Abbott
CERES update	Nick Angeloni
FY22 URIC Financial Results FY23 Forecast Dates	Anne Martin

URIC Operations Updates

Natalia Glubisz



Natalia.glubisz@northwestern.edu

URICA team

Senior RA –
Frank Cutting



Research
Administrator
– **Amy
Merino**



Research
Administrator
– **Morgan
Meredith**



BA3 –
**Harshika
Kanwar**



FY22 URIC award and proposal summary

FY22 Awards	Federal	Non-Federal	Total	FY22 Proposals	Federal	Non-Federal	Total
Sum of Reporting Award Amount	\$74,571,852	\$10,681,025	\$85,252,877	Total Proposals Routed	170	49	219

FY21 Awards	Federal	Non-Federal	Total	FY21 Proposals	Federal	Non-Federal	Total
Sum of Reporting Award Amount	\$68,378,149	\$11,894,162	\$80,272,311	Total Proposals Routed	229	71	300

URICA post award – new process coming!



Request submitted online

Will include type of post award task and deadline
Reason for assistance (if URIC has an embedded BA)



Senior Director will review request



Member of the URICA team will be assigned

URICA has a BA3 who will assist URICs with no post award support and also serve as a backup to URICs that have their own post award staff, but are temporarily unavailable

URIC Listservs



- URIC_CENTERDIR@LISTSERV.IT.NORTHWESTERN.EDU
- URIC_ADMINSTAFF@LISTSERV.IT.NORTHWESTERN.EDU
- NEED TO MAKE CHANGES? PLEASE DO SO IN OUR SMARTSHEETS LINK:
 - <https://app.smartsheet.com/b/form/55ecf3e7242b4b6e839960a381cbce25>

Signature requests

- **VPR Signature Request Form for Proposal Related Materials**

- Letters of Support
- Cost Share
- Cover letters

ACCESS LINK [HERE](#)

- **Signature Requests Non Proposal**

- Service agreements
- URIC events
 - Include event rider when appropriate
 - Standard operating procedures for vendor contract review can be found [HERE](#)
 - Natalia Glubisz can sign for hotel and catering under \$25K
- Lab service agreements
- Data Use agreements
- MOU
- Joint appointments

ACCESS LINK [HERE](#)



URICA Proposal Intake Form

- How it's used
- Timing
- Next steps after it is submitted
- How to give feedback
- Link to form:
 - <https://app.smartsheet.com/b/form/c7c2d1f478424735aa71f2ac5ed2e7d4>



Northwestern | SMARTSHEET

Proposal Intake Form - URICA

This form collects initial basic information on upcoming proposals to initiate URICA support of proposals. For guidance on routing proposals through URICA vs. Schools/Departments see:

<https://urica.northwestern.edu/sponsored-research-administration/proposal-institute-center-or-department.html>

HR Updates

Beth Abbott



Beth.abbott@northwestern.edu

Northwestern's Alternative Work Strategies Policy

- Email sent from VPR Milan Mrksich on July 20, 2022 announcing Northwestern's updated WS Policy and guidance for the Office for Research and OR Centers/Institutes beginning September 1, 2022.
- Northwestern's WS Policy Guidance establishes the general expectation that University staff members will be on campus three or more days a week. VPR Mrksich supports, and has adopted these guidelines for the Office for Research including all Centers/Institutes.
- Centers/Institutes can choose to establish a "community" day(s) for staff to be in the office each week, and provide flexibility for the other 2 in-office days.



Workplace Strategies Policy

- We understand there can be a lot of emotions around staff returning to on campus presence and adjusting to a “new normal.” Please remind staff about Northwestern’s Employee Assistance Program.
- Staff who desire an alternative schedule to the established 3 days/week on campus should make a formal request via the WS Proposal Form.
- Unit leaders who approve of their staff’s request will then submit their staff’s WS proposal form to myself and Claire for review, and approval by VPR Milan Mrksich.
- Staff should be directed to contact the Office of Equity if their request to work remote is due to a personal health issue.

Workplace Strategy Policy

- Workplace Strategies Policy Link:

<https://www.northwestern.edu/hr/benefits/work-life/alternative-work-strategies/>

- Workplace Strategies Toolkit:

<https://www.northwestern.edu/hr/benefits/work-life/alternative-work-strategies/alternative-work-strategies-toolkit1.html>

- Office of Equity:

<https://www.northwestern.edu/accessibility/get-started/for-staff/index.html>

CERES Updates

Nick Angeloni



n-angeloni@northwestern.edu

Why Change?



Northwestern's Research Portfolio Continues to Grow

Northwestern has increased research revenue 34% from FY17-21 and is now approaching \$1B. A growth trajectory like that of Northwestern's requires best-in-class research support and infrastructure to scale to meet the continued growth.



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Our Current System No Longer Met Our Needs

The structure of our current system did not continue to match our growth. Since implementing a new system was needed, we looked for a system that was the best fit for Northwestern's research aspirations.

Expected benefits

Transparency

Information is easier to find, access, and process in a user-friendly system

Improved project structure and system navigation; multiple transactions over the life cycle of an award can be seen on the award in one place, reducing multiple searches and clicks.

Detailed and accurate workflow status, including who the step currently is with, can easily be seen and reviewed, giving improved visibility to see and respond to questions about project status.

Ability to add ancillary reviews enables the system to track approvals and communication currently done over email; This will make approvals searchable, reportable, and referenceable. An example is cost share approval requests.

Expected Benefits



Efficiency

Some tasks are now automated within the system, reducing manual efforts

Agility

Able to adapt to new functionality, ways of working, and reporting

Award modification will now be integrated and automated from the grants system to NU Financials, decreasing dual entry.

Ongoing system updates enables the research community to get continued system and process improvements over time.

Redesigned Data Mart provides a more flexible, user-friendly reporting environment for proposal, award, and agreement reporting to get consistent, reliable data.

Overall Timeline & What's Next

PROGRAM SCHEDULE



In the coming months:

- More frequent communication about changes and using the new system
- Outreach to multiple affected groups
- Training sessions (both instructor-led and recorded, in-person and virtual)

More Information

SR website:

<https://sponsoredresearch.northwestern.edu/sra-transformation/index.html>

Updates:

<https://sponsoredresearch.northwestern.edu/sra-transformation/updates.html>

Financial Updates

Anne Martin



Anne.martin1@northwestern.edu

URIC FY22 Actual Results Compared to Q3 Forecast			
(\$ 000's)			
		FY22 Actual	Forecast Var Fav(unfav)
Net Tuition		417.6	106.1
Budget Appropriation - Central		6,556.0	0.0
Redistributed ICR		3,485.7	0.0
Endowment Distributions		6,493.3	7.4
Gifts		2,218.8	(10.2)
Sales, Services & Other		528.1	3.2
Central Funding Transfer Revenue		9,158.8	20.9
Revenues		28,858.2	127.5
Faculty Salaries		8,379.4	163.3
Staff Salaries		5,904.4	(138.2)
Employee Benefits		3,411.7	25.2
Total Salaries & Benefits		17,695.6	50.2
Services & Professional Fees		2,461.4	(68.2)
Supplies, Communications & Othr Exp		2,505.8	759.8
Travel, Conferences & Promotion		977.1	(13.8)
Operations Plant, Rent & Equip		4,765.3	83.3
Total Non-personnel Expenses		10,709.6	761.2
Expenses		28,405.1	811.4
Intra Unit Transfer Revenue		14,434.2	1,505.2
Revenue Transfers In		586.8	(83.1)
Total Revenue Transfers		15,020.9	1,422.0
Intra Unit Transfer Expense		13,037.3	(866.2)
Expense Transfers Out		134.8	(41.0)
Total Expense Transfers		13,172.2	(907.2)
Net Remaining Transfers		1,848.8	514.9
Net Performance		2,301.9	1,453.8



We are working on finalizing budgets in NU Financials for Month 1 reporting and transfers will be finalized in Month 2

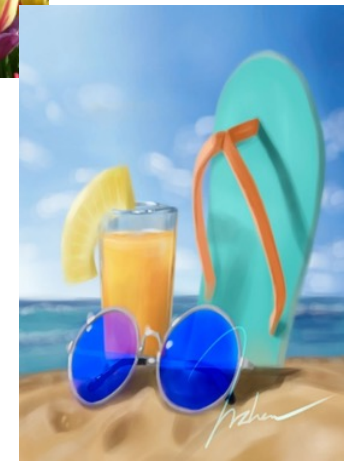
Quarterly Forecast Dates

Forecast to URICA Team

Q1: Friday December 9th 2022

Q2: Friday March 10th 2023

Q3: Wednesday June 14th 2023



THANK YOU!!