RESEARCH ADVISORY GROUP (RAB)
April 2, 2013  8:30-10:00 a.m.  S-30


PRESENTATION: Update on eProposal
Susanne Hildebrand-Zanki/Mara Fellouris

Susanne Hildebrand-Zanki provided an overview and update of eProposal. eProposal is an electronic proposal preparation and submission system that will interface with existing internal systems (e.g., Peoplesoft) and Grants.gov to make proposal preparation and submission simpler and faster. It provides electronic routing, and will eventually replace Cayuse and Proposal Express.

The integration of data all in one system allows for rapid preparation and submission of online forms (OSR approval form, Cayuse/sponsor forms, PeopleSoft data and institutional sign-offs are all in one system). Forms such as the research plan and biosketches will still be uploaded via .pdf, but most other forms will be electronic. There will also be the possibility to create and review draft and final budgets with a powerful pre-loaded budget tool which will be able to pull in salary information and indirect cost rates, and other information that can be saved and reused.

The pilot go-live is scheduled for September, with the roll-out to the campus coming in December.

Questions/Comments:
• Is the system proprietary, or are we building it? It is based on a proprietary system, but we have helped build a lot of the functionality, so it is tailored to UCSF-specific needs.

• Is it possible that this could be compatible with Advance, and could add funded proposals and CVs automatically into this system? This may be possible for Phase II.

• Is the budget based on actual or fringe rates? Either one can be chosen.

• Will there be separate dashboard views for different types of users? Yes, a dashboard model will be used, and PIs will be able to see their old information listed in the new system.

• What do we expect the impact on research faculty to be with this? Is this mostly taken care of by the RSC? We expect that the impact on PIs will be fairly low, as this system largely runs in the background, and is used mostly by the RSCs. However, we do expect PIs to use the system both on the front end of the proposal process, to identify opportunities, and the back end, for sign-offs.

• Does this system support sub-contract setup? The form will auto-generate, and we are looking to create a portal to make this process more streamlined in Phase II of the project.

• How are the participants for the pilot being selected? We are not sure yet, but are working on this now. We would like to include PIs who submit mainly to NIH and who will also have the bandwidth to participate in September.

Charge to the Research Advisory Group (RAB):
• To provide input to the Office of Research, and ultimately the EVC&P, about the needs of investigators and administrators in conducting research and administering extramural funds.
• To guide priority setting and critical assessment of quality improvement efforts in the Office of Research
• To work with the Office of Research staff to ensure the successful implementation of the current Quality Improvement Project
PRESENTATION: Campus-wide Financial Reporting Initiative

Lori Cripps presented a slide deck detailing the new MyReports reporting system. Through MyReports, there will be broad availability of standard reports as well as tools and support to develop queries as business needs arise.

Project implementation will happen in three waves:

Wave 1 - PI Portfolio Reports – began in September, 2012
Wave 2 - Set of reports that will be delivered in conjunction with the implementation of the new Chart of Accounts (COA) in January, 2014
Wave 3 - Supplemental reports after COA go-live; this will happen after January, 2014.

The standard reports will consist of a robust set of “best practice” standard financial and operational reports that meet the needs of different levels within the organization and provide roll-up and drill-through capabilities. The expectation is that these standard reports will meet 90-95% of needs on campus, and there will also be easy-to-use tools deployed to campus data experts who will be able to perform more specific ad-hoc queries and analyses. Training will be available as well.

MyReports functionality includes the following elements:

- Trees will be used for roll-up and grouping of information
- Reports can be filtered by all chartfields and select chartfield attributes
- Sort options will be tailored to each report
- Management reports will feature drill-through capability
- Planning information from Hyperion will be included on select reports

Lori showed a slide detailing the fields on the new COA. She also gave a demonstration of the MyReports landing page, and also walked the group through several different types of reports.

Lori and John also asked the group for feedback, as follows: What would you like to see in MyReports? How might you use MyReports?

Questions/Comments:

- The group agreed that the COA will likely have a very large impact on everyone, and that communication will be key in helping the faculty adopt this new language.
- Is it possible to flag charges above a certain amount with MyReports? Yes, this would be possible via the drill-down option within the reports.
- Is it possible to run reports by initiative? Yes, it is possible to run reports by project, or by groups of projects.
- One of the reports shown during the demo was the “net position report”, and the group agreed that a more descriptive name would be better to use, as “net position” is somewhat confusing.
- The group asked about how much impact there would be on faculty with this, and if it would take a lot of time to learn this new tool. They do not expect there to be much impact, as a lot of effort has gone into making the look and feel of these reports very user friendly, and it should be fairly simple to pick up.
• In the past certain intercampus transactions have not always been visible - will intercampus exchanges show up in this system? Yes, these exchanges will show up in the statements - they will not be hidden.

**Action:** Please send any additional feedback and suggestions about MyReports to: ReportingProject@ucsf.edu, or Lori.Cripps@ucsf.edu.

At the end of the meeting, there was a brief discussion about growing concerns from various sectors of the campus about the overall status of the funding of science nationally, and the impact this is having on our faculty. There is a perception that the challenges of securing grant support are leading to a significant increase in the departure of faculty to new positions at other institutions and industry, as well as disillusionment among junior faculty. Given these observations, committee members suggested that RAB sponsor a campus-wide forum that would allow campus leadership to provide data on the state of federal and other funding of science, data on funding of UCSF faculty over time, and the strategic planning that is relevant to these issues.

**Action:** Dan and Bill will discuss this suggestion with the EVCP.

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**Charge to the Research Advisory Group (RAB)**

• To provide input to the Office of Research, and ultimately the EVC&P, about the needs of investigators and administrators in conducting research and administering extramural funds.
• To guide priority setting and critical assessment of quality improvement efforts in the Office of Research
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eProposal (Pre-award System) Update

Presentation to the Research Administration Board (RAB)
April 2, 2013
Topics

- Project Scope & Status
- Functionality Overview
- Project Phases and Timeline
What is eProposal?

eProposal is an electronic proposal preparation and submission system that will interface with existing internal systems (e.g., Peoplesoft) and Grants.gov to make proposal preparation and submission simpler and faster.

It provides electronic routing, and will eventually replace Cayuse and Proposal Express.
eProposal System Scope

Pre-Award Process Activities

Identify Funding Opportunities
Create Proposal
Create Budget
Review, Approve, Submit & Track
**Functionality Overview**

**eProposal**
- FOA Keyword Search
- Save opportunities to Favorites List
- Link to COS and RAP to search funding opportunities

**Identify Funding Opportunities**
- Pulls FOAs and updates from Grants.gov (GG)
- Complete Grants.gov and non-electronic proposals
- Complete institutionally required data
- Interface with CHR, pulling in CHR data
- Interfaces feed in user, dept and sponsor info from UCSF systems

**Create Proposal**
- Complete GG forms
- Includes institutional and person profile to auto-fill GG forms

**Create Budget**
- Complete GG budget forms

**Review, Approve, Submit & Track**
- Accommodates comments and generates homescreen tasks
- Transparent view of proposal status
- Collaboration on proposal/project docs
- PI/chair sign-off screen with proposal summary data, links to proposal docs, area for comments
- Robust reporting tool

**Cayuse**
- Electronic routing with notifications
- Grants.gov submission data (submitter, dates, tracking number, success of receipt or error)
- Proposal summary screen
Benefits of eProposal at a glance

✓ Work more rapidly
  ✓ Integration of data all in one system allows for rapid preparation and submission of online forms (OSR approval form, Cayuse/sponsor forms, PeopleSoft data and institutional sign-offs are all in one system).

✓ Easily tell the status of projects/proposals, what’s outstanding and who they are assigned to

✓ Create (and review) draft and final budgets with a powerful budget tool

✓ Easily manage project personnel, their attachments and how they appear in budgets and sponsor forms

✓ Flexible electronic routing of proposals
  ✓ RSCs can route the proposal to the PI for signature, Division Chief if necessary, and include a message if something needs to be brought to their attention or explained.
  ✓ Chair review and approval: a routed proposal can be tracked. For example, if an RSC needed two Chairs to sign off, the RSC can see that one Chair may have signed and the proposal is still pending signature with the other.

✓ Easily manage and track correspondence
  ✓ Users can e-mail out of eProposal and those e-mails and any responses to them will be saved with the project/proposal.

✓ Accommodates UCSF - specific business processes such as customized workflows, review processes and UCSF – specific structures (e.g., the RMS management structure and assignments, UCSF department hierarchy, etc.).

In the end we anticipate delivering a tool that will prove to be extremely helpful to all those involved in research and research administration at UCSF
Project Status

☑ Software design, base configuration & build completed

☑ First round of unit testing completed for most functionality, getting ready for end-to-end testing

➢ Currently
  ➢ Final fixes and re-testing of Grants.gov forms and interfaces
  ➢ Finalizing report specifications
Phases & Timeline

<table>
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<tr>
<th>Phases</th>
<th>Timeline</th>
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<td>eProposal</td>
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<td>DESIGN</td>
<td>Jan–Dec 2012</td>
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<td>BUILD</td>
<td>Jan-Aug 2013</td>
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<tr>
<td>TEST &amp; CHANGE MANAGEMENT</td>
<td>Sept 2013 – Sept 2014</td>
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<tr>
<td>PILOT</td>
<td>Campus Go-Live 9/9/13</td>
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<tr>
<td>CAMPUS USE</td>
<td>Campus Go-Live 12/2/13</td>
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We are here

Pilot Go-Live 9/9/13

Transition Period

Campus Go-Live 12/2/13

Cayuse

Use of Cayuse

Cayuse Available as Backup

Campus Use of Cayuse
Reporting Project Overview: Research Advisory Board

April 2, 2013
Agenda

- Overview: What, When, & How
- Chart of Accounts – New Structure
- “Demo” of MyReports
  - Landing Page
  - Filter Page
  - Report Functionality
  - Review of Transaction Detail Reports
  - Review of Operational Reports
  - Review of Management Reports
- Next Steps - Discussion
Project Overview - MyReports

There will be broad availability of both delivered “standard” reports and tools/support to develop queries as business needs arise

- A robust set of “best practice” standard financial and operational reports that meet the needs of different levels within the organization and provide roll-up and drill-through capabilities
- Easy-to-use tools deployed to campus data experts to perform ad-hoc queries and analyses
- Central support provided to departments for query development, data analysis and interpretation
- Initial and ongoing user training
  - Classroom keyboard sessions, webinars, and web-based tools (job aids, quick reference guides, and UPKs)
Project Implementation

Implementation comprised of three “waves”

- **Wave 1 – PI Portfolio reports**
  - Delivered; Campus rollout began September 2012

- **Wave 2 – Set of reports that will be delivered in conjunction with the implementation of the new COA**
  - Emphasis for Wave 2 will be on key financial data and operational data
  - Includes both standard delivered reports and an ad-hoc query tool
  - Includes revising the PI Portfolio reports to address the new COA
  - Delivery date: January 2014

- **Wave 3 – Supplemental reports after COA go-live**
  - Additional data sources for standard delivered reports and queries
  - Key Performance Indicators and dashboard views
  - Delivery date: beyond January 2014
**MyReports: Functionality**

- Financial information will be updated nightly
- Trees will be used for roll-up and grouping of information
- Reports can be filtered by all chartfields and select chartfield attributes
- Sort options will be tailored to each report
- Management reports will feature drill-through capability
- Expand/Collapse will be available on select reports
- Financial balances will appear on Management reports
- Planning information from Hyperion will be included on select reports
New Chart of Accounts – Chartfields

- **Business Unit**: 5-character
  - Which organization does the transaction belong to?

- **Account**: 5-character
  - What is the accounting nature or classification?

- **Fund**: 6-character
  - Where does the money come from?

- **Dept ID**: 7-character
  - What is the cost center or unit responsible for the transaction?

- **Project**: 2-character
  - Which activity is the transaction tracking?

- **Activity Period**: 2-character
  - What period was the money spent (for sponsored projects)?

- **Function**: 2-character
  - What is the function for the transaction?

- **Flexfield**: 6-character
  - What was the departmental purpose of the transaction (optional)?
Reporting Tree Levels: Dept ID

Immune Tolerance Network’s Allergy & Asthma Studies Dept ID Structure (6 levels)

Trees will be used for roll-up and grouping in reporting and planning.

Financial postings will occur at the lowest level - may differ across departments.

Level 0: Business Unit
Level 1: School of Medicine
Level 2: M_Diabetes Center
Level 3: M_DiabCtr-ITN
Level 4: M_DiabCtr-ITN-Core
Level 5: M_DiabCtr-ITN-Core-Studies
Level 6: M_DiabCtr-ITN-Core-Stdy-Asthma

Posting level
Categories of Reports to be Delivered:

<table>
<thead>
<tr>
<th>Category</th>
<th>Reports</th>
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<tbody>
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<tr>
<td>Operational Reports</td>
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<tr>
<td>Transaction Detail Reports</td>
<td>8</td>
</tr>
<tr>
<td>PI Portfolio Reports</td>
<td>6</td>
</tr>
<tr>
<td>HR Data Reports</td>
<td>5-7</td>
</tr>
<tr>
<td>Inquiries</td>
<td>~ 20</td>
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</tbody>
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MyReports

- Common data repository
- Financial information updated nightly
- Trees used for roll-up and grouping
- Ability to filter by all chartfields and select chartfield attributes
- Sort options tailored by report
- Drill-through and expand/collapse functionality in select reports
- Hyperion planning information in select reports
- Ad hoc tool for power users
<table>
<thead>
<tr>
<th>App Name</th>
<th>Description</th>
<th>SSO</th>
</tr>
</thead>
<tbody>
<tr>
<td>AutoAccess</td>
<td>Account provisioning (for dept. Access Administrators only)</td>
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<tr>
<td>Blackline Account Reconciliation</td>
<td>Balance Sheet account reconciliation System</td>
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</tr>
<tr>
<td>Business Intelligence (COGNOS)</td>
<td><strong>VPN required when accessed remotely.</strong> Cognos Business Intelligence</td>
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<tr>
<td>HBS Timekeeping System</td>
<td><strong>VPN required when accessed remotely.</strong> Online Timekeeping</td>
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<tr>
<td>MyExpense</td>
<td>Employee Expense Reimbursement System</td>
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<tr>
<td>MyReports</td>
<td><strong>VPN required when accessed remotely.</strong> Campus Reporting System</td>
<td></td>
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<tr>
<td>PeopleSoft</td>
<td><strong>VPN required when accessed remotely.</strong> Financials, Research Adm</td>
<td></td>
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<tr>
<td>PI Portfolio</td>
<td><strong>VPN required when accessed remotely.</strong> Post-award financial reporting</td>
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<tr>
<td>ServiceNow</td>
<td>Service Management - Now tickets for Medical Center IT, School of Medicine ISU, and ITS are all handled by the same system</td>
<td></td>
</tr>
<tr>
<td>Weblinks</td>
<td><strong>VPN required when accessed remotely.</strong> Financial Reporting</td>
<td></td>
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Transaction Detail Reports

Transaction Detail
The Transaction Detail Report will contain detail transaction information for Payroll, Accounts Payable, Purchase Orders, Financial Journals, and Temporary Budget Journals.

PO Lien Balance
The Open Lien Balance Report will show open POs with a remaining lien balance for the filters selected.

Accounts Payable / Purchase Order Inquiry
The Accounts Payable/Purchase Order Inquiry Report shows detailed line level information associated with a single voucher or purchase order. This information will be helpful when answering vendor inquiries regarding a specific invoice or PO. This report will be available to run as a stand-alone report or via drill-through from other reports. This will be the lowest level drill down for the voucher and the PO.

Req to Check
The Req To Check report will show the entire lifecycle of a requisition from its creation to its settlement. The purpose and benefit of such a report would be the convenience and time savings of running just one all-inclusive report, rather than having to run multiple reports and then having to piece the information together in order to get the entire picture of the order. In a snapshot, the user can view the remaining lien balance on the PO, can view which PO lines have not yet been invoiced, and can research all the payments made against it.

Payroll in Suspense
The Payroll in Suspense report will contain detail payroll information for invalid lines from the monthly payroll GL Journal that have been expensed to a suspense chartstring. This information can be used in the monthly process to clear invalid payroll GL Journal lines.

Open Item
The Open Item Report is used for tracking open items for specific balance sheet open item accounts. When all the debits and credits for a specific open item key reference are matched, the open item is closed and dropped from this report. An example would be the Travel Advance Open Item account. When the advance is issued to the employee, the debit is recorded with their employee ID reference in the Open Item Key. When the employee substantiates the advance by submitting an expense reimbursement, or when the employee refunds the advance, the credit is then recorded against the same open item key reference; therefore, clearing and closing the open item.

Asset Management
UCOP and Federal Regulations require that departments perform a physical verification of all capitalized assets periodically. This report is what the departments use as a basis for their verification. Also, departments use this report for capital asset inquiry.

**Reports and titles are subject to change**
Demo
Next Steps

- RAB Input
  - What would you like to see in “MyReports”?  
  - How might you use “MyReports”?  
  - Other suggestions & feedback

- Contact Information:
  - ReportingProject@ucsf.edu
  - Lori.Cripps@ucsf.edu