New Post Award Management Process

Essentially as presented to DAC March 5, 2013
Administrative Modernization Research Subcommittee

- Maria Ceo
- Jack Cichon
- Jamie Dimond
- Teri Grieb
- Karen Lang
- Marty Lawlor
- Heather Offhaus
- Brenda Paulsen
- Craig Reynolds
- Scott Wood
History and Purpose

- Aggressive strategic growth plans to double research (OVPR), increase clinical research (UMHS), and expand NIH Market Share (UMMS) have realized research expansion at faster rates than staffing.

- Primary purpose of initiative is to improve service and quality to Faculty, Administrators, Chairs and Dean.

- No standard practices across departments.

- No standard practices across divisions in the same department.

- May be used across the University – other schools, colleges and institutes.
Research Expenditures

All schools and colleges

UMMS

95% Increase

60% Increase
LEAN, Design and Implementation

- **Cross-departmental team formed:**
  - Bottom line: we cannot continue to add additional support to meet growth
  - Philippe Sammour chosen to serve as LEAN Coach for design project – 10 post award managers identified to work on project
  - All team members attended 4-Day LEAN course
  - Mapped current process – very complex and “wasteful”
  - Assessed Post Award systems and chose MPathways Real Time Financials (RTF) Toolkit Team members will coach other departments during implementation
Implementation Team Members

• Linda Bailey – Radiology
• Elizabeth Brant – PM&R
• Donna Boyer – Internal Medicine
• David Golden – Pathology
• Sherry Hall – Psychiatry
• Emily Hamilton – Surgery
• Lisa Harris – ITS

LEAN Design Team Members
• Paul Bristol – Surgery
• Marie Eddy – Urology
• Sara Hyde - Surgery
• Melissa Karby – Cell & Developmental Biology
• Chad LaRue – Pediatrics
• Gene Napolitan – Project Manager
• Holly Rose - ITS
• Grace Sinay – Radiation Oncology
• Angela Suliman - Pathology
• Susan Vandersluis – Internal Medicine
• Philippe Sammour - MSA
Post Award Modernization Overview

New Post Award Management Process

New Grant Award Setup
- Appoint Faculty/Staff
- Establish Budgets
- Subcontracts
- Unit Defined Commitments

Procurement
- Procurement of Lab Supplies and Equipment
- New User interface through MPathways

Monthly Reconciliation
- eReconciliation
- Unit Defined Commitments

Forecasting
- New Forecasting Tool in Development

Internal and External Reporting
- MReports
- New Forecasting Tool

Grant Closeout
- Electronic Report Routing
Procurement

- Reorganize the procurement process in Departments and Units by providing tools to PI’s and Managers that will enhance the process
  - Paperless
  - Standardized/Centralized
  - Ordering Expert
  - First Time Quality
  - Goal to lower overall workload
Real Time Financials

- Improve financial reporting (RTF) for post award management using:
  - eReconciliation
  - Unit Defined Commitments (encumbrances)
  - Forecasting Tool
  - MReports
  - Partnerships – with ITS and FinOps through design and implementation
Proposed Timeline

• 31 March 2013 – Procurement redesign and all proposed enhancements to RTF: eReconciliation, Unit Defined Commitments, Forecasting Tools, and MReports must be submitted to ITS.

• 30 June 2013 – ITS will complete software enhancements for all of the above.

• July 2013 through September 2013 - Pilot testing by select departments/units will be initiated during this period.

• 1 October 2013 through December 2013 – Training of all Post Award staff will begin.

• 1 January 2014 – Implementation of the Post Award System will be activated.
Acknowledgement and Thanks

• Linda Bailey – Radiology
• Elizabeth Brant – PM&R
• Donna Boyer – Internal Medicine
• David Golden – Pathology
• Sherry Hall – Psychiatry
• Emily Hamilton – Surgery
• Lisa Harris – ITS
• Melissa Karby – Cell & Developmental Biology
• Chad LaRue – Pediatrics
• Gene Napolitan – Project Manager
• Holly Rose – ITS
• Philippe Sammour – Medical School Administration
• Grace Sinay – Radiation Oncology
• Angela Suliman – Pathology