

Northwestern

# URIC

Administrative Meeting  
December 14, 2021

# Agenda

October 28, 2021

TIME	TOPIC	PRESENTER
9:00 – 9:25	Introduction & Operations Updates: Sponsored research; DEI	Joe Boes
9:25 – 9:45	Financial Updates: Employee appreciation; procurement; calendar	Anne Martin / Joe Boes
9:45 – 10:00	HR Updates: Performance Period; Covid absence protocols	Beth Abbott

# URIC Operations Updates

Joe Boes

# News – New Associate Vice Presidents

- Emma Adam, PhD
  - AVP for Research
  - Social Sciences
  - IPR member, SESP faculty
- Leon Platanius, 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 10<sup>th</sup>
  - 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 take-aways
- Opportunities at the university
- Creating a culture and demanding excellence
- Putting ideas into action



Exploring Implicit Bias



How to: Make Room for Change



How to: Navigate Differences in Others



How to: Create an Inclusive Workplace



How to: Embrace Diversity in the Workplace



Diversity for Creativity and Innovation



Propositions of Social Change



Growing in Cultural Competence



Anti-racism in Practice

# 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>
- Revised PO terms for January 1<sup>st</sup> 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 9<sup>th</sup> – Q2 Forecast Due to URICA
- ~May 13<sup>th</sup> – FY22 Annual Report drafts with budget
  - Use or update Q2 for carry-forward purposes
  - Spending authority
  - URIC operating allocation requests
- Jun 13<sup>th</sup> – 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
  - <https://www.northwestern.edu/coronavirus-covid-19-updates/health/vaccine/>
- 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>
  - Exposure to Covid: <https://www.northwestern.edu/coronavirus-covid-19-updates/health/quarantine-and-self-isolation.html>
- In both cases staff should contact a Covid Case 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!!