iSchool Assembly

March 5, 2021

COLLEGE OF
INFORMATION
STUDIES

Agenda

- Call to order

- Review and approval of minutes from Friday, February 4th meeting

- Review and approval of this agenda

- Dean's Update [Keith]

- Admin Reminders [Melekte]

- Next Generation Telework Practices [Brian]

- Fall 2021 Facilities Update [Brian and David Baugh]

- Announcements

Dean's Update

Keith Marzullo

Faculty Support – Business Managers

- Assist with all grant and contract proposals
- Manage all funding sources (grants, contracts, startup, retention, etc.)
- Assist with non-IT purchases
- Assist with hiring research assistants (including research GAs), hourly student workers, and other support personnel
- Process research participant support payments

They can also help you navigate where to go in the iSchool for other types of administrative support if you are not sure who to talk to. Always start with your Business Managers ☺

Staff Support – College Finance Team

- Manage all College accounts
- Provides Team Leads with routine budget updates
- Manages Foundation funds
- Assists staff with procurements and contracts
- Assists students make purchases on their RIGs or other awarded College funds
- Processing scholarship and fellowship payments

Other Support – Admin Team

- Processing travel requests and reimbursements
  - Paying for conference registration
  - Assisting with travel logistics
- Ordering food for events
- Ordering office supplies and business cards
- Handling iSchool conference room reservations
- Mailing packages
- And more…..

iSchoolAdmin@umd.edu

Human Resources – HR Team

- Lead all hiring and administrative onboarding of new personnel
  - Fun fact…..the iSchool currently has 523 unique PHR appointments all created and managed by our HR team
- Assist with benefits
- Process faculty and staff employment visas
- Manage the annual staff Performance Review and Development (PRD) process
- Manage iSchool staff relations and equity administration
- Develop initiatives that enhance diversity, inclusion, and openness within the College

iSchoolHR@umd.edu

Reminders

Grant/Contract Proposals Reminders

- Be sure to notify your business manager as soon as you start considering to submit a proposal (even if it doesn't end up happening)
  - Proposal development timeline provided at end of this presentation.
- ORA requests 6 business days to review and submit proposals
- Treat proposals where UMD is not the lead (i.e. we are a sub to another university) the same as any other proposal. The UMD routing is the same and Business Managers need the same amount of lead time.
  - Keep in mind that our documents will likely be due to the lead institution a week or two prior to the actual submission deadline

Grant/Contract Post-Award Reminders

- Please pay close attention to budget balances and activity on accounts when your business managers send you updates on your funding sources
- Please notify your business manager in-advance when you anticipate significant changes to your project (i.e. budget adjustments greater than 10% of total award, PI and other personnel changes, changes to subs, major changes to the scope of your project)
  - Your business manager will work with ORA when notification to sponsors is required
- If you have a course buy-out on your grant please notify the Academic Programs team and your business manager well in advance of when the buy-out will be taken

Procurement Reminders

- UMD service agreements must be in place before working with any service provider
  - Payments cannot be made to service providers without an agreement in place
- Deliveries are not allowed to non-UMD addresses
- The iSchool does not reimburse for the use of printer ink or office supplies
  - If you need to print documents, you may come to campus or contact iSchoolAdmin@umd.edu for other considerations
  - Basic office supplies are available for pickup from the iSchool Service desk if needed
- UMD does not allow for payment of individual memberships to professional organizations. All exceptions will require Dean's approval
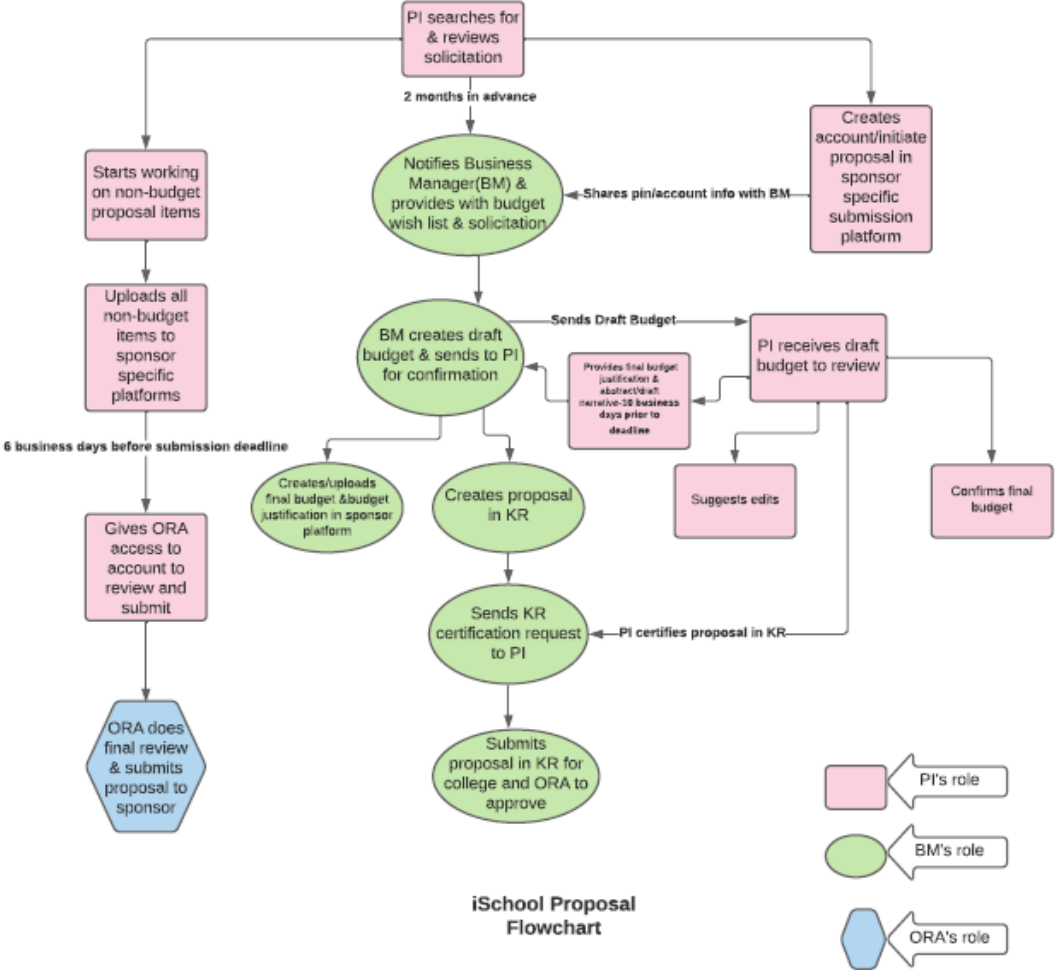
HR Reminders

- Appointments cannot begin prior to the employee submitting on-boarding documents and I-9 verification being complete
  - Do not have students or other employees start working until you receive notification from iSchool HR or your Business Manager that their appointments are in place
- All student workers (hourly and graduate assistants) must be enrolled in courses to be hired as students
  - Students waiting for their program to start can only be hired into staff or faculty positions
- Changes to your address and W-4 can be completed online at (you can also print your W-2 from this site): https://interactive.marylandtaxes.gov/extranet/cpb/posc/user/start.aspx

Proposal Resources

Proposal Development Process

PI's Responsibilities	Business Manager(BM)	Office of Research Administration(ORA)
• Narrative • Current and Pending(NSF) • Bio-sketch(NSF) • CoA(NSF) • Thoroughly review RFP to know requirements • Any required and supplemental documents • Provided bulleted budget wishlist to Business Manager • Finalize budget justification • Certify proposal in KR • PI provides sub's budget contact info to BM • PI ensures and confirms that sub has active registration in sams.gov to receive federal funding (takes 4-6 weeks for new registrations) • NSF-provide NSF ID # and PIN for Fastlane • Grants.gov-provide workspace access • Upload all docs (other than budget and budget justification) in sponsor specific submission platforms. • Give ORA access to submission platforms and route proposal to ORA, to review and submit the proposal to the sponsor. **Please notify Luis Cortes at lcortes@umd.edu at the proposal development stage, if your proposal has human subjects and sponsor requires IRB for submission.***	• Develop draft budget based on PI's wish list and send for review/confirmation • Upload all KR items • Serve as ORA liaison • Sub-awards: collect sub-awardee's budget and budget justification and review submitted administrative docs(sub-award commitment form) • Create/upload final budget in sponsor specific platforms and attach final budget justification provided by the PI.	• Answer any questions from PIs' and BMs'. • Review final proposal • Submit the final proposal • Communicate with sponsor • Lead appeal process(if there to be any)

PI searches for & reviews solicitation

2 months in advance

Starts working on non-budget proposal items

Creates account/initiate proposal in sponsor specific submission platform

Notifies Business Manager(BM) & provides with budget wish list & solicitation

←**Shares pin/account info with BM**

Uploads all non-budget items to sponsor specific platforms

BM creates draft budget & sends to PI for confirmation

Sends Draft Budget→

PI receives draft budget to review

Provides final budget justification & abstract/draft narrative-10 business days prior to deadline

6 business days before submission deadline

Creates/uploads final budget &budget justification in sponsor platform

Creates proposal in KR

Suggests edits

Confirms final budget

Gives ORA access to account to review and submit

Sends KR certification request to PI

←**PI certifies proposal in KR**

ORA does final review & submits proposal to sponsor

Submits proposal in KR for college and ORA to approve

iSchool Proposal Flowchart

PI's role

BM's role

ORA's role

Proposal Development Timeline

Proposal Type	Deadline for BM	Deadline for ORA
Any proposal that has • sub-award/s • anticipated budget of over 200K • any 5-yr proposal • administrative salary budgeted • cost share (including UMD as subawardee) • has unique sponsor specific requirements • limited submissions/restricted per organization	BM must be notified and provided with RFP, at a minimum of 60 days prior to the sponsor's submission deadline or earlier. Final budget wishlist must be provided at a minimum of 30 days prior.	Contract Administrator requires 6 business days to review the full proposal, from the date the completed proposal is routed in submission platform to ORA.
• Any proposal with >1M budget	BM must be notified and provided with RFP, at a minimum of 90 days prior to the sponsor's deadline or earlier. Final budget wishlist must be provided 45 days prior or sooner.	Contract Administrator may need over 6 business days to review the full proposal, from the date the completed proposal is routed in submission platform to ORA.
Any other proposal • anticipated budget under 200k • UMD is the subawardee	BM must be notified and provided with RFP, at a minimum of 3 weeks prior to the sponsor's deadline or earlier. Budget wishlist must be provided at that time.	Contract Administrator requires 6 business days to review the full proposal, from the date the completed proposal is routed in submission platform to ORA.
Final budget confirmation: for all proposals	Budget must be finalized 2 weeks prior to the submissions deadline. PI will provide BM the final budget justification at that time	

Important Notes and Links

❖ **Regardless of the funding source, all proposals must be submitted to external sponsors by ORA**

❖ **Proposals should not be routed to ORA on the day of sponsor's deadline**

Helpful links:

- ORA handy guide: https://ora.umd.edu/proposal-development/quick-reference-guide
- Limited submissions: https://umd.infoready4.com/
- Locating funding: https://ora.umd.edu/proposal-development/locating-funding
- Human subjects(IRB): https://research.umd.edu/irb
- Research FAQs: https://ora.umd.edu/about/faq
- iSchool's designated Contract Administrator at ORA: Stephanie Swartz (sswartz1@umd.edu)

Next Generation Telework Practices

Brian Butler

Return to Campus – You have been heard!

A great deal of time and effort has gone into understanding the wants and needs of the iSchool community in terms of work arrangements and facilities as we approach a return to campus

- Findings
  - Telework - It is clear that there is a strong desire by many for enhanced telework options, even when the college resumes normalized on-campus activities
  - Facilities – It is also clear that there is a strong desire by many for iSchool facilities to be broadly available for collaboration and interaction, providing an active and vibrant workplace.

Flexible Work Arrangements – Where we are now

- Challenge: Allowing faculty and staff as much flexibility as possible while continuing to offer high-quality educational experiences, conduct collaborative research, and provide a vibrant environment for campus and community partners.
  - Staff – Group discussions of needs and desires for flexible work -- and thinking creatively about reorganizing work; IT and HR drafted standards and practices to allow for additional staff telework beginning in Fall 2021; Adaptation as conditions and university policies change.
  - Faculty - Facilities use survey completed; Items affected by changing work arrangements have been identified; Opportunities for discussion are planned (more info at the APT meeting).

iSchool Spaces –Where we are now

Until now, the college has approached office arrangements largely in terms of functional groups for staff, and common interests for faculty

- This approach, while commonplace in academic spaces, has resulted in iSchool spaces feeling vacant and underutilized at certain times throughout the academic year

Active Spaces – A new approach

In order to move toward this vibrant environment, we are taking a new approach to organizing our facilities by reprioritizing space needs with an emphasis on Activity

As we approach the Fall 2021 semester, we plan to identify and create 3-5 Active Hubs throughout college spaces.

Active Hubs are intended foster to interaction and collaboration among students, faculty, and staff.

Active Spaces – Goals

- To meet the expressed desire for a vibrant, exciting, and collaborative work environment.
- To move closer to an iSchool "Front Door" that welcomes visitors to the college
- To cut down on the feeling of vacant, inactive areas in iSchool spaces
- To present the college to the UMD community as a place where people want to be

Active Spaces - Priorities

As we work to create these hubs priority will be placed on:

- The creation of Active Spaces that are densely populated and typically active

- Facilitating interaction and collaboration

- Meeting the functional requirements of the college

- Optimizing the use of iSchool spaces to facilitate growth

Timetable

March-May

- Planning for expected re-occupation of iSchool spaces will be ongoing through the next few months
- Additional requests for information regarding your plans and preferences will be forthcoming, prompt response is critical planning efforts
- UMD will be prioritizing less activity on campus during this time to slow the spread of COVID-19

June-August

- Implementation of the plan including office moves, construction, and cleaning activities to prepare iSchool spaces for normal levels of occupation in the Fall 2021 semester.

Spring Commencement Update

Sarah Grun

Proposed Commencement Plans
IF VIRTUAL

- Similar to Spring/Winter 2020
  - College Ceremony following University-wide
  - Name reading videos launched on YouTube following College video
  - Care packs to graduating students
  - Opportunity to walk at a later date
  - Programs encouraged to host "watch parties"

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Proposed Commencement Plans
IF MODIFIED IN-PERSON

- Limited number of attendees
  - Ticketing for students and guests
- Faculty and Staff encouraged to attend
- Social distancing, masks and other 4 Maryland practices will be followed

Proposed Commencement Plans ANY FORMAT

- Student Speakers selected no later than 3/18
- UPLOAD your pictures, videos, messages HERE https://go.umd.edu/facstaffpics
- JOIN US Wednesday March 10th at NOON https://umd.zoom.us/j/95808991150 We'll be recording a message to graduating students.
- https://ischool.umd.edu/academics/graduation

Announcements

- APT Meeting will follow immediately