**GOALS AND OBJECTIVES ACHIEVED FOR FY 2012**

**Completion and agreement on Research Administration Program (RAP) charter**

**Goal accomplishment:** We reached agreement and executive approval on a four-year project to introduce new systems in all areas of research administration. The RAP charter:

- Allocates operational funding for four-year RAP project
- Creates 8.5 new permanent IT positions
- Creates 2 new restricted positions for duration of project
- Authorizes purchase and implementation of Cayuse 424 system for Grants.gov interface
- Defines project governance including formation of a university-wide Steering Team, which began monthly meetings in March 2012
- Defines cooperative approach to system implementations with OVPR and Central IT
- Allows flexibility in choosing vendors and development approaches for proposal and budget development and compliance modules

**Successful implementation of Cayuse 424 System**

**Goal accomplishment:** Cayuse 424 is a hosted system that provides an improved interface for federal research proposals for which submission through Grants.gov is required. The system is in use in all departments and has received positive reviews. It has facilitated the proposal submission process for researchers and their support staff, while easing the burden on the OSP pre-award administrators. Support from the Cayuse company has been excellent, and there is minimal need for technical support at Virginia Tech. An implementation timeline for the FY 2012 reporting year is provided below.

- **July 2011** – Begin project
- **November 2011** – Implement test system and hold onsite training and consulting sessions
- **December 2012** – Begin pilot phase in production with first submissions completed to Grants.gov
  - **January 2012** – Begin intensive training program of approximately 300 Virginia Tech users, including lecture and demo classes, online classes, hands-on workshops, and a boot camp for OSP pre-award administrators
  - **March 2012** – Switched over to full production, with all Grants.gov submissions routed through Cayuse 424
  - **April 2012** – Transferred training and oversight of Cayuse 424 system to OSP
  - **June 2012** – 159 total Grants.gov submissions during FY 2012

**Began work on foundational pieces of an improved research administration system environment**

**Goal accomplishment:**

- Built a new team virtually from scratch with the hiring of an IT tech lead, a project planner, and a business process analyst. In addition, a senior process analyst and pre-award subject matter expert were reassigned to the team from the Office of Sponsored Programs. An IT application analyst is expected to be hired in summer 2012.
• With the hiring of a professional project planner, the RAS team has begun following standard industry practices for project management, and is in compliance with project documentation requirements for the five current projects within the RAP, in compliance with Virginia Tech project management methodologies and procedures and the Virginia Higher Education Restructuring Act.

• Developed Electronic Research Administration (ERA) website (www.research.vt.edu/era) providing quick links to research system tools such as Cayuse 424, the PAN system, the Cost-sharing tracker, etc., and training and other announcements.

• Developed a research portal within the MyVT portal framework, providing access to most available research tools. This will put the functionality of the ERA website in a portal technology, allowing single sign-on, increased security, and potential for future tailored reporting for researchers.

• Developed detailed business requirements documents for agreement tracking, proposal budgeting, and proposal development. These are critical for evaluating software products and designing new systems or enhancements.

• Began an intensive evaluation of the Kuali Coeus (KC) product (expected completion Aug 31, 2012)

• Contributed to a university-wide effort to revise Virginia Tech’s Conflict of Interest and Disclosure procedures to reflect new federal guidelines.

Challenges and Opportunities

Determine the best combination of commercial, open-source and in-house developed software to lay the foundation for a new electronic toolset for research administrators.

Find innovative ways to put sponsored award information in the hands of faculty and staff.

Implement a system to track agreements and contract negotiations for use by administrators, faculty members, and department staff.

Provide electronic access to faculty conflict of interest and disclosure information.

Finish KC evaluation and make recommendation to RAP Steering Committee on whether Virginia Tech should implement KC and what enhancements and integrations would be necessary.

Develop implementation plan for KC or other proposal and budget development system, to be executed during calendar year 2013.

GOALS AND OBJECTIVES for FY 2013

Continue following project timeline described in RAP charter.

Finish Kuali Coeus (KC) evaluation and make recommendation to RAP Steering Committee on whether Virginia Tech should implement KC and what enhancements and integrations would be necessary.

Develop implementation plan for KC or other proposal and budget development system, to be executed during calendar year 2013.

Develop Agreement Tracking System to improve workload management and communication with departments regarding the status of new awards and agreements.

Deploy the research portal currently in production.

Determine a strategy for implementing an online Conflict of Interest disclosure system during calendar year 2013.