Research Services & Administration
Monthly Meeting Agenda
March 19, 2008
10:45 a.m. Fir Rm. EMU

1. Introduction of New Staff and Personnel Update
3. New PHS forms 398 and 2590
4. OUS Time & Effort Audit and PHAREDS Policy Change

DGA QUESTIONS and TOPICS:

1. Can we talk more about the ARS compliance and recent new policy?
   
   If we need to generate a change on a grant after the close of the quarter, what is the process?
   
   In a perfect world we receive contracts and indexes in a timely manner. In the real world, this isn't always the case. How can we legitimately address these delays either through ORSA and/or BAO?

2. What is the process for advising the DGA/PI an index is being delayed due to issues which may include but are not limited to Human Subjects, Conflict of Interest?

3. Please explain the difference between Level of Effort vs. Time and Effort. How do we capture this information in the payroll system and for the Activity Reporting System (ARS)? Should an Activity Code be used when entering payroll?

4. Are Telecommunications Recurring Monthly Charges (account 22010) allowable or not? We have not received a definitive answer in this regard. Also, grants have been closing with vast amounts of expenses to this particular expense account. ORSA generally notifies DGA's about misc. accounts, etc. to be moved before a grant is to be officially closed but never any mention about the Telecom charges.

5. Why is postage (account 22502) and Classified Admin Staff (account 10301) also unallowable costs?

6. Why is there a separate rate for Monthly Recurring charges for departments ($24.00) and grants ($18.00)?

7. You may want to include some training on codes. The code 20103 is not intuitive for use on grants. I know there are other codes that are also reviewable and a reminder to us all would be helpful.

8. Will there be more contract training? I'd like to know what questions to ask and/or what information should be in a well-written SOW such that contract generation is speedier. I suppose the other side of that is what language causes problems and slows the process down.
9. If a vendor such as a consultant is named in grant, does this justify sole source rationale when generating a PSC or sub-award?

10. Please explain the process for getting grant related hotel contracts fully executed. Do both ORSA and BAO have a role in processing the contract? What is ORSA’s role? What is BAO’s role? If both are involved, what is the appropriate routing of the contract? How long will it take to process a contract?

11. A sub-contract agreement includes a performance period of August 1, 2007-September 30, 2008. The agreement was signed by ORSA on Dec 6, 2007. The index wasn’t available until March 7, 2008 due to human subjects and conflict of interest reviews.

On which date can charges to the project take effect - retroactively back to August 1, 2007 (as stated in the agreement); Dec 6, 2007 (date ORSA approved), or on March 7, 2008 (date index was available)?

(Note: Nothing is mentioned in the agreement about work starting on the date of last signature.)

12. Recommendation for a section of ORSA’s web-site that includes acronyms and definitions of grant-related language

OTHER:

Q & A –

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 8, 2008</td>
<td>10:30 to noon</td>
<td>Walnut Room, EMU</td>
</tr>
<tr>
<td>May 13</td>
<td>&quot; &quot;</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>June 9 – Monday</td>
<td>&quot; &quot;</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>July 8</td>
<td>&quot; &quot;</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>Aug 12</td>
<td>&quot; &quot;</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>Sep 8 – Monday</td>
<td>&quot; &quot;</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>Oct 14</td>
<td>&quot; &quot;</td>
<td>&quot; &quot;</td>
</tr>
<tr>
<td>Nov 11</td>
<td>&quot; &quot;</td>
<td>&quot; &quot;</td>
</tr>
</tbody>
</table>