URIC
Administrative Meeting
December 14, 2021
<table>
<thead>
<tr>
<th>TIME</th>
<th>TOPIC</th>
<th>PRESENTER</th>
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<tbody>
<tr>
<td>9:00 – 9:25</td>
<td>Introduction &amp; Operations Updates:</td>
<td>Joe Boes</td>
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<td>Sponsored research; DEI</td>
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<td>9:25 – 9:45</td>
<td>Financial Updates:</td>
<td>Anne Martin / Joe Boes</td>
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<td>Employee appreciation; procurement; calendar</td>
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<td>9:45 – 10:00</td>
<td>HR Updates:</td>
<td>Beth Abbott</td>
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<td>Performance Period; Covid absence protocols</td>
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URIC Operations Updates
Joe Boes
News – New Associate Vice Presidents

• Emma Adam, PhD
  – AVP for Research
  – Social Sciences
  – IPR member, SESP faculty

• Leon Platanias, MD, PhD
  – AVP Cancer Programs
  – FSM faculty, RHLCCC Director
Sponsored Research Updates

• Huron Grants software
  – Project re-initiated to convert from InfoEd
  – Interested in volunteering your expertise? Reach out to URICA!

• Cost Share
  – Updates coming to form and routing process
  – For questions or concerns, get in touch with URICA

• Capsules Updates (URICs in Capsule 4)
  – Launches January 10th
  – CLEAR meeting will cover today
  – More details…
Sponsored Research Capsules

- **URICs are Capsule 4**
  - Sponsor for capsule, **Shandra White**
    - Senior member, facilitate quarterly business meetings and issues
  - SRO, **Nadine Killick**
    - Award negotiation/acceptance (transition)
  - Asst. SRO, **Alyssa Morren**
    - Proposal development & submission (pre-award)
  - Contracts & negotiation, **TBD**
    - Award negotiation/acceptance (transition)
  - AMA, **Youngming Deng**
    - Award set-up; award management (post-award)
  - Assoc. SRO, **Bonnie Cairns**
    - Award management (post-award)
Sponsored Research Capsules

• Change will be determining who to go to for which issue
  – Flip of one-to-many vs many-to-one

• After CLEAR look for ”Doing Research” next day
  – More details, and a lot more supporting materials

• Capsule meet and greet to be scheduled
  – First week or two after winter recess

• SharePoint for each capsule
SRo Capsules
Quarterly Business Meetings

- URICA Sr. Director is “business representative”
  - Default attendee

- Other representatives
  - Limiting size but will want to integrate other lead administrators, research administrators, and business administrators when appropriate
  - URICA will develop a method to request items to bring to this meeting and will coordinate invites

- Meeting agenda approach
  - Set ground rules; aging item review; anticipated complex & awards; PI transfers; updates & discussion
DEI; The “Next 250”; and more!

- My participation and takeaways
- Opportunities at the university
- Creating a culture and demanding excellence
- Putting ideas into action
Supporting each other

• Honestly, it can be hard to be a human these days…

• Remember **our values**

• Platinum rule
URIC Financials Updates
Joe Boes
Employee Appreciation Events

• Focus on the event aspect, look to the guidelines
  – Team building, appreciation, community

• Gifts are not allowed per university policy
  – Impact upon gift cards (as a method to facilitate)

• Get creative, happy to review
  – E.g. find a nice day outside (food truck idea); virtual events
    (coordinating food with one central purchaser); using funds toward
    building event itself (rather than food aspect); enriching the office
    environment
Procurement Updates

• Check your Dollars & Sense emails  
  – Really have important updates  
  – Also a current news page:  
    [https://www.northwestern.edu/procurement/about/news/index.html](https://www.northwestern.edu/procurement/about/news/index.html)

• Revised PO terms for January 1st 2022  
  – [Direct link to document](#)

• Vendors – a note about conscientious choices  
  – Arisen in a number of considerations, vendor choice can be an important part of how we can create positive change in communities  
  – Think about sourcing from local business and those owned by historically minoritized and marginalized populations
Northwestern Financials

• Still awaiting the Fiscal Year 2021 Annual Financial Report…
  – Usually comes out right around this time
  – Bottom-line of the university, impacts bond rating and central’s approach to budgeting

• Published here for those interested
  – https://www.northwestern.edu/financial-operations/annual-financial-reports/
FY22 Budget Deadlines

• March 9th – Q2 Forecast Due to URICA

• ~May 13th – FY22 Annual Report drafts with budget
  – Use or update Q2 for carry-forward purposes
  – Spending authority
  – URIC operating allocation requests

• Jun 13th – Q3 Forecast Due to URICA
HR Updates
Beth Abbott
Performance Excellence

• Staff should work with Supervisors to Enter FY22 Goals
• Goals can be both specific for individual as well as Unit can have a shared goal for all staff
• Performance period for Office for Research and URICs is:
  – May 1, 2021 through April 30, 2022
• Resources for both staff and supervisors can be found:
  – https://www.northwestern.edu/hr/learning/performance-excellence/index.html
• New staff must be hired by April 30 to be eligible for a merit increase
Student and non-Student Temps

• REMINDER: Approval by Office for Research - Send the following Info to Beth Abbott
  – Nature of Work:
  – Essential Need:
  – Funding Source:
  – Work location (remote/on campus):
  – Duration (start/end): end date cannot extend beyond grant end date
  – Hourly rate (check minimum rates for Chicago and Evanston)

• I-9 sections 1 and 2 must be completed before temp can begin working
New Hires Regular and non-Student Temps

• On first work day remind your new staff (regular and non-student temps) to complete their vaccination attestation or request an exemption

• Due to Northwestern’s Vaccination Policy, please ask the following question in regular and non-student temp interviews:
  – “Northwestern requires COVID-19 Vaccinations for all staff member who work on campus with limited exceptions. If you have any questions or concerns about this, I can send you some additional information. Knowing this, would you still like to continue?”
Staff out Sick Due to Covid-related reasons

- Please remind your staff that should they need to call out for Covid-related reasons to following the proper procedures:
  - Positive test results: [https://www.northwestern.edu/coronavirus-covid-19-updates/health/positive-cases.html](https://www.northwestern.edu/coronavirus-covid-19-updates/health/positive-cases.html)

- In both cases staff should contact a Covid Cage Manager at: [covidcasemanagement@northwestern.edu](mailto:covidcasemanagement@northwestern.edu)

- Staff should also be directed to work with The Hartford if applicable. Staff could use a combination of sick time and work from home if allowable by the Supervisor/Unit.
Staff Work Location – Regular and Non-Student Temps

- Any requests for a 100% remote work arrangement/location should be approved by the Office for Research prior to agreeing to this arrangement with the applicant (both regular staff and non-student temps).
- Regular staff are not approved for 100% remote at this time.
- Non-student temps, in some situations, can be approved for 100% remote work arrangements.
Closing & Questions
THANK YOU!!