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
# Preaward Future State Development

<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>

**Red - processes presented today. Green - future workshops. Gray - processes outside KC or specific to Central Business Office.**
KC-PRE27: Create and Maintain Negotiation Document
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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
    • 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
    • CGA 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

OSP/CGA/Business Connect

– Can view all the information contained within the negotiation document and any documents linked with the negotiation document (IP, PD, Subaward and/or Award).

PI

– Can view all the information contained within the negotiation document and any documents linked with the negotiation document (IP, PD, Subaward and/or Award).

Dept./College Administrators

– Can view all the information contained within the negotiation document and any documents linked with the negotiation document (IP, PD, Subaward and/or Award).
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><strong>Application Role</strong></th>
<th>Made up of granular permissions which enables users to access data or perform certain business functions</th>
</tr>
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<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>
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</table>