Kuali Coeus Implementation
Preaward Blueprinting Workshop 5

KC-PRE27: Create and Maintain Negotiation Document

November 7, 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
<table>
<thead>
<tr>
<th>Process #</th>
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<th>Process</th>
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<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRE2</td>
<td>Enter a New Sponsor in System</td>
<td>PRE13</td>
<td>Review a Preliminary Budget</td>
<td>PRE24</td>
<td>Receive Bilateral Award</td>
</tr>
<tr>
<td>PRE3</td>
<td>Prepare a KC Proposal Development Document and Submit for Routing</td>
<td>PRE14</td>
<td>Prepare and Submit F&amp;A Waiver Request</td>
<td>PRE25</td>
<td>Receive SBIR/STTR Award</td>
</tr>
<tr>
<td>PRE4</td>
<td>PI Review of Solicitation</td>
<td>PRE15</td>
<td>Determine Proposal Budgeting Method</td>
<td>PRE26</td>
<td>OSP Non FDP Subaward Process</td>
</tr>
<tr>
<td>PRE5</td>
<td>Non-Regular Investigator Exception Review</td>
<td>PRE16</td>
<td>Routing and Approval of KC Proposal</td>
<td>PRE27</td>
<td>Create and Maintain Negotiation Document</td>
</tr>
<tr>
<td>PRE6</td>
<td>OSP Review of Solicitation</td>
<td>PRE17</td>
<td>Submit Proposal to Sponsor</td>
<td>PRE28</td>
<td>Prepare Summary Proposal</td>
</tr>
<tr>
<td>PRE7</td>
<td>Limited Submission Process</td>
<td>PRE18</td>
<td>Receive Rejection Notice</td>
<td>PRE29</td>
<td>Establish or Modify an Award</td>
</tr>
<tr>
<td>PRE8</td>
<td>Review Solicitation for Intellectual Property Issues</td>
<td>PRE19</td>
<td>Receive Request for Proposal Modification</td>
<td>PRE30</td>
<td>Maintain Organization Table</td>
</tr>
<tr>
<td>PRE9</td>
<td>Review for Export Control Issues</td>
<td>PRE20</td>
<td>Receive Request for Documentation</td>
<td>PRE31</td>
<td>Amend an Award</td>
</tr>
<tr>
<td>PRE10</td>
<td>Create KC Proposal and Grant Access</td>
<td>PRE21</td>
<td>Negotiate an Award</td>
<td>PRE32</td>
<td>Reassigned to Award Team</td>
</tr>
<tr>
<td>PRE11</td>
<td>Prepare a Preliminary Budget</td>
<td>PRE22</td>
<td>Receive Federal Fixed-Price Contract</td>
<td>PRE33</td>
<td>Establish Advance or Hardship Award in KC</td>
</tr>
</tbody>
</table>

KC-PRE27: Create and Maintain Negotiation Document
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KC-PRE27 Create and Maintain Negotiations - FUTURE STATE

1. Receive Communication from Sponsor
2. Create Negotiation Document
3. Assign Negotiator
4. Select Agreement type
5. Determine Association type
6. If Institutional Proposal document available
   - Yes
   - Associate with Institutional Proposal document
   - No
     - Associate with "None" until Institutional Proposal available
7. Add/Update Activities as necessary to complete negotiation
8. Attach any Intra/Inter/External documents
9. Close Activities as completed
10. Are all activities completed?
    - Yes
    - Stop
    - No
12. Attach all finalized documents to Institutional Proposal
13. Await next step
Data Assumptions
KC-PRE27: Create and Maintain Negotiation Document

• Data needed for process initiation
  – Any one of the following existing documents:
    • Institutional Proposal
    • Award
    • Subaward
    • None

• Transactional data (both input and output)
  – Negotiation Status
  – Negotiator
  – Agreement Type
  – Negotiation Association Type
  – Location
  – Activity Type
  – Activity Start Date
  – Activity Description

• Data generated on process complete
  – Completed negotiation document that may or may not be associated with an award, IP, subaward
Configuration Values
KC-PRE27: Create and Maintain Negotiation Document

• Parameter Values
  – There are three Institutional Level parameters for KC-PRE27

• Validation Rules
  – None specific to this process

• Notifications

• Code Tables

• Special Configuration Items
  – None specific to this process
Configuration Values
KC-PRE27: Create and Maintain Negotiation Document

• Notifications  (Out of the Box)
  – The negotiation is complete.
    • Negotiation ID:
    • Negotiator:
    • Negotiation Status:
    • Anticipated Project Start Date:
    • Negotiation Start Date:
    • Negotiation End Date:
    • Title:
    • Primary Investigator:
    • Lead Unit:
    • Sponsor:
    • Prime Sponsor:
  
  – Notification will be sent to Negotiator, PI, OSP Administrator and Unit Administrator.
Configuration Values  
KC-PRE27: Create and Maintain Negotiation Document  

## Code Tables  

### Negotiation Status  
- Complete  
- In Progress  
- Suspended  
- *Received – Not Started  

### Agreement Type  
- Standard Research Agreement  
- Material Transfer Agreement  
- Non-Disclosure Agreement  
- *Master Agreement  
- *Interpersonal Agreement  
- *Intellectual Property Agreement  
- *Service Agreement  
- *No Money Agreement  
- *Equipment Agreement  
- *Data Use Agreement  
- *Affiliation Agreement  

### Location  
- OSP  
- Sponsor  
- *Business Connect  
- *CGA  
- *Department/College  
- *General Counsel  
- *IACUC  
- *IRB  
- *MSU Technologies  
- *OVPRGS/ECTS/URO  
- *Office of Planning & Budgets  
- *Principal Investigator  
- *Subcontractor  

### Negotiation Association Type  
- Institutional Proposal  
- Award  
- Subaward  
- None  

*Proposed additions to each Code Table*
## Configuration Values

### KC-PRE27: Create and Maintain Negotiation Document

- **Code Tables**

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Sort By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Call</td>
<td>Activity Start Date, Activity Type</td>
</tr>
<tr>
<td>Copied Documents</td>
<td>Last Update, Activity Type</td>
</tr>
<tr>
<td>Correspondence Received</td>
<td>Last Update By, Last Update</td>
</tr>
<tr>
<td>Correspondence Sent</td>
<td>Activity Type, Last Update</td>
</tr>
<tr>
<td>Courier Package Received</td>
<td>Location</td>
</tr>
<tr>
<td>Courier Package Sent</td>
<td></td>
</tr>
<tr>
<td>Draft Document</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Executable Document Received</td>
<td></td>
</tr>
<tr>
<td>Executable Document Sent</td>
<td></td>
</tr>
<tr>
<td>Fax Received</td>
<td></td>
</tr>
<tr>
<td>Fax Sent</td>
<td></td>
</tr>
<tr>
<td>Mailed – Returned to CA</td>
<td></td>
</tr>
<tr>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Revised Document</td>
<td></td>
</tr>
<tr>
<td>Telephone Call</td>
<td></td>
</tr>
</tbody>
</table>
Roles Defined/Assigned
KC-PRE27: Create and Maintain Negotiation Document

- List of roles – Out of Box
  - Negotiator
    - Create Negotiation
    - Modify Negotiation
    - Create Activities
    - Modify Activities
    - View Negotiation - Unrestricted
  - Negotiation Creator
    - Create Negotiation
    - Modify Negotiation
    - Create Activities
    - Modify Activities
    - View Negotiation – Unrestricted
  - Negotiation Administrator
    - Create Negotiation
    - Modify Negotiation
    - Create Activities
    - Modify Activities
    - View Negotiation - Unrestricted
Roles Defined/Assigned
KC-PRE27: Create and Maintain Negotiation Document

• List of roles
  – Negotiation Administrator (role to be added to Preaward Defined Roles)
    • OSP Teams (PG1, PG2, PG3, C1 and C2)
    • OSP Asst. Director
    • OSP Asst. VP
    • OSP Admin Professional
    • OSP System Shared Services
    • Business Connect Administrator
  – View Negotiation (permission to be added to Preaward Defined Roles)
    • PI
    • Department Admin
    • College Admin
Roles Defined/Assigned
KC-PRE27: Create and Maintain Negotiation Document

• Consequence: who has access to what information for KC-PRE27
  – Can view all the information contained within the IP, PD, Subaward and Award as soon as one is associated with the negotiation.
Potential Gaps
KC-PRE27: Create and Maintain Negotiation Document

• List possible process gaps for KC-PRE27
  – No specific gaps for KC-PRE27
Integrations

• Other KC Modules
  – Proposal Development
  – Institutional Proposal
  – Award
  – Subaward

• Other Kuali Products
  – Kuali Rice

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

• MSU Legacy Systems
  – None
Questions
# Glossary

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