Greetings/Announcements – Analinda Camacho

- SPS promotions
  - Glen Bennett – Associated Director Pre-Award
  - Carrie Chesbro – Training Manager
- SPA open position
  - Priority date closes today; open until filled; Post-Award
- Internal Audit
  - UO Internal Audit department
- A-133 Audit
  - External Audit Moss Adams
- DGA Advisory Team
  - Priscilla Phillips retired; if interested, pls contact Analinda

Guest Presentation - Brenda Muirhead, Chief Auditor, UO

- The Auditor’s Toolbox: Useful Tools and Techniques for Employees on the First Line of Defense
  - Presentation attached

BREAK

Pre-award Updates

- USDE IES August 2015 Deadlines (Glen Bennett)
  - For the August 6th, 2015 IES deadline, please create EPCS records on or before Friday, July 10th, 2015
  - For the August 20th deadline, please create your EPCS record on or before Friday, July 24th, 2015
  - Early submission of grant applications is strongly encouraged by IES and Sponsored Projects Services. Grant Application Packages ready for submission and Finalized EPCS records well in advance of the deadline will allow Sponsored Projects Services to employ a staggered review and submission process. To ensure successful submission of applications, applications should be completed and ready for SPS final review and submission well in advance of the August 6th and August 20th deadlines.
- NIH ASSIST grant submission module (Kari Vandergust)
  - ASSIST is a web-based system that was developed by NIH, in close partnership with Grants.gov, to address common application submission challenges identified by the community. NIH first launched ASSIST in 2012 for multi-project applications since these complex applications didn’t fit with existing electronic submission methods at the time. Since then, NIH has expanded ASSIST as an optional method of application submission for single project applications.
  - NIH plans to eventually enable all applications for competing grants to be submitted through ASSIST, and as we go on, these will be announced in the NIH Guide and Extramural Nexus when available.

- NIH Policy on Application Compliance, NOT-OD-15-095 (Kari Vandergust)
  - Non-compliance issues associated with submitted applications can have serious consequences. NIH may withdraw any application identified during the receipt, referral and review process that is not compliant with the instructions in the SF424 (R&R) Application Guide, the Funding Opportunity Announcement, and relevant NIH Guide Notices.
  - Some examples of how this policy is applied to NIH applications include but are not limited to:
    - Applications containing one or more bio-sketches that do not conform to the required format may be withdrawn (NOT-OD-15-032).
    - Applications that do not conform to the page limit requirements because inappropriate materials have been included in other parts of the application may be withdrawn (NOT-OD-11-080).
    - Applications submitted as new but containing elements of a resubmission or renewal application are noncompliant with the resubmission policy and may be withdrawn (NOT-OD-15-059).
    - Applications submitted after 5 PM local (applicant organization) time on the application due date may be withdrawn (NOT-OD-15-039).

- Reminder: QRC and SPS Budget Templates to be updated in July/August, 2015 (Kari Vandergust)
  - OPE templates to reflect the higher rates for part-time GTFs due to the new benefit rates.
  - Recommend not to include COLA in any NIH grants on detailed budgets. COLAs most likely will be stripped out by the grant specialist.

Post-Award

- Year-End Closing (Stuart Mellor)
  - Follow university policy on accruals for year-end, accrue and then reverse in the future so that department can recover the funds; first period is open for the next five years and pay the filling during the timeframe of the grant. The state-related grants are coming to an end now; our invoices need to be out by the 15th of the month; when closing happens on the 7th, it is imperative that we have all invoices in on time.
  - Payroll university policy for accruals needs to be followed.
- Work to close yearly, annual grant contracts with your post-award team.

- **Close-outs: Thing to Keep in Mind (Ian Goldberg)**
  - Presentation attached
  - Final review – best practice is to complete final review 60 days prior to end of project
  - Importance of communication with your post-award team; any missing reports or requests
  - All financial reports to Sponsors must be approved and/or submitted by Post-Award
  - Deadlines are very important – All expenditures must be in Banner a minimum of 60 days after project terms.
  - Activity reports – moving forward for an online certification process; potentially before Fall 2015. Quarterly reports are a university mandated process to cover the requirements made by Uniform Guidance.

**Closing** (Analinda)

Next meeting – Tuesday September 8, 10:00 a.m. – 12:00 noon, EMU Gumwood Room

For any questions please contact sponsoredprojects@uoregon.edu or call 541-346-5131.