Announcements from Pre-Award

Presenter: Analinda Camacho-Associate Director, Pre-Award

- Heavy Pre-Award team workload for recent June 15-July 9 deadlines: a reminder email was sent out on June 24th to DGAs and PIs regarding upcoming deadlines. The email requested that complete applications be submitted to ORSA a minimum of 3 working days before the submission deadline. The reminder received a good response and really helped the ORSA pre-award SPA get proposal submissions processed; only 2 submissions were received on the last submission day. There were 99 proposals in the EPCS system for this time period and 81 were submitted.
- Please pay close attention to application details and fill-out forms correctly, 50% of UO’s NIH submissions are coming back with errors of this type.
- Please remember to use the most current GAP forms when submitting proposals or the sponsor system will kick it back with errors. Even little changes in the current form can cause problems.

Announcements from Post-Award

Presenters: Marisa Zuskar, Interim Post-Award Associate Director
Stuart Mellor, Grant Financial Manager

- Activity Reports: There is a backlog of Activity Reports that have not been returned to ORSA for quarters beginning in 2008.
- This summer ORSA will pull a list of outstanding Activity Reports and will forward outstanding reports to DGAs and PIs for signature. The focus will be on the certified activity reports that relate to salary and payroll charges.
- **Q:** Do you have an idea how many reports are outstanding?
  **A:** Approximately 140 Activity Reports are outstanding’s. ORSA will validate missing forms before resending to DGAs and PIs.
- **Q:** Is there a mechanism to print activity reports by DGAs? Or see what is outstanding?
  **A:** No, not at this time. However, we will work with our technical staff to see what improvements are possible in this area.
- Sponsored Projects Travel: A workgroup from ORSA and BAO travel has been convened to address several overlapping issues such as the Fly America Act, Rest Days, and travel approval
- Records Retention: A guidance document is coming soon
New Post Award SPA employee will be starting August 1st

Summary from the DGA Advisory Group

Presenter: Julie Foster, DGA Community Service Center

- Members participating in the DGA Advisory Group come from a broad spectrum of sponsored project units and the group is a good sounding board for old/new and emerging issues research administration issues. This forum gives ORSA and DGA representatives the ability to bounce ideas off each other.
- Recent discussion topics were outstanding account receivables and travel.
- DGAs are encouraged to contact committee members with questions; they are happy assist you and would be receptive to feedback/comments.
- DGA Advisory Committee email list will be on ORSA Website, DGA members listed below:
  - Diane O'Keefe - Director of Research Operations
    Department: Center on Teaching and Learning
  - Ellen McCumsey - Manager Grants ION
    Department: Neuroscience
  - Priscilla Lewis - COACH Coordinator
    Department: Chemistry
  - Julie Foster - CSC Grants Accountant
    Department: Community Service Center
  - Sonja Anthone - Geography, Office Specialist
    Department: Geography

ORSA Leadership Participants:
  - Moira Kiltie, Interim Director
  - Stuart Mellor, Grant Financial Manager
  - Steve Shapiro, Computer Services Manager
  - Marisa Zuskar, Interim Post-Award A.D.
  - John Sites, Interim Contracts Manager

Topics for Discussion-Participant Support Account Code Guidance

Presenters:  Moira Kiltie, Interim Director
            Marisa Zuskar, Interim Post-Award Associate Director

- Guidance document outlining the appropriate account codes for charging “participant support” costs was introduced. The document is designed to assist DGAs on how to charge different sponsored project “participants” depending on the role and activity of the individual.
- Many people have reviewed and vetted the document, including BAO, Travel, BRP and the ORSA Pre- and Post-Award groups.
- Contact Marisa if you think these examples do not support circumstances in your unit.
Note the Account Code Matrix on the last page, areas addressed include Compensation, Travel and Other Codes for each of the Five “Participant” definitions (scenario's) listed below:

- Group 1: OUS Students engaged in sponsored training and education
- Group 2: OUS students engaged in sponsored project research
- Group 3: OUS affiliated individuals attending conference and workshops
- Group 4: Non-OUS affiliated individuals attending conferences and workshops
- Group 5: Human subjects and research participants

(For further details see the Participant Support Account Code Guidance link under DGA meeting minutes 07/12/2011)

**Q:** Can the guidance document be uploaded to the BAO website? Or a link to ORSA website gets added to their website?

**Q:** It very difficult to find account codes on BAO website? Need a clear link to find FASOM account codes-BAO website lacks that type of matrix.

**Comment:** BAO staff may not be trained in how grants/awards/contracts work with their specific issues so questions don't always get answered with grants in mind. This document was specifically vetted with those groups to ensure consistency

**A:** These questions involve further specific conversations with Kelly Wolf and BAO. Marisa and ORSA will follow-up on these specific issues and updates then a finalized document will be released

**Q:** On the matrix it lists services and supplies as 3XXXX and it should be 2XXXX.

**A:** The document will be updated accordingly

**Comment:** Account codes 20103 apply to supplies (general office supplies). Digital expenses need a better breakout-how they are used is important.

**A:** Marisa will follow-up further with BAO on this specific charging guidance.

**Breakout exercise session:** Those who attended the meeting participated in groups of DGAs to work through five different scenario’s using the guidance document. Each group was given one scenario and had 5-10 minutes to discuss then the group came back together for discussion. As a group each example was discussed. (The five different scenarios are linked to the ORSA website under DGA Meeting Minutes 7/12/2011)

**Other upcoming discussion items** were mentioned and listed below:

- There is a need to have a budgetary discussion related to participant support, including sponsor specific (NSF) budgeting. The ORSA Pre-Award team will take on these follow-up actions
- The F & A application or exclusion on a direct cost item should not drive the budgeting or charging of “participant” support costs

**Topics for Discussion-DGA List Update**

**Presenter:** Moira Kiltie, Interim Director
Analinda Camacho-Associate Director, Pre-Award
It’s very important to keep the DGA email distribution list up to date and accurate.

DGAs can now edit/add themselves in Electronic Proposal Clearance System (EPCS) as associated DGAs with a specific ORG.

The meeting participants were walked through the EPCS form allowing them to opt in or out of the DGA role of a unit.

Any DGA association action, i.e., editing or delete will notify unit head that a change has been made.

DGAs are encouraged to review and update their record, as necessary.

Each unit must have a primary DGA, which will correspond with the Banner DGA. This field should be populated in EPCS as well.

Q: Can you delete other DGAs from the list because they are no longer associated with the department or grant?
A: No, you can only edit your own record

Q: What if you have never used EPCS?
A: Contact Analinda for EPCS training

At this time, Banner and EPCS don’t talk to each other but may in the future V.P. Espy came from an institution that had an integrated system and she wants the UO to have this capability as well

EPCS trainings will be announced soon

Topics for Discussion-Campus Training Schedule

Marisa Zuskar, Interim Post-Award Associate Director

ORSA staff is getting trained on a variety of topics
Beginning this new academic year, broader campus-wide trainings will deployed, starting in September 2011.
Outline of trainings being offered listed below:
  o September 2011- Research Administration 101 (This is DGA-targeted but PI and staff applicable training will be offered on a semi-annual schedule)
  o October 2011- How to develop a sponsored project budget
  o November 2011- Sponsored Project Budgeting for PIs (This session would also be beneficial and open to Post Docs)
  o January 2012- Cost Transfers
  o March 2010- Research Administration 101
  o Financial Stewardship Institute-Date/Time TBA

Other ideas/comments: Contact ORSA or members of the DGA Advisory Group

Meeting adjourned at 12:00 p.m.