RAC Minutes 1/6/11:

OGRD Items:

a. Budgeting for Personal Service Contracts and Getting info into Purchasing before work is done (Brenda Griffin):
   i. Make sure it is actually a “service” – See OGRD Guideline 22 “Distinguishing between Subcontracts, Personal Service Contracts, and Purchased Services.
   ii. Name the company/individual specifically in your proposal under Goods and Services or Service Contracts
   iii. Work with Purchasing prior to award to get the contract templates, sole source justifications, etc. started.

b. eREX form updates (Derek Brown):
   i. Beginning February 1st, departments will be required to use the newest version of the eREX form. Also on Feb. 1st the new eREX electronic approval process, as proposed by a meeting between Howard Grimes, Vice President of Research and Dean of the Graduate School, and the Deans will be in place.
   ii. Derek Brown detailed the new eREX Form changes:
      1. Role: You can now have multiple Lead-PI’s per project! You will still list one main Contact PI (labeled Contact PI/Lead PI in our system) and have the choice of Lead PI or CO-I for additional investigators listed on the form.
      2. Deadline time zone: We have standardized the time zone area on the REX form to show ONLY the Pacific Time Zone. Please adjust deadline times accordingly.
      3. The Credit Department pull-down has been removed from the first page of the eREX
      4. Question 1 of the REX form has been updated to “Will this project require any new space assignments or changes in space assignments?”
      5. NEW Appendix 3. Created to track WSU’s projects which fall in research areas not otherwise tracked by traditional disciplines and departments for reporting purposes.
      6. Misc. language/wording updates
   iii. Derek Brown detailed the latest eREX approval changes (only the Lead PI would approve in “standard” situations as defined by the Deans), and OGRD received much feedback. Main departmental concerns were:
      1. Some research administrators were concerned about the new lack of review at their Chair or Dean levels. Others also liked having their
administrators review the form and proposal attachments before sending on to their Deans.

2. Concerns were raised about sending out incorrect information to external agencies that may get caught at the eREX approval stage.

3. Some Deans were unable to attend the meeting and/or give input and may not know all of the details of this new process change.

4. Some departments liked the previous system and asked “Why change?”

5. There were concerns expressed about delegation issues when working with other departments who may not know who to list as approvers in other Areas/Departments.

iv. FOLLOW UP TO MEETING: OGRD reviewed concerns and adjusted the approval process so the departmental research administrators (as listed on the REX form) will be required to approve as well. Administrators will also have the option to customize the list of required approvals to “unapprove” any individual they want to fully approve the form. The minimum requirement for Lead PI investigators, the Departmental Contact/Research Administrator(s) and OGRD approval will not be adjustable. Specific features in a proposal such as cost share commitments, new space or space changes, required space remodeling and manual F&A splits will still flag the system to require additional (traditional) signatures.

c. New agency requirements (Jackie Bolden):

d. Brief run down on several federal agency changes. Handout here

e. 2011 Seed Grant Competition Update (Brenda Griffin)

i. Any assistant professor or equivalent on tenure track that has been hired since May 16, 2008 are eligible.

ii. Preliminary Proposal due on January 24th (details on page 3 of guidelines/application handout)

iii. Full Proposals Due on March 7th.

iv. For additional information please Contact Nancy Shrope. Handout here

f. NSF Proposals – Fastlane vs Grants.gov (Erin Rice):

i. Due to system to system errors between Grants.gov and NSF Fastlane if the option to use either for an NSF proposal is available please choose Fastlane.
SPS Items:

SPS Announcements (Kim Small)

1) FFATA - Federal Funding Accountability and Transparency Act
   - For new Federal grants as of October 1, 2010, over $25,000, reporting of subaward data is required.
   - FFATA Subaward Reporting System (FSRS) website is https://www.fsrs.gov/.
   - See further discussion below, under SPS update #3, regarding FFATA

2) Sponsored Agreement Document Retention –
   - A reminder was presented regarding the Document retention period: 6 years past term (3 years past receipt of federal award closeout documents, but this date is uncertain)
   - This could potentially mean, for a 20 year grant, retaining all records for up to 26 years
   - NIH segments were discussed, 5 year cycles beginning with Segment A, B, C… and in reverse alphabetical order for ARRA segments (Z,Y,X…)
   - Absent further audit clarification, any backup documentation of award expenditures is potentially required to be part of the record, including but not limited to:
     - Personnel Action Forms
     - EAAs, time slips, leave reports,
     - TEVs
     - K-order receipts
   - A question was raised regarding retention of Sponsored Programs Award Notifications (seems to relate to allocation rather than expenditures)
   - Concerns were raised regarding which version of a TEV or EAA, e.g., would belong in the official record (departmental copies would not contain SPS notes/comments and/or payroll/travel information, in particular final amounts approved through travel).
   - Further concerns relating to the potential impact, and contradiction with the Paper Reduction Act, of the potential need for copies of a great number of documents.
   - Discussion concluded when it was explained the record retention schedule was presented merely as a reminder, no changes to the record retention requirement were being presented, merely clarified.

3) SPS updates:
   - ARRA reporting was on track as of 1/6/11, 50% completed, no foreseen obstacles to 100% completion on time by 1/10/11
   - The OGRD database had been updated (in the “Main” portion of the log, per Derek Brown) with a check box for E-verify
   - A new field has been added in the OGRD log for the FAIN (Federal Award Identification Number, to identify new Federal grants subject to subaward reporting)
   - For now, the award number is being reused to the extent possible as the temporary FAIN, but this number will be changing.
NIH’s initial implementation of the FFATA subaward reporting requirements is limited to new grants and cooperative agreements awarded after October 1, 2010. At this time, these are the only awards that require subaward reporting through FSRS.gov.