Kuali Coeus Implementation Preaward Blueprinting Workshop 2

KC-PRE15 Determine Proposal Budgeting Method
KC-PRE11: Prepare a Preliminary Budget
KC-PRE14: Prepare and Submit F&A Waiver Request

September 13, 2013
Goals and Outcomes

• Goals
  – Obtain feedback on the proposed future state (e.g. to-be) business processes
  – Review the configuration settings and application roles which support the processes within KC
  – Review the data assumptions which have been made while drafting the future state business processes
  – Review identified gaps related to the processes and amend as needed

• Outcomes
  – Document feedback and action items gathered during the session; distribute to participants for review
  – Utilize the information gathered to further refine business processes, configuration settings, application roles, data assumptions, and gaps
Presentation Outline

• Future State Process
• Data Assumptions
• Configuration Values
• Roles Defined/Assigned
• Potential Gaps
• Integrations
KC-PRE15: Determine Proposal Budgeting Method
KC-PRE15: Determine Proposal Budgeting Method

**Future State**
Data Assumptions
KC-PRE15: Determine Proposal Budgeting Method

• Data needed for process initiation
  – Sponsor’s Solicitation
  – Proposal Development Document

• Transactional data (both input and output)
  – None specific to this Process as it is completed outside of KC

• Data generated on process complete
  – None specific to this Process as it is completed outside of KC
KC-PRE11: Prepare a Preliminary Budget
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[Diagram showing the process flow for preparing a preliminary budget, including decision points such as checking F&A waiver requirements and budget justification.]
Data Assumptions

KC-PRE11: Prepare a Preliminary Budget

• Data needed for process initiation
  – Proposal Development Document
  – Salaries pulled from SAP (updated nightly)
  – Fringe benefits calculated on banded rates

• Transactional data (both input and output)
  – Budget Name*
  – Personnel Line items
  – Non-Personnel items
  – Applicable rates e.g. F&A and Fringe
  – Budget Justification Notes (optional)
  – Summary Budget for entry into KC (if applicable)
  – Attachment Sub-award R&R Budget (if applicable)
  – Budget Marked Final and Complete*

• Data generated on process complete
  – Proposal Budget

*Signifies required field
Configuration Values
KC-PRE11: Prepare a Preliminary Budget

- Parameter Values
  There are 89 Institutional Level parameters for KC-PRE10
- Validation Rules
- Notifications
  None specific to this process
- Code Tables
- Special Configuration Items
  None specific to this process
Configuration Values: Validation Rules
KC-PRE11: Prepare a Preliminary Budget

• General
  – Warnings:
    ▪ Display warning if Final Budget Total Cost is ≤ 0.00
  – Errors:
    ▪ None specific to this Process
## Configuration Values: Code Tables

**KC-PRE11: Prepare a Preliminary Budget**

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>To Be Named Person</th>
<th>Formulated Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Employee</td>
<td>TBA Research</td>
<td>Overnight Stay</td>
</tr>
<tr>
<td>Summer Employee</td>
<td>Computer Programmer</td>
<td>Laboratory use – Restock</td>
</tr>
<tr>
<td>9M Duration</td>
<td>Research Associate</td>
<td>Computing-IS Support</td>
</tr>
<tr>
<td>10M Duration</td>
<td>Data Manager</td>
<td>X-Ray</td>
</tr>
<tr>
<td>11M Duration</td>
<td>Data Entry</td>
<td></td>
</tr>
<tr>
<td>12M Duration</td>
<td>Project Director</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Undergrad Student*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grad Student*</td>
<td></td>
</tr>
</tbody>
</table>

* indicates proposed additions to out of the box functionality.
Roles Defined/Assigned
KC-PRE11: Prepare a Preliminary Budget

- List of Roles

KC Predefined Roles and Permissions (out-of-the-box)

- **Budget Creator**
  - Modify Proposal Development Document
  - Modify Budget
  - View Proposal
  - View Budget

- **Modify All Dev Proposals**
  - Modify Proposal Development Document
  - Modify Budgets
  - Modify Narrative
  - View Budget
  - View Narratives

- **OSP Administrator**
  - View Proposal
  - View Budget
  - View Narratives
  - Alter Proposal Data
  - Create Valid Rate
  - View Negotiation- Unrestricted
  - Create Award Account
  - Add Proposal Viewer
Roles Defined/Assigned

KC-PRE11: Prepare a Preliminary Budget

• List of Roles

KC Predefined Roles and Permissions (out-of-the-box)

— **Budget Creator**
  - Modify Proposal Development Document
  - Modify Budget
  - View Proposal
  - View Budget
  - View Narratives

— **Modify All Dev Proposals**
  - Modify Proposal Development Document
  - Modify Budgets
  - Modify Narrative
  - View Budget
  - View Narratives
  - Modify Proposal Permissions
  - Modify Proposal Rates
  - Print Proposal
  - View Proposal

— **OSP Administrator**
  - View Proposal
  - View Budget
  - View Narratives
  - Alter Proposal Data
  - Create Valid Rate
  - Create Award Account
  - View Active Special Review Types
  - View Negotiation- Unrestricted
  - Add Proposal Viewer
Roles Defined/Assigned
KC-PRE11: Prepare a Preliminary Budget

• Consequence: who has access to what information for KC-PRE11
  – User has access to make changes to the data within the Proposal
  – User has access to make changes to the data within the Budget
  – User may have access to make changes to the proposal permissions (dependent upon specific user role)
## Potential Gaps

### KC-PRE11: Prepare a Preliminary Budget

<table>
<thead>
<tr>
<th>Gap</th>
<th>Potential Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Specific Identification (SI) for fringe benefits. Fringe rates are established in KC for employee types but not calculated for each individual like SI.</td>
<td>Maintain the SI method of fringe benefit calculation and use it to develop a logical, reasonable number of fringe benefit salary ranges (bands) to which budgeted persons would be assigned. The fringe benefit rates associated with these ranges would then be used to calculate a proposal budget.</td>
</tr>
<tr>
<td>No calculation for the anticipated value of F&amp;A research facilitation funds returned to colleges or departments.</td>
<td>Possible report could be created to calculate the anticipated F&amp;A research facilitation funds returned to colleges or departments.</td>
</tr>
<tr>
<td>Grand total of all sub-awards in a proposal not displayed on the approver view screen.</td>
<td>Add a validation error to ensure sub-awards “y/n” indicator on the proposal summary screen is accurate. From the proposal summary screen the approver can print the budget summary report which displays the value of each sub-award as well as the cumulative total of all sub-awards included in the proposal.</td>
</tr>
<tr>
<td>Budget detail cannot be exported to Excel.</td>
<td>The budget can be printed as a PDF from the Budget Actions tab, Print Forms panel.</td>
</tr>
<tr>
<td>The average fringe % rate for all project personnel is not displayed.</td>
<td>Can be manually calculated from the KC totals.</td>
</tr>
<tr>
<td>The approver view screen does not display the amount requested for the first year.</td>
<td>A user can open the Proposal Development Document and open the final Budget to view the Summary tab and first year amount.</td>
</tr>
<tr>
<td>Full amount requested for a proposal/award is not displayed in the search results list.</td>
<td>1. A user can open the appropriate document to see this information. 2. Information is listed on search display as separate amounts i.e. Direct and Indirect amounts which can be totaled manually.</td>
</tr>
</tbody>
</table>
Integrations

- Other KC Modules
  - Institutional Proposal
  - Award

- Other Kuali Products
  - Kuali Rice

- MSU EBS Systems
  - SAP-EDW (Enterprise Data Warehouse)
  - OOI

- MSU Legacy Systems
  - None specific to this process
KC-PRE14: Prepare and Submit F&A Waiver Request
KC-PRE14: Prepare and Submit F&A Waiver Request

KC-PRE14 Prepare and Submit F&A Waiver Request – FUTURE STATE

1. Complete F&A Waiver Request form
2. Attach abstract and solicitation to KC Proposal Development document
3. Detailed budget prepared by KC?
   - Yes
   - No
   - Attach budget to KC Proposal Development document
4. Submit request to Dept/College OVRPRDS for review
5. Attach OVRPRDS approval to KC Proposal Development document or revise KC budget

PI (and/or Designee)
OSP
CSA
Dean/College
Data Assumptions
KC-PRE14: Prepare and Submit F&A Waiver Request

• Data needed for process initiation
  – F&A Waiver Request
  – KC Proposal Development Document

• Transactional data (both input and output)
  – Abstract
  – Sponsor Solicitation
  – Detailed Proposal Budget

• Data generated on process complete
  – Approved/Disapproved F&A Waiver
Configuration Values
KC-PRE14: Prepare and Submit F&A Waiver Request

- Parameter Values
  None specific to this process
- Validation Rules

- Notifications
  None specific to this process
- Code Tables
  None specific to this process
- Special Configuration Items
  None specific to this process
Configuration Values: Validation Rules
KC-PRE14: Prepare and Submit F&A Waiver Request

General:
• **Warning**
  • Display warning if Unrecovered F&A is > 0.00 and attachment, Approved F&A Waiver, is not present
Roles Defined/Assigned

KC-PRE14: Prepare and Submit F&A Waiver Request

• List of Roles

  KC Predefined Roles and Permissions (out-of-the-box)

  – **Narrative Writer**
    - Modify Proposal Development Document
    - Print Proposal
    - View Narrative

  Preaward defined new Roles (Nested - grouping several roles together) for Colleges/Department

  – **College Admin**
    - Award Viewer
    - Institutional Proposal Viewer
    - View Sub-award
    - Narrative Writer
    - View Negotiation
    - Award Attachment Viewer
    - Proposal Creator
    - Delete Proposal
    - Budget Creator

  – **Department Admin**
    - Award Viewer
    - Institutional Proposal Viewer
    - View Sub-award
    - Narrative Writer
    - View Negotiation
    - Award Attachment Viewer
    - Proposal Creator
    - Delete Proposal
    - Budget Creator
Roles Defined/Assigned (cont’d)
KC-PRE14: Prepare and Submit F&A Waiver Request

• Consequence: who has access to what information for KC-PRE14: Prepare and Submit F&A Waiver Request
  – User has access to make changes to the data within the Proposal
  – User has access to modify any attachments
  – User has access to make changes to the data within the Budget
Potential Gaps
KC-PRE14: Prepare and Submit F&A Waiver Request

• List possible process gaps for KC-PRE14: Prepare and Submit F&A Waiver Request
  – None specific to this Process
Integrations

• Other KC Modules
  – None specific to this Process

• Other Kuali Products
  – None specific to this Process

• MSU EBS Systems
  – None specific to this Process

• MSU Legacy Systems
  – None specific to this Process
Questions
## Glossary

<table>
<thead>
<tr>
<th><strong>Application Role</strong></th>
<th>Made up of granular permissions which enables users to access data or perform certain business functions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Code Table</strong></td>
<td>Typically provides values for drop-down lists referenced by the application</td>
</tr>
<tr>
<td><strong>Configuration Setting</strong></td>
<td>The initial arrangement of parameters, code tables, etc. that determines what the application will do and how its components will interact</td>
</tr>
<tr>
<td><strong>COI</strong></td>
<td>Conflict of Interest; in KC the module in which financial conflict of interest disclosures are submitted and reviewed</td>
</tr>
<tr>
<td><strong>IACUC</strong></td>
<td>Institutional Animal Care and Use Committee; in KC the module in which animal protocols are submitted and reviewed</td>
</tr>
<tr>
<td><strong>IRB</strong></td>
<td>Institutional Review Board; in KC the module in which human subject protocols are submitted and reviewed</td>
</tr>
<tr>
<td><strong>KC</strong></td>
<td>Kuali Coeus, an open-source Research Administrative system developed by the Kuali Foundation</td>
</tr>
<tr>
<td><strong>KFS</strong></td>
<td>Kuali Financial System</td>
</tr>
<tr>
<td><strong>Kuali Rice</strong></td>
<td>Kuali Rice, provides middleware suite of integrated products</td>
</tr>
<tr>
<td><strong>Notification</strong></td>
<td>A message which is delivered to the user based on some action the user has performed</td>
</tr>
<tr>
<td><strong>SAP-EDW</strong></td>
<td>SAP HR/Payroll Data contained within MSU’s Enterprise Data Warehouse</td>
</tr>
<tr>
<td><strong>OOI</strong></td>
<td>Organization of Interest, a Kuali Rice based application for managing Organizations, developed and implemented by MSU</td>
</tr>
<tr>
<td><strong>Parameter</strong></td>
<td>An externalized application variable, the value of which can be maintained through the User Interface</td>
</tr>
<tr>
<td><strong>Validation Rule</strong></td>
<td>A check built within the application to ensure the data necessary for the system to perform a function is present and/or appropriate</td>
</tr>
</tbody>
</table>