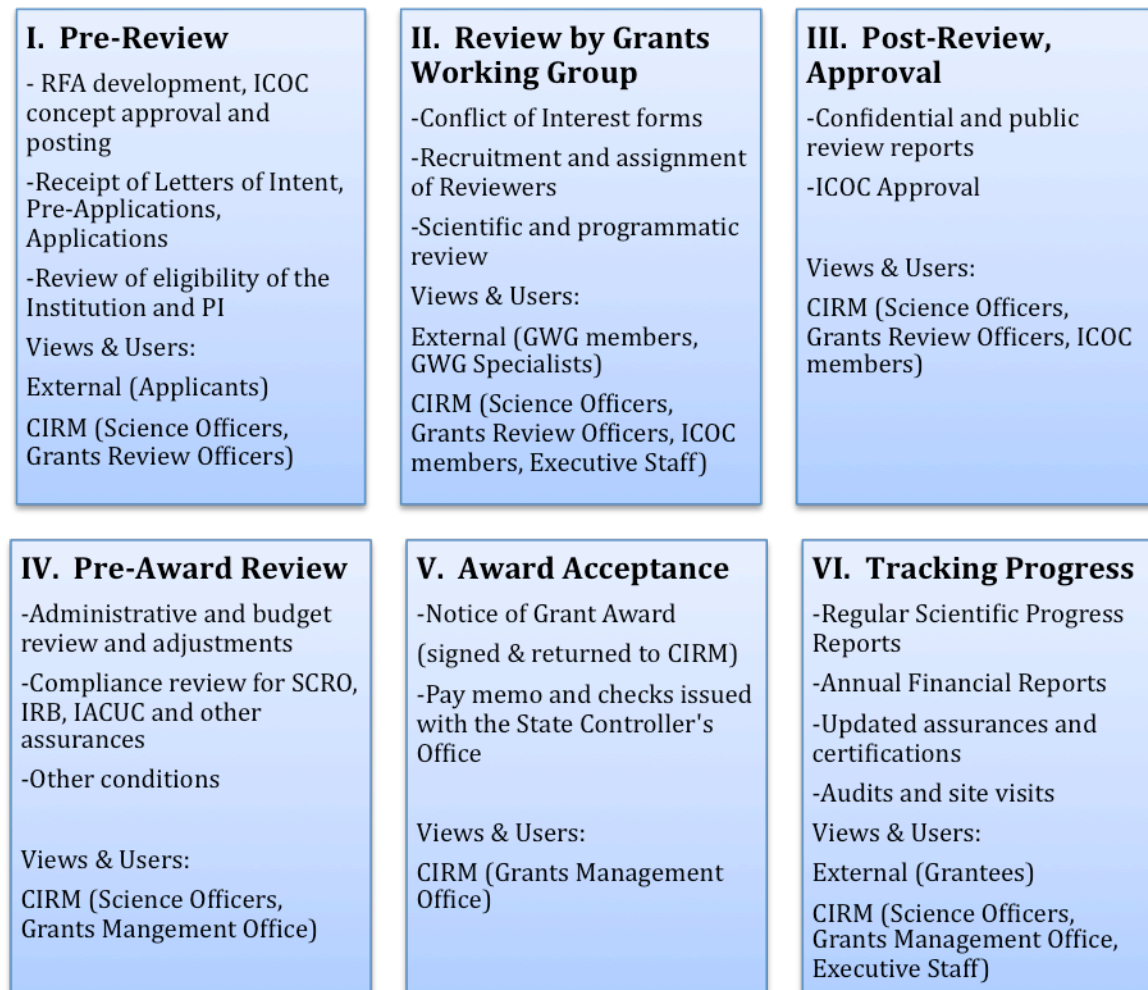


Report to ICOC Governance Subcommittee On Grants Management Systems Expenditures

At the meeting of the Governance Subcommittee of the ICOC on June 21, 2009, a request was made for a report summarizing CIRM's expenditures related to grants management. Grants management is a complex, far-reaching activity that involves people, software and equipment. An overview of the steps involved in the life of a grant program at CIRM is summarized in the figure below.



CIRM is still a young and evolving organization. At its inception it had one IT employee who focused his efforts largely on the creation of grant applications and the review process. Other IT functions (network, server and desktop support) were (and still are) contracted out. In 2007 an effort was begun to install a robust grants management software system from the Arlington Group that would track grants from conception to closure.

Unfortunately that company went out of business. A second search was then initiated and Grantium was identified as a vendor whose product could meet CIRM's needs. However, that effort failed because CIRM's needs continued to evolve rapidly beyond the original scope, so the two parties mutually agreed to terminate the contract in 2009.

Since the Spring of 2009, CIRM's efforts to install a robust grants management program have made considerable headway. The MicroEdge Gifts program has been installed and is now being used by the Grants Management Office to track post-award activities. It is used to manage most of the tasks in steps V-VI in the figure above. This has been a major step forward toward integrating the information about CIRM's award programs and grantees that now allows staff to report on activities and individuals across grant programs (different RFAs) and across time. A decision was also made to develop software for managing the grant review process "in house" (steps II-IV). This decision was based on a review of our current system and consultation with experts from the Taine Group and Turner Consulting Group. Currently the remaining components that need to be upgraded and integrated include the application process (step I) and the progress reports (part of step VI). The decision that we face is whether to purchase a system from a vendor or build our own with help from contractors and consultants. This is a difficult decision, but a plan is in place to evaluate the leading alternatives and we will make a decision in the next few months.

However, managing the grants process involves more than software and IT development. More than half of CIRM's staff participates centrally in some part of the grant lifecycle. The table on the following page summarizes CIRM's expenditures and investments in human resources related to the grant-making process between 2005 and June 2009 and the footnotes that follow provide support information. The first section on activities illustrates the rapid growth of work in this area. The number of RFAs has increased from 1 in 2005-6 to 5 per year for the past two years. Perhaps the two most striking figures are the total number of grants under management, which has grown from 16 in 2005-6 to more than 300 today, and the workload related to progress reports. The first 16 progress reports were submitted by grantees in 2006-7. In 2009-10, the number will exceed 230.

It is also evident from this table that CIRM has invested considerably in consultants and contracts to assist in this effort. That is in part due to the Institute's 50-employee cap. In planning for staffing needs it has long been clear that the workload on the Science Office will grow significantly and that the Institute will have difficulty hiring adequate numbers of Science Officers to meet its needs without exceeding 50 employees. Thus a decision was made to contract out for IT services, including system architecture and planning as well as daily desktop, server and network support, and specific grants management software support.

Agenda Item # 5
12/2/09 Governance Subcommittee Meeting

CIRM Fiscal Year runs July 1- June 30

	Fiscal Year 05/06	Fiscal Year 06/07	Fiscal Year 07/08	Fiscal Year 08/09
CIRM Grants Management Activities				
Number of RFA Programs	1	3	5	5
Number of Applications received (not including LOI)	26	384	126	322 (plus 208 Pre- Applications)
Number of Grants Working Group Meetings (not including Facilities Working Group Meetings)	1	3	5	4
Number of Grants awarded to date ⁱ (Total \$ awarded)	16 (\$37 million)	133 (\$207 million)	207 (\$558 million)	295 (\$765 million)
Number of Annual Progress Reports received (not including interim reports)	n/a	16	116	113 (118 received in first couple of months of FY 09-10)
Compliance Site Visits to Grantees				8
Human Resourcesⁱⁱ				
Grants Management Officers	1	1	3	3 (currently 5)
IT Specialists	1	1	1	.5 (currently 0)
Science Officers	2	8	8	11 (currently 12)
Grants Review Officers	2	2	2	2.3 (currently 3)
Contractors/Consultants providing IT Services				
Arlington Group	\$0	\$56,571	\$0	\$0
Aethion ⁱⁱⁱ	\$46,477	\$60,500	\$59,900	\$42,000
Grantium	\$0	\$0	\$86,135	\$183,077
Kutir ^{iv}	\$0	\$0	\$0	\$165,465
MicroEdge ^v	\$0	\$0	\$0	\$44,385
Turner Consulting Group ^{vi}				
- Programmer	\$0	\$0	\$0	\$161,711
- Project Manager	\$0	\$0	\$0	\$43,426
Taine Group ^{vii}	\$0	\$0	\$0	\$49,750
25by7 ^{viii}	\$0	\$0	\$0	\$98,274

-
- ⁱ Numbers are based on dates the ICOC made decisions on grant awards.
 - ⁱⁱ The positions listed are all centrally involved in aspects of the grant-making enterprise. Others on CIRM's staff (not listed) play more minor roles in this process.
 - ⁱⁱⁱ Aethion provided CIRM with Network, Server & Desktop support from CIRM's founding until Fiscal Year 08/09 when CIRM bid out a Request for Proposal (RFP) for a Network, Server & Desktop support vendor who could provide an increased and more complex set of services.
 - ^{iv} Kutir Corporation won an RFP in October 2008 to provide CIRM with IT Development services. The programmers supplied by Kutir Corporation have worked on all aspects of CIRM's grants management systems supporting the full grants management lifecycle.
 - ^v MicroEdge is a vendor of grants management software. The software that CIRM licensed from MicroEdge (GIFTS) is the leading software package among the grant making community according to the Idealware Guide to Grants Management Systems. (<http://www.solpath.org/results.html> - Site visited August 10, 2009.) In addition to licensing the software, the fees paid by CIRM to MicroEdge will include training, consultation and customization.
 - ^{vi} Turner Consulting Group won two separate RFPs by CIRM. The first RFP was in June 2008 for an IT Developer/Programmer. The second RFP was in December 2008 and was for an IT Project Manager.
 - ^{vii} The Taine Group provided CIRM with systems architecture and transition plans as CIRM attempted to integrate its custom built components with Grantium.
 - ^{viii} 25by7 won an RFP in November 2008 to provide CIRM with Network, Server & Desktop support. The contract with 25by7 replaced the contract with Aethion. The expenditures included in 25by7's row on this chart include an expanded set of services as well as purchases of updated IT systems hardware and software (totaling approximately \$31,000) where 25by7 was able to offer the best purchase terms to CIRM.