Research Administrators Forum

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Session Objectives

• Communicate goals for USC systems replacement and Kuali Coeus
• Project timeline, structure, and current status
• User engagement of research community in the project
• Discussion – Q&A
Randolph Hall

Senior Vice President of Research
Office of Research
Goals

• Simplify proposal generation, submission and management
• Improve proposal success rate due to increase in quality
• Increase accuracy
• Make it possible to grow research at USC
• Eliminate need for shadow systems
Components

- **Kuali Coeus (KC)** for pre-award and post-award proposal management, financials
  - Replace e-cert, Scera, Paris
- **Click Commerce** for regulatory, ethics system
  - Retain existing iStar
  - Expand to IACUC, Lab Safety, Likely Conflict of Interest
- Integrate KC with Kuali Financial System, Click Commerce, other systems
RAS Development Strategy

- Extensive user input in creation of requirements
- Engagement from all levels of users in creation of individual modules and features
- Careful “beta” testing with users prior to wide release
- Assurance that requirements are met prior to release
- Office of Research take lead in meeting user requirements
Challenges

• Approval pathways: must be customizable, flexible, resilient
• Budgeting must be simple, and able to account for great range of budget types
• System must work well during surges, prior to proposal deadlines, and must not fail
• Interface must be intuitive
• Training, help and documentation are essential
Project Overview & Timeline

Jennifer Love
Phased Approach

KC Implementation

Phase 1: Post-Award
Go-live Fall 2012

Phase 2: Pre-Award
Go-live Fall 2013
Kuali Coeus Timeline

Today

<table>
<thead>
<tr>
<th>Year</th>
<th>Planning</th>
<th>Post Award</th>
<th>Pre-Award</th>
<th>Reporting</th>
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<tbody>
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<td>2011</td>
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Phase 1 Timeline: Modules

2011
- Q-3
- Sept 2011 – Feb 2012 Award
- Award Budget
- KC-KFS Linkage

2012
- Q-1
- March – June 2012 Sub-award Negotiations
- iStar Interface
- Report Tracking
- Workflow UI
- Q-2
- June – Sept 2012 BIRT
- ARRA
- System Tests
- Q-3
- Q-4
- Reporting
Connected Processes, Connected Systems

- Effort certification
- Service center recharge
- Award, account & budget setup
- Award management
- Award close-out
- IACUC, controlled materials, lab safety, Conflict of interest
- In development (Click Commerce)
- TBD
- Kuali Coeus
- iStar
- Equipment purchase & tracking
- Billing & accounts receivable
- Business Intelligence Tool(s)
- Kuali Financial System
- IRB
- Reports
Project Status

• Project kick-off meetings were held in September
• Advisory User Group meetings were held in October
• Working Groups began meeting in October
• Integration discussions have begun with other project teams
User Participation

Christine Lavoie
Project Execution

• Significant User Input Prior to Development
• Open Design Process with Opportunity for User Community to Review Specifications and Intermediate Products
• User Testing and Feedback Prior to Release
• Documentation and Training
User Roles & Responsibilities

- What the project needs from users
  - We need your commitment

- How you as users will participate
  - Provide guidance and expertise in Research Administration
  - Participate in a User Group or Working Group, Ask Questions and Provide Feedback
  - Create the best system possible for USC
Types of Working Groups

• **Functional** working groups: Small groups meet on a regular basis and focus on specific areas of research administration.
  – Develop thorough business requirements
  – Analyze how systems can support the business process(es) involved

• **Configuration** working groups: Primarily ad-hoc and one on one discussions of data needed in the system.
Working Group Tasks

• Participate in fit / gap analysis
  – Review the business processes involved in managing awards
  – Review KC and explore how current processes at USC can use current KC functionality
  – Provide review of fit / gap and requirements documents and provide feedback to BA

• Participate in requirements gathering and review
  – Communicate user requirements on behalf of the user community

• Participate in user acceptance testing
  – Review KC as it has been configured and modified for USC and provide feedback
  – Provide insight on user training and documentation needed

• Champion and rally enthusiasm for the project among users
Working Groups

- Award / Account Set-up
- Award Lifecycle
- Award Accounting Processes
- Award Reporting
- Award Closeout
- Training & Development
Working Groups Topics

- **Award / Account Set-up**
  - Award establishment
  - Account establishment

- **Award Lifecycle**
  - Award changes
  - Sponsor deliverables tracking
  - Sub-awards / Subcontracts
  - Consultants / Independent Contractors

- **Award Accounting Processes**
  - Award accounting & financial transactions
  - Financial projections
  - Accounts receivable & billing
  - Financial reporting

- **Award Reporting**
  - Internal & external reporting
  - Financial & non-financial reporting
  - Pre-defined & ad-hoc reporting

- **Award Closeout**
  - Award closeout
  - Account closeout
  - Final reports / deliverables

- **Training & Development**
  - Identify training needs
  - Create & review training materials
• Meetings began October 24
• Business processes / topics for each group have been identified
• Groups have begun documenting USC’s current business processes for managing awards
• Additional Working Groups to be established in December to assist with Testing group and Training and Development Group
Project Team

Project Director
Tim Woodward

User Engagement
Christine Lavoie
Margaret Harrington

Technical Team Leads
Mark Morris
Stephanie Honda
Asbed Bedrossian
Phil Berres

Business Analysts
Bill Bowers
Jennifer Love
Larry Jackson
Discussion

Christine Lavoie
Kuali Coeus at USC website:  
http://newsystems.usc.edu/depts/kc/

Research Administration System Requirements

Kuali Foundation:  www.kuali.org