Massachusetts Institute of Technology

RA Hub News

Connecting the MIT Research Administration Community

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Inside This Issue:

RA Spotlight: Margaret (Peggy) Bryan

by Rosemary Hanlon

Peggy reluctantly accepted being our featured research administrator for this spotlight article. I struggled to understand why. It is not because she's shy and retiring, because once you meet up with Peggy, you'll find that she is easy to talk to and quick to share a laugh. It is not for a lack of accomplishments, because she's built her MIT career with an escalating series of skill-enhancing positions. And it's not that she's unwilling to share & connect, because I think she is an expert in that area too.

Peggy came to MIT in 2000 as a part-time financial coordinator in the Dept. of Urban Studies & Planning's (DUSP) Center for Real Estate. Like many of us, she found her way on campus at the encouragement of a friend whose sister worked at MIT. She found a part-time job listing, applied, got the call, and was in. Peggy's first mentor was Marion Cunningham, the Managing Director of the Center for Real Estate. Marion encouraged Peggy to look into research administration when she was ready for full-time employment, and that advice and support helped her get more hours supporting DUSP's central office with another soon to be mentor, Administrative Officer Karen

Yegian. That taste of research eventually took over, and Peggy soon succumbed to the lure of research administration.

With the support of both mentors, she did some exploratory investigating on RA jobs, and knew that her background in financial administration provided the strong foundation for the job, yet would still provide challenging opportunities to learn and grow. Peggy became a Research Fiscal Officer in Aero/Astro where she supported ten Principal Investigators. She knew this job would be stretch, but she wanted to get out of her comfort zone and needed more challenges.

While she felt out of her element in the beginning, ("It was like jumping into the deep end of the pool!") she loved the challenge of learning new things. She put in the effort, and invested the energy to forge relationships with her co-workers and earn the trust of her PI's. She followed the advice she gives to others: "Take the time to get to know your PI's, find a way you can relate to them and build a strong working relationship. That way, when the pressure is on, you can find a way to work together as a team." Peggy stayed in touch with her colleagues and mentors at DUSP, where programs kept growing and expanding – to the point where Karen Yegian was in need of support. The opportunity to return to work with her mentor Karen, and have a role in helping to grow the Urban Studies department was irresistible to Peggy. She returned to DUSP headquarters in 2008 and has been a fixture ever since. First as a Program Manager for HQ and the SENSEable City Lab, and then Manager of Finance and Administration. Peggy says, "I always ask myself, how did I get so lucky to have not one, but two great strong women as mentors (Marion and Karen)? They both kept - and continue - to leave the door open for me to continue with my career goals. I wouldn't have had such opportunities without their leadership, support and advice." Her current position in DUSP HQ is her both her most challenging and rewarding experiences of her MIT career. She cherished the experiences she had being part of a successful research group in Aero/Astro, but she is most rewarded by the challenges and opportunities she has in her consistently growing role working with Karen Yegian to coordinate and develop and launch new projects for the Urban Studies department.

I got the definite impression in our interview that Peggy thrives on challenges and being part of a team. She maintains a consistent & enviable workout schedule; takes care of her family; makes time for charitable causes; loves going to the movies, and even dreams of taking on the marathon. She is a dynamo! We talked about other interests, and Peggy said that she'd think she'd like to be a fitness coach one day. If you do that Peggy, sign me up! You've already motivated me. I finally figured out that it is dedication to teamwork that made Peggy reluctant to be in the spotlight. She may not realize it, but I'm sure her colleagues will confirm that she is the heart and soul of her team.

Is there a research administrator you'd like to shine the spotlight on? Send suggestions to ra-help@mit.edu with "spotlight suggestion" in the subject. Thanks!

VPF Corner

Semimonthly Pay Schedule Begins this Month

MIT is increasing its pay frequency for faculty, salaried staff, graduate students, and fellows—transitioning from a monthly to a semimonthly schedule this month- April 2018.

With this change, there will be two (2) pay dates per month—on the 15th of the month and on the last day of the month. If either date falls on a weekend or holiday, the pay date will be the business day that precedes that weekend or holiday.
Pay for April 2018 will be divided into two payments—**Friday, April 13**, and **Monday, April 30**. In other words, half of the monthly amount will be paid *earlier* than in the monthly schedule.

Financial Record Retention

On January 29th, VPF announced changes to **MIT's Financial Record Retention Policy**.

An overview of the new policy is available on the VPF website (http://vpf.mit.edu/faqs-financial-record-retention).

In brief:

1. Electronic imaging allows you to discard paper records after uploading a complete and legible electronic image to a VPF-managed application (Concur, BTP, ProCard Inbox, eRFP, or Journal Vouchers).
2. ProCard threshold raises to $75 to match Travel Card policy. (Certain expense exceptions still apply for both cards: e.g., all business meeting meal receipts, regardless of amount, must be maintained.)
3. ProCard now has receipt image attachment functionality.
4. B2P Receiving provides an alternative to paper packing slips for proof of receipt for invoice approval.

If you have a question about the financial record retention policy as a whole, please reach out to vpfcomm@mit.edu

Did you know that VPF posts recent news and announcements on their website?

Check them out at http://vpf.mit.edu/news

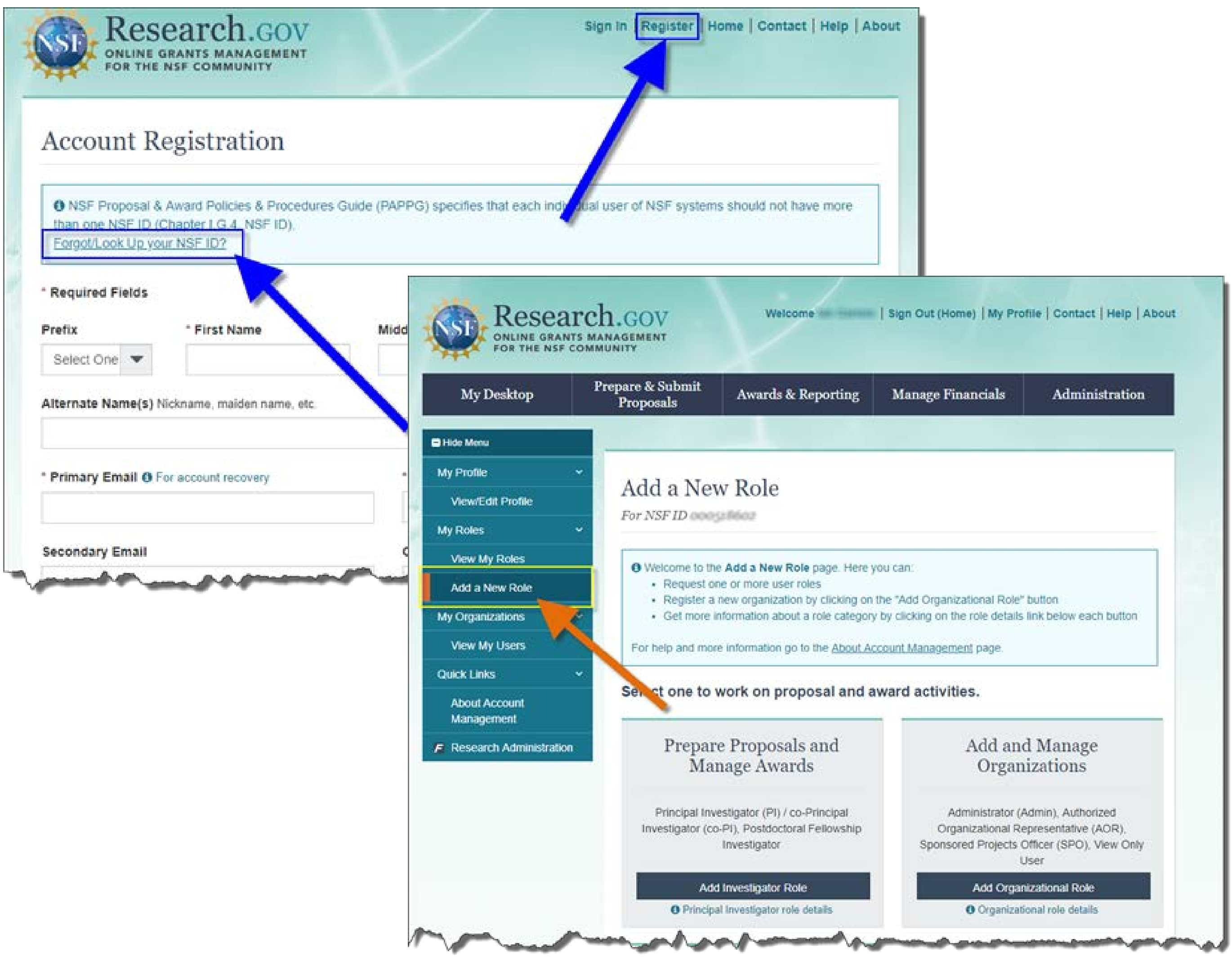
OSP Corner

NSF recently introduced a new streamlined account creation & registration process in Research.gov for the research community that provides each new user with a single profile and unique identifier (i.e., NSF ID). This ID is required to login to NSF FastLane and Research.gov for proposal and award activities.

If you have an existing ID, the next time you login to Fastlane/Research.gov, the new single-sign on method will prompt to verify your information and review your roles. You should consider taking a moment to login and refresh your ID before your next urgent task!

Research.gov's account tool provides the following features:

- Users with existing NSF accounts can access the NSF ID Lookup page for their NSF ID.
- Forgotten passwords for established NSF accounts may be retrieved here.
- New users will be able to register directly with NSF through Research.gov via this link: https://www.research.gov/accountmgmt/#/registration.
- To request a role, you need to provide MIT's DUNS#: **001425594** so the system will alert MIT OSP to process your request.



If you have questions about accessing Fastlane, please contact your OSP Contract Administrator or ra-help@mit.edu.

Educational Offering Review: ToolTime

By Carole Trainor

ToolTime was launched on Tuesday March 20, 2018 with three ToolTime Poster Sessions that were attended by over 100 Research Administrators from across the Institute. What brought everyone together was an interest in viewing tools developed by their colleagues to address some of the most pressing business needs in research administration. The poster sessions were held in the Grier room, where six stations with ePoster boards allowed presenters to exhibit their tools, discuss benefits, and answer questions.

Carol Wood, Director, Research Administration Support, VPR kicked off the event by welcoming attendees and explaining that the ToolTime Poster Sessions would feature a lively and dynamic format, called Speed Geeking. Speed Geeking is a participation process used to quickly view a number of presentations within a fixed amount of time. As participants arrived, they were assigned to a Speed Geeking group that would meet with each presenter for six minutes. When Carol would blow a whistle, groups would move clockwise to the next station.

Olu Brown, Director, Platform Engagement, IS&T then addressed the participants and presented helpful guidance on the current reporting landscape, tools available, and information on assistance from IS&T including, drop-in sessions to answer any reporting or data warehouse question held every Thursday from 1:30pm to 3pm in NE49-3098 (Little Cayman), and training held on the third Thursday of every month (see http://ist.mit.edu/news/third-thursdays for more information).

The presenters and a summary of their tool for this first ToolTime were:

Tyler Brezler, Financial Administrator, Chemistry

- Aureus Financial Forecasting - Excel-based tool that eliminates most of the manual processes involved in financial forecasting and provides a user-friendly interface for tracking expenditures and encumbrances. PI-friendly charts and graphs provide a quick look at burn rates, expense allocations, personnel appointments and more.

Marwan Cheguenni, Business Systems Analyst, Media Lab

- Admin Metrics Report: used for monitoring of Swept Charges, Outstanding Travel Transactions and FRC completion rate, useful for overseeing activities in your area.

Heather Finney, Associate Director, Financial Planning & Operations, Sloan

- Cognos dashboard for Financial Transactions: used for oversight of financial transactions, including FRC, swept Pcard charges, and Unexpensed Travel.

Josh Freedman, Assistant Director for Finance and Administration, Institute for Soldier Nanotechnologies

- Reporting and Forecasting (RAFT) prototype: basic reporting and projections using data from the warehouse. Features drill down capability into salary charges and the ability to report across any time period.

Rebecca Mathews, Business Analyst, Sloan

- Tableau Account Balances: dashboard aggregates data from SAP, combined with Sloan's SPD database, to show discretionary balances for faculty by individual and by department, as well as trends over time.

Liz Rietz, Sr. Business Systems Analyst, Media Lab

- Tableau PI Financial Reporting: PI Reporting tool in Tableau delivers a real-time view of individual PI account balances, proposals, RA/Staff headcount and salary/revenue forecasts. MIT's data warehouse is the main source of information, coupled with analysts' forecasts updated in google sheets.

More ToolTime to come!

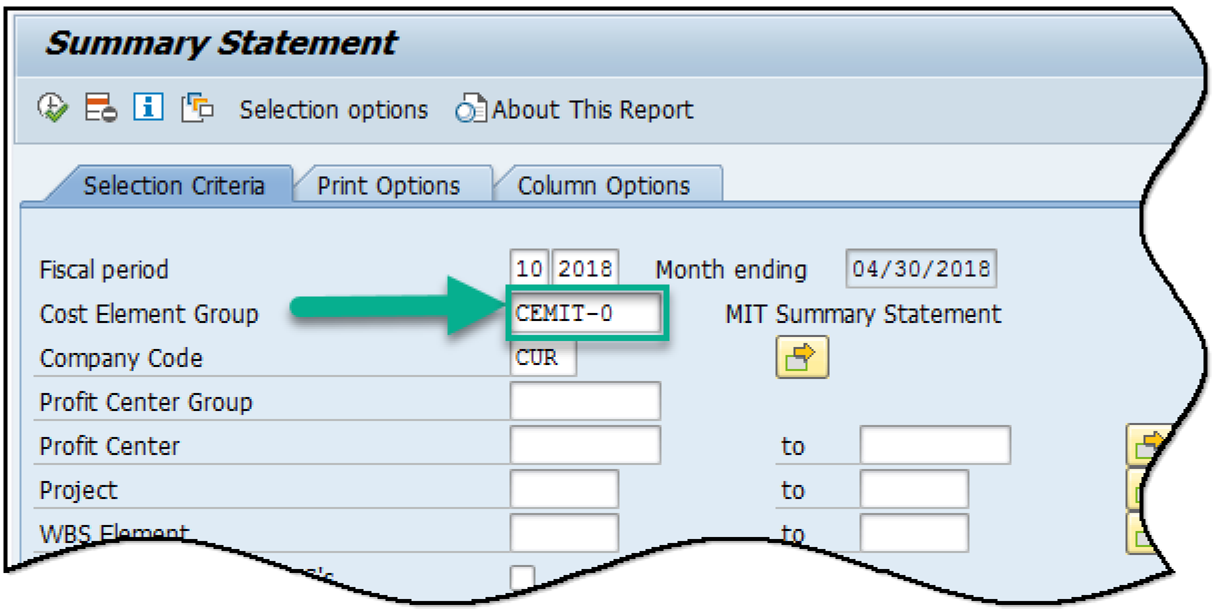
The speed-geeking format we selected for ToolTime is a great way to present an array of items in a short amount of time. This energizing format only takes an hour out of your busy day. You get to see a variety of approaches, and if any of the items presented don't match for your needs, you've only invested a few minutes of your time. Some of the down sides are that the one-hour format means there are limits. We can only include a handful of the many possible options to fit into this dynamic style; the presenters can only give a high-level overview, and there isn't enough time for questions and answers during the event. One reason why we selected this approach is to find out if you want to learn more. We sent the participants in each round a survey after the event, and we've used the results to start scheduling expanded presentations.

Already on the schedule are expanded presentations from Tyler Brezler's Aureus forecasting tool, and Marwan Cheguenni's Admin Metrics Tableau report. Liz Reitz's Tableau reports will appear in the Fall schedule. So stay tuned for more deep-dives into ToolTime tool chest!

RA Help Tip: SAP Summary Statement View Alternatives

Did you know there are different 'views' of SAP Summary Statements? You might if you attended the RAP session "Understanding the Information in SAP and KC." The next time you login to SAP, you might want to look at these variations on the summary statement (transaction type ZSTM) The default view is CEMIT-0 – the general view of expense activities versus revenue activities. To view, enter an alternative code in the Cost Element Group field on the Selection Criteria tab (replacing CEMIT-0):

- CEMIT-9: Summary view separated by MTDC Base cost element/gls vs Non MTDC cost element/gls.
- CEMIT-B09: Summary view without any salary charges.
- CEMIT-M: Summary view to mimic the sponsored billing statements sent to DLC's.



Hub News flash: NCURA Spring Meeting

NCURA Region 1's Spring Meeting will be held on **April 30th- May 2nd** in Portsmouth, NH, with separately registered for **pre-conference workshops offered on Sunday April 29th**. The meeting is scheduled to have two Keynote speeches, and more than 55 Presentation/Concurrent and Discussion sessions. In addition, and new this year, is an *Innovation Exchange Suite* which will host exhibit type presentations as well as a few *ask me* tables hosted by region experts. A leadership book club session, case study reviews, panel discussions, and sessions with FDP/COGR, NIH, NSF, OHRP will top off the variety of sessions within the set tracks: Hospital-Clinical, Pre-Award, Post-Award, PUI, Leadership: Development & Assessment, and Compliance. **For details and registration see** http://ncuraregioni.org/2018-spring-meeting.html.

David Barnett (SRS Financial Administrator, RLE), Chair of the NCURA Region 1 Professional Development Committee and Advisory Committee member, may be contacted at barnettd@mit.edu with questions related to the conference or involvement in NCURA Region 1. Through his active experience, David encourages other MIT Research Administrators to become involved in the region, either through attendance of workshops and meetings, or through direct volunteerism within the region.

Educational Offerings
for Research Administrators

(registry via atlas.mit.edu –MIT Certificate required)

Topics in Research Administration

Research Integrity, & Responsible Conduct of Research — May 17
Speaker: Colleen Leslie, Dir. of Research Admin. & Compliance

RAP Sessions (Research Administration Practices)

Communicating with your PI (Webinar & Discussion)	April 18
Understanding the data in SAP & KC (repeat)	May 23
Financial Review (FRC) Tips and Resources (repeat)	May 31

ToolTime

Easy Financial Projections presented by Tyler Brezler	May 2
Admin Metrics Report in Tableau presented by Marwan Cheguenni	June 5

Kuali Coeus Proposal Training

Non-S2S Proposals (two 1/2-day sessions)	Apr 10-11
System-To System Proposals (two 1/2-day sessions)	May 15-16

Fundamentals of Sponsored Programs

Fundamentals: Post Award Administration	Apr 25
Fundamentals: fCOI disclosures revealed	May 9
Fundamentals: Sponsored Project Closeout	May 22

Financial Management & Post Award Administration

Intro to Strategic Sourcing, Contracts & Procurement	Apr 18
Intro to Travel & Expense Reporting	Apr 18

APRIL 2018

1	2	3	4	5	6	7
8	9	**10**	**11**	12	13	1
15	**16**	17	**18**	19	20	2
22	23	24	**25**	26	27	2
29	30					

MAY 2018

		1	**2**	3	4	5
6	7	8	**9**	10	11	1
13	14	**15**	**16**	**17**	18	1
20	21	**22**	**23**	24	25	2
27	**28**	29	30	**31**		

JUNE 2018

S	M	T	W	T	F	S
					1	2
3	4	**5**	6	7	8	
10	11	12	13	14	15	1
17	18	19	20	21	22	2
24	25	26	27	28	29	3

Questions, email address is: **RA-Help@mit.edu**

RA Support website is: [research.mit.edu / mit-research-administration-hub]