Research Administrators Forum

November 10, 2011
Christine Lavoie

Director, Research Administration
Office of Research
213-821-5537
clavoie@usc.edu
Session Objectives

• Communicate goals for USC systems replacement and Kuali Coeus
• Project timeline, structure, and current status
• User engagement of research community in the project
• Discussion – Q&A
Randolph Hall

Senior Vice President of Research
Office of Research
Goals

- Simplify proposal generation, submission and management
- Improve proposal success rate due to increase in quality
- Increase accuracy
- Make it possible to grow research at USC
- Eliminate need for shadow systems
Components

• **Kuali Coeus (KC)** for pre-award and post-award proposal management, financials
  – Replace e-cert, Scera, Paris
• **Click Commerce** for regulatory, ethics system
  – Retain existing iStar
  – Expand to IACUC, Lab Safety, Likely Conflict of Interest
• Integrate KC with Kuali Financial System, Click Commerce, other systems
RAS Development Strategy

• Extensive user input in creation of requirements
• Engagement from all levels of users in creation of individual modules and features
• Careful “beta” testing with users prior to wide release
• Assurance that requirements are met prior to release
• Office of Research take lead in meeting user requirements
Challenges

• Approval pathways: must be customizable, flexible, resilient
• Budgeting must be simple, and able to account for great range of budget types
• System must work well during surges, prior to proposal deadlines, and must not fail
• Interface must be intuitive
• Training, help and documentation are essential
Project Overview & Timeline

Jennifer Love
Phased Approach

KC Implementation

Phase 1: Post-Award
Go-live Fall 2012

Phase 2: Pre-Award
Go-live Fall 2013
Phase 1 Timeline: Modules

- **Award**
  - Sept 2011 – Feb 2012
  - Award Budget
  - KC-KFS Linkage

- **March – June 2012**
  - Sub-award Negotiations
  - iStar Interface
  - Report Tracking
  - Workflow UI

- **June – Sept 2012**
  - BIRT
  - ARRA
  - System Tests

**Reporting**
Connected Processes, Connected Systems

- Effort certification
- Service center recharge
- Award, account & budget setup
- Award management
- Award close-out
- IRB
- Equipment purchase & tracking
- Billing & accounts receivable
- IACUC, controlled materials, lab safety, Conflict of interest
- Reports
- In development (Click Commerce)
- TBD
- Kuali Coeus
- iStar
- Kuali Financial System
- Business Intelligence Tool(s)
Project Status

- Project kick-off meetings were held in September
- Advisory User Group meetings were held in October
- Working Groups began meeting in October
- Integration discussions have begun with other project teams
User Participation

Christine Lavoie
Project Execution

- Significant User Input Prior to Development
- Open Design Process with Opportunity for User Community to Review Specifications and Intermediate Products
- User Testing and Feedback Prior to Release
- Documentation and Training
User Roles & Responsibilities

• What the project needs from users
  – We need your commitment

• How you as users will participate
  – Provide guidance and expertise in Research Administration
  – Participate in a User Group or Working Group, Ask Questions and Provide Feedback
  – Create the best system possible for USC
Types of Working Groups

- **Functional** working groups: Small groups meet on a regular basis and focus on specific areas of research administration.
  - Develop thorough business requirements
  - Analyze how systems can support the business process(es) involved

- **Configuration** working groups: Primarily ad-hoc and one on one discussions of data needed in the system.
Working Group Tasks

• Participate in fit / gap analysis
  – Review the business processes involved in managing awards
  – Review KC and explore how current processes at USC can use current KC functionality
  – Provide review of fit / gap and requirements documents and provide feedback to BA

• Participate in requirements gathering and review
  – Communicate user requirements on behalf of the user community

• Participate in user acceptance testing
  – Review KC as it has been configured and modified for USC and provide feedback
  – Provide insight on user training and documentation needed

• Champion and rally enthusiasm for the project among users
Working Groups

- Award / Account Set-up
- Award Lifecycle
- Award Accounting Processes
- Award Reporting
- Award Closeout
- Training & Development
Working Groups Topics

Award / Account Set-up
• Award establishment
• Account establishment

Award Reporting
• Internal & external reporting
• Financial & non-financial reporting
• Pre-defined & ad-hoc reporting

Award Lifecycle
• Award changes
• Sponsor deliverables tracking
• Sub-awards / Subcontracts
• Consultants / Independent Contractors

Award Accounting Processes
• Award accounting & financial transactions
• Financial projections
• Accounts receivable & billing
• Financial reporting

Award Closeout
• Award closeout
• Account closeout
• Final reports / deliverables

Training & Development
• Identify training needs
• Create & review training materials
Working Groups Status

• Meetings began October 24
• Business processes / topics for each group have been identified
• Groups have begun documenting USC’s current business processes for managing awards
• Additional Working Groups to be established in December to assist with Testing group and Training and Development Group
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director</td>
<td>Tim Woodward</td>
</tr>
<tr>
<td>User Engagement</td>
<td>Christine Lavoie</td>
</tr>
<tr>
<td></td>
<td>Margaret Harrington</td>
</tr>
<tr>
<td>Technical Team Leads</td>
<td>Mark Morris</td>
</tr>
<tr>
<td></td>
<td>Stephanie Honda</td>
</tr>
<tr>
<td></td>
<td>Asbed Bedrossian</td>
</tr>
<tr>
<td></td>
<td>Phil Berres</td>
</tr>
<tr>
<td>Business Analysts</td>
<td>Bill Bowers</td>
</tr>
<tr>
<td></td>
<td>Jennifer Love</td>
</tr>
<tr>
<td></td>
<td>Larry Jackson</td>
</tr>
</tbody>
</table>
Discussion

Christine Lavoie
Kuali Coeus at USC website:  
http://newsystems.usc.edu/depts/kc/

Research Administration System Requirements  

Kuali Foundation:  www.kuali.org