

A photograph of the Northern Arizona University building, featuring a large, ornate white tower with a gold dome and a flag flying from a pole. The background is filled with trees with vibrant yellow autumn leaves.

You are What You Eat... and Enter into Data Fields

Hansa Magee, PhD

Director of Research Analytics

Division of Research, Innovation, and Impact

University of Missouri, Columbia

Nick Bilyk, MA

Business Intelligence Analyst

Office of the Vice President for Research

Northern Arizona University

Content

1. Who are your presenters?
2. Background: sponsored project system – your data source
3. Common data issues and suggested improvements
 1. Required data vs requested data
 2. Data standardization
 3. Historical vs current data
4. Communication

Your Presenters

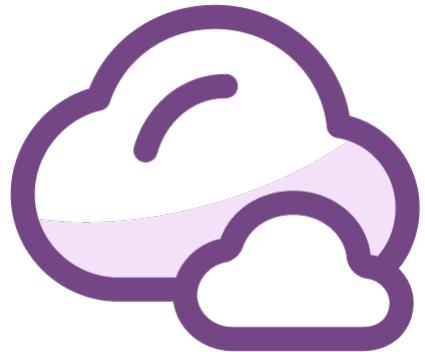
1. Intro
2. Background
3. Data purposes
4. Standardization
5. Current vs Historical
6. Communication



Hansa Magee
University of Missouri, Columbia

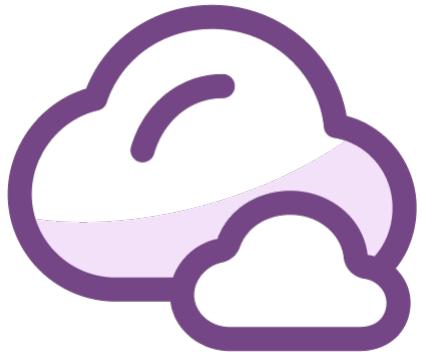


Nick Bilyk
Northern Arizona University



What is your sponsored projects administration system?

- ⓘ Start presenting to display the poll results on this slide.



What are the most common data elements you have to clean up before reporting?

- ⓘ Start presenting to display the poll results on this slide.



Does your proposal management system differ from your award management system?

- ⓘ Start presenting to display the poll results on this slide.

Top 3 Reporting “Issues” Caused by Data Entry

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1. Collecting what is needed vs what is wanted (purpose of collecting data)
 1. Uniform guidance
 2. Collecting “fun” additional data
2. Lack of standardization in data entry
3. Historical vs current day data (department hierarchy and HR affiliations)

Additional Issues to Consider

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1. Data warehousing – creating manual reporting crosswalks
2. Consequences of policies you have no control over but need to account for in reporting
 1. Recognition/shared credit (faculty splitting effort between diff departments)
 2. FA split between departments and central admin
3. Institutional data vs faculty-reported (e.g. manually entered) level data. FAR (Faculty academic review) systems integrating with sponsored reporting
4. Separate awards and proposal management systems

1. Collecting Data for Multiple Purposes

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- Common data needs
 - Federal reporting, internal reporting, state reporting, ROI, benchmark, marketing, hiring, eligibility
- Common data requirements
 - Uniform guidance, internal policy etc.
- Common threads
 - Sponsor, sponsor type, award class, \$ amounts, award ID, project teams
- How often is the information requested? (e.g., annual, quarterly reports, monthly)
- Calendars: academic vs fiscal vs calendar year

1. Solutions (Data for Multiple Purposes)

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- Always collect required data fields
 - Consider commonly requested data fields based on frequency
- Use NSF HERD or other audited reports as a standard for most reports
- Push back on surveys (these organizations appreciate feedback)
 - Clarifications – research (HERD) or total sponsored activity
- Maintain records for \$ amounts
 - Proposed amounts
 - Awarded amounts (anticipated vs obligated)
 - Expenditures (actual amounts)
- Internal audits

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2. Standardizing Data Entry

- Required
 - Award and project IDs (federal and internal)
 - Sponsor information: Pass through and prime, sponsor type, hierarchy
 - Award purpose
 - Award class e.g., R&D, PS, etc.
 - Award type e.g., grant, contract, etc.
 - Field of science and CIP codes
 - Assistance listing
 - Values: proposed, awarded (anticipated vs obligated), expenditures
- Frequently requested
 - Sponsor award type
 - CAREER, R01, R15, etc.
 - Areas served
 - Inclusion, special projects
 - Abstracts
 - Students supported
 - Yes, even for R&D projects
 - Affiliated departments

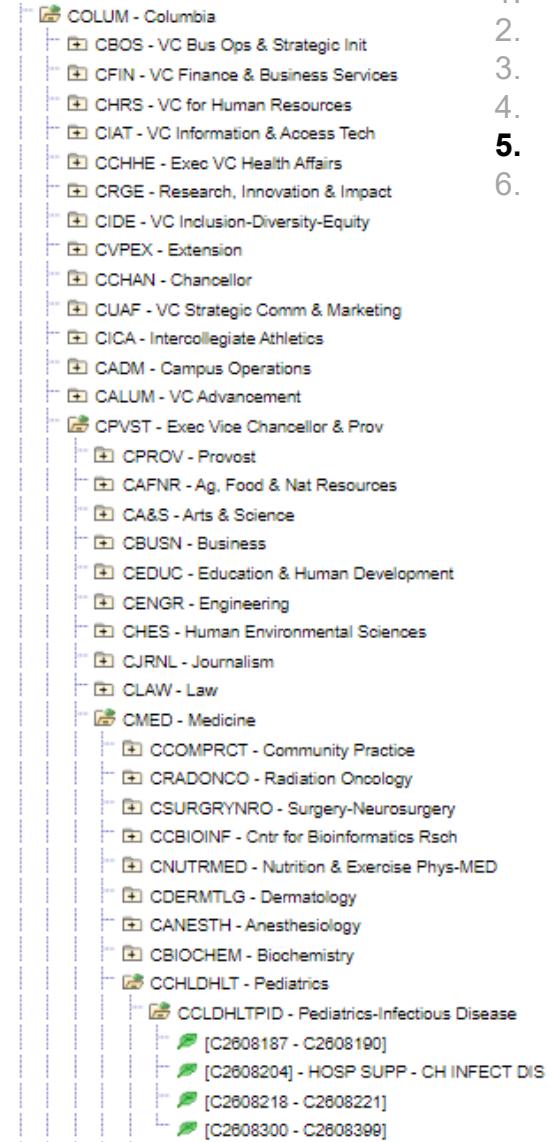
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2. Solutions (Standardizing Data Entry)

- Dropdowns/forced-choice instead of free text
- Award team assignments and EMPLIDs
- Sponsor hierarchy
- FAIN for direct and pass through awards
- Communication with departments – standardize reports across departments
 - Duplicate external award data entry requirements as much as possible
- Work with your IT and analytics departments when available

3. Historical vs Current Day

- How does unit hierarchy impact reporting?
- Human resource vs financial data
- Faculty affiliations vs appointments
- Academic restructuring
- Reporting using current day view vs historical
- Long-term awards/projects
- Updating older records (where to draw the line)



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3a. HR Affiliations

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- How do HR affiliations impact reporting?
- Who is the PI? What department(s) are/were they affiliated with?
 - PIs and co-PI? Shared credit?
 - Collaborative projects
- What department is the award assigned to i.e., who gets the credit and who gets the IDC?
- Centers vs departments
- Funding/budget allocations

3a. Solution (HR affiliations)

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- No solution
- Crosswalk of historical to current day hierarchy
- Proactive outreach with faculty
 - New faculty orientation
 - Provost office P&T workshops
- Notice of Appointment (NOA) for current affiliations and assignments
- Assign credit as of “today”
- Use extraneous data fields when warranted (e.g., time/date stamps)

3b. Financial System Assignments

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- Many awards are assigned to various departments due to university policy and budget requirements.
- Financial assignment of awards may differ from HR appointments and affiliations
- Financial records are typically utilized for external reports (e.g., NSF HERD, SEFA, etc.)
 - May not be appropriate depending on the audience
 - Don't give shared credit to co-PIs or project PIs
 - May not show effort from other team members
- High level view

3b. Solutions (Financial System)

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- Utilize external reports (e.g., NSF HERD) as the basis for financials reports.
- Can refer to HR affiliations when appropriate i.e., internal reporting
- Who is the intended audience?
- Required data fields may provide enough information for many inquiries
 - Typically provides a starting point for reporting
 - Usually mirrors what has been “officially” reported
- Warehouse all officially reported data for future reference
 - Maintains consistency across reports
 - Provides a sanity check for other reports

Communication as an Easy Solution

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- Audience and purpose dictates your analysis
- Politically motivated requests
- Crosswalks and data warehouse design
- When in doubt refer to reported expenditures i.e., HERD, SEFA, etc.,
- Share reported data



Thank you!

hansa.magee@missouri.edu
nicholas.bilyk@nau.edu