Welcome and Introductions

Introduction and Remarks: Kimberly Andrews Espy, Vice President for Research and Innovation, Dean of the Graduate School

- Kimberly Espy greeted the DGA Community. Everyone is encouraged to attend the fall 2011 Research Kick-Off. Dr. Espy will be discussing her ideas, initiatives and how research will move forward under her administration. Details listed below:
  - **Meeting topic:** Reflections on the UO research enterprise and open conversation
  - **Time:** 9-11AM (remarks begin at 9:20)
  - **Location:** Ford Alumni Center Ballroom
  - **Menu:** Coffee/tea and continental breakfast

General Announcements: Moira Kiltie

- **ORSA SPA Team Updates**
  - Pre-Award teams will remain the same
  - Based on some staffing changes and the collective skill sets of our Post-Award SPAs, so changes will be made to the Post-Award team alignment
    - Team A: Valerie Chermok, Olivia Pierce and Rob Rubens (Interim)
    - Team B: Bob Lawson, Beverly Morehouse, Rachel Gordon (Interim)
    - Team C: Celia Walker, Sandy Cobb
    - Richard Ray, unfortunately, has left the UO to return to New York. Thank you and good luck to Richard
  - Teams will be fully deployed next week and further announcements will be distributed to the community.
  - Post-Award Team emails will remain in effect and should continue to be used to contact your Post-Award SPA team

- **Research Hiring Searches Update**
  - **Assistant Vice President, Finance and Business Administration:** Candidates are currently being interviewed on campus. This position was created to support and address broader financial issues within the research enterprise. The goal is to have the position filled by October 2011.
  - **Sponsored Projects Contract Officer:** A strong applicant pool has been gathered and the search committee is close to setting up initial interviews.
  - **Associate Director, Post Award:** This position is still open.
  - **Director, Office of Research Services and Administration:** A position description is being drafted and feedback will be incorporated. Many of the
current applicants for the AVP position could be a good fit for the Director position and those candidates identified are being asked to apply once the position is formally announced.

- **Sponsored Project Administrator (Multiple):** In the near future, additional positions will be created for ORSA team members.
- **Q:** Will the ORSA Director directly report to the new AVP position?
  **A:** Yes

**Pre-Award Topics**

- **General Announcements: Analinda Camacho**
  - **Grants Administration 101 Training:** This session is being offered in the fall and on a semi-annual basis as the core of bi-monthly training for the DGA community. The fall course will be take place on September 27, 2011. To sign up for the class go to the training tab on the ORSA website, click on Training Schedule and Sign Up link, go to the 27th on the calendar and get signed up! You must be signed up to be able to attend so that we can plan for attendance. This training will be of benefit to novices as well as veterans of grants administration and all who “touch” grants as part of their jobs are encouraged to attend.
  - **Sponsored Project Budgeting:** As a continuation of the bi-monthly DGA Community training, this course, planned for October 25, is targeted towards DGAs and individuals supports sponsored projects.
  - **PI and Researcher Training:** In addition, another session specifically for faculty, which will also incorporate elements of the Grants Administration 101, will be offered October 26, 2011 in the Walnut Room, EMU. Please encourage your PIs to attend! A repeat session will be offered again in the winter, planning for February 8th.
  - **EPCS Training Reminder:** Four offerings of EPCS training will take place in AY 2012. The trainings will take place in a computer lab in the Knight Library, and there are only twenty spaces available for each session. Additional training can be arranged as needed. Anyone who works with grants is encouraged to attend. Please sign up for the training on the ORSA website.

- **NCURA Pre-Award Training Recap: Rebecca Roby**
  - Rebecca attended a 3-day Pre-Award training sponsored by NCURA, the National Council of University and Research Administrators. Topics covered by the training included: Finding funding, the proposal development process and a workshop on building budgets.
  - A key takeaway: UO has to make sure costs are consistent across campus!
  - Conference materials will be on the ORSA website under DGA meeting materials. All members of the research community are strongly encouraged to review them for the important and helpful information provided.

- **To EPCS or Not to EPCS?: Glen Bennett**
  - Handout: *Guide to what does and does not require an EPCS record*
  - The main reason for the EPCS record to be created is for institutional approval.
  - Any necessary compliance is crucial to have in place before ORSA can setup an award.
  - An EPCS record can provide DGAs, PIS, and ORSA with the necessary tools to keep track of awards. For some award types, not all fields need to be completed and ORSA and the VPR are considering technology to aid in these requirements.
  - Encourage your PIs and researchers to get EPCS training.
**Post-Award Topics**

- **General Post-Award Announcements: Marisa Zuskar**
  - **Federal Fiscal Accountability and Transparency Act (FFATA) and American Recovery and Reinvestment Act (ARRA):** The federal government wants more details on how and where money being funded to UO is being spent. As a result, there are reporting clauses associated with ARRA and FFATA that required addition data and specific facts, that demonstrate that government funding is as transparent as possible.
  - **Handout:** *FFATA Vendor Information From*
  - Certain information is needed from Vendors with whom we execute certain PSCs, POs and subawards. If a PSC or PO requires this information of a vendor, ORSA will contact the DGA to assist in gathering the information. This information must be obtained from the vendor prior to ORSA granting approval of the PO/PSC.
  - This information is required by the federal government, and nothing is being requested that is not already public information. Some vendors may give some push back on the required information, so please let ORSA know if assistance is needed in working with the vendors to obtain the data.
  - **Q:** Is this a general requirement or more of an audit sample methodology?  
    **A:** This is a general requirements applying to certain federal contracts (FFATA) and grants (ARRA). We know when the contract is executed of the requirements apply to the sponsored project.
  - **Q:** So will the award document or contract let UO know if this information must be reported.  
    **A:** Yes. However, there are some circumstances when these clauses are not cited in the award and still apply.

- **Activity Reporting: Stuart Mellor**
  - 50% of the outstanding reports prior to the previous quarter have been returned. Please work with your PIs to make sure the reports get signed and returned to ORSA.
  - The activity reports read like a book. Turning in the signed reports even if there is no activity helps make the book complete and allows ORSA, and sponsors, to certify the level of activity and payroll dedicated to the sponsored project.
  - We apologize for any confusion due to the cover letters sent with the last distributions, however, all Payroll Activity Reports, including those with Zero Activity, must be signed and returned to ORSA.

- **GTFF Issues Update: Moira Kiltie/Marisa Zuskar**
  - We understand there are issues remaining to be addressed with regard to the new budget model and items such as tuition remission and insurance. There are more challenges with this that originally anticipated, and ORSA will be having subsequent meetings with BRP and the Graduate School.
  - Approximately 3-4 weeks and more work needs to be done and we hope to provide and update at the next DGA Community Meeting.

**DGA Advisory Group Summary**

- A DGA Advisory Group update will be provided at the next meeting.

**Meeting adjourned at 12:00 p.m.**

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**Future Meetings**

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