URIC Administrative Meeting
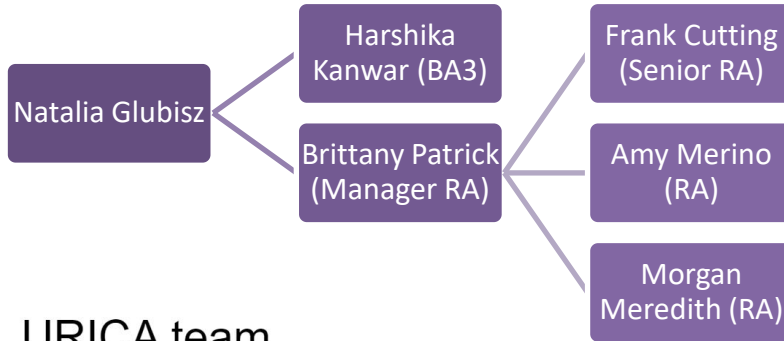
2.16.23

Agenda

TOPIC OF DISCUSSION	PRESENTER
Announcements, 2023 Annual Reports and SR CLEAR meetings	Natalia Glubisz
FY23 Q2 Projections	Harshika Kanwar
Research administration updates	Brittany Patrick
CERES Reports	Nick Angeloni

Welcome back Brittany Patrick!
Manager, Research Administration (URICA)

Natalia Glubisz
— Harshika Kanwar (BA3)
— Brittany Patrick (Manager RA)
  — Frank Cutting (Senior RA)
  — Amy Merino (RA)
  — Morgan Meredith (RA)

URICA team

Manager, RA – Brittany Patrick
Senior RA – Frank Cutting
Research Administrator – Amy Merino
Research Administrator – Morgan Meredith
BA3 – Harshika Kanwar

- Leads URICA pre award team
- Develop/oversee complex proposals
- Establishes procedures and updated processes
- Streamline workflows
- Will oversee training to URICs as needed (i.e. CERES)

2023 Annual Reports

3/31:   Call planned to go out with instructions
5/12:   Deadline to return reports

- Individual URIC Folders will be in **Sharepoint**
- *ALL appendices will be in Sharepoint under "2023 Appendix Templates" (compared to last year being split out between Box and Smartsheets).*
- We will be reaching to you in May after the Annual reports are due for details (by chartstring by account – for gifts, endowment and recharge)
- For the Base column in Appendix 12 please include position and names.
- Please fill out this Smartsheet link to list who needs access to your URIC folder

One Change for Appendix 12 – Management Budget Summary and Management Budget Operating will not be separate tabs (GL077 tab)

<INST/CTR> 5/1/2023	OR Provided URIC Operating		General & Designated (170s & 110)	Total Operating	Gifts (300s)	Endowment (400s)	Total Gifts & Endowments	Recharge Total	Cost Share Total	Sponsored Total	Total Funds
	Base	New/Request									

The Northwestern Central & Local Exchange for Effective Administration of Research (CLEAR)

- [CLEAR MEETINGS](#) (Through Sponsored Research)
- Meetings are presented on a bimonthly basis via Zoom Webinar on the second Tuesday of the month

April CLEAR Meeting
Tuesday, April 11, 2023, 10am
Key topics: CERES Go Live
[Register now for the April Meeting](#)

June CLEAR Meeting
Tuesday, June 13, 2023, 12pm
Key topics: Foundation Relations, Buehler Center Evaluation Support
[Register now for the June Meeting](#)

Harshika Kanwar
Q2 Forecast

Q2 Forecast (Q3-Q4 Projections)

- **Reminders:**

  - Gifts and Endowments to be broken out from Operating.

  - Sponsored: Focus on expenses and then the revenue should be offset in "Grants & Contracts – Direct" to net zero.

  - Budget is provided, *please comment on significant variances.*

Q2 Forecast (Q3-Q4 Projections)

- **NEW**: Each URIC will have access to a SharePoint folder.
  - Please fill out this link to provide who needs access

- **March 8th** – Your Q2 forecast template will be available in SharePoint.
  - Q2 YTD actuals will be prepopulated.

	A	B	C	D	E	F
1	**URIC:**		Operating			
2	**Date:**	Actual				
3		Final				
4		Q2 YTD	Q3	Q4	YearTotal	
5	Tuition & Fees			⚠	-	
5	Redistributed Tuition		-	-	-	

- **March 10th** – Deadline for Q2 Forecast submission. Please update SharePoint and notify Harshika.

Brittany Patrick
Research Administration Updates

NSF Updates

- Revised [Biographical Sketch](#) and [Current and Pending (Other) Support](#) formats for consistency with the (PAPPG) ([NSF 23-1](#)). The requirement to use the revised formats is effective for proposals submitted or due on or after January 30, 2023 (this includes the certification/signature requirement).

- These revised formats are now available in [SciENcv](#) and on the [NSF Policy Office website](#). As a reminder, the mandate to use SciENcv only for preparation of these senior personnel documents will go into effect for new proposals submitted or due on or after October 23, 2023.

***Utilizing SciENcv for biosketches and current and pending is strongly encouraged prior to the October 2023 mandate.

Example of Certification on Current and Pending

Certification:

When the individual signs the certification on behalf of themselves, they are certifying that the information is current, accurate, and complete. This includes, but is not limited to, information related to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. §§6605. Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§ 287, 1001, 1031 and 31 U.S.C. §§3729-3733 and 3802.

Signature
(Please type out full name): _____ Date: _____

*Required fields

CERES Implementation Updates

KEY PROPOSAL SUBMISSION DATES

- **April 13** (4/13, 5pm is the last day to submit a proposal using InfoEd for review)
This means--> Proposals due after 4/13 but before the CERES go live date of 4/24, must be submitted by 5pm on 4/13 to be reviewed and submitted through InfoEd

- **April 14-23** (starting 4/14 will somewhat of a "blackout period" for InfoEd)
This means--> Only emergency submission requests will be granted by SRo during this time period on a case-by-case basis.

- **April 24-25 (CERES goes live 4/24!)**
This means-->CERES is live, and we officially will be utilizing this exciting new system for proposal submissions, agreement tracking and more! Proposals due on 4/24 or 4/25 will hopefully have been submitted prior. However, for proposals due on these dates that did not get entered in InfoEd by 4/13, please understand that these first two days will be a busy and critical time for SRo, research administrators and faculty across the university as everyone adjusts to our new system.

Cutover: Key Dates

GO LIVE

Last day to Submit Change Requests
Change Requests due to Sponsored Research by 5PM

4/10

Last Date to Submit:
- Proposals for Review
- Subcontract Requests
- Agreement Requests

4/13

InfoEd becomes Read-Only
InfoEd will continue to be available for a fixed period of time

4/20

4/24 Go-Live

Cutover

4/10 — 4/11 — 4/12 — 4/13 — 4/14 — 4/15 — 4/16 — 4/17 — 4/18 — 4/19 — 4/20 — 4/21 — 4/22 — 4/23 — 4/24 — 4/25

Award Setup Freeze

If you have a proposal due after 4/13, it **must** be submitted to SR before 5PM on 4/13.

- After 4/13 SR will not accept any additional proposals, subcontract requests or agreements requests until CERES goes live
- If RAs miss the deadline, they will need to re-enter data in CERES after Go-Live
- Sponsored Research will review emergency requests on a case-by-case basis. Only urgent sponsor needs will be granted.

URICA IN-UNIT, INSTRUCTOR LEAD TRAININGS for CERES
Late March/Early April

- URICA RAs will be hosting a series of In-Unit, Instructor-Led trainings for CERES

- Sessions will be in late March/early April and cover the following topics:

  Creating and Submitting a Proposal course
  Managing Awards course
  Creating and Submitting an Agreement course

- Additional materials and tools will be available
  - Including a CERES 101 course video (AVAILABLE NOW!)

  - CERES Faculty Resource Link
    https://sponsoredresearch.northwestern.edu/sra-transformation/faculty-resources.html

  - Topic specific training videos

***Please plan on attending the In-Unit training and please reach out to Brittany or Natalia with more questions or concerns.

CERES IMPLEMENTATION TEAM/HURON OPEN LAB SESSIONS
April

- The CERES implementation team will offer corresponding Open Lab Sessions

- 4/4, 4/11, 4/18 and 4/25

- Everyone is invited and encouraged to attend. We will be disseminating details and sign up on the list serve once received.

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NEW! URICA Open House Hours
Mid March

- NEW! "Open House" hours that the URICA pre and post award team will be launching

- The URICA team is excited to offer open hours 2x a month, the first and third Thursdays of each month, from 2-4pm, 30 minute slots

- We want to make sure we are available to answer questions and concerns regarding Pre and Post Award; and especially any questions surrounding the upcoming launch of CERES!

***Calendly sign up link will be disseminated on the list serve for those who are interested.**

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CERES 101 is now available!

https://learn.northwestern.edu/
Search for "CERES 101" – course is open to anyone at Northwestern

CERES Report Changes Overview

- **Following launch of CERES**, Cognos CERES Reports and Self-service solution will be found in "Grants and Agreements" folder
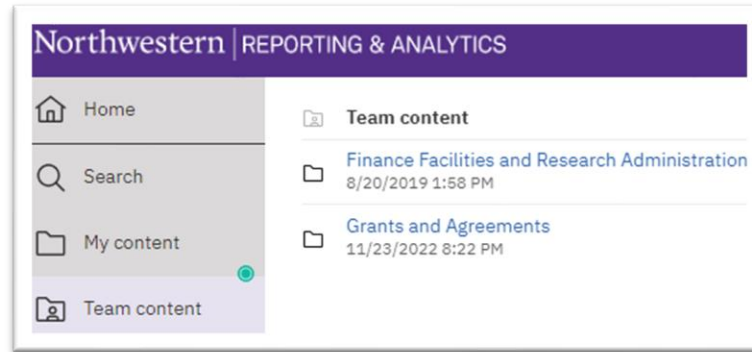
- Grants and Agreements" folder now contains:
  - Cognos reports in one folder, grouped by subject area
  - Links to related reports such as ER001 - Committed and Certified Effort and GM092 - Subcontract Monitoring Report
  - Self-Service Reporting

Proposal Reports

NEW CERES Report Number and Name	OLD InfoEd Report Number and Name
GA101 - Proposal Detail	GM071 - Monthly Proposal Detail GM052 - Faculty Proposal Activity GM074 - Proposal Analysis
GA102 - Proposal Summary by Department	GM066 - Proposals Summary by Management Area
GA103 - Proposal Summary by PI	**New**
GA104 - Proposal Summary by Sponsor	GM065 - Proposals Summary by Sponsor Type GM048 - Sponsor Trends: Proposals

Award Reports

NEW CERES Report Number and Name	OLD InfoEd Report Number and Name
GA201- Award Allocation Detail	GM064 - Monthly Award Detail GM057 - Faculty Award Activity GM072 - Award Analysis
GA202 - Award Allocation Summary by Department	GM067 - Awards Summary by Management Area
GA203 - Award Allocation Summary by PI	**New**
GA204 - Award Allocation Summary by Sponsor	GM063 - Sponsor Trends: Awards GM068 - Awards Summary by Sponsor Type

Agreement Reports

NEW CERES Report Number and Name	OLD InfoEd Report Number and Name
GA301 - Agreement Detail	GM053 - OSR Negotiation Metrics GM055 - Negotiation Status Report
GA302 - Agreement Summary by Department	**New**
GA303 - Agreement Summary by PI	**New**
GA304 - Agreement Summary by Agreement Type	**New**

Current, Pending, & Completed

NEW CERES Report Number and Name	OLD InfoEd Report Number and Name
GA401 - Current Awards - All Roles	GM060 - Current, Pending and Completed Support: Active Awards-All Roles
GA402 - Pending Proposals - All Roles	GM085 - Current, Pending and Completed Support: Pending Proposals
GA403 - Completed Awards - All Roles	GM084 - Current, Pending and Completed Award

Integrated Reports

GM092 - Subcontract Monitoring Report
and
ER001 - Committed and Certified Effort

will retain current names

All other reports using transactional data from
NU Financials are unaffected

Retired Reports

The following InfoEd reports are being retired due to low usage or duplicated information. Similar functionality for these reports can be found in other reports or in Cognos Self-Service. Please contact [Nick](#) with questions or concerns.

- GM030 - Award Amount Expected
- GM049 - Aging Submitted Proposals
- GM059 - Proposed and Funded Cost Share
- GM070 - Awards with Required Cost Sharing
- GM073 - Proposal Success Rate
- GM090 - Award Projection Report

CERES Report Available Data

- Summary of InfoEd data migrated to **CERES**
  - Awards: Active
  - Agreements: In Negotiation and Active
  - Proposal: Limited information migrated

- **Datamart** and Cognos Reports will
  - Include data from CERES and InfoEd
  - Include from InfoEd: All Proposals, Completed Awards and Agreements
  - Support longitudinal reporting

More Information

CERES site:

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

CERES FAQs:

https://sponsoredresearch.northwestern.edu/sra-transformation/ceres-faqs.html

Open Discussion

Thank you!