URIC
Administrative Meeting
March 13, 2019
# Agenda

<table>
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<tr>
<th>TIME</th>
<th>TOPIC</th>
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| 9:30 – 9:50 | **Introduction & Updates:**  
Annual Reports; URIC Communications Forum;  
iBuy NU Webinars; Budget Processes Calendar |
| 9:50 – 10:05 | **Award Management:**  
**OnBase** - Accessing award and proposal information records for post-award management  
**Pre-Spending Chart Strings** – Types; Benefits and Caution |
| 10:05 – 10:20 | **Contracts:**  
General Counsel – Contract Review Process;  
URIC Process Review |
| 10:20 – 10:35 | **Topics for May Meeting:**  
Foreign Influence & Export Controls – Lane Campbell  
Corporate Engagement – Jim Bray |
| 10:35 – 11:00 | **Closing & Questions** |
Introduction/General Updates

• Annual Reports – Thank you!!!

• URIC Communications Forum:
  – Friday, 3/15 from 9:00-11:00
  – Norris, Wildcat 101

• iBuy NU: Webinar for Updates
  – Link to Procurement Page
  – March 12th and March 14th dates (WebEx)
Budget Processes Timeline

- **Annual Reports Due**: March 1st
- **Preliminary Management Budget (OR targets)**: April - May
- **Updated Management Budgets (OR)**: May - June
- **Q3 Forecast Due to URICA**: June 12th
- **URIC Annual Meetings**: June - August
- **Approved Budget Packets**: August - September

**URICs provide updated management budget drafts**

**Forecasts should be very accurate by this time**

**OR AVPs review reports and budgets**
Award Management: OnBase

• OSR/ASRSP System of Record
  – Link to OSR page on OnBase
  – FFRA Training Page

• Items in OnBase
  – ”Internal Documents” from InfoEd Record
  – Full Proposal/Application Image

• Access:
  – Via InfoEd Proposal Tracking (aka “PT”)
Accessing OnBase

Steps to Proposal Tracking (PT) record:
1. Find InfoEd Record, hover of SP#
2. Under Proposal Tracking, select “Edit” or “View”

Steps to Accessing OnBase from PT:
• Upon initial entry into PT, find the “OnBase Link” under “Summary Data” near bottom of screen
OnBase Quick Overview

Left Hand Side:
- Folders (Proposal & Award) to navigate open up a Document List
- Document List contains specific components

Right Hand Side:
- Shows preview of documents
- Items that can preview (PDF) will open up to view (save these by “printing” to PDF)
- Items in other formats (Excel) will prompt for download
Prespending Requests

• Requested via InfoEd Change Requests
  – Job Aid Link

• Three Types:
  – The award has not yet been received and finalized so I need a new prespending chartstring
  – The award has been received but I need an earlier start date
  – The end date of my award is approaching and I need to prespend in advance of receiving an extension
Prespending Requests, cont.

- **Benefits**
  - Avoid journal entries
  - Avoid Management Budget issues by getting expenses on awards sooner
    - Temporarily funding on a non-sponsored and hitting SUSP will count against management budget limits

- **But also, proceed with caution**
  - At the risk of unit:
    - Funding could fall through
    - Outside the allowable prespending window
  - Continuations may sometimes come with new award numbers, which require new chart strings
  - Double work for OSR if award is already close-at-hand
General Counsel: Contract Review Process

• Updates to the processes
  – Website update

• Summary of changes:
  – No OGC initials
  – Unit seeks signatures
    • Must be authorized
    • Joe Boes has limited
    • URICA can help you route appropriately
  – Flexibility when lower dollar, renewal, or already approved template language

• Reminder: Push to use NU form and language
Contract Review for URICs

• No real changes for the URICs in most cases
  – URICA contracts process still applies

• Other Reminders
  – Remember the 5 questions
  – Over $5,000 consider more detail so we can coordinate financial pre-review
  – Contract approval does not cover NU Policy Exceptions – ensure you request approval ahead of events
  – NU Riders & requirements table is in the new guidance
Topic for May Meeting: Foreign Influence

• Lane Campbell, Director Export Controls Compliance

• Foreign Influence is an emerging topic, with federal agencies issuing new memos, notices, and statements

• Policies largely are still forthcoming

• Current Action: Assess and track activities involving foreign entities/individuals in your area
  – i.e. take stock of what is happening, so when guidance comes out your area is ready to adapt

• Statement from Northwestern
  – [Direct Link]
  – [Link to Research Tools overall]
Topic for May Meeting: Corporate Engagement

• Jim Bray, Director Corporate Engagement
• Corporate and industry partnerships are a key part of funding and research environment
• Corporate Engagement will present on their office’s organization, mission, and how they can help
• Corporate Engagement Homepage
Other Possible Topic Area

Software tools and integration into business practice:

• **SmartSheets:**
  – Spreadsheets with more power,
  – Integrated web forms to minimize data entry
  – Fairly inexpensive license

• **Tableau:**
  – Visualizing and integrating data,
  – OSR utilizing in multiple ways (awards, workflow, etc.),
  – URICA moving towards use for dashboards and efficient automation of reports,
  – Desktop license is expensive but online version free and can then filter/edit/reconfigure published projects/dashboards

• **Box under “SAFER”:**
  – Using Box is fairly widespread and easy, but what if you need to house sensitive data (e.g. salary)?
  – It should be under the “SAFER” process
Closing & Questions
THANK YOU!!!