

The Northwestern University logo, featuring a stylized 'N' composed of several overlapping purple triangles of varying shades, located on the left side of the slide.

Northwestern

URIC

Administrative Meeting

October 7, 2020

Agenda

October 7, 2020

TIME	TOPIC	PRESENTER
9:00 – 9:05	Introduction & Overview	Joe Boes
9:05 – 9:15	Office of Postdoctoral Affairs: Changes to benefits and appointments	Beth Healey
9:15 – 9:25	COVID-19 Summary	Joe Boes
9:25 - 9:35	FY20 Close & FY21 Budget	Joe Boes
9:35 - 9:45	URICA Website	Joe Boes
9:45 – 10:00	TBD: HR updates	Beth Abbott

Introduction & Overview

- Zoom Webinar method
 - Panelists
 - Presenters that can share video
 - Q&A option
 - if have time will turn this on at points
 - if there is not time always feel free to reach out via email afterwards
 - Community feedback
 - Always appreciate hearing how things are working and what might work better – especially when adapting to new situations/environment

Update: VPR Signature Requests

- [VPR Signature Request form - Direct link](#)
- Housed on [Research Tools](#) page
 - Under “About the Office for Research” heading
 - Also, other useful links across Research office here
- Goal: gather key information via form, establish more efficient process, ensure best possible tracking

Office of Postdoctoral Affairs

Beth Healey, Assistant Director

Office of Postdoctoral Affairs

- Postdoctoral Trainee Health Insurance Benefits
- Changes to Appointments
- [Office of Postdoctoral Affairs website link](#)

The Office of Postdoctoral Affairs

Northwestern

Beth Healey, PhD

Postdoc Categories

- Employee Postdocs (100006, 100118)
 - Postdocs paid through the University payroll system and considered employees of Northwestern.
- NRSA Postdocs (10091, 105565)
 - Recipients of NRSA funding from the NIH, both individual (F32) and institutional (T32). Per the terms of the award, NRSA postdocs are considered trainees, NOT NIH or Northwestern employees.
- Direct Fellow Postdocs (107021)
 - Postdocs appointed solely at Northwestern but paid primarily through an external grant or fellowship and whose fellowship pay is not directed through the University.
- Visiting Postdocs (103073)
 - Postdocs not appointed at Northwestern but rather have an appointment and salary from an institution other than Northwestern.

Reasons for Benefits Change

Based on feedback from postdocs, PIs, and faculty:

- Create **parity** between employee postdoc (payroll) benefit plans and non-employee (T32, Direct Paid) benefit plans;
 - NRSA and NSF postdocs currently insured via Aetna, with fewer choices and higher costs for both University and postdoc.
 - NSF postdocs must pay their own healthcare costs, which are higher with Aetna than the employee BCBS plans.
 - Currently, NRSA and NSF postdocs do not have access to extra benefits such as childcare matching funds (up to \$4,000).
- Stop **disruption** in health coverage when moving to/from employee postdoc to non-employee postdoc appointment;
 - NRSA postdocs must switch insurance plans when appointed to training grants and lose benefits.
 - Many NRSA postdocs do not realize coverage has changed until they have a medical need and discover insurance has changed.
 - Postdoctoral trainees have been considering turning down NRSA slots to avoid changing health insurance and losing extra benefits (ie, childcare match).

Health Insurance

The new Postdoc Benefit Program offers two health plans: a PPO and a HMO. The PPO plan mirrors the Select PPO plan currently offered, which is by far the most popular plan among postdocs. The HMO plan mirrors the current HMO IL plan. Postdocs are not offered a version of the Premier PPO (currently zero postdocs enrolled) or Value PPO (due to visa and Dept of State requirements).

Similarities

- Administered by BCBSIL.
- Same deductibles, co-pays, coinsurance, out-of-pocket maximums, and Rx co-pays.

Differences

- No NMG preferred network for PPO, but NMG remains in-network.
- Premiums are not salary tiered but set according to the University's minimum postdoc salary (\$47,476).

Details on a plan that mirrors coverage of the NMG tier for all in-network providers will be coming soon.

Dental Insurance

The new Postdoc Benefit Program offers two dental plans: a PPO and a DHMO. The Postdoc PPO plan mirrors the current BCBSIL PPO plan. The Postdoc DHMO plan mirrors the Guardian DHMO plan.

Similarities

- Same deductibles, co-pays, coinsurance, out-of-pocket maximums, and Rx co-pays.

Differences

- Both PPO and HMO administered by Guardian (faculty and staff PPO is through BCBSIL).

Short and Long-Term Disability

All postdocs now have short and long-term disability coverage.

- Employee postdocs maintain coverage through University extended sick time and long-term disability policies.
- NRSA and Direct Fellows now covered through University-funded short-term and long-term disability policies.

Childcare Assistance

All postdocs now have options for University-sponsored childcare assistance.

- Employee postdocs maintain eligibility for childcare FSA and University matching.
- NRSA and Direct Fellows now eligible for equivalent childcare grant.

Other Benefits Staying the Same:

- Vision
- Commuter benefits
- Tuition benefits
- Paid time off
- Health Care FSA (for eligible postdocs)
- Retirement (for eligible postdocs)**

Postdoc Tenure

- No current plan to impose 5-year limit on postdocs.
- Encourage departments to think about career progression and long-term best interests of postdoc.
- If such a policy is introduced in the future, you will have opportunity to comment first.

COVID-19 Summary

- Resources
 - [NU Covid-19 Website](#) & [Research Covid-19 Website](#)
 - [Employee Assistance Program](#)
- Return-to-research and campus
 - Training through [myHR Learn](#) & [symptom tracker](#) (daily; ap)
 - Update plans as needed to changes; managed at school/unit level
 - [Link to “Return to Campus Plan” guidance](#)
- Staffing - Reminder on President message
 - No increases or promotions; limited budgets

COVID-19 Supply Ordering

- Centralized ordering and supply management
- Supplies covered by this approach:
 - Return to Campus kit (bag with hand sanitizer and 2 re-usable masks)
 - Re-usable cloth mask (black or white)
 - Disposable 3-ply surgical masks (50 per package)
 - Hand sanitizer – 16oz pump or 4oz personal size
 - Vinyl gloves (to be used for occasional cleaning of work space in offices, not to be worn all the time or for use in labs)
 - Disinfectant
- Designated Staff
 - Alexandra Manetas – URICA
- [PPE Supply Ordering link](#) – for more information/context

FY20 Close

- Forecasting: Excellent work overall! Thank you everyone!!!
 - Very little variance overall in operating funds
 - Next step, refine recharge and cost share projections
- Year-end reports & evaluation
 - Proposals & Awards
 - Revenue Sources
 - Operations Evaluation
- URIC research activity metrics

Type	Impact	FY20	FY19	FY18
Proposals	Pipeline	\$334M via 302	\$280M via 244	\$198M via 241
Awards	Potential Energy	\$68.6M via 242	\$70.4M via 247	\$56.8M via 220
Expenditures	Kinetic Energy	\$59.0M	\$55.5M	\$54.7M

FY21 Budget Update

- Budget packets sent & URIC allocations transferred
 - September close should reconcile to match GL077 to budget total
- Other transfers
 - Reminder that transfers other than standard operating need to be requested by the unit/URIC receiving
 - Best Practice: complete any transfers in first quarter that are possible
- December will be first forecast
 - Assuming same format/approach, but no information yet

FY21 Budget: Management Budgets

- A.k.a. “budget authority”, “expense authority”, “budget controls”
- Ability to spend and utilize funding and resources, establishes plan
- Operating Total fund codes:
 - Other Operating Total comprised of:
 - Endowment revenue in the 450 w/ build-up of fund balance offset as expense
 - Spending in the xxxxx03 budget deptID (w/ use of fund balance offset as revenue)
 - OR Provided URIC Operating: Budget via URIC Allocation for OR provided URIC Operating a special portion, budgeted directly on 171
- Recharge, Cost share, and Sponsored funds codes
- GL077 of entire “node” should cover all (by fund code)

Operating		Operating	Recharge	Cost Share	Sponsored	TotalFund
OR Provided URIC Operating						
OR Funded	Other Operating Total	Operating Total	Recharge Total	Cost Share Total	Sponsored Total	YearTotal

FY21 Budget: OR Provided URIC Operating

- OR Provided URIC Operating Budget
 - The transfer is the “URIC allocation,”
 - Provided as cash transfer
 - “Top-off” only to budget amount of SUBTOTAL: PERSONNEL + NON-PERSONNEL
 - Established through the “annual report budget” process
- URIC OR-Funded – comes from OR funds, URIC source
- Non-URIC OR Funded – comes from OR funds, other source utilized

DESCRIPTION	FY21 BUDGET	
	URIC OR-FUNDED	NON-URIC OR FUNDED

URICA Website: Institute & Center Support

[URIC Staff Contacts](#)

- Used for attendees of meetings; communication lists; find peers

[Personnel and Payroll](#)

- HR SOP & Process flowcharts
- Summer Salary
- Onboarding – improvements coming

[Financials](#)

- Budget and forecast guidance; links to other key areas

[Contracts for Services](#)

- Standard process, key thresholds, alcohol/event riders

[Communication and IT](#)

- Promote news, web development, listservs, desktop support (including [URIC EDM Request form](#))

URICA Website: Sponsored Research Admin

[Proposal: URIC or Department](#)

- Guidance on standard routes and exceptions

[Pre-Award Support](#)

- [Proposal Intake form](#) – start here to get URICA RA support
- Best practices and other resources

[Post-Award Support](#)

- Information key processes and best practices

HR Updates

Beth Abbott, Assistant Director
Administrative Services, Office for Research

Performance Excellence – Review Year 19-20

- Not too late to complete performance review for FY20
- Review period doesn't close
- The review process is an opportunity for you to provide individualized feedback to each of your staff focusing on their performance and development
- Time for staff to discuss their personal career goals and areas where they would like to develop

Performance Excellence – Review Year 19-20

- If you need to know the status of your unit you can reach out to Barbara who can provide you with completion information

Performance Excellence – Review Year 20-21

- Time for you and your staff to set goals and performance objectives for 20-21
- Having goals helps you and your staff set priorities for what will be accomplished in the coming year
- Goal setting and clarifying performance expectations are the foundation for effective performance management
- The better the statement of goals upfront, the smoother the conversation at annual review time

Performance Excellence 20-21

- For more information on Performance Excellence:
- Supervisors:
 - <https://www.northwestern.edu/hr/for-managers/hr-consulting/managing-performance/performance-excellence-for-supervisors.html>
- Staff:
 - <https://www.northwestern.edu/hr/learning/performance-excellence/resources-for-staff/index.html>

Position Management Process

Reminder for Temp Student Requests:

- Position Request Forms are still needed for all student requests regardless of funding source (work study do not need PAC approval)
- Graduate Students must have a Permission to Work Authorization Form included with request
- Submit to Beth for review and submission to the PAC

Position Management Process

What Information do you need to Include with your request?

- Essential need for the position
- Work being accomplished
- Working remotely or on campus
- If 100% grant funded (form asks if 70%-100%)
- Name(s) of the student(s)

Position Management Process

Once Approved by PAC:

- Enter request in OnBase
- If there is no place to upload the PAC approved form, attach to Personal Data Form and submit as single PDF (add as second page to the Personal Data Form).
- Barbara approves student requests in OnBase
- Feel free to reach out to Beth with any questions

Closing & Questions

THANK YOU!!