RAS
Research
Administration
Support

PI Dashboard
Monthly Email and Projections

OSP Roundtable

MARCH 28, 2017

Today's Topics

Announce Monthly Email	• Rollout Plan • Communications Plan
Projections Feature Planning	• Describe Feature • Gather Guidance from You • Are we addressing the right issues first?

Monthly Email

- The PI Dashboard will send an email to each PI or Account manager with an active research account.
- The email provides a snapshot update of the financial information in the PI Dashboard.

Schedule

- April: Pilot mailing with approximately 10-15 volunteers
- May: Include all PIs who have logged into the PI Dashboard
- June: PIs from all units (except those who have requested a delay)
- August: All PIs with active research accounts

Contents

- For each person who is being paid on one of your projects or accounts, the % distribution for the previous month.
- For each Project or Account, the Balance as of the day the email is sent. Does not include outstanding commitments.
- For each Project, a quick glance graph showing how your spending is tracking against the budget through the end of the current project period.

- Everything in the email is available via the PI Dashboard. No "new" information.

Gaps

- Currently, the PI Dashboard does <u>not</u> include encumbrance data, for example future salary or purchase orders.
- You may be sharing data with your PIs that <u>does include</u> encumbrances.
- Balances, Spending vs. Budget, and Transactions might not match exactly because they are updated daily in the PI Dashboard and there may be a time lag after the email is sent/opened.
- Personnel data will match the PI Dashboard exactly because it reflects the previous month.

Design Process and Feedback

- Interviews conducted with faculty before design.
- Draft of email tested with 7 faculty to gather feedback on the content and text. (September)
- Revised draft tested with 5 faculty. (October)
- Review completed with other stakeholders including Cathy Long, Jeff Silber, and Janet Strait.

Preview

- If you have act-as privileges in the PI Dashboard, you'll be able to preview the email online.
- Monthly Email Example Mockup

Your research finances this month.

This month's balances, spending vs. budget, and spending trends.

VISIT PI DASHBOARD FOR MORE DETAIL

YOUR PERSONNEL

Here are your current 6 personnel distributions last month (including you). There are 12 distributions on other and cost share accounts.

Last Project in the List Title Longer		
Dan Cressida	Technician IV	33%
Jacob Martinio	Post Dr Assoc	100%
Second Project Title		
Sherry Anne Jacke	Graduate Research Assistant	100%
Dan Cressida	Technician IV	67%
Non-Sponsored Account: 4353414 - Account Title for Email Sample		
Jordan Rensault	Research Support Spec I	100%
Tim Grimser	Research Associate Sr	80%

YOUR BALANCES

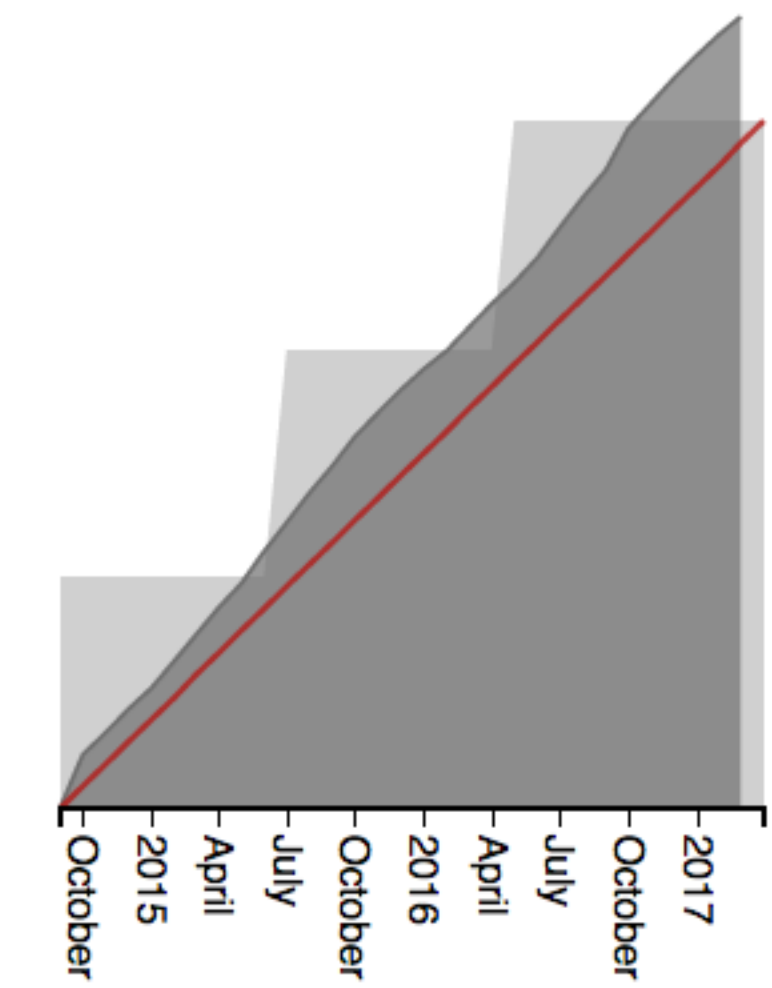
Here are your current project balances. You may have outstanding commitments that aren't shown. Your Research Administrator can help you find out.

Project	Balance	Direct Balance
Last Project in the List Title Longer	$-141,535	$-82,075
Project Title Number 1	$0	$5,958
Second Project Title	$-165,999	$-101,301

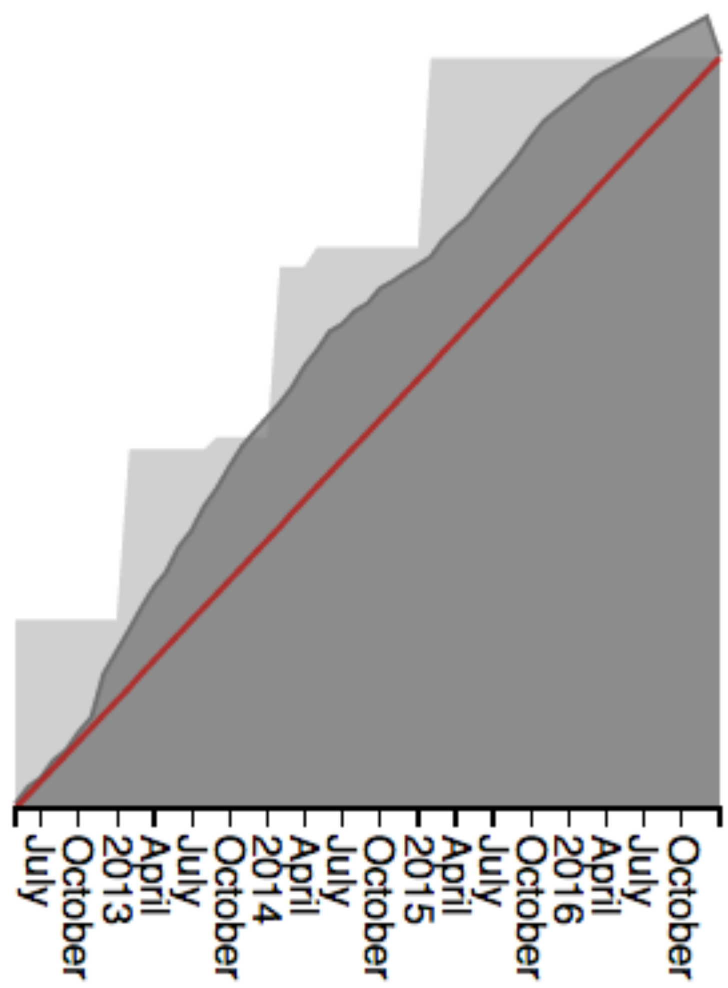
YOUR SPENDING VS BUDGET

Here's how your spending is tracking against your project budgets.

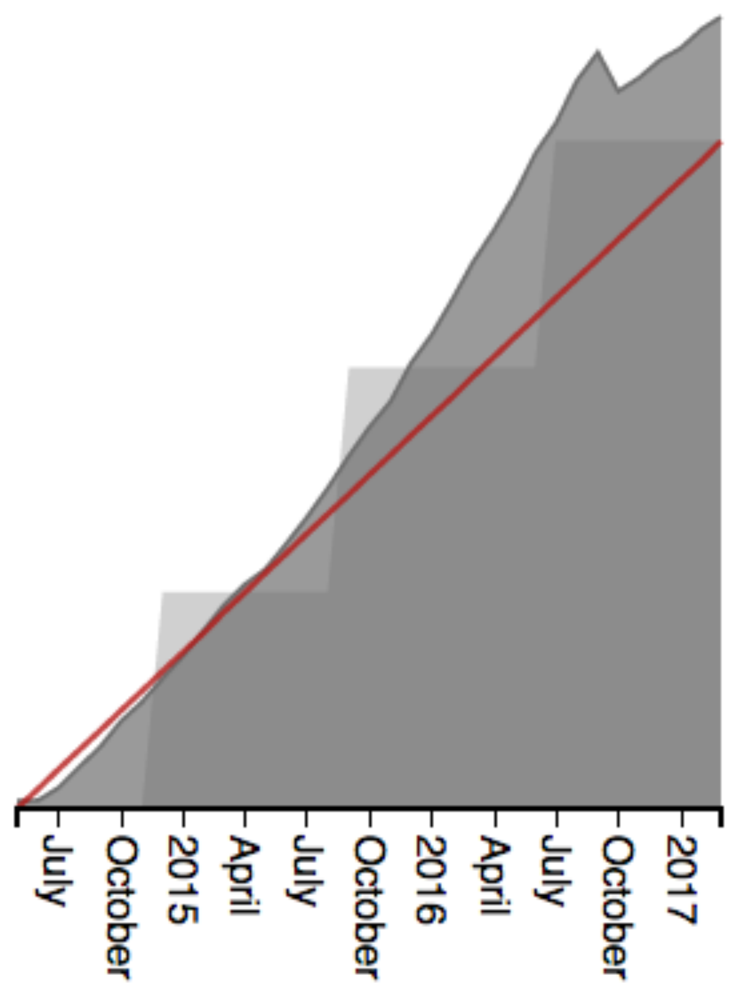
Last Project in the List Title Longer



Project Title Number 1



Second Project Title



VISIT PI DASHBOARD FOR MORE DETAIL

RAS

Email Pilot Volunteers

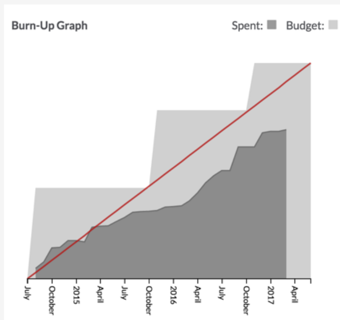
- If you'd like to volunteer to be part of the pilot mailing, send an email to pidash@cornell.edu.

Roadmap Update

Done	• Review Project and Account Balances • Review Transactions • Proposal Status and Details
Soon	• Personnel Distributions and Details • Monthly Email to Faculty
This Year	• Projections • RA Dashboard Retirement

What do we mean by Projections?

- Faculty tell us they want to know, "How much money do I have left?"
- PI Dashboard Now: Am I on track to spend all my money?



Missing Information:

- Anticipated spending through Project period End date
- What are the period end dates?

KFS Encumbrances

- End Dates are Often Artificial
  - Open PO encumbrances end at the end of the fiscal year
  - Labor encumbrances can end at term date even if you know you will re-hire person
- No consideration for planned distribution changes
- Can't encumber grad students
  - Not hired until beginning of semester (most of the time)
  - Can't encumber insurance or tuition
- Don't have a burn rate to graph
  - No planned monthly expenditures
  - Have only: Total amount, Encumbrance end date
- Errors accumulate

Other Efforts

- Web Financials → Local Commitments
- CISIS → Spending Plans
- Cave Bear → Labor Calendar
- **LOTS** of Spreadsheets
- Pre-Encumbrance Discovery Effort led by Kenton Hensley

Goals

Show how much money I have left	• Anticipated project balance at period end (or other specified date) • Extend burn up graph functionality • Track employee funding as "whole person"
Balances ~correct at all times	• Modeled as future transactions • Notifications when data should be reviewed or is suspicious • Possibly: won't require reconciliation
Single Campus System	• Leverage best practices • Feed encumbrances to datamarts • Feed labor distribution changes to Workday

Releases

Release 1 – Labor distribution planning	• Distributions loaded from Workday • Allow entry of period end dates • Allow RA to ID faculty they support • Allow entry of future distributions • Add projected columns • Add drill to person page
Release ? – Variance Support	• Display planned to actual variances • Allow versioning of plans • Add variance to burn up graph
Release ? – Action List	• Event identification rules & engine • Action list page • Notification engine • Flag potential errors • Integration with Cynergy Action List

Releases (cont.)

Release ? – Encumber Planned Purchases	• Carry forward PO encumbrances • Allow entering planned purchases
Release ? – Historic Distributions	• Allow going back in time to see prior month's distributions, job history
Release ? – What If	• Commitments vs Plan vs Scenario • Versioning & Tagging
Release ? – Long term grad student planning	• Grad student funding plan • Semester grain

Asking for Your Help

- You know the needs
- You know limitations with existing systems
- Many of you have really good practices
- You know faculty needs better than we do
- You have better access to faculty

We all want a system that's better than what we have now!

Exercise – Process

- Make sure you have questions handout
- Take a few minutes to review questions and write answers
- Form into 4 groups and discuss responses with facilitator
- Facilitator will capture your comments on large sheets of paper until 10:30
- If you're willing, leave your question sheets & responses with us and/or send additional comments to pidash@cornell.edu

Exercise – Questions

Most of you meet with your faculty to discuss the financial status of their projects.

- What questions do you come prepared to answer? Or, what questions do they often ask?
  - Which questions are most important and/or frequent?
  - What data do you prepare for each of these questions? (If willing, dropbox examples to Ellen at eh79)
  - How far in the future do you plan for each question?
  - What prompts you to meet?

Name ________________________________ Netid __________

When you meet with faculty to discuss the financial status of their projects:

1. What questions do you come prepared to answer? Or, what questions do they often ask?
   - What data do you prepare for each of these questions that is not listed on the opposite side of this sheet?
     (If willing, dropbox examples of your spreadsheets or other materials to Ellen at eh79.)
   - How far in the future do you plan for each question?
2. Which questions are most important and/or frequent?
3. What prompts you to meet?

Data Items for Answering Faculty Questions Related to Project Financial Planning

Key:

- Black = known
- *Orange = need to enter manually*

Labor

Personnel Name, Position – KDW

Stipend, Salary, Hourly Rate – Workday

Grad Student Tuition & Insurance – Rates & Dates Table

Current Distributions – Workday

Planned Distributions

Planned Hires & Grad students & their related pay data

Estimated Hours/Week for Hourly Employees

Committed Effort – RASS (future)

Historic Distributions (Valid at month grain) – KDW (future)

Dates

Semester Lengths/Schedule/Academic Calendar -- Rates & Dates

Fiscal Year Length/Dates – Rates & Dates Table

Labor Encumbrance End Date – KDW (not sure we need this)

Position Term Date – Workday

Project Period End Dates – hand entry now, RASS in future

Rules

IDC Calculation Rules – We'll calculate IDC for encumbrances

Distribution for Effort on position must equal 100%

Rates for IDC, SIP, Benefits, etc. – Rates & Dates Table

Financials

Variance – Calculated

PO Encumbrances (End Date & Amount) – KDW

New $$ from Incoming Proposals – Possibly from RASS in future

Current PI Dashboard Pages

Project plus Details Panel

Account plus Details Panel

Transactions plus Details Panel

Personnel plus Details Panel

My Proposals

Other Missing Data that Faculty Need to Know

Other Sources of Funds (TA, Fellowships, etc.)

Student offer letters