

Research Management Meeting

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MARCH 30, 2023

Agenda

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- › **Welcome - *Rachel Cahoon, HMS***
- › **Discussion With OGC Regarding Documentation - *Javier Guzman, OGC*
*Sarah Axelrod, OSP***
- › **What is SALC EC (Sponsored Administration Leadership Counsel – Executive Committee) and What Does it Do? – *Ara Tahmassian, OVPR***
- › **University Annual RMAS Risk Assessment – *Paul Liebman, RMAS***
- › **Oracle Upgrade and Systems Impacts – *Simone Alpen, HUIT/ATS***

Welcome

Rachel Cahoon, HMS

Discussion With OGC Regarding Documentation

Javier Guzman, OGC & Sarah Axelrod, OSP

What is SALC EC (Sponsored Administration Leadership Council –Executive Committee) and What Does it Do?

Ara Tahmassian, OVPR



Sponsored Administration Leadership Council (SALC): An Introduction

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March 30, 2023**



Introduction - History

- The Sponsored Administration Leadership Committee (SALC) was created in February 2009 as a standing advisory committee.
- It is charged by the Vice Provost for Research and the Vice-President for Finance.
- The Committee advises senior leadership, including the Provost, the VP for finance, and school-based executives, on issues related to research administration, policy, compliance and functions as a liaison between central offices and the schools.
- In 2016, the SALC was reconfigured, an Executive Committee (SALC EC) was formed with all other Committees reporting into SALC EC.



Charter

Major components of SALC Charter include:

- Promote university-wide sound sponsored administration business practices, including enhancements and improvements to existing practices and creation of new ones where needed
- Develop university-wide responses to emerging and new sponsored regulations, including metrics, key controls, and business practices to ensure university compliance
- Develop university-wide sponsored administration policies and make recommendations to the Provost and VP Finance.
- Ensure that policies are effectively communicated and implemented at the School level.



SALC Executive Committee

- Establishes Subcommittees, assigns Chairs and approves membership.
- Reviews Subcommittee workplans and sets priorities.
- Reviews & approve recommended policies, guidance, and procedures.
- Share effective practices between Schools and Central Offices.
- Function as a two-way communication conduit with the larger sponsored programs community.
 - The RMM meetings are part of the communication plan.
- Establishes overarching priorities for research administration training, IT systems, etc.



SALC Subcommittees

- Financial Compliance Working Group (FCWG)
 - Subrecipient Monitoring Committee (HSMC)
- Research Compliance Committee (RCC)
- Operations and Policy Committee (OPC)
- University Research Administrative Executive Committee (RASEC)
 - partial reporting to SALC EC
- University Research Administration Training Subcommittee (URATS) – on hiatus
- University Wide Negotiations Committee (UWNC)



SALC EC Members



Simone Alpen –
Senior Director,
Research Admin &
Compliance
Systems, HUIT/ATS



Sarah T Axelrod –
Assoc Vice
President, OSP



Matt Alper –
Senior Assoc Dean
for Research Policy
& Admin, HKS



Tiffany Blackman -
Senior Director of
Research Admin,
GSE



SALC EC Members



Pam Baker-Webber -
Senior Director of
Research Admin, SEAS



Lauren Ferrell –
Assoc Dean for
Research Admin,
FAS



Rachel Cahoon –
Chief Research
Admin Officer, HMS



Rob Kirsh – Director
of Pre-Award, OSP



SALC EC Members



Ara Tahmassian –
Chief Compliance
Officer, OVPR



Tracey Westervelt –
Director of Research
Finance, OSP



Frank Urso - Chief
Research Admin
Officer, SPH



University Annual RMAS Risk Assessment

Paul Liebman, RMAS

Oracle Upgrade and Systems Impacts

Simone Alpen, HUIT/ATS

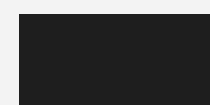
HUIT Updates

Oracle Upgrade and Impacts

Simone Alpen
HUIT | ATS Research Administration and Compliance Systems

Tim McKiel
HUIT | ATS Finance Systems

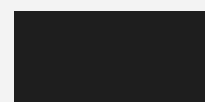
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Oracle Financials Upgrade

Monday 4/17	Tuesday 4/18	Wednesday 4/19	Thursday 4/20	Friday 4/21
Oracle Financials, Buy2Pay, Chart Validator are up	Oracle Financials, Buy2Pay, Chart Validator are up until 5PM EST	Oracle Financials, Buy2Pay, Chart Validator offline	Oracle Financials, Buy2Pay, Chart Validator offline	Oracle Financials, Buy2Pay, Chart Validator offline

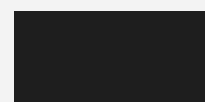
Oracle Financials, Buy2Pay, and the Chart Validator will all be back up-and-running on **Monday, April 24 at 8:00AM EST**



Oracle Financials Upgrade

- **When is the outage for Oracle E-Business Suite (EBS)?**
 - **Tuesday 4/18/2023 (5PM) through Monday 4/24/2023 (8AM)**
 - Additional details about this week:
 - Patriot's Day is on Monday (4/17)
 - 3Q Quarter close is complete (4/14)
 - School vacation week
- **What will be the impact?**
 - GMAS, ecrt, and the PI Dashboard will be up and available throughout the Oracle Financials outage (with data as of Monday 4/17)
 - Oracle EBS Financials modules will be offline
 - Buy-to-Pay system will be unavailable
 - HART will be available
 - To learn more, see our [Release Notes](#) and the [Oracle project site](#)

Appendix

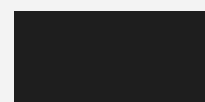


Oracle Outage Impact: Sponsored Research

System	During 4/18 - 4/24 Outage	During the Oracle Financial Outage
GMAS	<ul style="list-style-type: none"> All systems are up and running Data up-to-date through 4/17/2023 (no new updates 4/18-23) 	<ul style="list-style-type: none"> No new sponsored/GMAS accounts can be set up during the outage (segment revisions can be completed, but any new/modified accounts will not be sent until 4/24/2023) Sponsored budgets will not be sent to the GL until 4/24/2023 Interim financial deliverables with “deliverable period end dates” of 03/31/2023 or prior will be processed normally Final financial deliverables can be processed if journal adjustments have been documented and a final figure has been identified For sponsored payments, receipts can be created and receivables can be updated, however payments will not post to the GL until after the outage is complete No letter of credit (LOC) draws will occur during the outage, but draws will resume their normal schedule after the outage is complete
PI Dashboard		<ul style="list-style-type: none"> PI Dashboard up and available
eCRT		<ul style="list-style-type: none"> eCRT up and available

High-level System Impact Map

System	Availability	Comments / Notes
Oracle EBS/Financials	None	No outgoing feeds during the outage; incoming feeds sent during the outage will be processed prior to Monday. Normal processing resumes on Monday 4/24.
B2P	None	System is unavailable; see slide in appendix for details
Financials Data Warehouse	Partial	Available Wed-Fri with data as of Monday 4/17. Partial due to system not available on Sat-Sun. No impact to HR data and QlikView. See slide in appendix for details.
Card Processing (PCard)	Partial	
Concur (T&E)	Partial	See slide in appendix for details.
HART	Available	See slide #13 for details
Sponsored Research	Available	Data updated as of Monday 4/17. Includes GMAS, PI Dashboard and eCRT
HR Systems	Available	No costing changes. (Valid strings created but never used will work). See additional slide for details on Aurora, Harvard Training Portal, PeopleSoft modules, Wasabi, etc.
my.harvard	Available	Data updated as of Monday 4/17
HUBS	Available	Actuals as of Monday 4/17, no CCID Validation
CPATH	Available	Data from CAPS as of Tuesday 4/18
Fieldglass	Available	No costing changes
TouchNet ECommerce	Available	
ADVANCE	Available	Files sent to GL during 4/18-4/24 will not be processed. No new COA information will be available.
Other (Wasabi and School Interfaces)	Available	No costing changes and no new COA information will be available. Journals transmission will not be available. (interface with other systems besides PeopleSoft)



Oracle Outage Impact: HART

User Community	Reports/Data	Tues 4/18-Sun 4/23	Comments/Notes
HART Financial and Grants Management Enterprise Dashboard Users	All dashboards containing data from the financial data warehouse	<ul style="list-style-type: none"> Data as of 4/17 is available 4/18-4/24 Users are discouraged from running dashboards from Friday, 4/21 8 pm-Monday, 4/24, 8 am 	<ul style="list-style-type: none"> Users may see error messages and inconsistent data while the dashboards are being updated from Friday, 4/21 8 pm-Monday, 4/24, 8 am
HART Self Service Financial and Grants Management Users	All data pulled from the financial data warehouse	<ul style="list-style-type: none"> Data as of 4/17 is available 4/18-4/24 Self-service users are discouraged from pulling data from Friday, 4/21 8 pm-Monday, 4/24, 8 am. 	<ul style="list-style-type: none"> Users that connect directly to the financial data warehouse with personal credentials will be locked out of database 4/21, 8pm-4/24, 8 am Users using HART subject areas may see error messages and inconsistent data while the dashboards are being updated from Friday, 4/21 8 pm-Monday, 4/24, 8 am
HART FAS Data Hub Dashboard	All financial data found on dashboard; rest of dashboard not affected	<ul style="list-style-type: none"> Data as of 4/17 is available 4/18-4/24 	<ul style="list-style-type: none"> Financial data derived from IVY; same impact as Direct Database Users below
Direct Database Users and Export Accounts outside of HART	All data pulled from the financial data warehouse	<ul style="list-style-type: none"> Data as of 4/17 is available 4/18-4/24 Users will be locked out of the database from Friday, 4/21 8 pm-Monday, 4/24, 8 am 	<ul style="list-style-type: none"> For communities that use tools other than HART to pull data from the financial data warehouse.

HART will be available throughout the EBS 12.2 Upgrade

Oracle Outage Impact: Financials Data Warehouse (CENDW) Schedule & Details

Dates	Days	Updates
4/17	Monday	Last data refresh in Data Warehouse on Monday night
4/18	Tuesday	Transactions go into EBS but Data Warehouse is not loaded with Tuesday (4/18) data
4/19-21	Wednesday – Friday	No new transactions in EBS (Data Warehouse is not re-loaded)
4/22-23	Saturday - Sunday	Outage (not available for export and direct database users but is available for HART users)
4/23	Sun night	Data Warehouse nightly load runs at 8pm and includes transactions from Tuesday (4/18)
4/24	Mon 8am	Data Warehouse available and refreshed

Oracle Outage Impact: B2P

The Buy-to-Pay system will be unavailable effective 5PM on April 18th.

This includes the ability to view/search in B2P, and all Accounts Payable, Supplier Onboarding, Requisitioning/PO/PR/NR, Contract Management, and Sourcing activities and functionality.

Key Activities	Dates
Supplier Onboarding, Maintenance, & Reactivation (New requests or supplier updates)	Wednesday, April 12th 5PM
Non-standard Check Processing (Special Handling)	Monday, April 17th 5PM
PR/NRs that must be paid prior to outage should be approved by end of day.	Monday, April 17th 5PM
Final payments before outage (Includes Zelle, check, Paymode)	Tuesday, April 18th
All requisitions must be fully approved by 4:30 to have a PO created before outage.	Tuesday, April 18th 4:30PM

Oracle Outage Impact: Concur (Expense & PCard)

	Due by
Concur Expense Reports must be fully approved with no exceptions to be paid prior to the outage	Friday, April 14th, 5PM
Concur Statement Reports (PCard) must be submitted and fully approved to post to the GL	Monday, April 17th, 5PM

- Concur users will still be able to create, submit, and approve Expense and PCard Statement Reports in Concur.
- Payments and postings to the GL will not occur during the outage but will resume on a normal schedule starting Monday 4/24.