

SPARCS |



WHY ARE WE HERE

Provide SPARCS update

Present recommendations made by the Design Team

Identify next steps

Solicit feedback from high level administrators

SPARCS — GOALS AND OBJECTIVES

Goal: *Implement an enterprise Electronic Research Management system to modernize CMU's research technology and meet business requirements voiced by the campus research community*



Implement critical requirements per module or deployment phase

Improve transparency and communication of research proposal, award and compliance activity

Reduce duplicate data entry and paper processing

Reduce risks that could lead to compliance violations and financial penalties

Improve research data integrity and reliability

Deliver project objectives within time, resource and budget constraints



STATUS

Completed GAP Analysis

Finalized Design Tasks

- Functional Grouping

- Task Dependencies

- Resource availability and constraints

Completed Design Task Assignments

Midway through requirements gathering sessions

FUNDING PROPOSAL – PHASE 1

DT1: General Information & Other Misc.

- Smartform Review
- Activities
- Notifications
- Operational Reporting
- Roles
- Integrations
- Handling Modifications/Revisions

DT2: Grants.gov Submissions & Budgeting (includes other budgets)

- Smartform Review
- Activities
- Notifications
- Operational Reporting
- Roles
- Integrations
- Handling Modifications/Revisions

DT3: Department Review

- Workflow – Data Collection on Approval Process
- Activities
- Notifications
- Operational Reporting
- Roles
- Integrations
- Handling Modifications/Revisions

DT4: OSP Review

- Review Criteria Identification as function of time
- Process & Timeline
- System Notification based on FP deadline
- Notes, Notifications, & Approvals
- Minimum required information for OSP Review
- Integrations
- Operational Reporting
- Handling Modifications/Revisions

DT5: Other Dept. Review

- ORIC Consultations
- Ancillary Review/Workflow
- Other departmental Consultations
- Notifications
- Activities
- Roles
- Operational Reporting



AWARDS— PHASE 1

DT6: Award Set-up, Award Migration, & Business Process Mapping

- Smartform Review
- Activities
- Notifications
- Reporting
- Roles
- Integrations
- Data Migration – Active Awards

DT7: Award & Budget Reconciliation

- Smartform Review
- Activities
- Notifications
- Reporting
- Roles
- Integrations
- Award Modifications

DT8: Integration with SPA

- Smartform Review
- Activities
- Notifications
- Reporting
- Roles
- Integrations
- Award Modifications
- Conversion issues

OVERARCHING TASKS

DT9: Sponsors

DT10: Person/Department/Organization integrations – Existing

DT11: Overarching workflows

DT12: Desired integrations

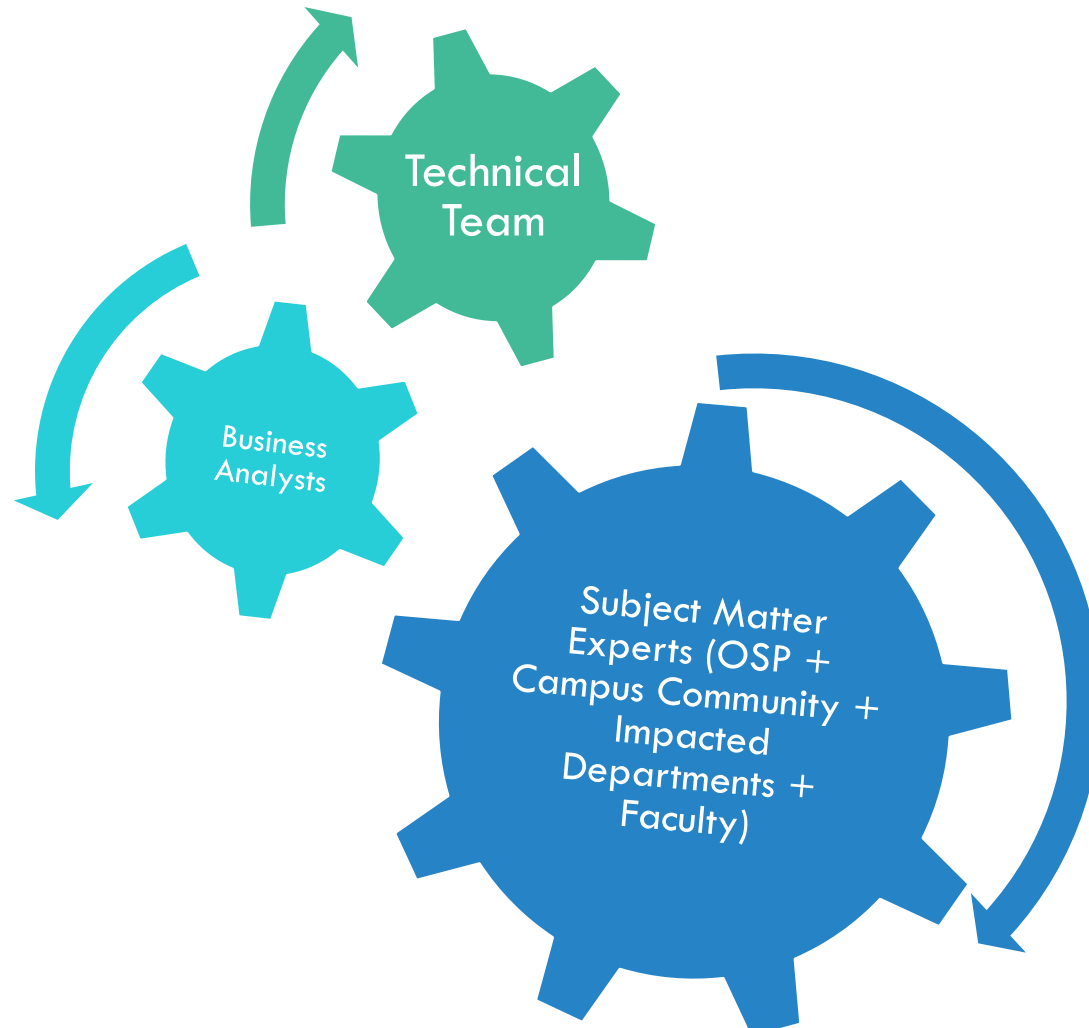
- Across Click modules

DT13: Strategic/Management Reporting

DT14: Conversion of Active Awards

- SPA Integration

DESIGN TEAM COMPOSITION



TEAM ASSIGNMENTS – STAGE 1

Team 1

- SPARCS Core Project Team (BA's, Developers, Testing, Training)
- Krista McGuigan + Kristen Jackson (L)
- Rob Kearns
- Gregory Smith
- Brenda Fink
- Leslie Levine
- Michael Balderson
- Angie Yanez
- Nathan Kotecki

Team 2

- SPARCS Core Project Team (BA's, Developers, Testing, Training)
- Kristen Jackson + Krista McGuigan (L)
- Amanda Baumann
- Kelly Widmaier
- Monika De Reno
- Keri Baker
- David Casillas
- Dana Chaffin
- Cathy Schaefer
- Judy Coyle
- Tisha Frisoli
- Anissa Greenfield
- Debbie Harvard
- Tim Sager

Team 3

- SPARCS Core Project Team (BA's, Developers, Testing, Training)
- Kristen Jackson (L)
- Rob Kearns
- Gail Kepple
- Beth Callaway
- Derek Sommer
- John Porco
- Donna Marano
- Linda Feuster
- Rhonda Kloss
- AnnMarie Zanger
- Sharon McCarl
- Diane McCrea

DT9: Sponsors

- Business Analysts
- Technical Team
- Rob Kearns
- David Quinn
- SPA Rep?
- CMT

DT10: Person/Organization Integrations

- Business Analysts
- Technical Team
- CMT

DT11: Overarching Workflows

- Business Analyst
- Technical Team
- Project Team
- CMT

DT12: Desired Integrations

- Business Analyst
- Technical Team
- Project Team
- CMT
- Impacted Dept(s)
 - ORIC
 - SPA
 - Etc

DT13: Overarching reporting requirements

- Business Analysts
- Technical Team
- Rob Kearns
- David Quinn
- Beth Callaway
- CMT

TEAM ASSIGNMENTS – STAGE 1

Team 1

- Review **current process and data for funding proposals** in SPEX, and recommend changes to solution and process
- Review and recommend solutions for workflow process for OSP Review, Department Review, and related dept. review
- DT1, DT2, DT3, DT4, DT5

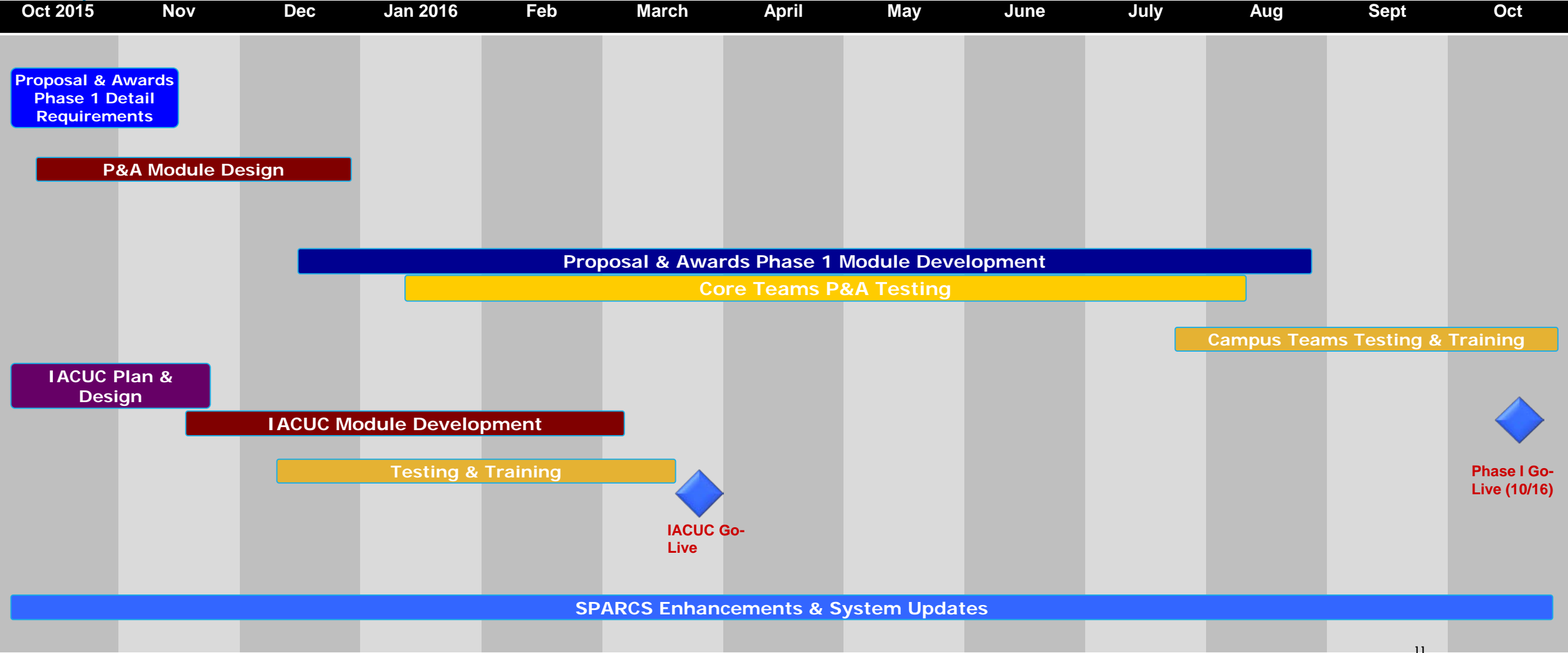
Team 2

- Review the **current process for completing the SF424 application and budget creation for grants.gov proposal submission**
- Review the current processes for **budget creation for non grants.gov and non federal submissions**
- Review the **award set-up, and budget reconciliation process** on an award
- DT2, DT3, DT4, DT5, DT6, DT7

Team 3

- Review **current process and requirements for award setup** with respect to SPA mapping
- Map out current process for the **data handoff between OSP and SPA** and redesign process
- Review and concur on **sponsor setup** with SPA
- DT8, DT9, DT10

COMING YEAR ACTIVITIES & MILESTONES



(30,000 foot view – dates approximate)

RECOMMENDED CHANGES

Issue: Current process requires signature collection from ALL impacted departments

Funding Proposal Workflow changes

- Lead department workflow for approval of funding proposal
 - Individualized by department/college
 - Business Manager/Research Administrator can upload electronic approval from Dean/Department head
- Moving to notification of impacted departments on funding proposal without a hard stop

RECOMMENDED CHANGES

Issue: Business managers submit proposals on behalf of colleges/PI's

Principal Investigator (PI) sign off on proposal submission

- PI's can submit proposals by logging into SPARCS
- Business Managers can sign-off on behalf of faculty. Approval from faculty can be uploaded electronically.
- OSP maintains a list of personnel within each department who have the authorization from the Dean/Department head to approve funding proposals on behalf of department/college

Issue: Budgeting approach in SPEX vs SPARCS

Budgeting related changes in SPARCS

- Detailed budgets are developed outside the system by business managers
- Summarized budget information will be input into SPARCS
 - Personnel grid – Listing annualized salaries, % effort, overhead and fringe rates, etc.
 - Hourly pay will need to be annualized and input into SPARCS
 - General Costs grid – Listing all other “non-personnel expenditure types”. Expenditure type listed currently in SPEX will be utilized as a starting point to narrow the list
 - Detailed budgets will be uploaded as supporting documentation

RECOMMENDED CHANGES

Issue: Improving award setup turnaround

Award Reconciliation Workflow

- OSP will start the award set-up process based on NOA and hand over the process to department business managers
- Business Managers will reconcile the budget, complete the PT setup, complete funding allocations, complete appropriate compliance related information and hand over the process to impacted departments
- Ancillary Review within the solution will be used to obtain approval from compliance, cost sharing departments, departments providing space, labs, etc.

Issue: Supporting unified reporting across all research systems

Integration with SPA

- Sync up of sponsor and classification for unified reporting
- Set-up of awards and budgets within SPARCS to support automated entry into Oracle

NEXT STEPS

Continue requirements gathering sessions

Detail requirements documentation plan in coordination with technical team

Develop test plans alongside requirements

Commence development of Proposal & Awards customizations

Coordinate User Acceptance Testing with departmental users

Plan training session and communications related to P&A rollout

QUESTIONS

