



THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER.

Campus Wide Business Managers Meeting
April 09, 2025
1:30pm – 3:00pm

Please use the sign-in sheet or type your full name and personnel number in the Zoom Chat for HR128 credit.

Agenda

- **Raaj Kurapati, EVC and COO**
 - DASH Working Groups and Contingency Planning Group
 - PBC Updates
- **Chandra West-Alston, VC Human Resources**
 - Annual Performance Evaluations
- **Mike Ebbs, AVC Financial Strategy**
 - DASH Updates
 - DASH Report Demo
- **Brenda Murrell, AVC for Research**
 - DASH Demo Sponsored Project PI Reports

DASH Working Groups and Contingency Planning Group

Raaj Kurapati



DASH WEBSITE

The screenshot shows the top navigation bar of the DASH website. On the left is the University of Tennessee Health Science Center logo. In the center are buttons for 'APPLY' and 'GIVE', followed by a search bar containing 'Search UTHSC.edu' and a magnifying glass icon. On the right is a 'MENU' button with a hamburger icon. Below the navigation bar is a breadcrumb trail: 'Home > DASH'. Two main navigation links are visible: 'UT SYSTEM DASH HOME' and 'FRIENDS OF DASH'. The main heading reads 'Dynamic Administrative Systems for Higher Ed (DASH)'. To the left is a 'dash' logo with the text 'Dynamic Administrative Systems for Higher Ed' below it. The main text asks 'What is the University of Tennessee's DASH Program?' and explains that the current IRIS system will be replaced by DASH in 2025. At the bottom are four green buttons: 'UT System DASH Home', 'Friends of DASH', 'DASH: Everything You Need to Know!', and 'Submit questions to UT Health Science Center DASH Institutional Working Group'.

- <https://uthsc.edu/dash/index.php>



What are we doing to support colleagues at UT Health Science Center?

Created a landing page on our website for all things DASH-ERP:

- Will have current updates
- FAQs – updated regularly
- Meeting minutes of working group (s) meetings
- Links to tools

DASH INSTITUTIONAL WORKING GROUP established:

- Dr. Wesley Byerly, Senior Associate Vice Chancellor for Research
- Mr. Mike Ebbs, Associate Vice Chancellor, Financial Strategy
- Ms. Keysha Fuller, Director, Procurement Services
- Mr. Benjie Harmon, Assistant Vice Chancellor, Financial Planning and Budget
- Mr. Jonathan Lawshe, Executive Director, Central Shared Services Business Office
- Ms. Brenda Murrell, Associate Vice Chancellor for Research
- Mr. George Ninan, Associate Vice Chancellor, Financial Operations
- Dr. Judi Waldrip, Assistant Vice Chancellor, Finance and Administration, Academic, Faculty, and Student Affairs
- Dr. Chandra West-Alston, Vice Chancellor, Human Resources
- Mr. Ammar Ammar, Assistant Vice Chancellor and Chief Technology and Information Security Officer
- Ms. Lisa Hall, Functional Leader for DASH Maintenance
- Ms. Amanda Fryer, DASH Maintenance Product Manager

What are we doing to support our researchers concerns?

Principal Investigators Ad-hoc work team established in partnership with the Faculty Senate:

- Dr. Terrance Cooper, Hariett S. Van Vleet Professor of Microbiology and Immunology
- Dr. Ted Cory, Associate Professor College of Pharmacy
- Dr. Karen Derefinko, Associate Professor, College of Medicine
- Dr. Kevin Freeman, Assistant Professor, College of Medicine
- Mr. Paul “PJ” Koltnow, Assistant Professor, Director of Admissions (PA Program), Past President Faculty Senate
- Dr. Shelley White-Means, Professor and Director, CHEER/Professor, College Grad Health Sciences
- Ms. DeSha Bolden, Manager of Research & Scholarships, College of Nursing

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- Ms. DeSha Bolden, Manager of Research & Scholarships, College of Nursing

Planning and Budget Council Updates

Raaj Kurapati



Annual Performance Evaluations (2024)

Chandra West-Alston



Annual Performance Evaluation (2024)

- Staff evaluations are now completed through DASH.
- Use objectivity and specificity for ratings above average. Examples of meritorious activities **MUST** be included in the manager/employee documentation.
- Staff evaluations due Friday, May 30, 2025.

Search Exemptions

- The search exemption process has transitioned to our Chief Academic Office and our EVC Office for approval. Send all search exemption forms and supporting documentation to HR for processing.

Faculty Hiring

- Faculty Hiring has transitioned to our Chief Academic Office.
- All faculty hiring is still routed through DASH.
- HR will facilitate the DASH components, while the CAO's office will handle the integrity component of faculty hiring (Tenure status, FAA, verification of credentials, offer letter details, etc.).

Wellness on Campus

Building Blocks of Wellness @ UT Health Science Center

Get Involved with Wellness

Explore wellness with online learning through LinkedIn Learning and K@te.

Your Health and Wellness

The UT Health Science Center has several clinics and services available to help you with your health and wellness.

Buddy Program

The Buddy Program matches new employees with employees who have been with the university for 1 year or more, for a period of three months.

Mind, Body, Wellness Series

The Mind, Body, Wellness Series explores what the forms of wellness and how to make health choices to be well.

Wellness Program

All employees, spouses, adult dependents, and retirees enrolled in medical insurance have access to the wellness program. This program is through ShareCare.

Get Involved with Wellness

LinkedIn Learning

Listed below is content that we have found on LinkedIn Learning, a library of video courses to help you grow and develop. LinkedIn Learning is free to faculty, staff, and students of the UT Health Science Center. If you need help assessing the courses below please visit the [LinkedIn Learning Online Training article](#) on the Tech Connect Knowledge Base site.

[Managing Your Well-Being as a Leader](#) - 41 min

[Managing Stress for Positive Change](#) - 53 min

[Managing Your Emotional Response to Workplace Stress](#) - 40 min

[Reduce Stress and Anxiety by Managing Your Nervous System](#) - 35 min

[Managing Your Emotions at Work](#) - 50 min

[De-stress: Meditation and Movement for Stress Management](#) - 36 min

[Welcome to Dealing with Grief, Loss, and Change as an Employee](#) - 53 min

UT K@TE

We need some information here about how to get to these modules inside of Kate.

Positive Mental Health at Work (US)

Improving Your Mental Health at Work

Managing Depression in the Workplace

Description:

Did you know that 1 in 4 adults experience mental health problems during their lifetime? 3 in 10 have experienced mental health problems in the workplace and stress is now the most common cause of long-term absence from work. In this module we'll explore: The meaning of 'mental health', some of the more common mental health conditions, tips for looking after your own mental well-being and supporting mental health and workplace adjustments.

Duration: 36 minutes

Administrative Professional's Day April 23, 2025



**Administrative
Professional's Day**

Food, Fun, and Games!

April 23, 2025 2:00-5:00 pm

704 Madison Avenue



Please complete this form as soon as possible to receive your free Admin T-Shirt!

UT HEALTH SCIENCE CENTER.

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEAA/V institution in the provision of its education and employment programs and services.

DASH Updates and Reports Demo

Mike Ebbs



Sponsored Projects Training

PI Dashboard Reports

Brenda Murrell



PI Dashboard Reports

Report Name	Report Description/Purpose	Primary User Group
PI Dashboard – Overview	Dashboard that offers visibility into a Principal Investigator's sponsored research portfolio. The dashboard displays a high-level view of awards, projects, and financial summaries with capability to drill down into award, project, budget, commitment, and expenditure details.	Principal Investigators; Departmental Research Administrators
PI Dashboard Award Report	Displays demographic detail, budget, expenses, and amount spent at the award level.	Principal Investigators; Departmental Research Administrators
PI Dashboard Project Report	Displays demographic detail, budget, expenses, and amount spent at the project level.	Principal Investigators; Departmental Research Administrators
PI Dashboard Financial Summary	Visual display of commitments and budgets vs. Actuals at the award level. Provides additional financial details and the ability to drill down into individual expenditure and commitment information.	Principal Investigators; Departmental Research Administrators
PI Dashboard Expenditure Report	Drill down report of expenditure details associated with an award or project.	Principal Investigators; Departmental Research Administrators
PI Dashboard Commitment Report	Drill down report of commitment details associated with an award or project.	Principal Investigators; Departmental Research Administrators
PI Dashboard – Expenditures by Date Report	Additional report that displays high level project details and expenditures within a specified date range.	Principal Investigators; Departmental Research Administrators

University of Tennessee Reporting Dashboard



UT Dashboards

UT Reporting

UT Reporting Dashboard

Overview | Facilities | **Financials** | CM

The information below represents an overview of the applications and modules for which we have compiled the most commonly used reports for your ease of access and use. Please click on the links above under "UT Reporting Dashboard" to access the corresponding reports for those applications. The reports included for each application have been reviewed and verified by the DASH team.

University of Tennessee Reporting

Centralized dashboard comprised of custom and delivered Oracle reports by application and module

Facilities (Supply Chain Management) Modules

Maintenance

Financials (ERP) Modules

Accounts Payable
Accounts Receivable
Asset Management
Cash Management
Contract Management
General Ledger
Procurement
Projects / Grants
Travel & Expense

Human Capital Management (HCM) Modules

Absence Management
Benefits
Compensation
Core HR
Payroll
Recruitment and Onboarding
Talent, Goals, Perf.
Time & Labor

Important Notes

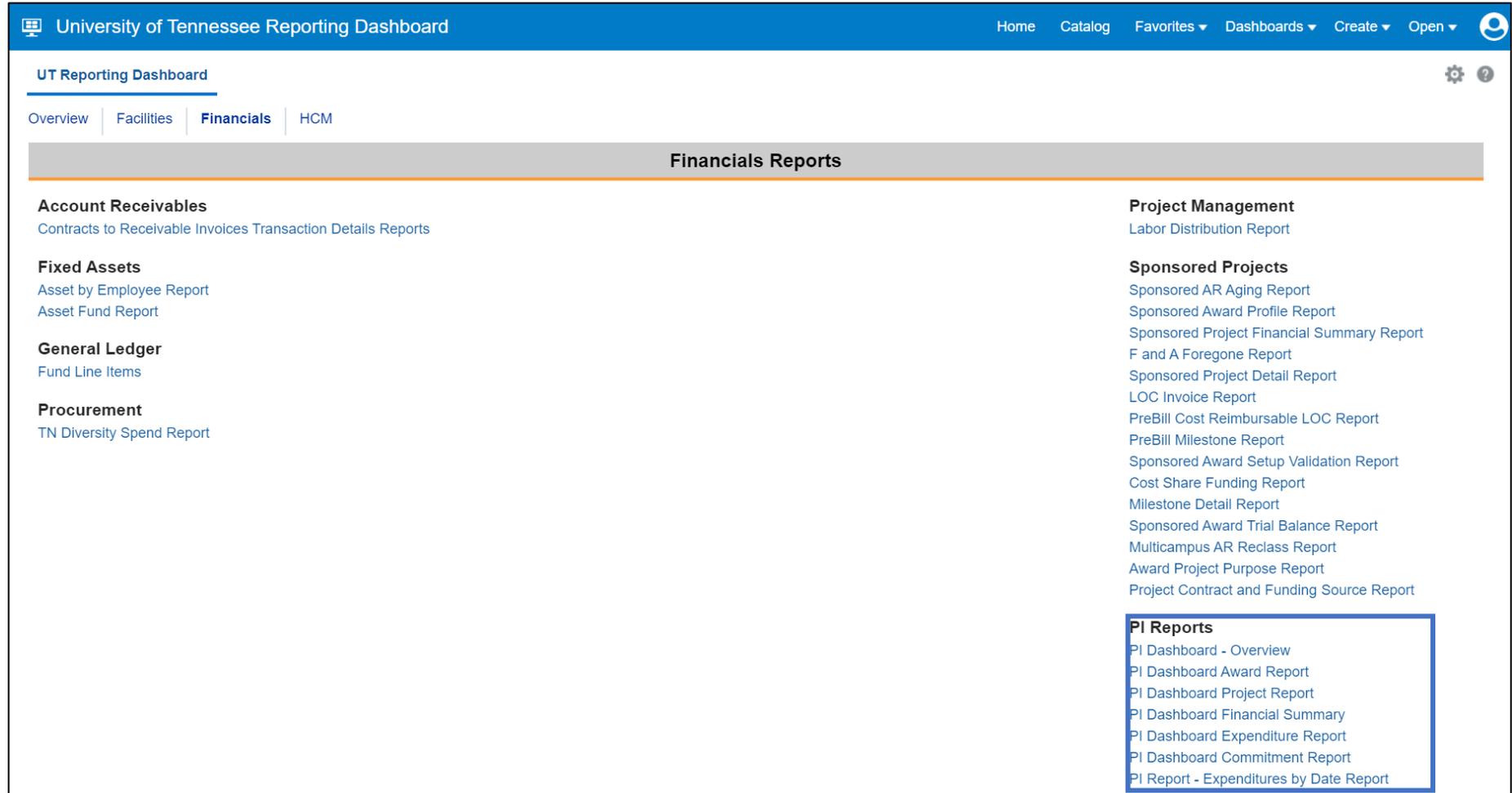
All users can view all report links; however, access to run reports and view the results is based on security roles and access.

University of Tennessee Reporting Dashboard



UT Dashboards

 UT Reporting



The screenshot shows the 'University of Tennessee Reporting Dashboard' interface. At the top, there is a navigation bar with 'Home', 'Catalog', 'Favorites', 'Dashboards', 'Create', and 'Open' options. Below this, the dashboard title 'UT Reporting Dashboard' is displayed, along with a settings icon and a help icon. The main content area is divided into several sections: 'Overview', 'Facilities', 'Financials' (which is the active section), and 'HCM'. A prominent header for 'Financials Reports' is shown. The dashboard is organized into four main categories: 'Account Receivables' (with sub-items: Contracts to Receivable, Invoices, Transaction Details, Reports), 'Fixed Assets' (with sub-items: Asset by Employee Report, Asset Fund Report), 'General Ledger' (with sub-item: Fund Line Items), and 'Procurement' (with sub-item: TN Diversity Spend Report). On the right side, there are two additional sections: 'Project Management' (with sub-item: Labor Distribution Report) and 'Sponsored Projects' (with sub-items: Sponsored AR Aging Report, Sponsored Award Profile Report, Sponsored Project Financial Summary Report, F and A Foregone Report, Sponsored Project Detail Report, LOC Invoice Report, PreBill Cost Reimbursable LOC Report, PreBill Milestone Report, Sponsored Award Setup Validation Report, Cost Share Funding Report, Milestone Detail Report, Sponsored Award Trial Balance Report, Multicampus AR Reclass Report, Award Project Purpose Report, Project Contract and Funding Source Report). At the bottom right, a box highlights the 'PI Reports' section, which includes: PI Dashboard - Overview, PI Dashboard Award Report, PI Dashboard Project Report, PI Dashboard Financial Summary, PI Dashboard Expenditure Report, PI Dashboard Commitment Report, and PI Report - Expenditures by Date Report.

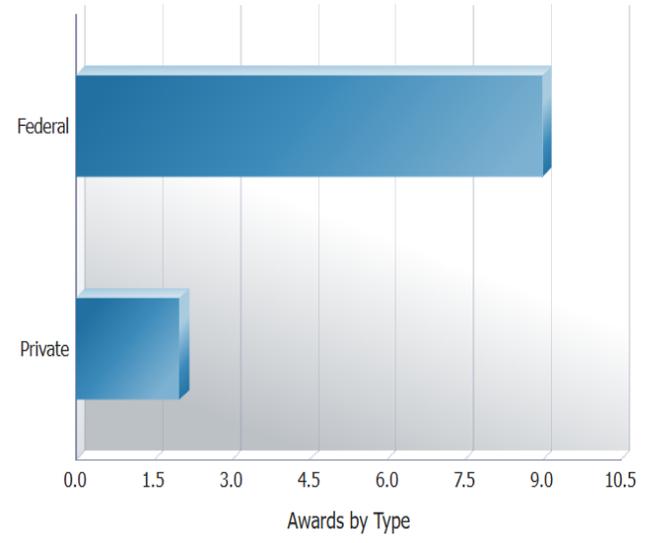
Award Business Unit: UT Health Science Center BL
Award Legal Entity: All
Award Organization: All
Award Status: Active;Draft;Expired;Pending
Award: All
Award PI: Colleen Jonsson
Sponsor: All
Apply

RPT32



PI Dashboard

Active Awards 5	Expired Awards 6	Awards Expiring in 90 Days 2	Awards Over Budget 3
Active Projects 5	Expired Projects 8	Projects Expiring in 30 Days 2	Projects Over Budget 10
Budget 33,838,897.00	Expenditures 29,324,288.39	Commitments 1,857,764.09	Balance 2,656,844.52



Award Business Unit:
 Award Legal Entity:
 Award Organization:
 Award Status:

Award:
 Award PI:
 Sponsor:

* Award State (All, Expired, Expiring, OverBudget)

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RPT32 - PI Dashboard Award Report

Award Business Unit: UT Health Science Center BU
 Award Legal Entity:
 Award Organization:
 Award Status: [Active;Draft;Expired;Pending approval;Under amendment]

Award:
 Award PI: Colleen Jonsson
 Sponsor:
 Award State: Active

Award Number	Award Name	Sponsor	Award PI	Award Business Unit	Award Legal Entity	Award Organization	Award Start Date	Award End Date	Award Status	Award Type	Award Purpose	Award Budget	Award Expenditures	Award Commitments	Remaining	% Remaining
2000995	USPHS Grant AI-142762	National Institute of Allergy and Infectious Diseases (NIAID) (NIH)	Colleen Jonsson	UT Health Science Center BU	UT Health Science Center	701810-Pharmaceutical Sciences	03/06/2019	02/28/2026	Active	Federal	Research	22,038,596.00	19,079,894.17	1,679,608.45	1,279,093.38	6%
2001839	Hanvard 2022.042A	HARVARD UNIVERSITY	Colleen Jonsson	UT Health Science Center BU	UT Health Science Center	702609-Regional Biocontainment Laboratory	02/10/2022	05/01/2025	Active	Private	Research	200,000.00	127,928.00	0.00	72,072.00	36%
2003178	USPHS Grant AI-180313	National Institute of Allergy and Infectious Diseases (NIAID) (NIH)	Colleen Jonsson	UT Health Science Center BU	UT Health Science Center	700605-Microbiology Immunology and Biochemistry	08/18/2023	07/31/2025	Active	Federal	Research	4,682,322.00	3,512,212.33	143,223.64	1,026,886.03	22%
2004092	Univ North Carolina AI-171292-03	University of North Carolina	Colleen Jonsson	UT Health Science Center BU	UT Health Science Center	700605-Microbiology Immunology and Biochemistry	05/01/2024	04/30/2025	Active	Federal	Research	350,000.00	222,205.63	0.00	127,794.37	37%
2004502	NIH 75N9324F00001	National Institute of Allergy and Infectious Diseases (NIAID) (NIH)	Colleen Jonsson	UT Health Science Center BU	UT Health Science Center	700605-Microbiology Immunology and Biochemistry	08/11/2024	08/10/2025	Active	Federal	Research	2,500.00	2,500.00	0.00	0.00	0%

Award (choose one or choose a project) 2000595

Project (choose one or choose an award) All

Expenditure Category All

Apply

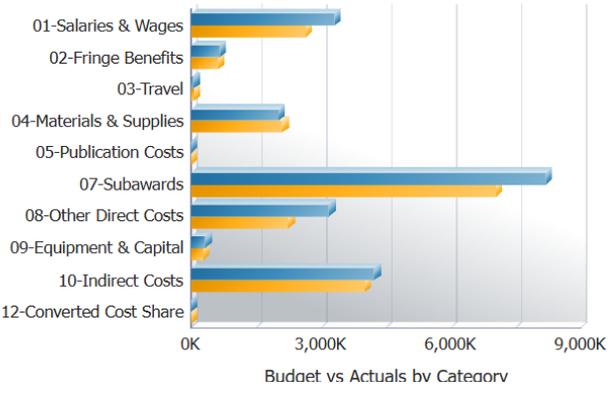
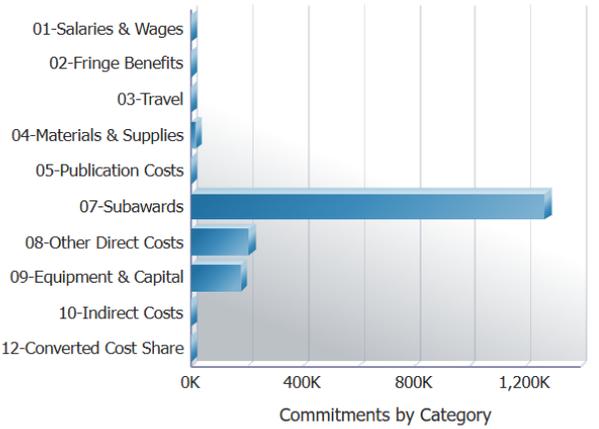
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PI Dashboard - Financial Summary

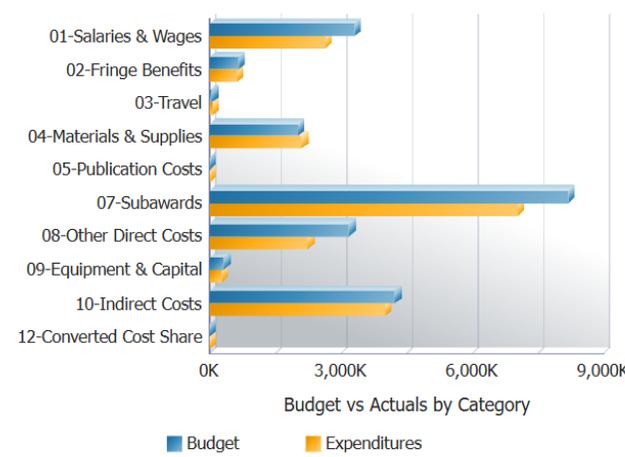
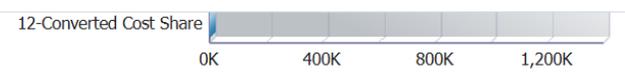
Award: 2000595

Project:



Award (choose one or choose a project) Project (choose one or choose an award)
 Expenditure Category

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Award Number	Project Number	Expenditure Category	Budget	Expenditures	Commitments	Remaining	% Remaining
2000595	SPN101453	Salaries & Wages	1,267,171.00	595,054.69	0.00	672,116.31	53%
2000595	SPN101453	Fringe Benefits	164,664.00	136,589.59	0.00	28,074.41	17%
2000595	SPN101453	Travel	18,493.00	25,645.81	0.00	-7,152.81	-39%
2000595	SPN101453	Materials & Supplies	646,133.00	726,258.59	16,651.28	-96,776.87	-15%
2000595	SPN101453	Publication Costs	0.00	4,270.00	0.00	-4,270.00	
2000595	SPN101453	Subawards	2,420,037.00	1,267,671.80	1,274,494.22	-122,129.02	-5%
2000595	SPN101453	Other Direct Costs	1,742,701.00	792,640.39	209,434.95	740,625.66	42%
2000595	SPN101453	Equipment & Capital	84,500.00	36,758.97	179,028.00	-131,286.97	-155%
2000595	SPN101453	Indirect Costs	1,374,509.00	1,152,292.02	0.00	222,216.98	16%
2000595	SPN101453	Converted Cost Share	0.00	0.00	0.00	0.00	
			22,038,596.00	19,079,894.17	1,679,608.45	1,279,093.38	

Award (choose one or choose a project) 2000595

Project (choose one or choose an award) SPN101453

Expenditure Category Salaries & Wages

Apply

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RPT32 - PI Dashboard Expenditure Report

Award: 2000595

Project: SPN101453

Expenditure Category: Salaries & Wages

Transaction Number	Award Number	Project Number	Expenditure Category	Expenditure Type	Expenditure Date	Expenditure Org	Amount	Transaction Source
1071414	2000595	SPN101453	Salaries & Wages	Administrative Salaries	01/31/2025	700605-Microbiology Immunology and Biochemistry	2,051.56	Oracle Fusion Payroll
1348429	2000595	SPN101453	Salaries & Wages	Administrative Salaries	02/28/2025	700605-Microbiology Immunology and Biochemistry	-2,051.56	Oracle Fusion Payroll
1234271	2000595	SPN101453	Salaries & Wages	Administrative Salaries	02/28/2025	700605-Microbiology Immunology and Biochemistry	2,051.56	Oracle Fusion Payroll
53820	2000595	SPN101453	Salaries & Wages	Administrative Salaries	12/20/2024	700605-Microbiology Immunology and Biochemistry	2,051.56	UT Conversion Costs
1031249	2000595	SPN101453	Salaries & Wages	Clerical Technology Maintenance Salaried	01/12/2025	700605-Microbiology Immunology and Biochemistry	185.68	Oracle Fusion Payroll
1031953	2000595	SPN101453	Salaries & Wages	Clerical Technology Maintenance Salaried	01/12/2025	700605-Microbiology Immunology and Biochemistry	185.68	Oracle Fusion Payroll
1031357	2000595	SPN101453	Salaries & Wages	Clerical Technology Maintenance Salaried	01/12/2025	700605-Microbiology Immunology and Biochemistry	185.68	Oracle Fusion Payroll
1031394	2000595	SPN101453	Salaries & Wages	Clerical Technology Maintenance Salaried	01/12/2025	700605-Microbiology Immunology and Biochemistry	185.68	Oracle Fusion Payroll
1030778	2000595	SPN101453	Salaries & Wages	Clerical Technology Maintenance Salaried	01/12/2025	700605-Microbiology Immunology and Biochemistry	185.68	Oracle Fusion Payroll
1032262	2000595	SPN101453	Salaries & Wages	Clerical Technology Maintenance Salaried	01/12/2025	700605-Microbiology Immunology and Biochemistry	185.68	Oracle Fusion Payroll
1031184	2000595	SPN101453	Salaries & Wages	Clerical Technology Maintenance Salaried	01/12/2025	700605-Microbiology Immunology and Biochemistry	185.68	Oracle Fusion Payroll
1030673	2000595	SPN101453	Salaries & Wages	Clerical Technology Maintenance Salaried	01/12/2025	700605-Microbiology Immunology and Biochemistry	185.68	Oracle Fusion Payroll

Award (choose one or choose a project) 2000595 Project (choose one or choose an award) SPN101453

Expenditure Category Other Direct Costs Apply

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RPT32 - PI Dashboard Commitment Report

Award: 2000595

Project: SPN101453

Expenditure Category: Other Direct Costs

Transaction Number	Award Number	Project Number	Expenditure Category	Expenditure Type	Expenditure Date	Expenditure Org	Supplier	Raw Cost	Burdened Cost	Commitment T
283290	2000595	SPN101453	Other Direct Costs	Freight	11/22/2024	700605-Microbiology Immunology and Biochemistry	nexAir, LLC	37.20	56.54	Invoice
283287	2000595	SPN101453	Other Direct Costs	Legal and Professional Fees	01/24/2025	700605-Microbiology Immunology and Biochemistry	Altasciences Preclinical Seatt	5,825.00	8,854.00	Purchase Orde
283284	2000595	SPN101453	Other Direct Costs	Maintenance and Repairs	02/13/2025	700605-Microbiology Immunology and Biochemistry	Global Life Sciences Solutions USA LLC	24,643.95	37,458.80	Purchase Orde
283285	2000595	SPN101453	Other Direct Costs	Special Commercial Services	02/12/2025	700605-Microbiology Immunology and Biochemistry	Psomagen, Inc	107,280.00	163,065.60	Purchase Orde
								137,786.15	209,434.95	

Project Organization All

Project PI Colleen Jonsson

* From Date (mm-dd-yyyy) 02-01-2025

* To Date (mm-dd-yyyy) 02-28-2025 **Apply**

RPT36



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RPT36 - PI Report: Expenditures by Date Report

Project Owning Org:

Award Project PI: Colleen Jonsson

From Date: 02/01/2025

To Date: 02/28/2025

Project Owning Org	Award Project PI	Award Number	Project Number	Project Name	Project Status	Direct Cost	Indirect Cost	Cost Sum
700605-Microbiology Immunology and Biochemistry	Colleen Jonsson	2000595	SPN101453	USPHS Grant AI-142762-05	Active	469,024.94	208,964.10	677,989.04
700605-Microbiology Immunology and Biochemistry	Colleen Jonsson	2001489	SPN103926	FDA 75F40121C00154	Active	8,820.99	4,763.35	13,584.34
700605-Microbiology Immunology and Biochemistry	Colleen Jonsson	2003178	SPN110816	USPHS Grant AI-180313-02	Active	81,528.76	44,025.51	125,554.27
700605-Microbiology Immunology and Biochemistry	Colleen Jonsson	2004092	SPN110569	Univ North Carolina AI-171292-03	Active	9,344.21	5,045.87	14,390.08
702609-Regional Biocontainment Laboratory	Colleen Jonsson	2001839	SPN104840	Harvard 2022.042A	Active	13,915.53	0.00	13,915.53
						582,634.43	262,798.83	845,433.26

Upcoming Meetings

Wednesday, June 11

Wednesday, August 13

Wednesday, October 8

Wednesday, December 10

All Meetings 1:30-3:00 pm CT

