URIC

Administrative Meeting

March 13, 2019

Agenda

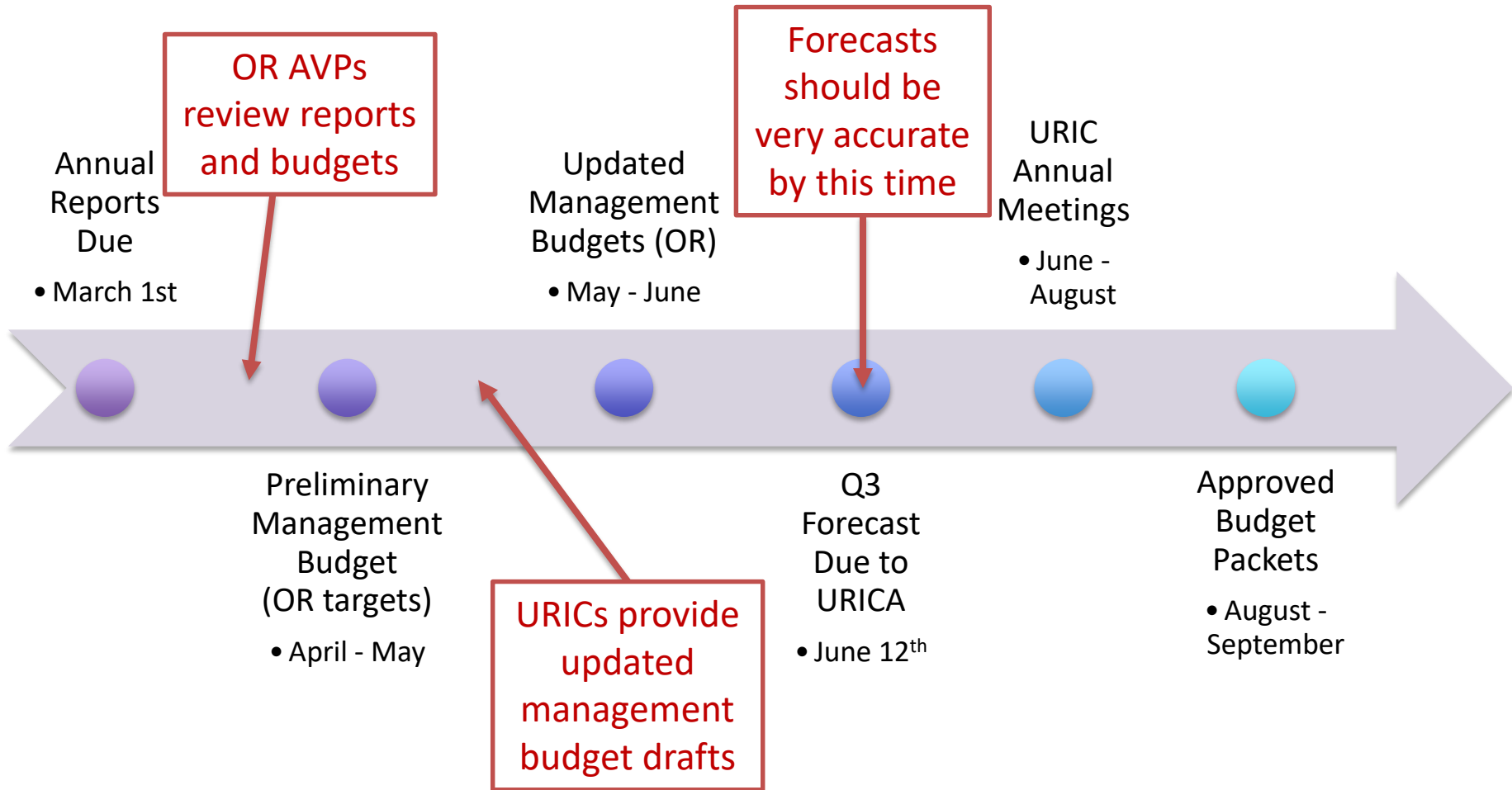| TIME	TOPIC
9:30 – 9:50	<u>Introduction & Updates:</u> Annual Reports; URIC Communications Forum; iBuy NU Webinars; Budget Processes Calendar
9:50 – 10:05	<u>Award Management:</u> **OnBase** - Accessing award and proposal information records for post-award management **Pre-Spending Chart Strings** – Types; Benefits and Caution
10:05 – 10:20	<u>Contracts:</u> General Counsel – Contract Review Process; URIC Process Review
10:20 – 10:35	<u>Topics for May Meeting:</u> Foreign Influence & Export Controls – Lane Campbell Corporate Engagement – Jim Bray
10:35 – 11:00	Closing & Questions

Introduction/General Updates

- Annual Reports – Thank you!!!

- URIC Communications Forum:
  - Friday, 3/15 from 9:00-11:00
  - Norris, Wildcat 101

- iBuy NU: Webinar for Updates
  - Link to Procurement Page
  - March 12th and March 14th dates (WebEx)

Budget Processes Timeline

OR AVPs review reports and budgets

Forecasts should be very accurate by this time

Annual Reports Due
• March 1st

Updated Management Budgets (OR)
• May - June

URIC Annual Meetings
• June - August

Preliminary Management Budget (OR targets)
• April - May

URICs provide updated management budget drafts

Q3 Forecast Due to URICA
• June 12th

Approved Budget Packets
• August - September

Award Management: OnBase

- OSR/ASRSP System of Record
  - [Link to OSR page on OnBase](#)
  - [FFRA Training Page](#)
- Items in OnBase
  - "Internal Documents" from InfoEd Record
  - Full Proposal/Application Image
- Access:
  - Via InfoEd Proposal Tracking (aka "PT)

Accessing OnBase

Steps to Proposal Tracking (PT) record:
1. Find InfoEd Record, hover of SP#
2. Under Proposal Tracking, select "Edit" or "View"

Steps to Accessing OnBase from PT:
- Upon initial entry into PT, find the "OnBase Link" under "Summary Data" near bottom of screen

OnBase Quick Overview

Left Hand Side:

- Folders (Proposal & Award) to navigate open up a Document List
- Document List contains specific components

Right Hand Side:

- Shows preview of documents
- Items that can preview (PDF) will open up to view (save these by "printing" to PDF)
- Items in other formats (Excel) will prompt for download

Prespending Requests

- Requested via InfoEd Change Requests
  - [Job Aid Link](#)
- Three Types:
  - The award has not yet been received and finalized so I need a new prespending chartstring
  - The award has been received but I need an earlier start date
  - The end date of my award is approaching and I need to prespend in advance of receiving an extension

Prespending Requests, cont.

- <u>Benefits</u>
  - Avoid journal entries
  - Avoid Management Budget issues by getting expenses on awards sooner
    - Temporarily funding on a non-sponsored and hitting SUSP will count against management budget limits
- <u>But also, proceed with caution</u>
  - At the risk of unit:
    - Funding could fall through
    - Outside the allowable prespending window
  - Continuations may sometimes come with new award numbers, which require new chart strings
  - Double work for OSR if award is already close-at-hand

General Counsel: Contract Review Process

- Updates to the processes
  - [Website update](#)
- Summary of changes:
  - No OGC initials
  - Unit seeks signatures
    - Must be authorized
    - Joe Boes has limited
    - URICA can help you route appropriately
  - Flexibility when lower dollar, renewal, or already approved template language
- Reminder: Push to use NU form and language

Contract Review for URICs

- No real changes for the URICs in most cases
  - [URICA contracts process](#) still applies
- Other Reminders
  - Remember the 5 questions
  - Over $5,000 consider more detail so we can coordinate financial pre-review
  - Contract approval does not cover NU Policy Exceptions – ensure you request approval ahead of events
  - NU Riders & requirements table is in the new guidance

Topic for May Meeting:
Foreign Influence

- Lane Campbell, Director Export Controls Compliance
- Foreign Influence is an emerging topic, with federal agencies issuing new memos, notices, and statements
- Policies largely are still forthcoming
- Current Action: Assess and track activities involving foreign entities/individuals in your area
  - i.e. take stock of what is happening, so when guidance comes out your area is ready to adapt
- Statement from Northwestern
  - Direct Link
  - Link to Research Tools overall

Topic for May Meeting: Corporate Engagement

- Jim Bray, Director Corporate Engagement
- Corporate and industry partnerships are a key part of funding and research environment
- Corporate Engagement will present on their office's organization, mission, and how they can help
- Corporate Engagement Homepage

Other Possible Topic Area

Software tools and integration into business practice:

- **SmartSheets**:
  - Spreadsheets with more power,
  - Integrated web forms to minimize data entry
  - Fairly inexpensive license
- **Tableau**:
  - Visualizing and integrating data,
  - OSR utilizing in multiple ways (awards, workflow, etc.),
  - URICA moving towards use for dashboards and efficient automation of reports,
  - Desktop license is expensive but online version free and can then filter/edit/reconfigure published projects/dashboards
- **Box under "SAFER":**
  - Using Box is fairly widespread and easy, but what if you need to house sensitive data (e.g. salary)?
  - It should be under the "SAFER" process

Closing & Questions

THANK YOU!!!