

University of Florida Integrated Research Support Tool Reporting - August 19, 2013 & August 22, 2013

There are both data needs to support custom and ad hoc reporting as well as needs for canned and dashboard available reports. This document outlines the content but not necessarily the format of the information needed. In addition, there are other data sets that these reports depend upon for which quality data is necessary. It would benefit all sponsored programs reporting to have quality data in the source (i.e. linked to HR job data, GL expenditures, Space, Effort Certifications, GIMS and more) and the conversations regarding University wide data quality should be initiated as soon as possible.

Many of these reports can be initiated now as the data sources are available. The University would benefit greatly by leveraging common reporting sources where the data integrity is validated. Significant duplication of effort can be eliminated by creating these reports centrally while making data available for ad hoc reports.

There is a problem with the integrity of data across systems. Many places track their own data as they do not trust the quality of centrally maintained sources (i.e. Sponsor type, Sponsor roll-up, named PI, Award Purpose) or those sources are less than complete (reference project PI but do not include all awarded key personnel, missing budget period, missing proposal information such as competitiveness of application). The information about each element must be maintained in fields for which the integrity is maintained and the University would benefit from Research Data Governance whereby the needs of all users are communicated and there is collective determination who is responsible for the quality of each element, the definition of each element, the format of each element, and the ultimate single source for data used across applications.

Parameters

For every report outlined in the functional section below, it can be limited or qualified by the following parameters:

- Type (New, renewal, supplement, non-competing continuation, no cost extension)
- Sponsor Type (including external vs internal as well as federal, industry, foreign, etc.)
- Sponsor
- Award Type (Grant, Contract, Cooperative Agreement as well as CDA, CTA, Master, MTA)
- Time frame (in a day, month, quarter)
- By person:
 - Award level key personnel
 - PI
 - Per faculty
 - Per research FTE
 - Faculty named but not PI
 - Administrator processing the action
- Department
- College
- Purpose – Applied, Developmental, Basic or Clinical Research; Instruction; Clinical Trial; Extension; Fellowships; Training; Research Training
 - Opportunity for immediate business improvement: Better list and definitions are needed along with possible guiding questions

University of Florida Integrated Research Support Tool Reporting - August 19, 2013 & August 22, 2013

- Department should complete. PI must help if the administrator can't determine
- Link to accounting system to default the accounting controls, such as through limited account codes & defaults (if possible)
- By solicitation or program (i.e. Parent R01, Specialty Crop, Florida High Tech Corridor)
- By key word
- Roll up departments to project and project to award
- Per square foot of research space

Outputs

- Current & Pending (or Other) Support
- Biosketch
- Training Grant Tables (note that there is need to manually enter students from different institutions due to mentors not all having 10 years of history at UF)
- Promotion and Tenure data
- Annual Evaluations

Preaward (Proposals and Agreements)

- Number
- Amount
 - Year 1 & total
 - By budget category (including personnel, subcontracts, F&A)
- F&A
 - Rate & Base
 - Waivers
 - Programmatic rate required by Sponsor
- Time to review before deadline
- Submission method or system
- Days to negotiate (including variables such as OTL involved)
- Export reviews triggered
- Funding/Disposition
 - Success ratios – awarded, withdrawn, rejected, no response
 - Resubmitted
 - Return without review
- CDA's leading to further activity
- Cost sharing committed
- FTE support for each level of process
- Effort commitments
- Faculty Contribution

Awards & Projects

- Number of awards
 - Temps

University of Florida Integrated Research Support Tool Reporting - August 19, 2013 & August 22, 2013

- Number of projects
- Amount
 - Year 1 & total
 - By budget category (including personnel, subcontracts, F&A)
- F&A
 - Rate & Base
 - Waivers
 - Programmatic rate required by Sponsor
- Days to set up – notified, received, executed, DSR complete, C&G Complete (parameters to include: compliance & complexity factors)
- Temp projects
- Cost sharing obligated
- Terms: financial restrictions, equipment provisions, F&A reduced, publication restrictions, access restrictions
- Future funding – options and increments
- Available balance
- Faculty Contribution–
 - % FTE recovered (12 month faculty) or # of months paid (9 & 10 month faculty) from sponsored projects
 - # of graduate students & postdocs supported and mentored
 - # of publications or other “products”
 - Direct & F&A per sq ft
 - Percentage of award credit the PI’s agreed upon
 - Project budget they manage

Financial Management

- Expenditures
- Anticipated F&A recovery
- Cost sharing expenditures
- Effort commitments
- Accounts Receivable (# invoices, # LOC, days aging)
- How well is department managing funding
 - Cost Transfers (submitted < 30 days after occurrence, <60, <90, more than 90, in last 90 days of project)
 - Overdrafts
 - Spending budget to actuals
 - Spending in last 90 days
 - Rotating direct charges
 - Expenses without CAS exemptions that appear to be normally indirect
- Projects ending - dates - GANTT chart calendaring
- CAS Exemptions
- Closeout timelines - days after award end
- Reporting – Technical, Milestones & Financial deadlines met

University of Florida Integrated Research Support Tool Reporting - August 19, 2013 & August 22, 2013

- FTE support per activity
- Space allocated (or link to space reported data)
- Departmental Contacts by functional area
- OPPORTUNITY NOW: Better transparency to whether a project is closed. Some may still be open for accounts receivable recovery or to move residual balances but these shouldn't be used in linking to IRB or IACUC, allocating space, or charging expenses.

Subawards

- Number
- Amount
- Process metrics (days to initiate, PI approval, subrecipient approval, fully executed)

Sponsor/Vendor Profile

- Accounts receivable problems
- Sends awards late
- Non-compliant A-133
- Politically sensitive
 - Folks to reach out to
 - Sponsors to avoid (i.e. Tobacco)
- Terms we have negotiated in the past (including master agreements)

PI Profile

- Profile Information, specifically items affecting fast track eligibility
 - Missing or late technical reports
 - Missing or late effort reports
 - Training completed
 - Faculty productivity
- "Products" (most units require faculty to enter their own products into a locally maintained system)
 - Publications
 - Books
 - Extension contact hours
 - Patents & inventions
 - Biological materials
 - # of Extension contact hours
- Startup support
 - Mentees and placement (training grants)

Compliance

- IRB approvals
- Outside Activities
- Conflicts of Interest

University of Florida Integrated Research Support Tool Reporting - August 19, 2013 & August 22, 2013

- Export Technology Control Plans
- IACUC approvals