

Research Workday Town Hall Agenda

November 20, 2025



- Welcome
- VPRAD Program
- Post Award Centralization Update
- Adjustments to Closed Fiscal Year
- Next Steps/ Q&A

VPRAD Program

VANDERBILT PROGRAM FOR RESEARCH ADMINISTRATION DEVELOPMENT

Jackson Smith

Sr Learning Consultant, Business Education



History and Format

- Established 2009
- Lead in partnership by VUMC OSP and Business Education
- Fall and Spring Cohorts offered with 35 cohorts completed
- Cohorts consist of 20-30 research administrators from across the institution
- VPRAD is fully remote with optional in-person opportunities

Goals

1. Develop a comprehensive understanding of research admin at VUMC
 - “An inch deep and a mile wide”
2. Enhance Professional Skills and Network
 - Mentorship, soft skills training, team building

Requirements

1. Attend 10 weeks of class with excused absences available
 - Wednesday from 9-11am
 - Thursday from 1-3pm
2. Attend 4 Lab Visits (hybrid options available)
3. Complete 4 Mentor Meetings
4. Complete 1 Faculty Interview
5. Pass Final Exam

HOW TO GET INVOLVED WITH VPRAD?



Prerequisites

Introduction To Research at VUMC is a required prerequisite before being accepted into VPRAD.

[Click Here to Enroll](#)

Upcoming Offerings

December 16th and 17th from 9:00-11:00am

January 13th and 14th from 10:00am-12:00pm

Application

Cohort 37 Applications are due before January 3rd.

[Click Here to Apply](#)

Cohort 37

February – April

Cohort 38

September – December

What are past participants saying about VPRAD?

“It deepened my appreciation for the collaborative efforts required across disciplines, the importance of effective communication, and the need for innovative approaches to address emerging challenges in research.”

“I can see the horizon through the weeds. I feel like I have a compass now.”

“I enjoyed the accessibility it espoused of the various directors...Now I can start an email with, ‘I met you in VPRAD...’”

Questions about VPRAD Applications or Enrollment?

Email VPRAD@vumc.org

PostAward Centralization Update

Redeployment Status Update

Target redeployment date is Monday January 5, 2026

Reporting Structure

- OSP Financial Management Unit
 - Redeployed team members will report to April Cribbs, Assistant Director
- Finance Payroll Accounting Support Unit
 - Redeployed team members will report to Doug Smith, Assistant Director
- Finance Central Accounting Support Unit
 - Redeployed team members will report to Thayer Hamm, Sr Accounting Manager & Staci Turner, Assistant Director

Purpose of Change

This initiative is a strategic investment in our people and our processes to strengthen post award management across the institution to improve efficiency through transformation and innovation initiatives by promoting clear and transparent:

- Customer Service
- Compliance & Risk Mitigation
- Organizational Effectiveness
- Resource Effectiveness
- Roles & Responsibilities
- Performance Metrics

What Redeployment Means for Staff

Key Message

- Roles are changing to create opportunities for staff to have more focused set of responsibilities

Talking points

- Staff being redeployed from department-based roles into centralized units have been identified in collaboration with CBOs, based upon functional expertise and workload.
- Reporting lines will change
 - Day to day responsibilities will shift over time to ensure staff are given adequate time to transition responsibilities to other resources remaining in the department. Transition plans will be created by CBOs in collaboration with Finance and OSP
 - Dedicated time for introductions to new managers and team members will be set up (virtual) including anonymous Redcap link for ongoing Q&A engagement
 - Access to training and new support resources will be available

Other Important Facts and Reminders

- Every role is critical
 - Each new team will play a critical role in supporting successful post award administration!
- Work must continue
 - Deadlines do not change
 - All post award activities must continue to be performed by responsible staff
- Staff being redeployed will receive information from their CBOs no later than December 5th.
- Staff redeploying to OSP and Finance units will be invited to attend a virtual welcome session in December.

Adjustments to Closed Fiscal Year

Coming Soon: Adjustments Outside of the Open Fiscal Year

Workday Controls

New Custom Validations

- Payroll Accounting Adjustments

- If an exception is approved and a PAA needs to be processed, an alternate business process can be used to process (access is limited by security role).

- Accounting Adjustments

- Exceptions are unlikely to be granted; if needed, accounting journals can be processed as an alternative.

Purpose

Payroll Accounting Adjustment Approval Process for Prior Fiscal Year Adjustments

Purpose

To outline the process for requesting and obtaining approval to adjust payroll expenses in a fiscal year that has (or is) closed

Scope

This procedure applies to all departments and finance personnel involved in payroll accounting and reporting for sponsored grants and contracts.

- Adjustments to expenses in closed fiscal years costed to gifts, programs, or other non-sponsored sources of funding are not allowed.
- Adjustments to VU endowments for closed fiscal years are not allowed.

Procedures

1. Identify need for adjustment
2. Prepare supporting documentation
3. Complete payroll adjustment request form (new document)
4. Route for preliminary review by Post Award Sponsored Program Manager and Effort Certification Team
5. Route for approval by Post Award Director
 - Note: If adjustment impacts audited financials and/or a closed award, requires additional approval by SVP Finance, CFO CSSO
 - Note: If it is determined that effort was not worked on a federal award, VUMC will expect the charges to be removed from the federal award regardless of the time, filing status, or financial statement status.



New Payroll Adjustment Form

For Sponsored Award Use Only

Date of Request:	_____	Previously Certified?
Pay Period(s) requiring adjustment	_____	Y ☐ N ☐

Grant worktags(s) requiring adjustment	_____	Active ☐ Closed ☐

Employee	_____	Terminated Employee? Y ☐ N ☐

Estimated amount of the adjustment	_____	
Describe the reason for the adjustment. If previously certified, reason incorrectly certified and why it is appropriate to change certified effort.		

End users will complete form when a retroactive adjustment to payroll expenses for periods outside of the current open fiscal year is identified

Proposed Changes to Cost Transfer Policy

- New language describing new procedure:
 - Cost transfers involving closed fiscal years are only permitted under exceptional circumstances and must follow the institution's established procedure. This includes submission of a detailed justification, appropriate documentation, and approval from the designated institutional official.
- Addition of new annotation
 - If it is determined that effort was not worked on a federal award, VUMC will expect the charges to be removed from the federal award regardless of the time, filing status, or financial statement status

Reminder

If you or your team member needs to be added to the Research Town Hall distribution list, please reach out to Tabitha Huck.

tabitha.m.huck@vumc.org



Questions?

Next Research Town Hall: December 18th