



## Welcome

### Kristi Billinger Executive Director

Lesley Bell
Associate Executive Director

Julie Bishop
Associate Executive Director

**Crissy Stratta Associate Executive Director** 





## Our Mission

#### SRS | est 2011

Our mission, as leaders in research administration, is to serve as experts in the field while delivering efficient and superior service to members of the Texas A&M System

research community.







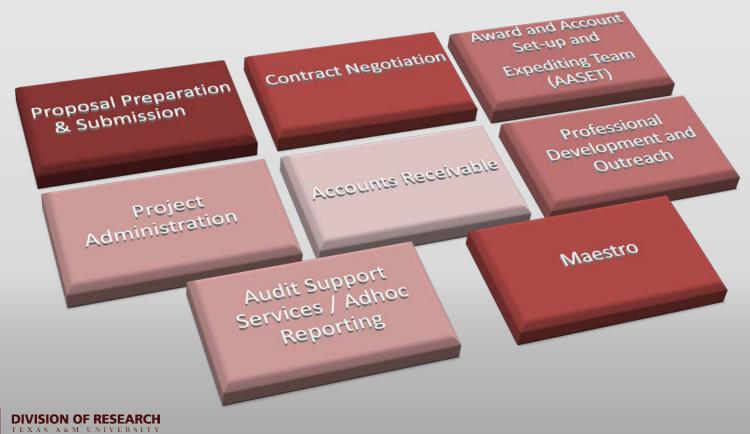
## Our Vision

- Minimize the administrative burden of the research process
- Delivering the best possible service
- Improving communication throughout the research community; serving as a liaison
- Maintaining trust-worthy, open-minded relationships
- Uphold high ethical standards
- Ensuring compliance at all levels
- Developing a culture of mutual respect
- Exhibit leadership in research administration
- Collaborating to develop consistent and efficient procedures
- Engaging in training and professional development
- Maximizing the benefits of technology





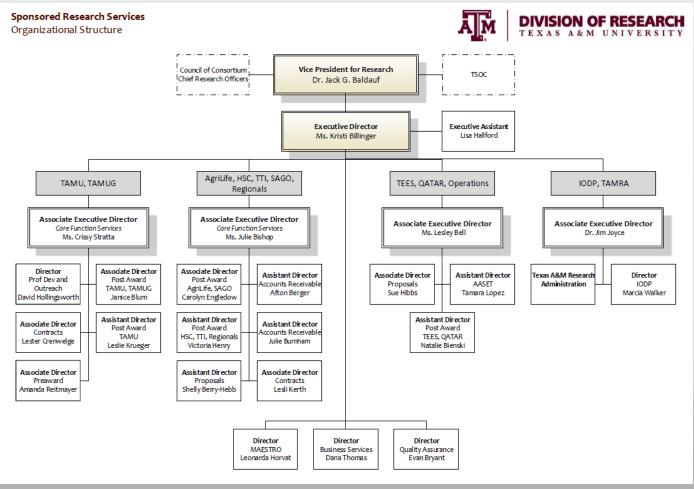
## SRS Services







## SRS Structure







## Proposal Preparation and Submission

The proposal administrators assist researchers with the preparation and submission of proposals for external funding.

#### Services include:

- Budget development
- Completion of most administrative sections of the proposal; ensuring that the proposal is compliant with A&M System policies, System members' requirements, state and federal regulations, and the funding agency's specific terms and conditions.
- Proposal entry into MAESTRO where it routes for review and approval to appropriate stakeholders.
- Proposal submission to the sponsor after review and approval, tracks the successful receipt of the proposal.





## Proposals by the Numbers

Submitted
Proposals by
Fiscal Year
FY 16 –FY21

Fiscal Year	Total Submitted
16	4,893
17	4,841
18	5,020
19	4,915
20	5,117
21	5,108





## Proposals by the Numbers

Submitted Proposals FY 20 & 21

Row Labels	<sup>⊥</sup> FY2020	FY2021	Difference
TEES	1,303	1,204	(99)
TAMU	1,261	1,185	(76)
AL-RSRCH	988	981	(7)
TAMHSC	403	525	122
ТП	375	374	(1)
AL-EXT	305	286	(19)
TAMUCC	253	297	44
TARLETON	109	96	(13)
TAMUG	89	108	19
SAGO	15	28	13
TVMDL	7	11	4
TAMUCT	6	9	3
TAMRF	1	2	1
SHARED-SRV	-	2	2
TAMUQ	1	-	(1)
PVAMU	1	-	(1)
Grand Total	5,117	5,108	
If fully staffed the Average			
per Proposal Administrator i	s 138	138	





## Contract Negotiation

- Agreements require careful review to protect the interests of the researcher and the System member
- SRS contract negotiators review the terms and conditions of federal, state, and non-profit agreements for non-standard conditions and negotiates any necessary changes
- To confirm agreements are acceptable, SRS contract negotiators consult, as needed, the A&M System's Office of General Counsel, Technology Commercialization, and the appropriate A&M System member's administration
- Negotiate industry contracts for TAMU, HSC, and TTI





## Contract Negotiations by the Numbers

Agreements
Negotiated or
Reviewed
FY 20 & 21

Row Labels	→ FY2021	FY2020	Difference
TEES	974	767	207
TAMU	882	804	78
AL-RSRCH	740	728	12
πι	402	326	76
TAMHSC	289	252	37
AL-EXT	264	199	65
TAMUG	58	67	(9)
SAGO	65	12	53
TARLETON	22	13	9
TVMDL	11	6	5
SHARED-SRV	15	1	14
TAMRF	5	7	(2)
TAMUCT	1	4	(3)
TAMUCC	3	-	3
Grand Total	3,731	3,186	545
If fully staffed average			
per CN is:	187	159	





# Award and Account Set-up and Expediting Team (AASET)

- AASET performs the intake role of award documents from sponsors
- Establishes sponsored projects and accounts in MAESTRO and FAMIS
- Issues a summary of award regulations and requirements for each account to the researcher and department administrator (SPS)
- Manages the sponsor tables in MAESTRO
- Ensures data integrity of the award set up





## AASET by the Numbers

### **AASET Action Set-Ups**

F	γ	2	0	2	1

Count of			
	Action	Cumulative	
Row Labels 🔄	Completed	Percentage	
5 Days or Less	2,170	66%	
6 to 10 Days	566	83%	
11 to 15 Days	213	90%	
16 to 20 Days	95	93%	
21 to 30 Days	109	96%	
31 Days or More	133	100%	
Grand Total	3,286		

FY	7	O	2	O
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Count of				
	Action	Cumulative		
Row Labels	Completed	Percentage		
5 Days or Less	1,792	67%		
6 to 10 Days	427	83%		
11 to 15 Days	164	89%		
16 to 20 Days	86	92%		
21 to 30 Days	93	96%		
31 Days or More	116	100%		
Grand Total	2,678			





## **Project Administration**

- Provides timely, accurate, and courteous assistance to our faculty, external sponsors, and other System Members
- Assists customers in exercising good project management practices in the administration of externally-funded sponsored programs during the lifecycle of an award—from project establishment to closeout
- Ensures practices are in compliance with System Members' policies, state and federal regulations, and grant-specific terms and conditions
- Provides assistance making necessary changes to various financial aspects of the project while working with the principal investigators and other members of the System's research community in accomplishing the statement of work on time, within budget and in compliance





## Project Administration by the Numbers

### SRS Active Projects

Member	Count of Billing Project
TEES	1,377
TAMU	1,227
AL-RSRCH	1,116
TAMHSC	571
AL-EXT	425
πι	412
TAMUG	78
SAGO	47
TARLETON	22
TAMRF	18
TVMDL	10
SHARED-SRV	6
TAMUCT	5
Grand Total	5,314
If fully staffed	
average per PA is:	106





### Accounts Receivable

- Prepare sponsored project invoices for submission to sponsors
- Prepare and submit letter of credit draw-downs
- Responsible for financial reporting and ensure they are submitted in accordance with the sponsors' terms and conditions.
- Collection of aged receivables are also managed by the SRS Accounts Receivable Office.





### Accounts Receivables by the Numbers

#### **Financial Reports Submitted by AR Accountants**

Member	↓↓ FY2020	FY2021
AL-RSRCH	538	577
TAMU	454	437
TEES	462	415
TAMHSC	139	130
AL-EXT	131	119
TTI	47	56
TAMUG	40	37
TAMRF	17	32
TVMDL	4	19
TARLETON	2	4
TAMUCT		2
SAGO		1
Grand Total	1,834	1,829
Average if fully Staffe	ed 92	91

#### **Invoices Completed by AR Accountants**

Member	→ FY2020	FY2021
TEES	3,406	4,035
AL-RSRCH	2,516	2,730
TAMU	2,243	2,378
TTI	2,111	2,299
AL-EXT	1,343	1,479
TAMHSC	1,059	1,068
TAMUG	130	157
TARLETON	96	111
SAGO	11	183
TAMRF	26	40
SHARED-SRV	1	18
TAMUCT	7	12
TVMDL		13
Grand Total	12,949	14,523
Average if fully Staffe	d 647	726





### Accounts Receivables by the Numbers

### Draw Downs Completed by Accounts Receivable

Fiscal Quarter	2020	2021
Q1	4,304	4,487
Q2	4,403	4,485
Q3	4,542	4,921
Q4	4,964	5,590
Grand Total	18,213	19,483
Average if fully Staffed	911	974





David Hollingsworth
Director of Professional Development and Outreach Initiatives





#### Certified Research Administration Review Session (CRA®)

In 2016 SRS began the CRA® review sessions to prepare individuals for the CRA® exam

- Earning the designation of Certified Research Administrator® means that an individual has met the requirements of the Research Administrators Certification Council's (RACC) eligibility requirements and has demonstrated a level of knowledge necessary for a person to be a professional research or sponsored programs administrator
- One of the requirements is to pass a 250 question comprehensive exam on research administration. Twice a year in the fall and in the spring SRS conducts a 13 week series of presentations along with study materials to go through the CRA® body of knowledge and help people prepare to pass the exam





#### **Certified Research Administration Review Session (CRA)**

- These session are open and advertised to anyone in the TAMU System.
- Currently SRS has 33 people that have their CRA® certification.
- Over the years we have had many others that have participated in the review session and obtained their certification. At least 19 are currently employed with other TAMUS members.
- Having staff with certification shows others including sponsors and collaborators that SRS and the other members of the TAMUS family have a professional and trained staff in research administration.





#### **AnSRS4u Monthly Presentations**

In 2020 SRS began the learning series AnSRS4u

- In FY20 there were 6 sessions and 872 contact hours
- In FY21 there were 9 sessions and 1,148 contact hours
- In FY22 year to date there have been 4 presentations and 351 contact hours.

All sessions combined, we have had 2,371 person contact hours with the AnSRS4u presentations

Attendees have included staff and faculty from across the Texas A&M University System. This includes TAMU, TAMUG, TAMUHSC, AgriLife, TEES, TTI, TAMUCC, TAMUC and PVAMU.





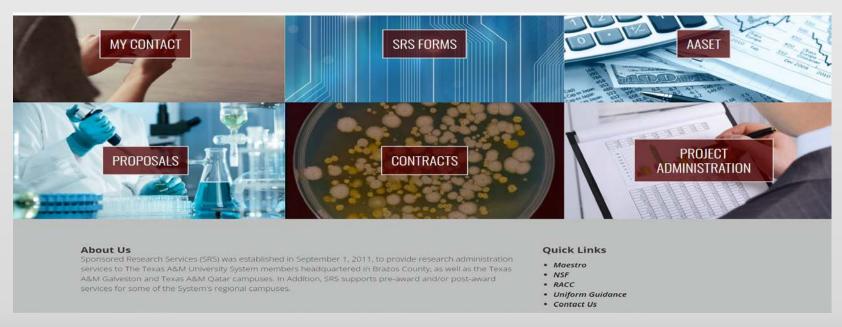
#### **AnSRS4u Express**

In 2021 SRS began production of micro-videos on a variety of research administration topics called AnSRS4u Express.

- These videos are under 5 minutes in length so someone can easily find time to watch them if they have a question about one of the topics
- Currently we have 18 videos on the SRS website under the "Resources" tab.
   Some of the topics include:
  - Non-financial contracts such as material transfer agreements and nondisclosure agreements
  - Proposal Preparation
  - NIH Biosketch and Other Support
  - NSF Biosketch and Current and Pending Support.







SRS has a robust website that provides information to faculty and administrators. They can easily locate their contacts as well as find helpful information on proposals, contracts, and projects. Check us out on the web at <a href="https://srs.tamu.edu/">https://srs.tamu.edu/</a>





## Maestro 2021 Accomplishments and Current Projects

Leonarda Horvat

Director of Research Information Systems







### 2021 Statistics

#### **Development**

- Completed 341 development Jira tickets
- 12 major releases

#### **Users**

- 14,407 unique users logged in the system this year
- that number includes 6775 researchers/faculty

MEMBER	# of Users
SAGO	48
TAMU	5,022
TARLETON	750
PVAMU	829
AL-RSRCH	818
AL-EXT	475
TEEX	219
TAMUG	193
TFS	89
TTI	421
TAMUCC	889
TAMIU	418
TAMUK	546
WTAMU	571
TVMDL	44
TAMUC	544
TAMUT	132
TAMHSC	1,064
TAMUCT	146
TAMUSA	294
TAMUSS	46
TEES	782
TDEM	67
TOTAL	14,407





# 2021 Accomplishments – Training and Support

- Over 100 Training Sessions Conducted
- Developed New Classes
  - Project Closeout
  - Sponsor Billing
  - Proposal Quality Control
  - Compliance Administration
- Majority of User Manuals are uploaded into Confluence repository and are now easy searchable – accessible on

Home > About Maestro>Documentation Search





# 2021 Accomplishments - Development

#### Researcher Workflow Enhancement

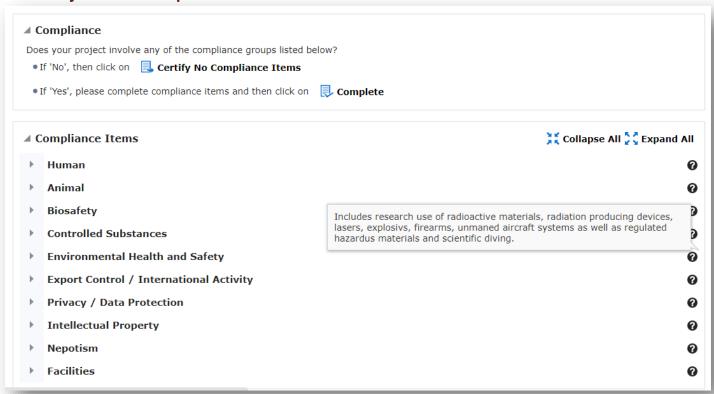
- Improving existing dashboards and system navigation
  - Change the research compliance statement to be more intuitive, descriptive and user friendly to researchers
- Automating manual processes
  - Researcher input on proposal personnel
  - The approval of project level changes
  - Project personnel review and update
- Eliminating previously required steps to reduce investigators burden
  - Remove complex compliance statement and long list of reporting codes from proposal setup and move to award stage





# 2021 Accomplishments - Development

**Project Compliance Statement** 







# 2021 Accomplishments - Development

#### **Proposal QC**

 Improved Proposal QC Module by adding additional functionality, reports and admin dashboard statistics

#### **Sponsor Billing**

- New Functionality added
  - Create Manual Invoice
  - Post Revenue to FAMIS
  - Invoice Cancellation

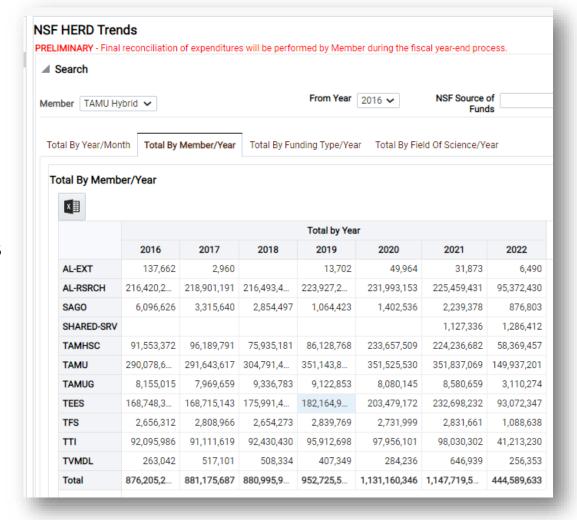




### 2021 Accomplishments- Development

#### **NSF HERD**

- Maestro is utilized to submit Survey research dollars to NSF (some corrections were implemented)
- Added set of screens and reports to generate Research Expenditures by college/department



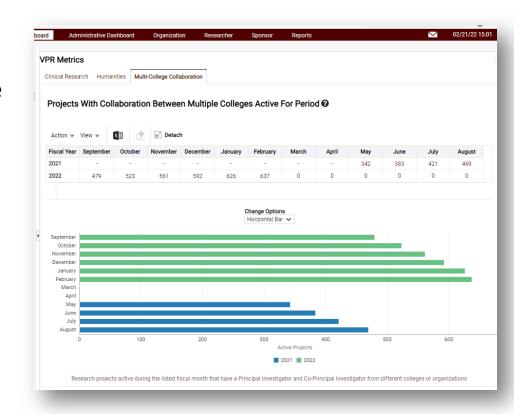




## 2021 Accomplishments-Development

## Research Metrics Monitoring (TAMU VPR)

- Monitor metrics to measure strategic plan effectiveness for the following categories:
  - Increase total research expenditures
  - Increase by 100% the number of sponsored projects with PIs from multiple colleges
  - Increase by 100% the number of funded projects for clinical research
  - Increase by 100% the number of sponsored awards and fellowships in the humanities and social sciences







### **Budget Forecasting**

Phase I – Budget Entry

Phase II - Forecasting

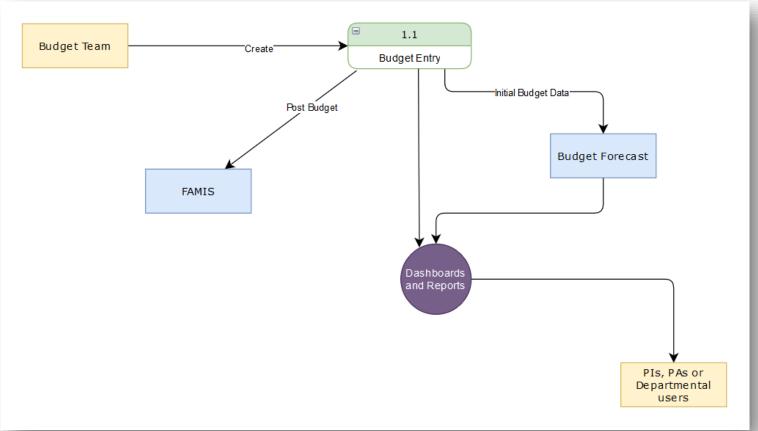


## CURRENT MAJOR PROJECT





## Budget Forecasting - Data Flow







### **Budget Entry**

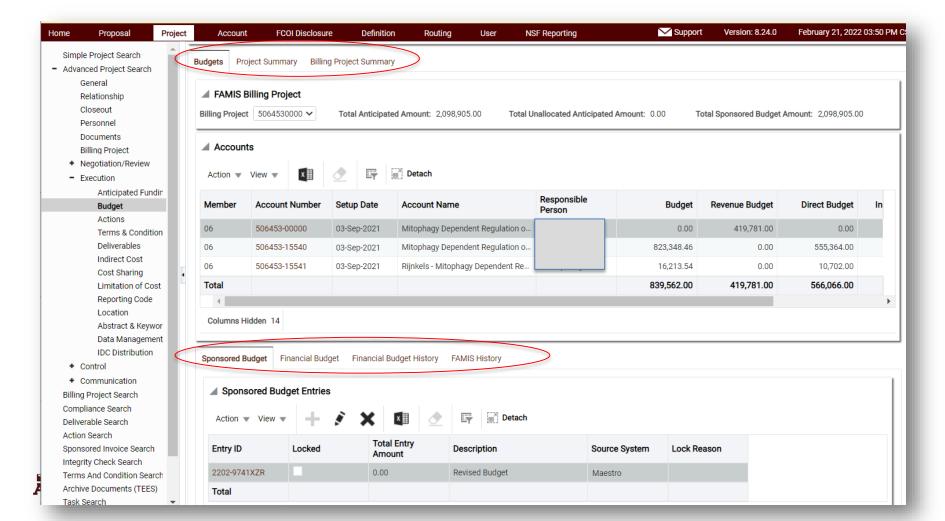
## Budget Administrators can enter awarded budgets on established accounts

- Created budget entry screens by SA, ABR rule and Budget Period as defined on Anticipated Funding Screen.
- There are two budget entry types (Sponsored and Financial)
  - Sponsored will map to award -> Total Award Amount
  - Financial is for budget posting only -> Action Amount
- Allows for entry on individual Anticipated Funding periods or allow selection of all defined periods as one combined budget entry for SA.
- Options to perform prorate function on budgets entered.
- Entry also includes Personnel Detail for Salary and Fringe (brings automatically people listed on the Maestro Personnel Screen).
- Allows administrators to route budget entry document for approval and automatically post budget to FAMIS from Maestro

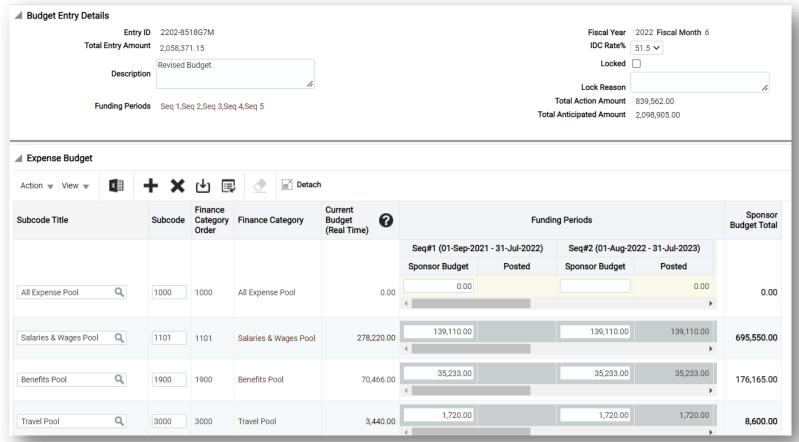




### **Budget Entry**



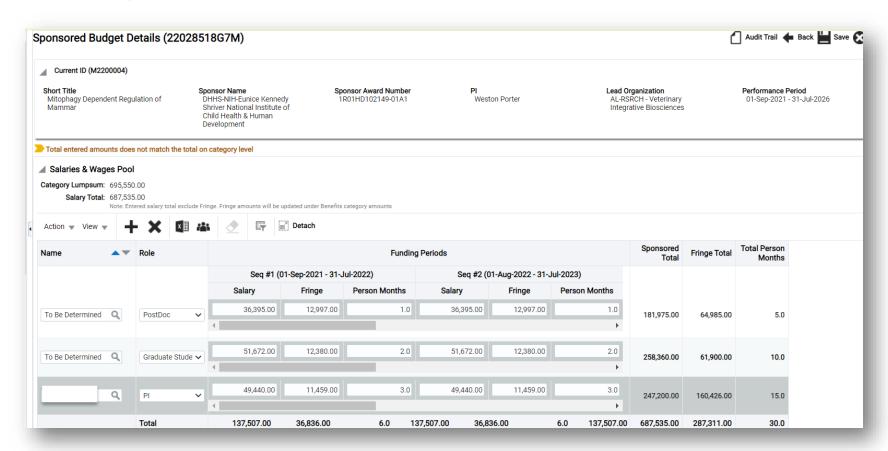
# Entry – Sponsored Budget







# Entry -Personnel Detail







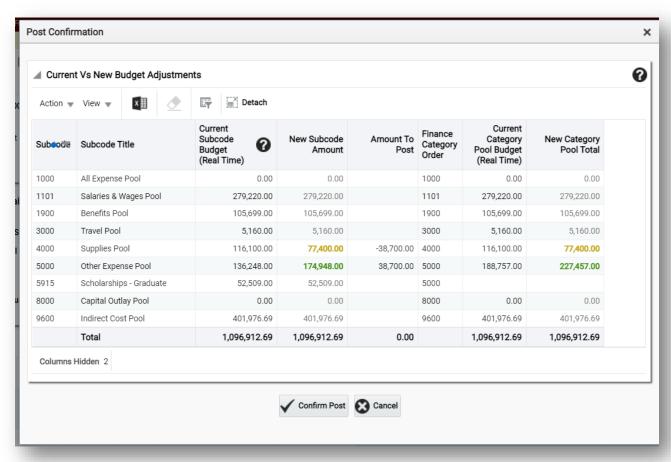
# Entry - Financial Budget

Action ▼ View ▼	x 🏢	+ ×	⊕ 🖺	<b>Q</b> •	Detach						
Subcode Title	Subcode	Finance Category Order	Finance Category	Category Budget (Real Time)	Funding Periods						
						Seq#1 (01-Sep-2021 - 31-Jul-2022)			Seq#2 (01-Aug-2022 - 31-Jul-2023)		
						Sponsor Budget	Posted	For Posting	Sponsor Budget	Posted	For Posting
All Expense Pool	Q	1000	1000	All Expense Pool	0.00	0.00	0.00			0.00	
Salaries & Wages Pool	Q	1101	1101	Salaries & Wages Pool	140,110.00	139,110.00	139,610.00		139,110.00	500.00	
Benefits Pool	Q	1900	1900	Benefits Pool	70,466.00	35,233.00	35,233.00		35,233.00	0.00	
Travel Pool	Q	3000	3000	Travel Pool	3,440.00	1,720.00	1,720.00		1,720.00	0.00	
Supplies Pool	Q	4000	4000	Supplies Pool	77,400.00	38,700.00	38,700.00	-38,700.00	38,700.00	0.00	
Other Expense Pool	Q	5000	5000	Other Expense Pool	90,832.00	45,416.00	45,416.00	38,700.00	45,416.00	0.00	
Scholarships - Graduate	Q	5915	5000	Other Expense Pool	35,006.00	17,503.00	17,503.00		17,503.00	0.00	
Capital Outlay Pool	Q	8000	8000	Capital Outlay Pool	0.00	0.00	0.00			0.00	
Indirect Cost Pool	Q	9600	9600	Indirect Cost Pool	267,984.46	133,992.23	133,992.23		133,992.23	0.00	
				Total	685,238.46	411,674.23	412,174.23	0.00	411,674.23	500.00	0.00



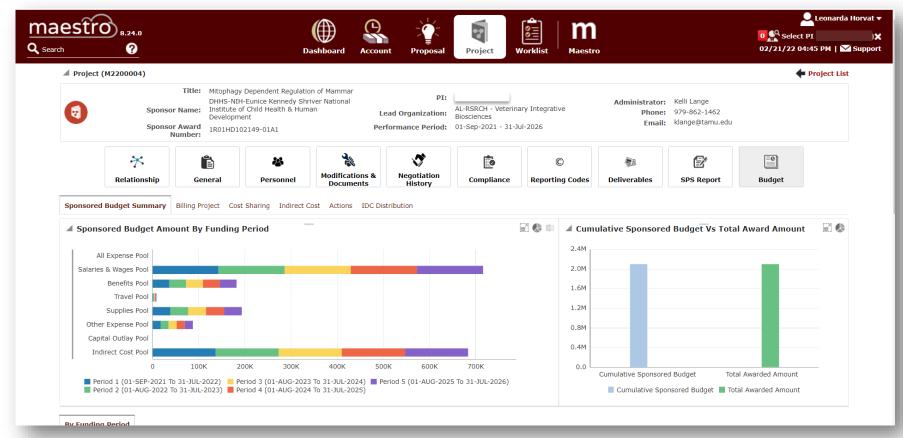


# **Budget Posting to FAMIS**





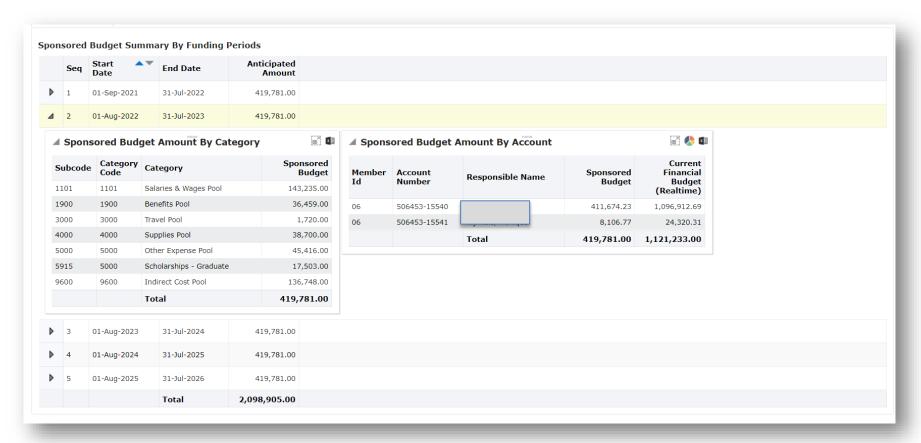
# Researcher Portal - Budget







# Researcher Portal - Budget





# **Budget Forecasting**

- Main Dashboard
- Portfolio Management
- Detailed Personnel Forecast
- Summary forecast for other budget categories and IDC projection
- Ability to add narratives on all levels
- Forecast versioning
- Security and forecast sharing with designated users based on roles





## **Cost Sharing**

Phase I – Requirements and Transactions

Phase II – Reports and Dashboards



# CURRENT MAJOR PROJECT



### Cost Share Module Functions

#### Phase I

- Cost Share Requirements Entry screen on Billing Project level
- Cost Share Transaction Entry screen
- Automated import of cost share financial transactions
- Automated calculation of unrecovered IDC on research and cost share projects
- Automated Sponsor Cost Share reports generation
- Cost Share Search Screen

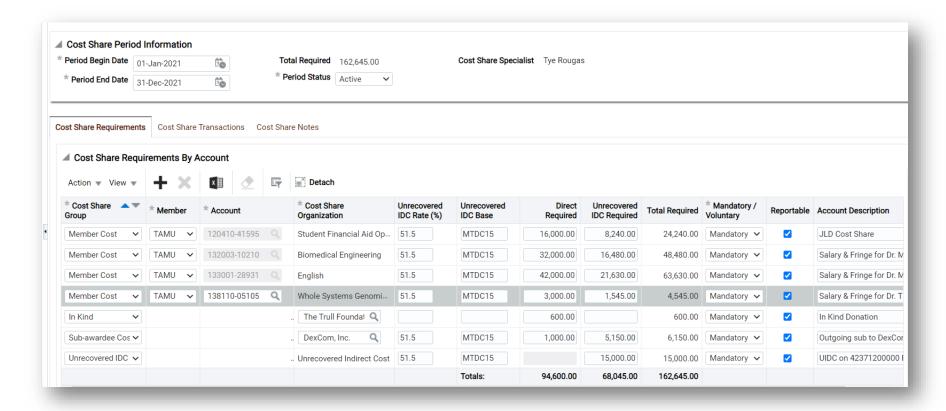
#### Phase II

- Automated notification of a required cost share reports and enabled report certification process
- Administrative Dashboard Statistics
- Specialized departmental reports that would include cost share encumbrances





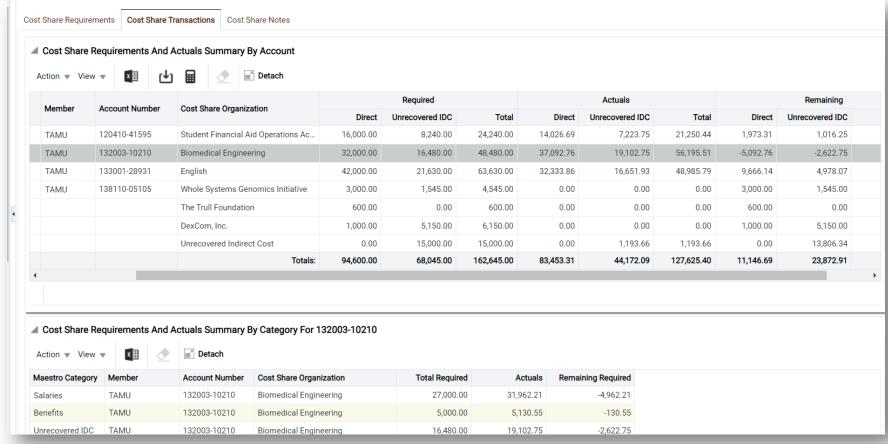
# Cost Share Requirements







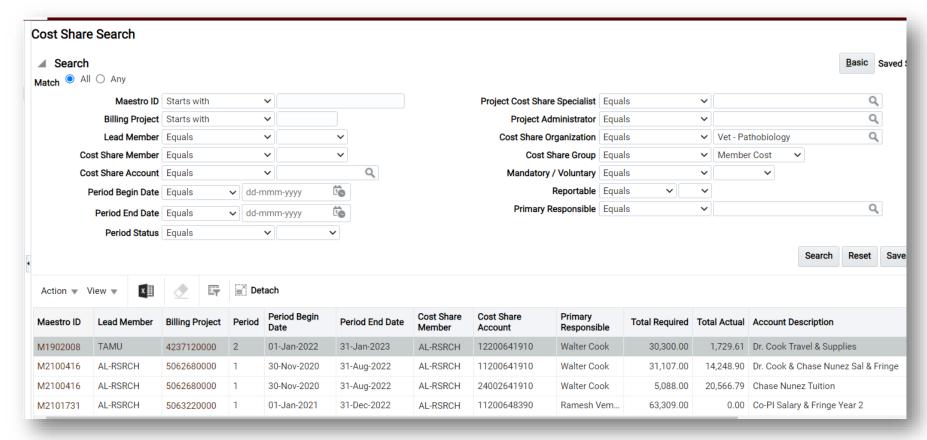
## **Cost Share Transactions**







### Cost Share Search







**TEXAS A&M UNIVERSITY** 

**GALVESTON CAMPUS** 

# Cost Share Reports

- By Category
- By Sub-code
- With all Transactions
- With Payroll Detail

#### Texas A&M University at Galveston

400 Harvey Mitchell Parkway S, Suite 300 College Station, TX 77845-4375 Phone: 979-862-6777

Phone: 9/9-862-6//

EIN:74-2125225 DUNS:61-814-7078

Sponsor: Boston University Award Number: N503-9721-22

Research Title: The export of terrigenous DOC from boreal terrestrial ecosystems to the Arctic Ocean and

it's vulnerability to environmental change

Reporting Period: 08-01-2021 to 08-31-2021

#### **Cost Share Report**

Categories	Required	Cumulative Expensed	Reporting Period Expensed	Remaining Required
Salaries	14,000.00	2,000.00	1,000.00	12,000.0
Benefits	4,170.00	1,023.40	511.70	3,146.6
Travel	591.00	0.00	0.00	591.0
Subawardee	10,000.00	2,400.00	1,200.00	7,600.0
In-Kind	750.00	500.00	250.00	250.0
Unrecovered Indirect Cost	19,099.00	3,718.95	1,859.48	15,380.0
Total Cost Share Amounts	48,610.00	9,642.35	4.821.18	38,967.6

#### CERTIFICATION:

I certify to the best of my knowledge and believe that this report is in accordance with the terms and conditions of the sponsored agreement.

Authorized Certifying Official

Contact / Prepared By: Alex Davison

Cost Share Specialist adavison@tamu.edu (979) 458-8766





## SRS Accomplishments / Future Initiatives

#### **Accomplishments**

- Supported growth of research enterprise Now ranked number 14 on the HERD Survey for FY20
- New Maestro enhancements
- Successful Outreach and Training Program
- Successful S2S (Cayuse) interface
- Enhanced communication with faculty and administrators via two SRS listserv's
  - One dedicated to topics of interest for faculty
  - One dedicated to topics of interest for administrators and staff
- Stream-lined services allowing reallocation of FTE's to core functional areas





## SRS Accomplishments / Future Initiatives

#### **Future Initiatives**

- Maestro enhancements coming on-line
- Office hours via zoom and in person
- Individualized training sessions for departments as requested
- Weekly meetings with System Members on large project initiatives
- Continued training/outreach via AnSRS4u
- Strategic Planning





## Sponsored Research Services



