

January 12, 2022 Research Administration Forum



Zoom etiquette reminder

- Please keep yourself muted unless you are actively speaking
- If you have a comment/question, please type it in the chat.
 - ❖ We will read out any chat questions and obtain answers to ensure both question and answer are included in the session recording.
 - ❖ If you have a follow-up/clarification question as answers are provided, please raise your hand. We will call on you to unmute, turn on your video (preferable), and ask your question as soon as we are able.
- Sessions are recorded and will be made available on the RA Forum page along with the slides. (~1 week after)

Agenda



- Reminder of Proposal Routing Timelines for UAccess Research Update
- Demonstration of Proposal Tool for UAccess Research Cut-Over
- Training Resources and Opportunities for UAccess Research Update
- Overview of Updated System/Key Changes
- Open Discussion/Q&A

Proposal Routing Timelines for UAccess Research Update

JANUARY / 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1 Winter Closure UA Closed
2 Winter Closure UA Closed	3	4	5	6	7	8
9	10	11	12	13	14 All UARs routed to SPS by COB	15
16	17 MLK Day UA Closed	18	19	20 as of 5pm No UAR Access	21	22
23	24	25 8am Kuali goes live	26	27	28	29
30	31	1	2	3	4	5

Date	Action/Requirement
January 14 th by 5pm	<p>Proposals in a created/saved state that have never been submitted to routing will automatically copy over to the new system and may be updated, completed, and submitted to routing once the system goes live January 25th.</p> <p>ALL proposals that have been submitted to routing (including any that have been returned for edits) need to be at the SPS route stop by 5pm for SPS to review, approve, and finalize prior to the system cut-over.</p> <p>ANY proposals submitted to routing that have not reached SPS route stop by 5pm will be cancelled and will need to be re-routed once the system goes live January 25th.</p>

Date	Action/Requirement
January 15-26	Campus may use the UAR System Conversion Proposal Submission Tool to route <u>necessary</u> proposals.*
January 20th at 5pm	All access to current UAR system ends and the system update begins.
January 21-24	<p>SPS Preaward Services will be submitting electronic submissions that correspond with proposals that were fully routed and approved in UAR by 5pm January 14, 2022.</p> <p>SPS Preaward Services will review and submit proposals received through the UAR System Conversion Proposal Submission Tool with identified limited approvals.*</p>
January 25th at 8am	Updated UAR system goes live.

So what is happening between the 15th and the 25th?

- Campus still has access to **view and reference** items in the current UAccess Research environment until Thursday, January 20th at 5pm.
- Tuesday, January 18th through Thursday, January 20th, Sponsored Projects Services will be working to **complete, finalize, and submit** (as appropriate) anything that was at the SPS route stop by 5pm on Friday, January 14th.
- Tuesday, January 18th through Thursday, January 20th, Sponsored Projects Services will be cancelling any old, open documents and anything that was **not** routed to the SPS route stop by 5pm on Friday, January 14th.
- Thursday, January 20th through Monday, January 24th, UITS and Kuali will be exporting databases from UAR 5.2.1 and migrating over to UAR-Kuali SaaS and performing all the behind the scenes work it takes to migrate a system.

Additional notes...

- Because the system will be unavailable, Award, Subaward and Negotiation entry will cease in the current UAccess Research system on Wednesday, January 19 and will not resume until the updated system goes live on Tuesday, January 25. Expect delays.

Proposal Tool for UAccess Research Cut-Over

for use January 15-26 only!

A limited-time proposal routing and approval tool has been created for use during the UAR system conversion. This tool obtains limited approvals (PI, Lead Unit, College) and provides SPS with the minimum information they need to review, approve, and submit proposals during the system downtime.

- **PI, Lead Unit, and College must approve** before Sponsored Projects will receive and take action.
- **No cost-share will be accepted** unless accompanied by appropriate documentation of approvals from the responsible parties.
- After go-live on January 25 and before close-of-business March 4, **Proposal Initiators will be responsible for fully entering any proposals submitted using this tool into the updated UAR system** in accordance with normal practice and requirements and fully routing for ALL approvals.
- **If all approvals are unable to be obtained by close-of-business March 4, the proposal may be withdrawn from consideration.**

A section has been added to the UAccess Research Update webpage with

- Information on when and how to use the proposal routing tool
- A button linking to an instructional guide which shows all the form questions, some additional notes, and screenshots of various notifications and how things will appear in the system
- A **Route Proposal** button which currently links to a Sandbox version of the form and which will link to the live form after 5pm on Friday, January 14, 2022.

<https://research.arizona.edu/administration/home/kuali-research-upgrade>

*Reminder: The Route Proposal button will link to the live form beginning **Friday, January 14, 2022 at 5pm.***

Training & Resources for UAccess Research Update

resources and opportunities

Four different training sessions are being offered with multiple timeslots each to ensure the broadest audience participation:

- **Orientation/Overview of Changes** – these sessions will demonstrate new features such as the Dashboard and Search Records, as well as introduce people to the new layout and style.
- **Proposal Development** – these sessions will focus on proposal creation, completion, submission, routing, and next steps. We'll discuss new requirements, and where to locate things that may have shifted.
- **PI/Co-I/Key Personnel** – these sessions will focus on what each role is required to review and approve in UAccess Research proposals, as well as best practices for coordinating changes while proposals are en route.
- **Department/College/Responsible Unit** – these sessions will focus on what responsible units are required to review and approve in UAccess Research as well as best practices for coordinating changes while proposals are en route.

January 2022

MON	TUE	WED	THU	FRI
3	4	5	6	7
10 WEBINAR	11 WEBINAR	12 January RA Forum	13 WEBINAR	14 WEBINAR
UAR Orientation/ Overview of Changes 10:00-11:00am	UAR Proposal Development 10:00-11:00am	Training campus RAs on System (overview/ changes, resources, points of contact, etc.)	UAR PI/Co-I/Key Person Review/Approval 10:00-11:00am	UAR Dept/College/Unit Review/Approval 10:00-11:00am
17 HOLIDAY!	18 WEBINAR	19 WEBINAR	20 WEBINAR	21 WEBINAR
Martin Luther King, Jr. Holiday	UAR Orientation/ Overview of Changes 2:00-3:00pm	UAR Proposal Development 2:00-3:00pm	UAR Dept/College/Unit Review/Approval 2:00-3:00pm	UAR PI/Co-I/Key Person Review/Approval 2:00-3:00pm
24	25 GO LIVE!	26 GO LIVE!	27 GO LIVE!	28 GO LIVE!
	UAR Orientation/ Overview of Changes 9:00-10:00am VIRTUAL Office Hours 10:00-11:00am Zoom	UAR Proposal Development 9:00-10:00am VIRTUAL Office Hours 10:00-11:00am Zoom	UAR PI/Co-I/Key Person Review/Approval 9:00-10:00am VIRTUAL Office Hours 10:00-11:00am Zoom	UAR Dept/College/Unit Review/Approval 9:00-10:00am VIRTUAL Office Hours 10:00-11:00am Zoom
31 GO LIVE!				
UAR Orientation/ Overview of Changes 1:00-2:00pm VIRTUAL Office Hours 2:00-3:00pm Zoom				

February 2022

MON	TUE	WED	THU	FRI
	1 GO LIVE!	2 GO LIVE!	3 GO LIVE!	4 GO LIVE!
	UAR Proposal Development 1:00-2:00pm VIRTUAL Office Hours 2:00-3:00pm Zoom	UAR Orientation/ Overview of Changes 1:00-2:00pm VIRTUAL Office Hours 2:00-3:00pm Zoom	UAR Dept/College/Unit Review/Approval 1:00-2:00pm VIRTUAL Office Hours 2:00-3:00pm Zoom	UAR PI/Co-I/Key Person Review/Approval 1:00-2:00pm VIRTUAL Office Hours 2:00-3:00pm Zoom
7	8	9 February RA Forum	10	11
IN-PERSON Office Hours 10:00-11:00am ECE 228		February RA Forum - UAR Discussion, Review, Q&A 9:00-10:30am IN-PERSON Office Hours 2:00-3:00pm ECE 228		VIRTUAL Office Hours 2:00-3:00pm Zoom
14	15	16	17	18
IN-PERSON Office Hours 10:00-11:00am ECE 228	VIRTUAL Office Hours 10:00-11:00am Zoom	IN-PERSON Office Hours 2:00-3:00pm ECE 228		
21	22	23	24	25
IN-PERSON Office Hours 10:00-11:00am ECE 228		IN-PERSON Office Hours 2:00-3:00pm ECE 228	VIRTUAL Office Hours 2:00-3:00pm Zoom	
28				
IN-PERSON Office Hours 10:00-11:00am ECE 228				

March 2022

MON	TUE	WED	THU	FRI
	1	2	3	4
		IN-PERSON Office Hours 2:00-3:00pm ECE 228		VIRTUAL Office Hours 10:00-11:00am Zoom
7	8	9 March RA Forum	10	11
IN-PERSON Office Hours 10:00-11:00am ECE 228	VIRTUAL Office Hours 2:00-3:00pm Zoom	March RA Forum - UAR Discussion, Review, Q&A 9:00-10:30am IN-PERSON Office Hours 2:00-3:00pm ECE 228		
14	15	16	17	18
IN-PERSON Office Hours 10:00-11:00am ECE 228		IN-PERSON Office Hours 2:00-3:00pm ECE 228	VIRTUAL Office Hours 10:00-11:00am Zoom	
21	22	23	24	25
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28	29	30	31	
IN-PERSON Office Hours 10:00-11:00am ECE 228	VIRTUAL Office Hours 10:00-11:00am Zoom	IN-PERSON Office Hours 2:00-3:00pm ECE 228		

Go to <https://research.arizona.edu/administration/home/kuali-research-upgrade#KRTraining> and use the linked dates/times to register for the Zoom training session.

We will also offer office hours, both in person and virtual, from February 7 through March 31. Bring your questions, challenges, real-world examples, etc. to get answers and guidance. Open to all users... Proposal Initiators, Investigators, Responsible Units...

To register, go to

https://uarizona.co1.qualtrics.com/jfe/form/SV_5Bai21nVSTNTjq6.

The registration tool has quotas for each session to ensure we can provide the necessary space and attention. Choices only appear for sessions that have not yet met their quota. If all sessions in a given week are full, you will be given the option to join a waitlist.

A resource page has been created and is in the process of being populated. It will contain:

- Downloadable resources
- On-demand training videos
- Campus Ambassadors list for the various colleges
- Frequently Asked Questions (FAQ) section

<https://research.arizona.edu/administration/home/kuali-research-upgrade/resource-page-uaccess-research-update>

More content is being added daily.

UAccess Research Update Overview / Key Changes

UAccess Research Sandbox

Announcements/ Information Sharing

Future RA Forums

- **February 9, 2022**

https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004964

- **March 9, 2022**

https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004965

- **April 13, 2022**

https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004966

- **May 11, 2022**

https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004967

- **June 8, 2022**

https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004968

Future Forum Topics?

- Suggest/request future forum topics - Send an email to shana@arizona.edu
- Present a topic!
 - ❖ Share research administration tools (reports, agents, forms, templates, etc.)
 - ❖ Lessons learned
 - ❖ Tips & Tricks
 - ❖ Upcoming Changes
 - ❖ Information gained from conferences/workshops/webinars

QUESTIONS?

CONCERNS?

OPEN SHARE



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or find me on Teams!