

# Advisory User Group Meeting

October 18, 2011

# Agenda

11:30	Welcome	Christine Lavoie
11:35	Session Objectives	Christine Lavoie
11:40	USC's Research Administration System	Christine Lavoie
11:50	Project Overview & Timeline	Jennifer Love
12:00	User Roles & Responsibilities	Christine Lavoie
12:10	Introducing Working Groups	Jennifer Love Larry Jackson
12:20	Defining Working Group Agendas	Jennifer Love Margaret Harrington
12:50	Discussion & Next Steps	Christine Lavoie

# Session Objectives

Christine Lavoie

# Session Objectives

- Understand the following about the project:
  - Overview, including goals & timelines
  - Role of users in the project & their responsibilities
  - Ways that users can participate
- Get feedback on working groups and business processes
- Associate business processes to working groups
- Get commitment to user participation
- Allow people to identify which working groups they could participate in

# USC's Research Administration System

Christine Lavoie

# 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

# Approach

- **What Must Software Do to Meet USC's Needs for Research Administration?**
- Understand Needs of All Constituencies: staff and students in departments, centers, schools, central
- Clarify Roles and Responsibilities of all research administration entities
- Reviewed by Research Administration Task Force and faculty groups
- Posted on University Website, Inviting Comments

- Cradle to Grave System, Budget Creation to Account Close Out
- Minimize Data Entry/Pre-population of Fields
- Automatically Pull Data for Rates, Salaries, etc.
- Flexibility in Designing Approval Pathways and Budgeting Approaches
- Appropriate Security and Privacy
- System-to-System Submission
- Real-time Obligation of Expenses



# More Requirements

- Portable Web Access, Single Log-in
- Around the Clock Access
- Accommodate Surges at Proposal Deadlines
- Proposal Error Checking
- Track Negotiation Process with Automatic Notifications – Visibility to Proposers
- Simplified Effort Reporting
- Automated Performance Tracking

# RAS Components

- Pre-Award – Kuali
- Post-Award – Kuali
- Account Closeout – Kuali
- Regulatory/Ethics (IRB, Animal Research, Conflict of Interest, Safety) – Click Commerce
- Business Intelligence – Cognos

# Starting Points: Ethics/Regulatory

- iStar: IRB system fully implemented
- iStar for IACUC: to be deployed in October
- Conflict of Interest: deployed by summer 2012
- Lab Safety: deployed end of 2012
- Systems interface to Kuali

# Project Overview & Timeline

Jennifer Love

## KC Implementation

**Phase 1:**  
**Post-Award**  
**Go-live Fall 2012**

Phase 2:  
Pre-Award  
Go-live Fall 2013

## KC Implementation

Phase 1:  
Post-Award  
Go-live fall 2012

**Phase 2:**  
**Pre-Award**  
**Go-live Fall 2013**

## KC Implementation

**Phase 1:**

**Post-Award**

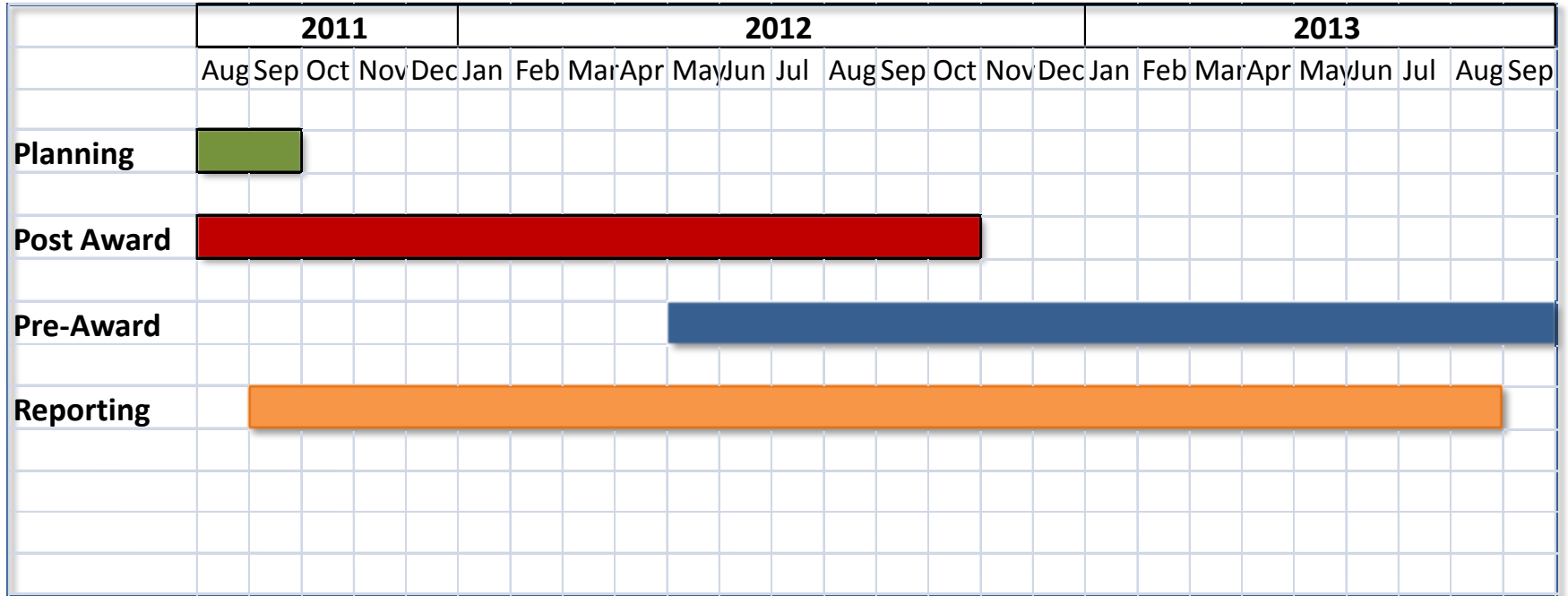
**Go-live Fall 2012**

**Phase 2:**

**Pre-Award**

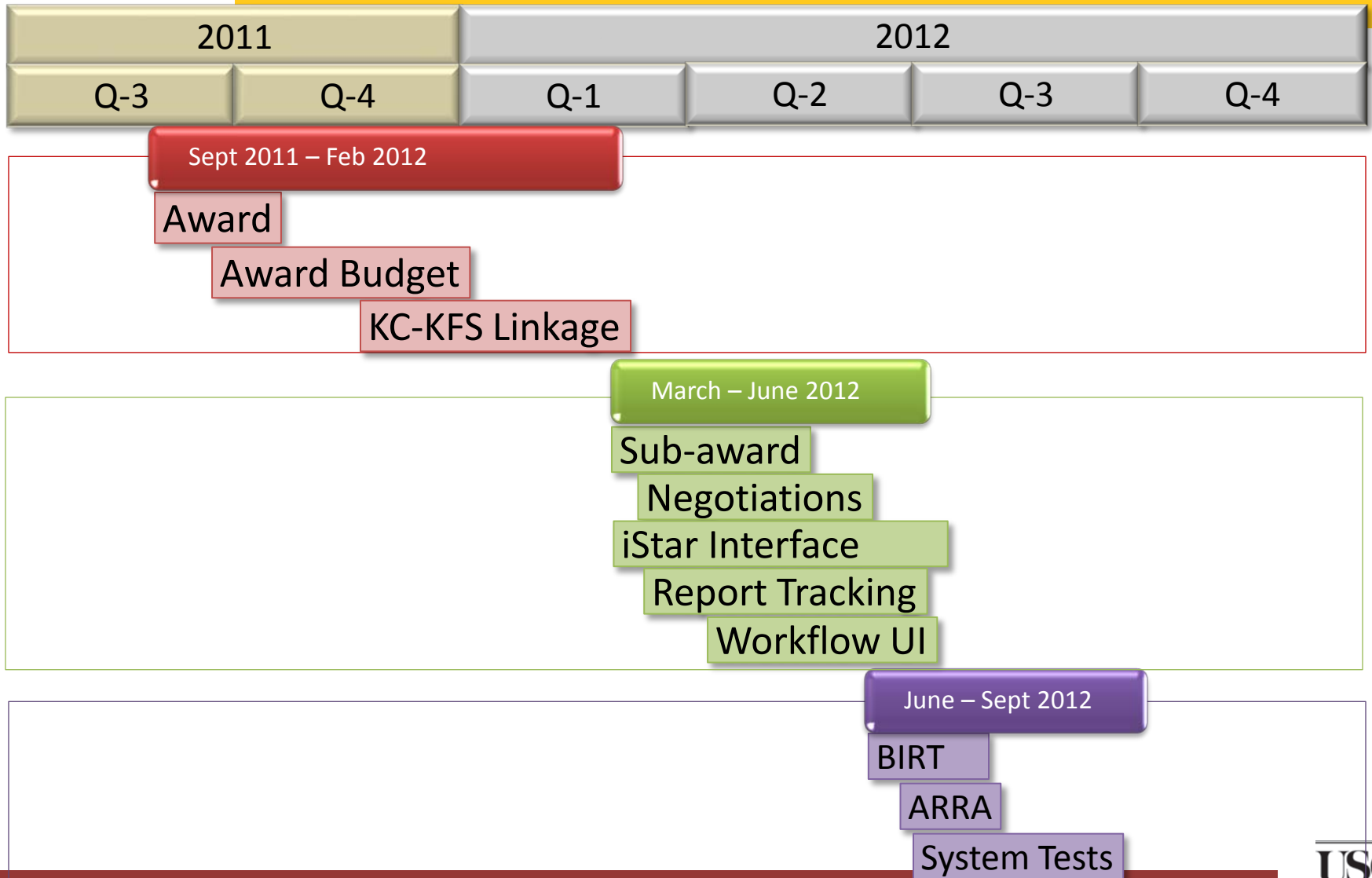
**Go-live Fall 2013**

# Kuali Coeus Timeline

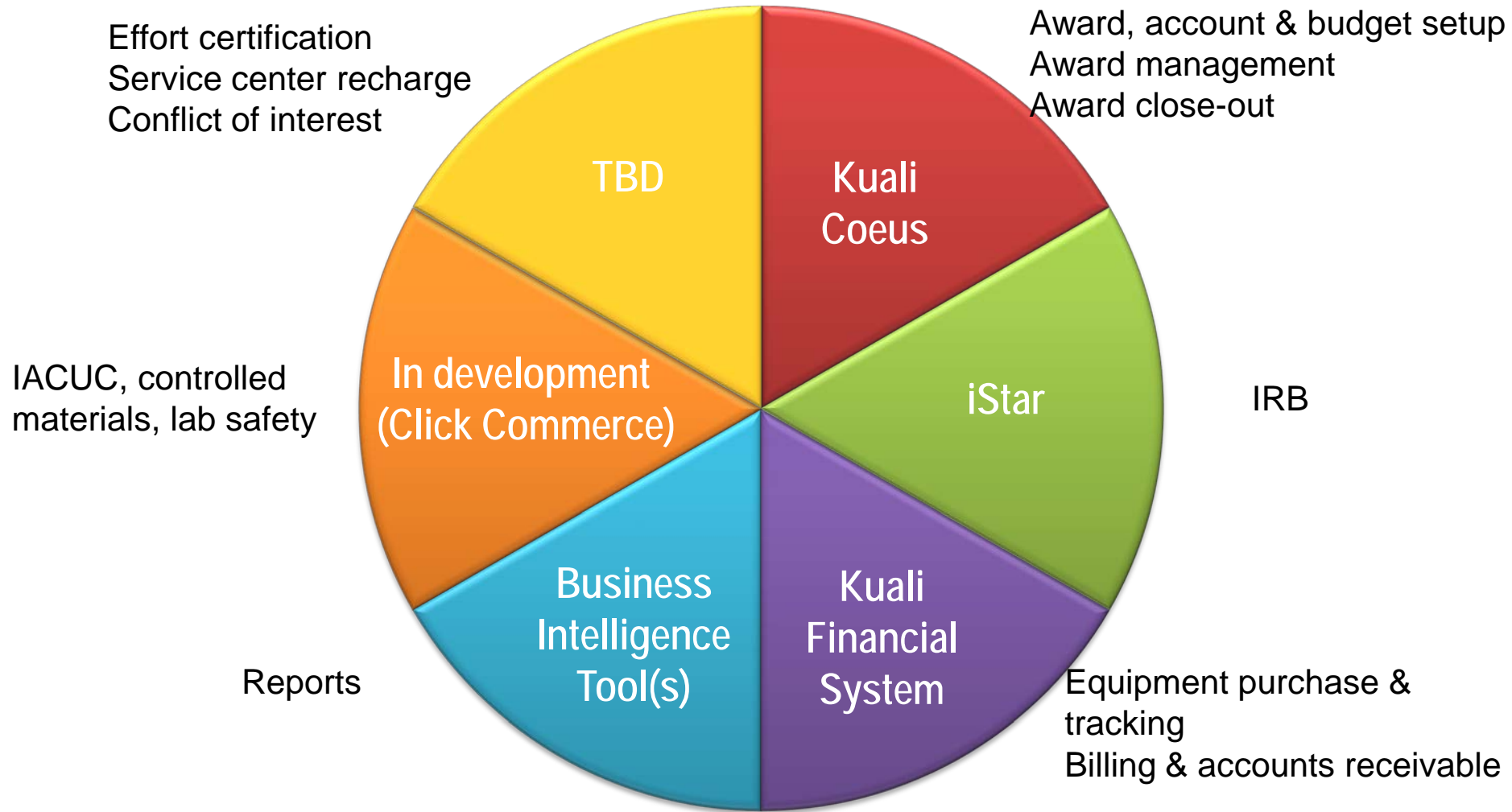




# Phase 1 Timeline w/Modules



# Connected Processes, Connected Systems



# Module Evaluation and Development Process

## Fit / Gap Analysis

- Review current USC research admin processes, data, and systems
- Determine how the KC module can meet USC functional needs

## Design

- Determine how to implement the KC module at USC
- Create specifications for any development work needed

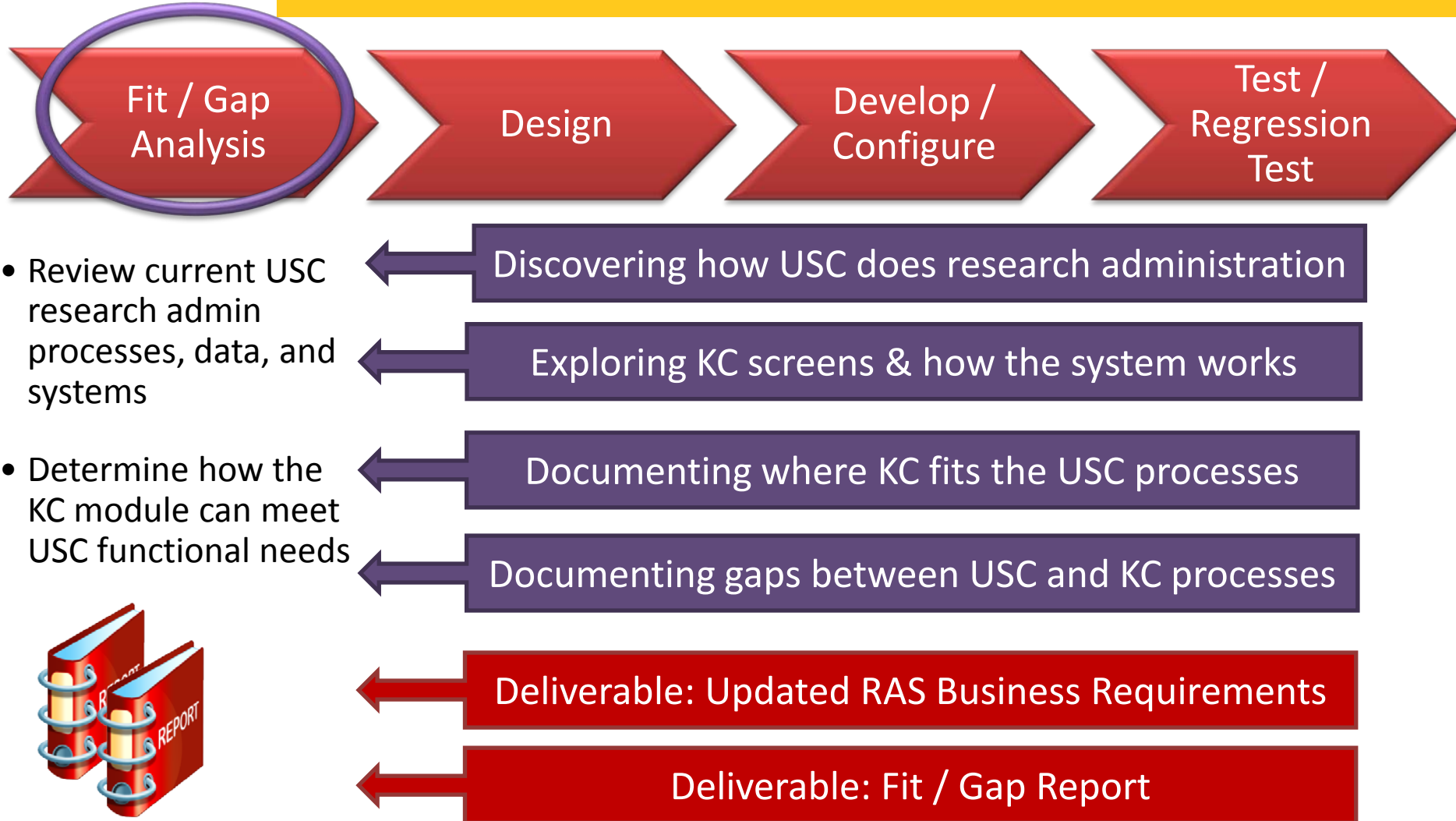
## Develop / Configure

- Perform customization work for the KC module
- Configure KC tables with USC data

## Test / Regression Test

- Test modified code for feature and functionality
- Validate that the KC module meets functional requirements
- Test against all previous modifications
- Add module to Model Office

# Working Group Involvement



# Working Group Involvement

Fit / Gap  
Analysis

Design

Develop /  
Configure

Test /  
Regression  
Test

- Determine how to implement the KC module at USC
- Create specifications for any development work needed

Discuss *system* options for addressing gaps

Discuss *process* options for addressing gaps

Deliverable: Functional Specifications



# Working Group Involvement

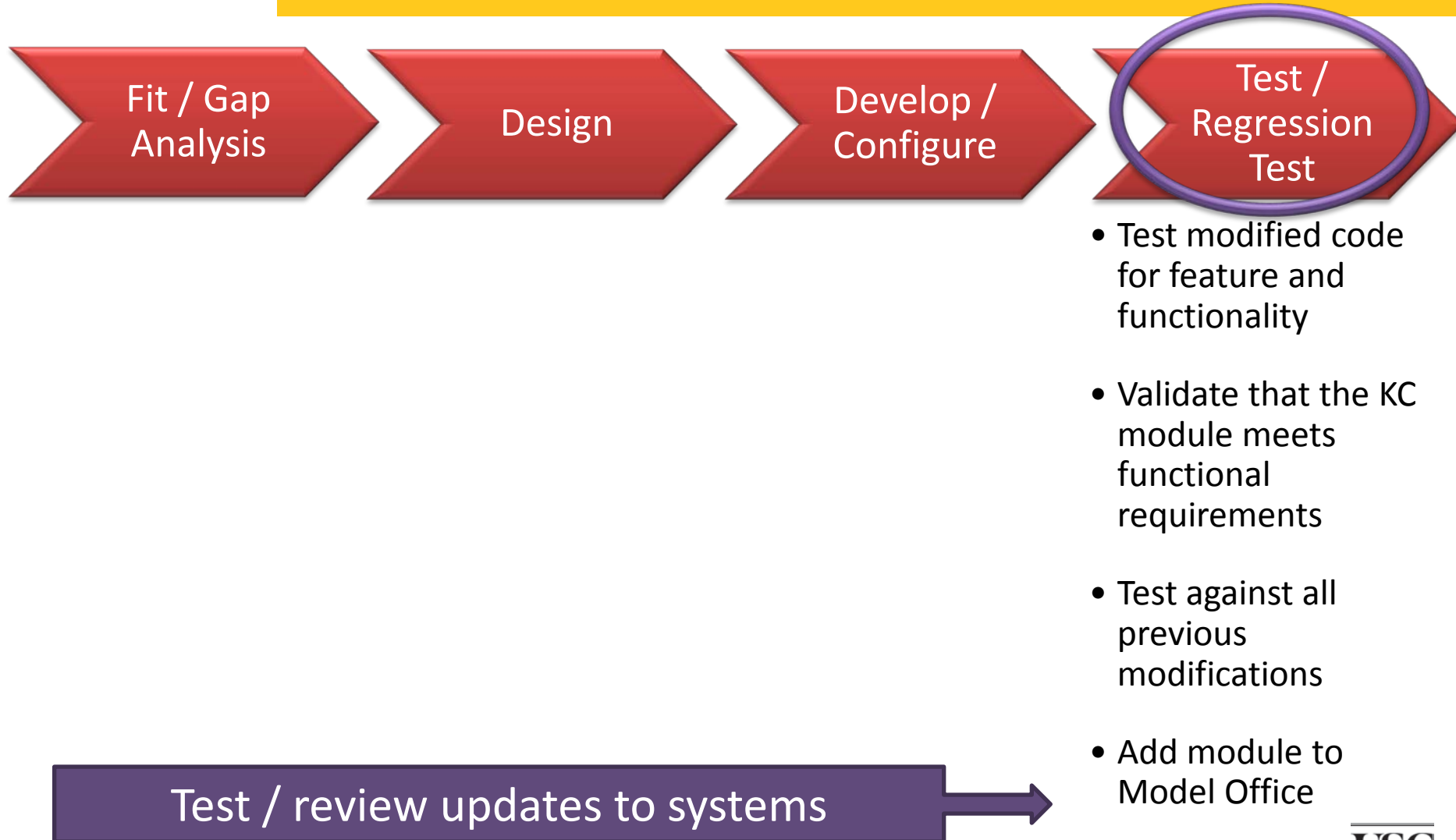


- Perform customization work for the KC module

Discuss / identify USC-specific data →

- Configure KC tables with USC data

# Working Group Involvement



# Module Implementation Training & Roll-out



Champion and support the roll-out of new systems

Discuss & provide insights into user community needs for training and support



# User Roles & Responsibilities

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
  - Create the best system possible for USC
- Discussion: questions & concerns

- Team environment
  - Weekly meetings
- Kuali Foundation website
- USC KC website
  - Access to information
  - Feedback portal
- The Model office

# Introducing Working Groups

Jennifer Love

Larry Jackson

# Goal of Working Groups

Create the best system possible for USC by leveraging the expertise and guidance provided by the user community.

# 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.

# Defining Working Group Agendas

Jennifer Love

Margaret Harrington

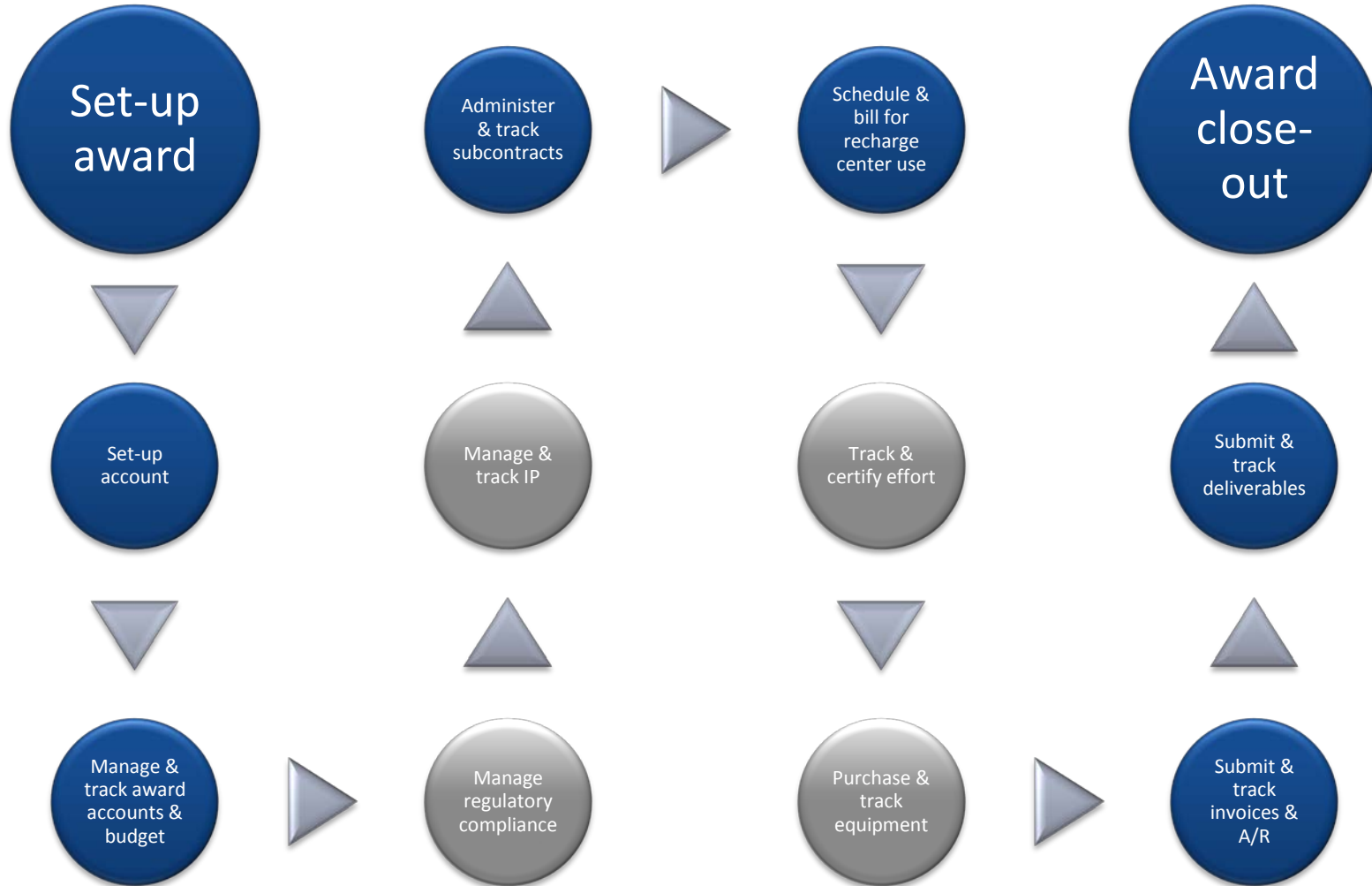


# Organizing Working Groups

Objective: Create a set of working groups that cover the post-award work done in research administration.

- Identify the business processes involved in research administration
- Assign business process(es) to a working group

# Business Processes



# Assign Processes to Groups

- Review the list of working groups
- Associate processes to working groups
  - Do all of the business processes identified fit within one of the groups?
  - Which business processes should be addressed by which group?

# Working Groups

Award /  
Account  
Set-up

Award Lifecycle

Award  
Accounting  
Processes

Award  
Reporting

Award Closeout

Training &  
Development

# Working Groups

## Sample Topics

### Award / Account Set-up

- Establish account(s) for the award
- Record terms & conditions for the award

### Award Lifecycle

- Manage & track award deliverables
- Set up & manage sub-awards & subcontracts

### Award Accounting Processes

- Perform financial projections
- Manage & track award billing & accounts receivable

### Award Reporting

- Generate internal reports for managing awards
- Generate sponsor-required reports

### Award Closeout

- Notify responsible parties that accounts will expire soon
- Route, approve, and submit final reports

### Training & Development

- Identify training needs
- Create & review training materials

# Discussion & Next Steps

Christine Lavoie