University of Central Florida Wahoo Project

Project Kickoff Meeting
January 17, 2017
Agenda

1. Attain Team
2. Attain Company Overview
3. Project overview
4. Phase I Scope of Work
5. Project Timeline
6. Questions and Answers
Introductions
Attain Team

**Mark C. Davis**
Vice President and Partner, Higher Education

- 30 years serving the Higher Education and Academic Medical Centers community
- Managing Director at BearingPoint & Partner at KPMG
- Business advisor to more than 80 universities, AMC’s, research institutes

**Evan Roberts**
Project Manager and Pre-Award SME

- 15 years serving the Higher Education and Academic Medical Centers Community
- Former Director of Pre-Award at a Major Academic Medical University
- Extensive experience assisting Universities in business process reviews, organizational effectiveness, and change management

**Nadia Kikilo**
Manager and Post-Award SME

- 10 years serving the Higher Education industry
- Functional PeopleSoft expertise in grant accounting life-cycle
- Wide range of experience in financial regulatory compliance, system implementations, and process improvement
Attain Team

David Reefer  
Project Consultant and Lead Research Systems and Applications  
- 20 years serving the Higher Education and Academic Medical Centers Community  
- Participated in many aspects of the project lifecycle, including project management, business analysis, design, configuration, testing, end-user training, developing user documentation, report and customization development, and post-implementation support.

Nicole Cohee  
Project Consultant and Post-Award/Systems SME  
- 10 years serving the Higher Education, Academic Medical Centers and non profit community  
- Experienced leader in Post-award administration, grant accounting, and PeopleSoft functionality  
- Extensive experience working with all levels of administration, faculty and sponsors to grow and manage research funding from industry, private and philanthropic sources as well as from federal agencies.

Cindy White  
Project Consultant and Pre-Award/Systems SME  
- 20 years serving the Higher Education and Academic Medical Centers Community  
- Former Director of Pre-award Administration at a Major Research University  
- Expert in business process improvement, change management, and research administration lifecycle.
Attain Company Overview
Introduction to Attain

Who is Attain?

A management, strategy and technology consulting firm

• Founded in January 2009
• Headquartered in McLean, VA
• Innovative problem solvers who overcome today’s most complex challenges
• Flexible and scalable to meet clients’ unique and changing needs
• 100 percent focused on serving the public sector to achieve market-leading results
• A mission and vision based on three core principles:
  – Built-to-last
  – Next-generation
  – Values-driven
Introduction to Attain

Our Mission and Vision

A focused mission and vision for achieving:

➤ Market-leading results
➤ Next-generation services and solutions
➤ Values-driven consultancy
➤ Long-term success

Our Mission: To provide the best transformational services to our clients by coupling proven performance and forward thinking to produce market leading results

Our Vision: To be an elite values-driven management, strategy and technology consultancy that’s built to last
Who We Serve

Representative Higher Education Clients

- Yale
- Carnegie Mellon University
- Penn
- Wake Forest University
- Brown University
- University of Maryland
- Harvard University
- Princeton University
- UCSF
- University of California San Francisco
- University of Virginia
- MIT
- The Ohio State University
- Columbia University
- University of Miami
- UC San Diego
- University of Washington
- NYU
- VCU
- Emory University
- University of Alabama
- Baylor University
- Rutgers University
- Indiana University
- Colorado State University
- University of New Jersey

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Services and Solutions

Research Administration
- F&A Reimbursement and Compliance
- Grants Management
- Federal Cost Policy and Compliance

Strategy and Management Consulting
- Change Management and Training
- Organizational Assessment and Redesign
- Program Management
- Strategic Finance and Risk Management
- Strategic Planning

ERP Services

Business Transformation

Health Information Technology

Cloud Services

Technology Consulting
- Infrastructure Management
- Business Analytics and Big Data
- Mobility

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Experience

• Proposed project team has over 100 years of collective Research Administration operations experience

• Recent Business Process/Technology Reviews include:
  – North Carolina State University: BPR and eRA requirements assessment – 2016
  – Vanderbilt University Medical Center: Research administration support in areas ranging from F&A rates, grant transfer to Clinical Trial management, systems and billing – on going
  – Emory University: Multi-phased support of the research administration life-cycle – processes, change management and research IT grants accounting, PeopleSoft implementation and upgrades
  – University of Connecticut: BPR, bench marking and system alignment analysis for research administration operations at Storrs and the Health Center campuses - 2017
Project Overview
Project Overview

• Current State Research Administration Life-cycle Assessment:
  – People
  – Process
  – Technology

• eRA Vendor Selection

• UCF Financials / PeopleSoft Environment Review and Assessment for PeopleSoft Grants Implementation and Optimization

• Change Management Initiatives
Goals

• Develop a complete understanding of UCF’s current Research Administration strengths, areas for improvement, gaps, and alignment with future IT system functionality
• Solicit essential feedback from UCF stakeholders on current challenges in business processes and IT system limitations
• Pinpoint shadow systems in use, the rationale for shadow system maintenance, and future system functionality that can eliminate these systems
• Identify core functional and technical needs for future eRA and PeopleSoft Grant implementations
• Select final eRA vendor and develop eRA implementation plan
• Develop and refine UCF Financials /PeopleSoft Grants Implementation and Optimization plan
Scope Of Work
Phase I Components

✓ We will map, clarify and align current business operations and supporting systems with future system functionality;
✓ Findings during Phase I will lead to improved outcomes, refined business processes, and system optimizations for the pending eRA and PeopleSoft Grant Module implementations.
Business Process Review Approach

Part I  Project Organization and Initiation

Part II  Review and evaluation of UCF current pre-award, post-award and grant accounting, and eRA/ERP operations
  A. Stakeholder interviews
  B. Policy and Procedure Document Review
  C. Current IT System Review
  D. Organization Design and Structure Review

Part III  Preparation and Presentation of Final Recommendations
Phase I Areas of Focus

- Proposal Development
- Just-in-time Requests
- Financial Conflict of Interest
- Effort Verification
- Award Set-up and Maintenance
- Sub-recipient contracting and monitoring
- Grant Accounting and Financial Compliance
- Invoicing/Payment Management System
- Final Financial Reports and Award Closeouts
- Reporting
- Export Controls
- Regulatory Compliance
Federal Grants Management Focal Points

Identify Funding
- Funding Opportunities
  - Match Capabilities with Opportunities
  - Search Funding Sources
  - Maintain Faculty Profiles
  - Maintain Research Profile

Pre-Award / Proposal
- Proposal Development
  - Enter Basic Information
  - Develop Narratives
  - Develop Budget
  - Identify Need for Special Reviews
  - Comply with Assurances & Certifications

- Review & Submission
  - Route For Internal Approval
  - Submit to Sponsor

- Awards Processing
  - Negotiate and Accept Award
  - Receive Award Notice
  - Create Project / Award
  - Authorize Pre-Award Spending

Post-Award Accounting
- Award Management
  - Expend against award
    - Monitor Expenses
    - Perform Adjustments
    - Allocate Indirect Costs
    - Manage Billing
    - Review Status Inquiry

- Compliance
  - Effort Reporting
    - Monitor Cost Sharing
    - Submit Status Reports
    - Monitor Funding Limits
    - Monitor Subrecipients
    - Comply with Cost Allowability

- Close-Out
  - Review Account Activity
  - Submit Final Report
Calibrating Policies and Processes with your Information Systems

- Federal Regulations
- Organizational Structure
- Institutional Policy
- Standard Operating Procedures
- Researchers and Administrators
- Systems
Attain has worked with UCF to structure a communication plan that establishes a working bond between UCF and Attain. This includes:

- Detailed On-site schedule
- Scheduled conference calls
- Weekly progress updates
- Deliverable target dates
- Other communication mediums as deemed necessary
Project Timeline
Project Timeline

Phase I Kick Off

Project Initiation & Baseline
Research
Business Practice & Policy Review
Near Term Fixes
PeopleSoft Assessment
eRA ITN Development
eRA ITN Procurement
Phase I Report Close
Gate Review Phase II & III Readiness

January 2017
April 2017
May 2017
June 2017
July 2017
July 2018

Change Management

eRA and Grants Go Live

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Questions?
Operating at the intersection of experience and innovation.

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