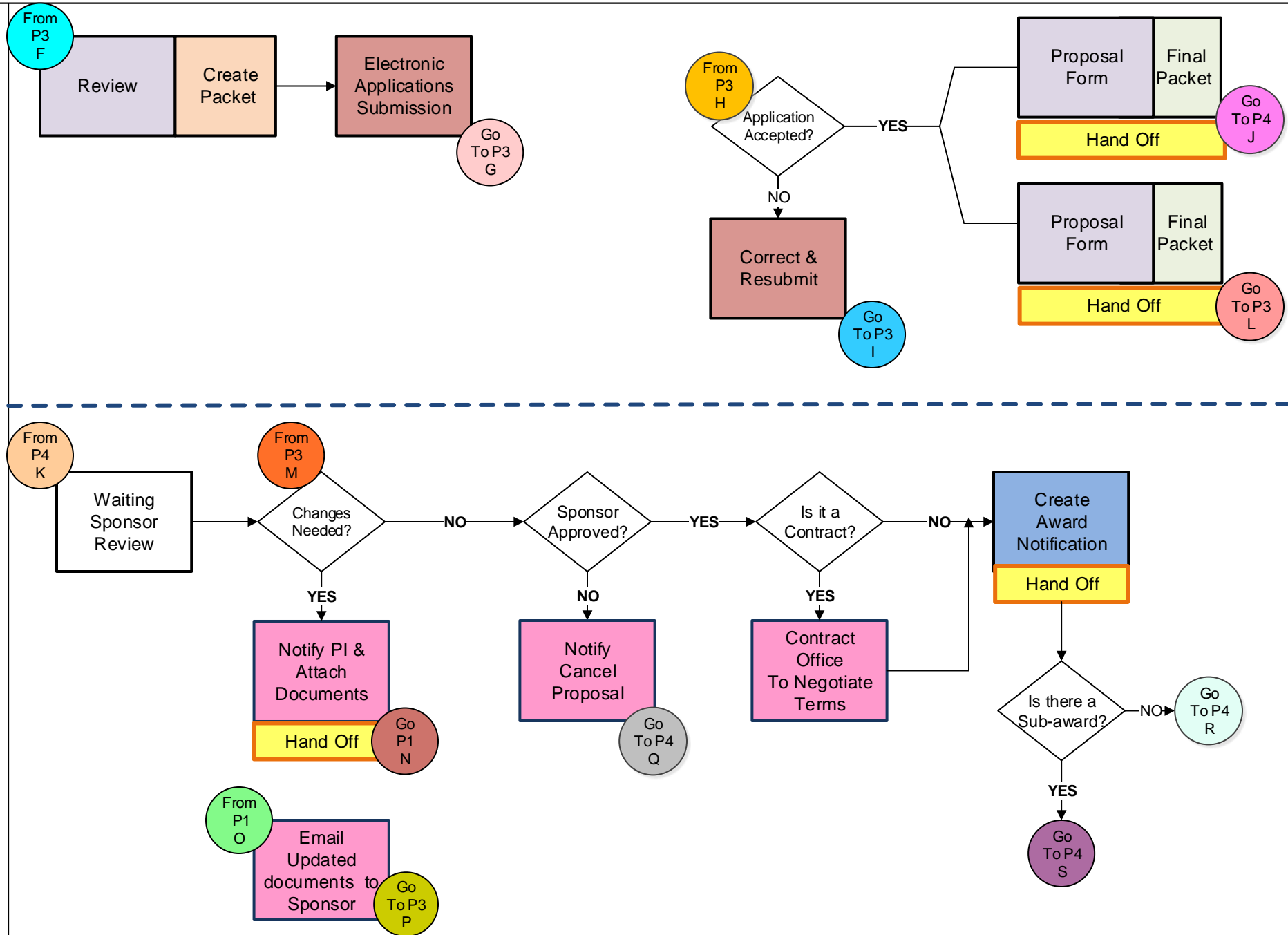
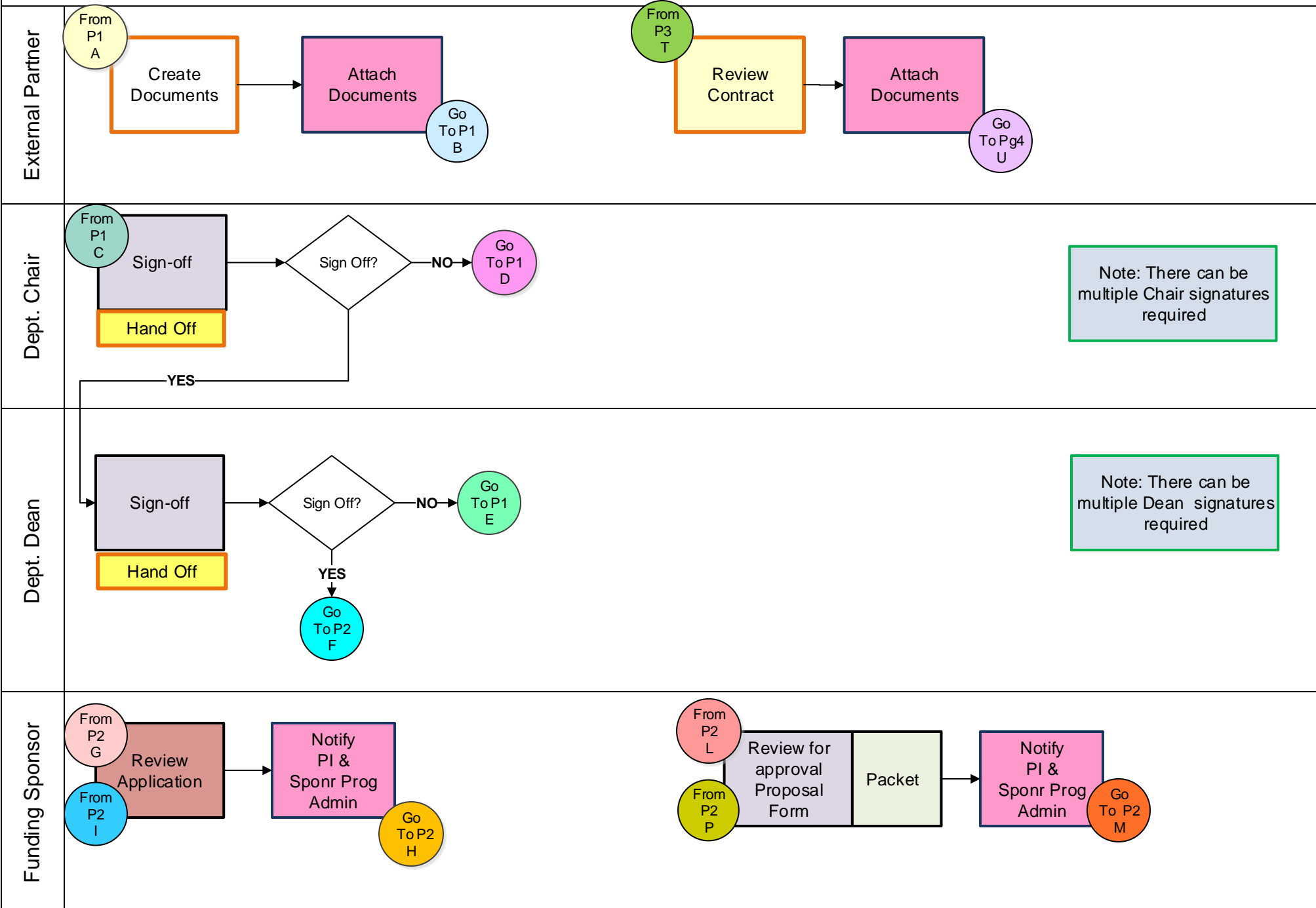


Sponsor Prog-Admin (cont)

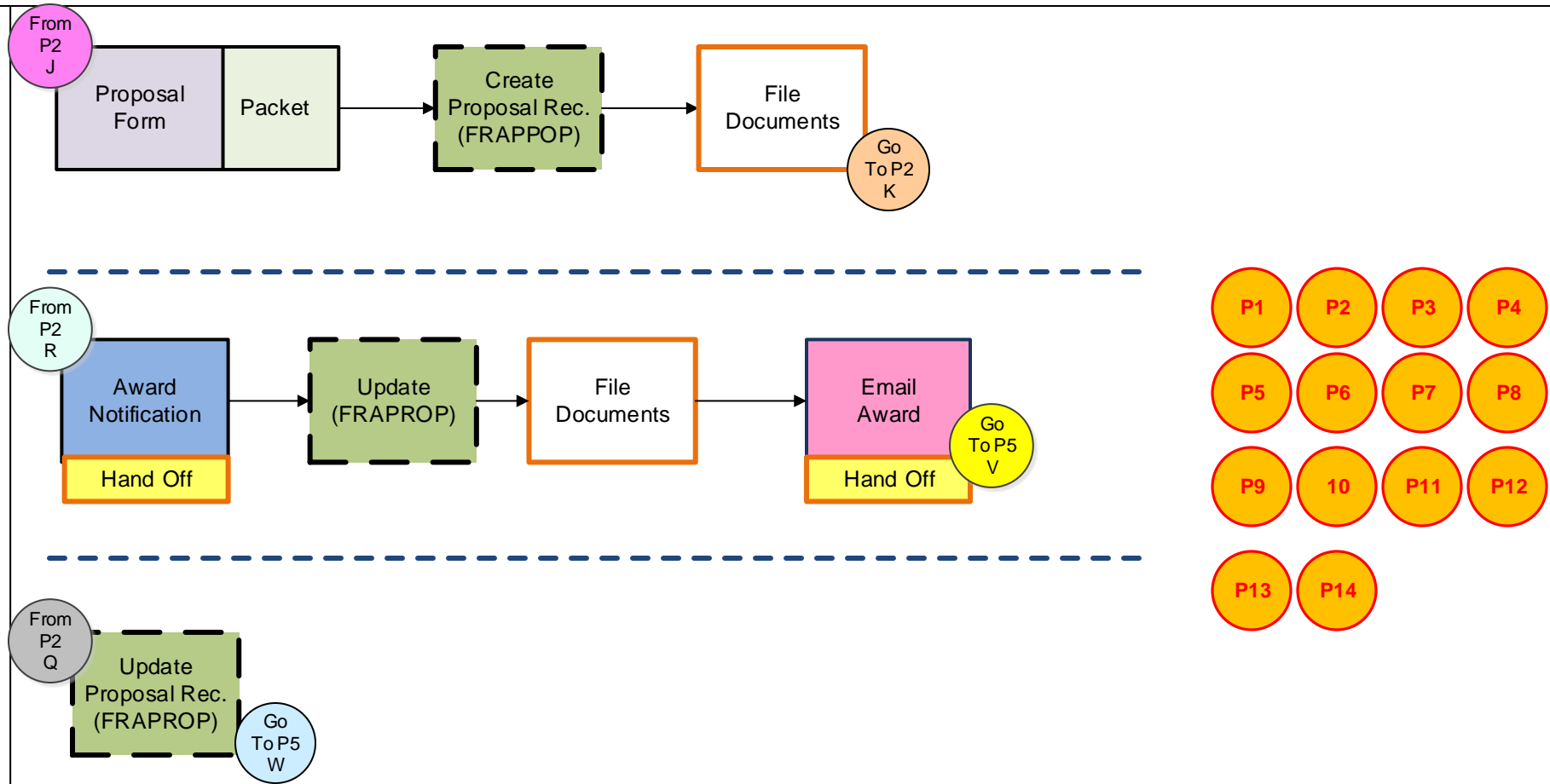


Sponsor Projects Administration – 'AS IS'

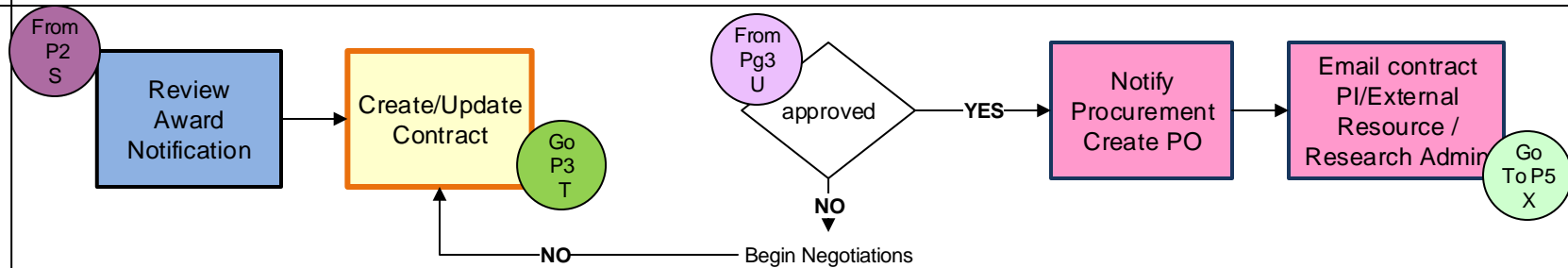
P3 Oct 29, 2015

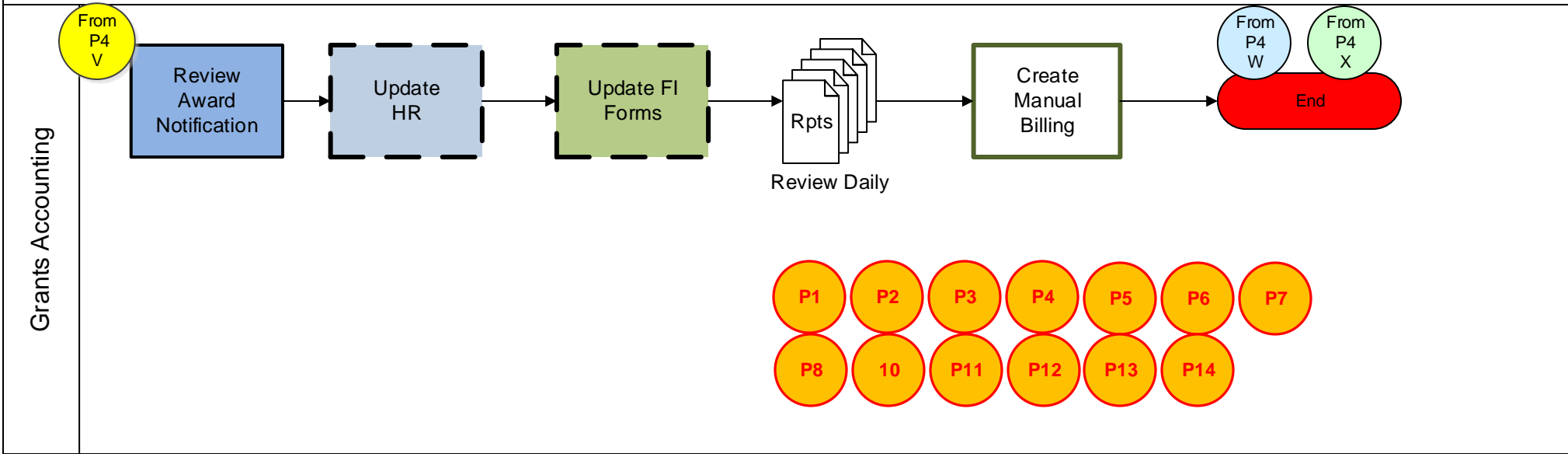


Electronic Research Admin



Contract Office





Pains & Issues:

Please Read First: The issues and pain points identified during the As Is Process Mapping workshop and the Analysis workshop are noted below. The Issue is numbered and its Root Cause Analysis is in red text, preceded by **RCA** prefix.

1. There isn't a standard process to submit an 'intent'

RCA: Departments are allowed to call or email their intent

2. There are several handoffs during the process

RCA: Majority of the process is a manual paper process

3. Information is not stored in the Banner sources system. Has the team investigated Banner Supplemental Data store field option.

RCA: Banner does not allow for free text field.

4. Banner data does not reconcile with the award/project periods

RCA: UofM Business Process and current Banner set-up

5. Break down in communications between Principle Investigator and departmental staff

RCA: Process and procedures are not well defined

6. Approvers do not review the details and just rubber stamp approval

RCA: Approvers aren't being held accountable

7. Departments continue to use old copies of the form

RCA: Forms are not being returned and require the departments to use correct form

8. Departments do not administer their grants accurately/effectively

RCA: Staff turn over and lack of training available

9. Data entry is duplicated throughout the process by various departments

RCA: There isn't a research software used by the campus

10. Process does not identify partners

RCA: There isn't a research software

11. Process does not provide milestone updates

RCA: Process is manual

12. Process does validate compliance0

RCA: There isn't a research software

13. Accurate reporting/data extraction

RCA: Not all the data needed is stored in Banner

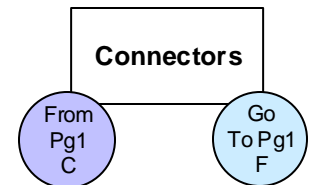
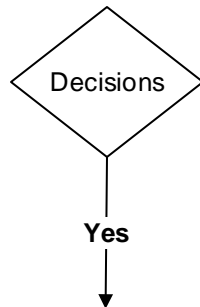
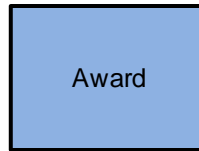
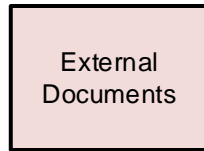
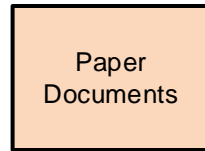
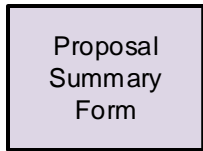
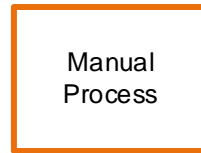
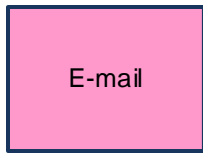
14. Notifications are manually created

RCA: Process is paper

Analysis of the 'AS IS' process

1. Are all roles essential? **Yes**
2. What is the number of hand-offs? **10**
3. Are any steps automated? **No**
4. What steps can be eliminated or automated? **Using a software the entire process can be automated**
5. What tasks consume the greatest amount of time? **The Sponsored Program Admin responsibilities**
6. Does each task add value? **No**
7. What steps should be added? **None**
8. Iterations (how many times is process repeated in a timeframe)?
9. Percentage of errors (forms returned, corrected, contacted person for corrections, etc.)
10. % FTE and/or estimate time takes for each key role in the process.
11. Metrics – identify measurable outcomes What do we expect to save (time, manual steps, paper, unnecessary reviews & approvals).

Legends



Penultimate Semester: Contact faculty advisor for names of honors students

Note: On revisions some departments do not send form back to faculty for signature

Rejected contracts may go to either rep for re-processing

text

Text Box

Text box

Text Box

Consider for Phase 2 implementation
- Put on hold if waiting on Confirmation of final semester enrollment