MU POST
Timeline

The MU POST project is envisioned as a four-year project.
The timeline and summary of activities are as follows:

YEAR 1

- Core Project Team and Steering Committee meet regularly; holds kick-off meeting and virtual process improvement event with a consultant.
- Evaluation Team finalizes evaluation plan; develops practice map, collects and analyzes current data and identifies additional data to collect.

Advocates

- Develop post-award training curriculum and materials for Advocates.
- Document process and criteria for project assignment.
- Develop standard project kick-off checklist.
- Hire, train and deploy advocates.

Process

- Begin work on making Kuali data available via MU's data warehouse, including cleaning up existing data and understanding how data needs to be transferred/configured. Begin using dashboard for awards, subawards and negotiations (Reporting/Closeout, Subaward Management).
- Survey associate deans for research, business managers and PIs to understand post-award reports they need to manage their awards (Reporting/Closeout).
- Explore how to effectively utilize the dashboard in Kuali, including reviewing how it could potentially be used, determining adaptations to be made, and developing training materials (Budget Review, Reporting/Closeout, Subaward Management).
- Implement new budget report tool (currently in process; Budget Review, Reporting/Closeout).
- Provide documentation of efforts.

YEAR 2

- Core Project Team and Steering Committee continue to meet regularly; engage consultant for additional training or to resolve roadblocks.
- External evaluators will prepare to begin a mid-term assessment to gauge progress against initial benchmarks.

Advocates

- Work on assigned projects (understanding it takes a full year to see an entire cycle of an award/university processes).
- Build out additional training materials to use across campus.
- Identify additional needs/barriers that they see or that are raised by the PIs with whom they are working.

Process

- Process map the award closeout process and implement changes (Budget Review, Reporting/Closeout).
- Process map the subawardee invoicing process and implement changes; review grant-related purchasing process and implement changes (Purchasing).
- Provide documentation of efforts.

Years 3 and 4 continued on next page.

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MU Post Timeline, continued

YEAR 3
- Core Project Team and Steering Committee continue to meet regularly; lean into consultants for any additional training needs and also to get advice on how to communicate process change to university leadership.
- External evaluators finish mid-term assessment and look toward final summative and formative evaluations.

Advocates
- Enter year of more independent work.
- Monitor and evaluate workload; adjust/right size as needed.
- Review value added and draft sustainability plans.
- Build out additional training materials to use across campus.
- Identify additional needs/barriers that they see or that that are raised by the PIs with whom they are working.

Process
- Determine process to create subawards in Kuali and pilot (Subaward Management).
- Review invoicing process in Kuali, process map invoicing process and implement changes (Budget Review).
- Provide documentation of efforts.

YEAR 4
- Core Project Team and Steering Committee continue to meet regularly.
- Sustainability plan developed and ready for implementation.
- Engage consultants on maintaining change and keeping momentum.
- External evaluator to deliver final formative and summative report to include, but not be limited to efficiency, stakeholder satisfaction, transparency and scalability of efforts.

Advocates
- Prepare best practices document on determination of workload, including mix of projects, number of projects, etc.
- Finalize training materials.
- Document further process needs.

Process
- Process map the payroll process and implement changes (Budget Review, Hiring).
- Review any other process identified throughout the project and address.
- Provide documentation of efforts.