ROC Meeting Notes
Wednesday, November 4, 2020
9:00 – 10:00 AM

David Furman, Information Technology & Risk Compliance

Gina Hedberg, Sponsored Projects Administration

- x CUI Project Personnel from the Office of Security, Risk & Compliance We have a few CUI projects on campus from a couple of different colleges and those standards are treated much differently than standard basic research fundamental research projects are treated. There are security regulations that very stringent and they come with penalties if not followed so, we have to be careful they are adhered to.

- x If you have a project that has been identified as CUI and it is awarded, the first thing you need to do notify David Furman, and he will be the person that works with PR do determine who needs access these projects. Access is very restricted and who has access will be determined by a conversat between David and the PI relevant to the roles that those individuals would handle. Some projects require U.S. citizenship verification, and again, that is something David will work with, but all the hiring paperwork must be complete before Human Resources is able to help with that citizenship verificatio We cannot do 20 (y)20 (ou,bI3 (k m)ap)-4 (r)-2o/(a)4 (nn-2o/(a)4)-1 (o)-TPwith hatomSr do 20 (o 20

- x Some of the benefits of going through these courses are that it gives you the certification, the increas knowledge and the ability to function easily in your job. It also gives you credentials if you were to apply for a promotion. It is a great way to increase competency in the skills of research administration.
- x In order to join the course, it is recommended that you obtain a letter of recommendation from your supervisor.
- x This is a team based learning class which means that it is on a flipped classroom model. You will do the work before you come to class and then will come to class with this body of knowledge and work with your tem to figure out the answers to these problems. So, it's not just building your knowledge and awareness of research administration information, but it also builds your connections and your netwo

- x Julie Schwindt: We have to segregate these participant support costs, so G&C Accounting sets up a separate FOAPAL and excludes if from F&A, for it and then that way we can pay. If you are getting push back for a faculty member or anyone else that wants to charge something that you know is not allowable, please let OGCA know and it will be moved off that account.
- x If you are ever unsure if something that a faculty member wants to put under participant support costs and you are unsure, please reach out to the SPA office and we will be happy to look over it with you and research it a little bit further as to get it take care of early on.

Julie Schwindt, Finance and Administration

- x Cost Transfer – OGCA is still seeing cost transfers older than they would like so, we are going to be revising the Cost Transfer form. Here is a scenario: You have an expense on one grant you want to move to another grant. OGCA is going to have a field on the form that says, in the event this is denied, where do you want it moved to a non grant source, because once you put that justification out there on why it's not allowable on the first grant because it's allowable on the second grant, it's no longer allowable on the first grant.
- x We will then have to see how much time has passed, what does the justification look like, which could be technical in nature in why this expense shouldn't be on the first grant and should be on the second one – this is a red flag as far as compliance goes, we are not going to approve it to go on the second grant It doesn't matter how legitimate it is, we will be happy to move it to a cost share account and then in reality it should be moved to a cost share account if you are saying that it is applicable to that project.
- x If the project is too old, we are not going to move it, but we still have to get it off that old project, no matter what. Moving forward, OGCA will need a FOAPAL so if it's denied, we will change the forms and put it through to take it off the old grant and put it onto a departmental source of funding. We also might be able to handle this through an activity code, like we do with closeouts so that we can keep track of cost transfers that probably should have gone on a project.
- x 90 days is the time period, if it is over 90 days you need to start preparing yourself that these are not going to be approved unless there is a VERY good reason, i.e., you are waiting on funding, do a preliminary account and if pre award costs are allowable or if you think your agreement is going to be back-dated or the award was received late, it is becoming less and less of a reason.
- x The big issue is with Federal research grants and research contracts, but, to be clear that, with the stimulus funding we received, we met the threshold last year to submit our disclosure statement

ROC Meeting Notes
Wednesday, September 15, 2021
9:00 – 10:00 AM

Angela Jordan, Research Communications, Development & Learning

Gina Hedberg, Deborah Musgrove, Sponsored Projects Administration

x Utilizing the Attorney's Agreement Portal This portal is not to be used to route funding agreements. Every agreement that supports funding at the University should come directly to the Sponsored Proje office. There have been a couple that have found their way into the Legal office and all it does is sl you down because they will stop that and redirect it to our office. And what may have been sitting for couple of days to go through their approval process, only adds to the time that that agreement will reviewed and then hopefully, subsequently approved. So, please be mindful of that, if it is an agreeme associated with funding for a sponsored project, it does need to come to the SPA office, not to the Le office.

x Issuance of NSF Grants.gov Application Guide The grants.gov application guide has been updated which will align with the NSF proposal and award guide. There are a couple of updates on the summa of changes:

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x As of yesterday, a new process for requiring J numbers, we now have to provide a W-9 form and ACH form, found on the Purchasing website under the Vendor Information tab. Upload the documents when putting in a request for a new sponsor. Once AP supplies us with a new J number. This process may take a little bit longer that it has in the past. The proposal should not be routed until the sponsor/subcontractor has been added to Cayuse. If it is, the proposal will be reopened and should not be routed again until the sponsor is in the system. Please see attachment on the ROC webpage labeled, "Procedure to Request New Sponsor/Subcontractor to Cayuse System".

x FY20 Annual Report – We are currently working on the report, checking and double checking. We have found some routing issues that are being addressed. There was over $100 million in research awarded this year. The report should be posted on the ORED site by early next week.

Last Scheduled ROC Meeting of the Year:

Wednesday, December 16, 2020 virtual