

OSRA Updates

RAPID – September 12th 2016

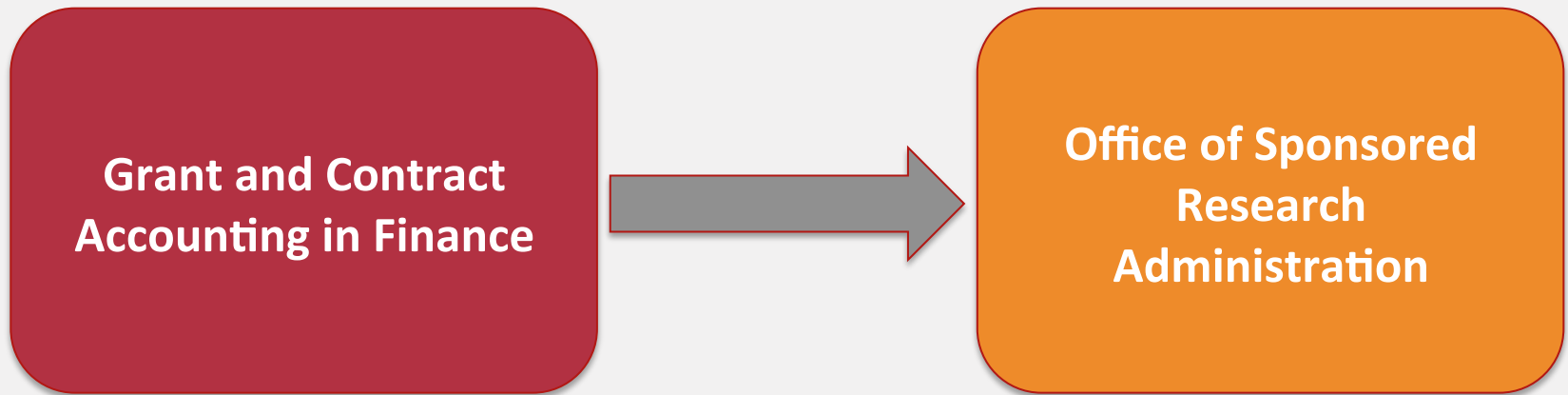


Approval of Financial Transactions



Transaction Approval on Grant Accounts

Review and Approval Responsibility



Transactions on Grant/WBS accounts that require institutional review:

- Petty Cash
- Shopping Carts
- Travel & Expense Reimbursement
- Payment Requisitions

Transaction Approval on Grant Accounts

Transaction	Transition Date
Petty Cash	November 2 nd , 2015
Shopping Carts*	August 1 st , 2016
Travel & Expense Reimbursement	September 1 st , 2016
Payment Requisitions	September 12th, 2016

***Limited to relevant expenses**

**** Recommend separating grant (WBS) orders from other orders to avoid delays**

Transaction Approval on Grant Accounts

Transaction	Application
Petty Cash	Listserv
Shopping Carts	WBG Worklist
Travel & Expense Reimbursement	WBG eForms Monitor
Payment Requisitions	WBG eForms Monitor

Transaction Approval on Grant Accounts

- Process managed by the Research & Financial Administrators on the Data Management and Quality Assurance team
- Service level commitment remains 48 hours
 - Often completed < 48 hours
- Ongoing evaluation of process and improvements i.e. via automation and scope of review

**Weill Cornell
Medicine**

OSRA Presentations

RAPID – September 12th 2016



**Weill Cornell
Medicine**

WCM-Ithaca Intercampus Collaborations



How we started

- Senior leadership at WCM and CU-Ithaca championed the effort and identified project team
- The team compiled a list of issues that impact collaborative research, including items:
 - Discussed with Faculty, Center Directors and Administrative Offices at both campuses
 - Emerged from internal process mapping and case studies
 - Identified in the Ithaca Community Roundtable and Internal Communications project

The Project Team

Project Champions:

- Adam Garriga, Chief Administrative Officer for Research, WCM
- Cathy Long, Associate VP for Research Administration, CU-Ithaca

WCM team:

- Aleta Gunsul, Director, Office of Sponsored Research Administration (OSRA)
- Stephen Hunt, Associate Director, OSRA
- Michelle A. Lewis, Director, Research Administration
- Melissa Paray, Assistant Director, Grants Accounting

CU-Ithaca team:

- Mary-Margaret Klempa, Director, Office of Sponsored Programs (OSP)
- Jeffrey Silber, Senior Director, Sponsored Financial Services (SFS)
- Amita Verma, Director, Office of Research Integrity and Assurance (ORIA)

Major Accomplishments

- Enhanced intercampus agreement template to provide clear project information, contacts, and invoicing requirements
- Revised and shared intercampus process maps
- Created and exchanged intercampus contact sheet for administrative services
- Eliminated intercampus Statement of Intent form
- Eliminated intercampus reporting under the Federal Funding Accountability and Transparency Act (FFATA)
- Established monthly meetings between campuses to address ongoing initiatives

Future Initiatives

- Establish an intercampus resources website
- Streamlining compliance reviews and training requirements for IRB and IACUC
- Review intercampus Material Transfer process
- Review Qatar collaborations with Ithaca campus
- Improve knowledge of unique resources available at each location (cores, etc.) broadening use
- Intra-Campus retreat October 31st, & November 1st

**Weill Cornell
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Weill Research Gateway (WRG)

RAPID September 12th, 2016



User Interface



Branding



Weill Research Gateway (WRG)



**Conflicts
Management**



**Sponsored
Programs**

**Proposal
Development**

**Proposal
Tracking**



**Human Subjects
Management**

[Sponsored Projects](#) >[Conflicts Of Interest](#) >[SPIN](#)

Action Items - 18 Items

Page 4 of 4

16-000381- Sponsored Project

Your action is required

Test

Assigned 39 days ago

16-000328- Sponsored Project

Your action is required

TEST Melnick, Ari M.

Assigned 53 days ago

16-000328- Sponsored Project

Your action is required

TEST Melnick, Ari M.

Assigned 53 days ago

Mailbox

Inbox ▾

Select ▾

Delete

New Mail

<input type="checkbox"/>		Proposal Number: 17-000005 Hunt, Stephen	25-Jul-2016	06:08:56 PM
<input type="checkbox"/>		Proposal Number: 17-000005 Hunt, Stephen	25-Jul-2016	06:08:14 PM

PREV 1 NEXT

Weill Research Gateway

The Weill Research Gateway (WRG) is an online portal for research administrative tools used by faculty and staff at the institution. Currently in its initial stages, WRG will soon host a number of applications to support research, such as eIRB and Electronic Routing Form (ERF).



myHelpdesk

[Open a ticket](#)

(212) 746-4878

Monday-Friday Open: 7am-7pm



SMARTDesk

WCMC Library Commons

**Weill Cornell
Medicine**

Functionality



Key Features and Functionality

Proposal Development (PD)

Replaces

Electronic Routing Form (ERF)

Paper Routing Forms

Grants.gov Adobe Packages

Contracts Intake Tool

Manual Salary Verification

Proposal Tracking (PT)

Replaces

Coeus

OCTATrax

Account Create Tracking in JIRA

Manual SAP Account Creation

Manual Budget Uploads

Key Features and Functionality

One intake portal for sponsored research

- Grants, MTAs, SRAs, DUAs, Service Agreements, BioPharma, Confidentiality

Unique template for each document/instrument

- Adaptable, all inclusive interface
- Instrument specific tabs and uploads

Central research portal for routing and approvals

- Eliminates ERF and all paper routing forms
- Accessible on and off campus, from mobile devices

Key Features and Functionality

Automation

- Clear, streamlined & automated routing
- Reporting, deliverables/reminders and batch communications









System to system functionality

- Eliminates Adobe packages for Grants.gov opportunities
- Built in system validations prior to submission
- Better visibility and application tracking

Dynamic budget

- Auto-calculates fringe, salary, and IDC
- Salary release and feed

System Notifications

 Reply  Reply All  Forward  Save  Previous  Next  Close 

From: **Prof. Sysadmin, Infoed** Received: **07-Jun-2016**

To: **Loughlin, Gerald M.** - PEDIATRICS
Peralte, Jeffrey - INFORMATION TECHNOLOGIES AND SERVICES

CC:

Subject: **APPROVAL REQUIRED - Proposal 16-000374, Submitted by Dr. Lyden, Deadline:07-Sep-2016**

A proposal in the Weill Research Gateway (WRG) requires your approval.

Principal Investigator: Dr. David C Lyden
Sponsor: National Institutes of Health
Proposal Title: Hostiuk, Veronika s2s 06/07/2016 OSRA UAT
Proposal Number: 16-000374

Submission Deadline: 07-Sep-2016

Click [Reviewer Dashboard](#) to review the proposal.


Instructions for completing this process are available: [insert URL to training documentation].


For assistance or inquiries, contact the appropriate central research administration office:

Office of Sponsored Research Administration (OSRA): grantsandcontracts@med.cornell.edu
Joint Clinical Trials Office (JCTO): JCTOContracts@med.cornell.edu
Qatar Research Office (RO): dmw2005@qatar-med.cornell.edu

For technical assistance, contact ITS: WRG-Support@med.cornell.edu

Attachments:

16-000374 

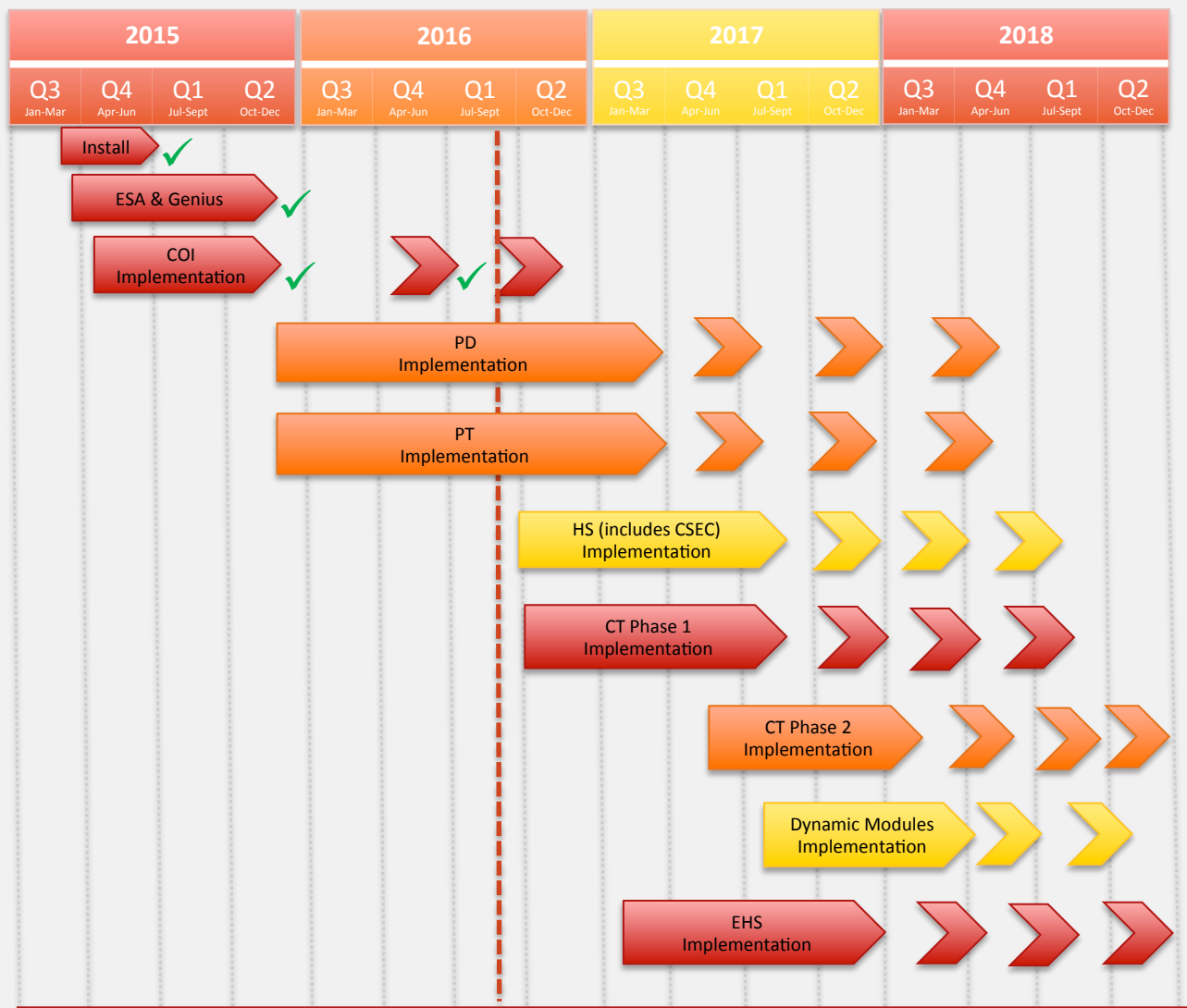

For Review
Proposal

**Weill Cornell
Medicine**

Project Review



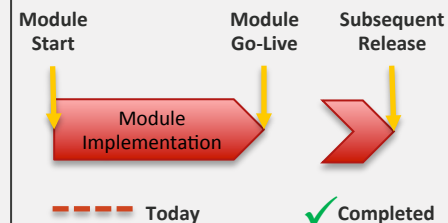
Proposed InfoEd Timeline



Glossary

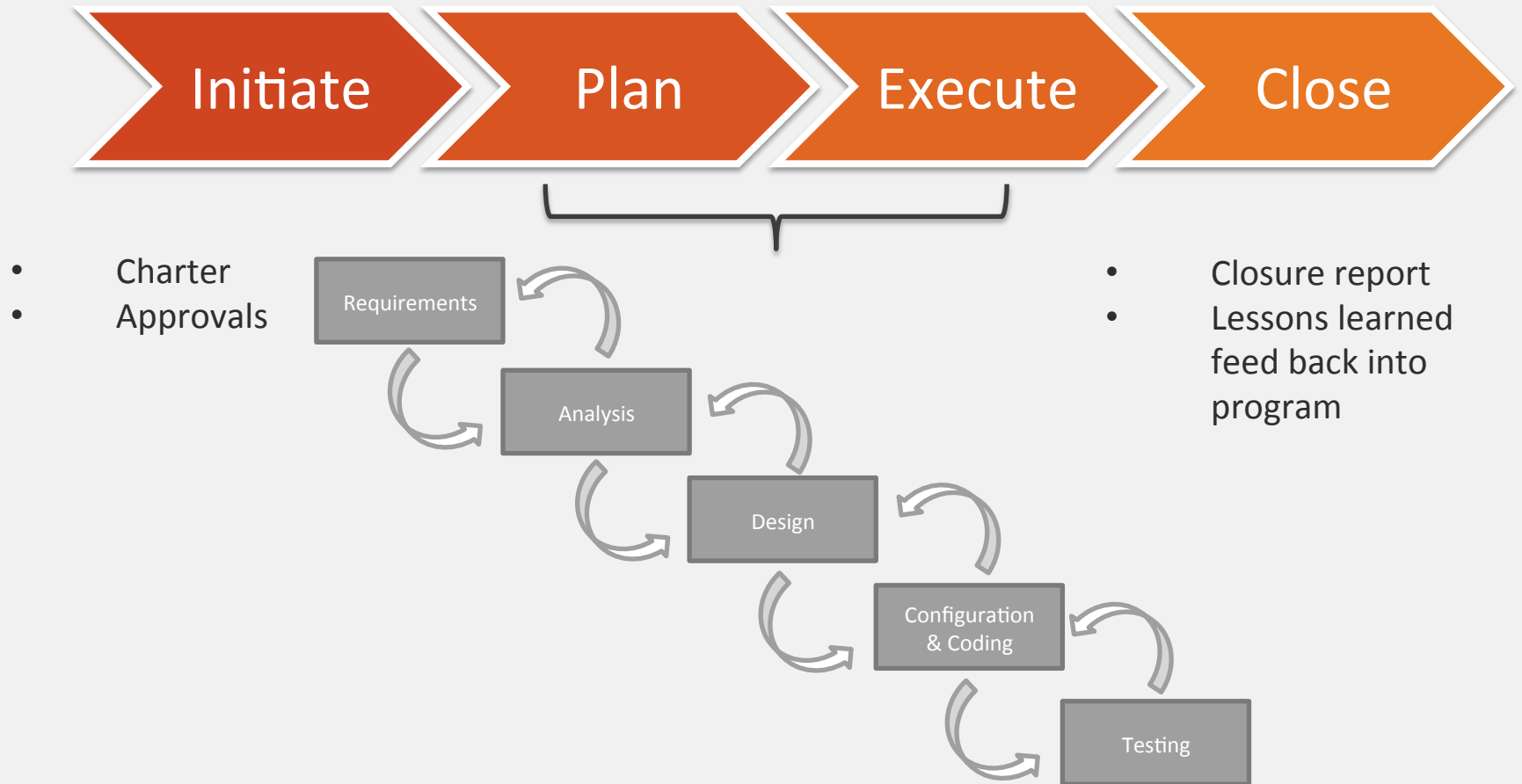
ESA:	Enterprise Staging Area
EHS:	Environmental Health & Safety
Genius:	Profiles
PD:	Proposal Development
PT:	Proposal Tracking
COI:	Conflicts of Interest
HS:	Human Subjects
CSEC:	Clinical Study Evaluation Committee
CT :	Clinical Trials

Key:



NOTE: Should OnCore be selected instead of InfoEd CT the impact to timeline is currently unknown & requires additional analysis.

Sponsored Programs Approach



Approach – 12 Project Components

- Intake
- Review and Submission
- PT Workflow
- Migration of Data
- Negotiation/Subawards
- Execution/Awarding
- Reporting
- Connection to Conflicts Module
- Connection to SAP
- Integration of Document Management System
- Integration of Data Warehouse
- Integration of Encompass (IACUC)

Progress Report

Component	Current Status	% Complete (Current)
1. Intake	In Progress (Development)	80%
2. Review and Submission	In Progress (Development)	80%
3. PT Workflow	In Progress (Development)	50%
4. Migration of Data	In Progress (Analysis)	30%
5. Negotiation/Subawards	In Progress (Development)	30%
6. Execution/Awarding	In Progress (Analysis)	10%
7. Reporting	In Progress (Analysis)	25%
8. Connection to COI	In Progress (Development)	45%
9. Connection to SAP	In Progress (Analysis)	25%
10. Integration of DMS	On Hold	7%
11. Integration of DW	In Progress (Analysis)	10%
12. Integration of Encompass	In Progress (Analysis)	30%

Work Groups

Work Group
PT Workflow and System Communications
Contracts Workflow
Qatar Workflow Variations
JCTO Workflow Variations
SAP Integration
Reporting
enCCoMPass Integration
Data Migration
PD Functionality and Routing Testing
WRG Testing
WRG Training
Focus Group Planning

User Engagement



Focus Groups and User Acceptance Testing



Photo: Mohammad Mansour (OSRA) and Holly Fan (PMO) facilitating Shefali Shah (Department of Pathology) through an S2S Submission

User Engagement Approach

Focus Groups

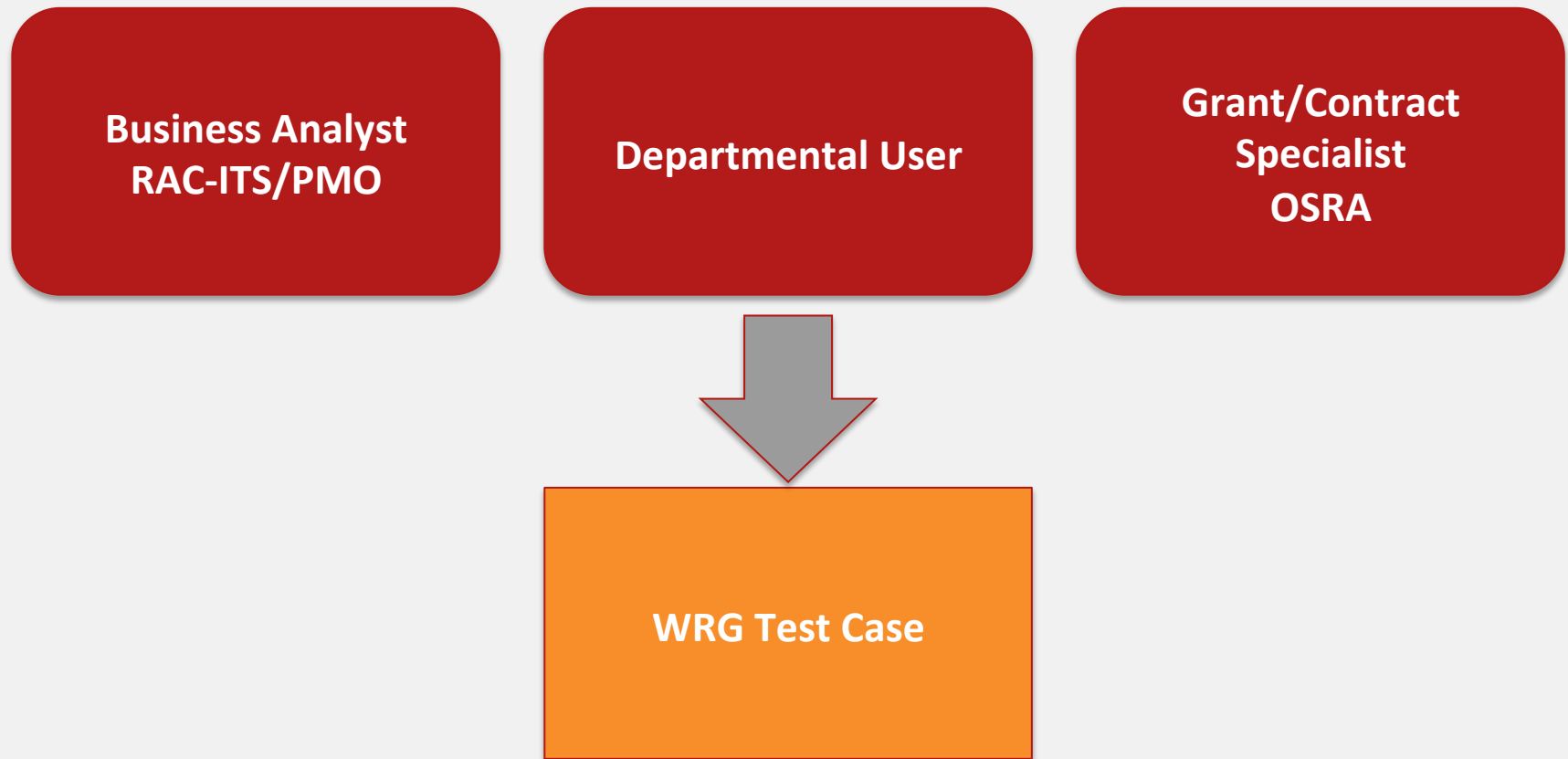
- System presentation and demonstration highlighting key features and functionality
- Participants called upon to react to functionality and provide critical feedback
- Comments documented in session and via survey

User Engagement Approach

User Acceptance Testing Cases

- Hands on testing of proposal development module
- Participants guided through scenarios by OSRA, RAC-ITS and PMO
- Participants called upon to react to functionality and provide critical feedback
- Comments documented in session and via survey

User Acceptance Testing Format



June Focus Group & UAT



Photo: Jeff Peralte (RAC-ITS) and Liz Manning (OSRA) guide Monica Prabudoss (Department of Medicine) through an S2S submission simulating live conditions in WRG-SP Dev.

User Acceptance Testing Content

Hands on proposal development:

Instrument	Cases
System to System Grant	5
Non-S2S Grant	3
Material Transfer Agreement	2
Sponsored Research Agreement	3
Total Cases:	13

Session Feedback

Category	Occurrence	Example
Configuration	35	Clearer action item messages
Culture Change	7	Using system budget
InfoEd Technical Concern	36	Save and Complete
Policy	11	Delegate authority
Positive Feedback	29	Streamlined process, transparency
Question	69	Will the budget auto calculate fringe benefits?

August UAT



Photo: Left – Mariah Jaffe (RAC-ITS) and Kelsi Welter (OSRA) guide Lauren Sosa (Collaborative, Administration, Finance and Support (CAFS) through an S2S submission simulating live conditions in WRG Dev. Right – Group photo.

User Acceptance Testing Content

Hands on proposal development:

Instrument	Cases
System to System Grant	13
Non-S2S Grant	6
Material Transfer Agreement	5
Sponsored Research Agreement	7
Total Cases:	31

Session Feedback

- Enthusiastic environment in all four sessions
- Many users stated it was intuitive and user friendly
- Positive comments regarding the budget format, auto calculations, overall ease of use
- Noted marked improvement over the first iteration and especially over the ERF
- Discovered additional configuration changes and minor bugs to address prior to go-live
- General excitement, several administrators asked if we could go live before the targeted release date

Session Feedback Summary

Category	# reported in June	# reported in August	Example
Configuration	35	42	Additional on-screen instructions
Culture Change	7	4	Routing prior to submission
InfoEd Technical Concern	36	49	“Done” button closes record
Policy	11	3	Inflating year one base salary
Positive Feedback	29	49	Intuitive and user friendly
Question	69	106	Can we go-live earlier?
Known Issues	N/A	11	Congressional District doesn’t feed for the Subaward sites
Total Reported:	187	264	

Next Steps from August

- Reconfigure where appropriate for third iteration
- Continue work with training team to strategize addressing culture changes and other concerns
- Continue work on project components
- September technical onsite with InfoEd to focus on Data Warehouse, reporting and integrations
- September UAT to focus on Proposal Tracking (PT) workflows related:
 - **Pre-Funding/JIT**
 - **Award in Process**
 - **Progress Reports**
 - **Extension with & without Funds**

User Engagement Milestones

Week Of	Topic	Audience
June 7 th	PD Focus Group & UAT	Departments
July 28 th	PD Focus Group & UAT	Qatar Research Office
August 11 th & 12 th	PD Focus Group & UAT	Departments
September 12 th	RAPID Update	Research Community
September 19 th	PT Workflow	Departments & Qatar
October 10 th	PD & PT UAT	Departments & Qatar
October 17 th	Town Hall/PD Focus Group	Faculty
November 14 th	RAPID Update	Research Community
November 14 th	PD & PT Wrap-up	Departments, Qatar & Faculty
December 1 st	Front-end Development Completed	N/A