7/26/12 RAC Meeting Minutes

OGRD (Dan Nordquist & Derek Brown):

- **Dan**, Change in protocol to HHS funded proposals and awards (both direct funding and flow-through funding).
  - Effective 8/24/12, the possibility of a conflict of interest arising is now the responsibility of the institution to decide.
    - A check will be implemented at the eREX stage to ensure that a Significant Financial Interest (SFI) form has been filled out by all individuals listed in the ‘Credit’ section of the REX form (SFIs for their family members need reported as well). If an SFI is missing then the eREX will not go through to OGRD and proposals will not be submitted.
    - OGRD will get notifications when awards have been funded, at which time they will be held until the SFI has been updated. This must be done within 30 days of any change, so jumping the gun on these is not a wise decision either.
      - Monthly notifications will be emailed by MyResearch requesting action by those that have had any change in status in the last 30 days.
      - Once updated it will be reviewed by our institutions Office of Research Assurances to determine if there is a potential for conflict of interest to arise.
  - Financial Conflict of Interest training must be completed every 4 years—simple read and click training similar to RCR training in MyResearch.
  - Travel for these awards must also be dealt with in a different fashion in that the Feds want to know about all travel that is being paid by a 3rd party for those listed in the ‘Credit’ section or their family members. Bottom line, TA’s will be required for all travel for HHS funded, either direct or flow-through, awards if it is not exempt.
  - For subcontracts under these awards, subrecipients will be asked if the sub-awardee has their own policy regarding the HHS requirements. If not, they will have to follow our policy and we will have to manage.

- **Derek**, New staff & eREX discussion.
  - Diane Rathbun has accepted the Program Coordinator position and will start 8/1/12. Eventually she will be able answer all eREX and email issues, among other items.
  - When filling out the eREX, if you have space, remodeling or infrastructure issues, please make sure to have all interested parties (i.e. different area, campus, etc.) approve the eREX if using space that is not from your area.
SPS (Gerik Kimble):

- **Staff updates.**
  - Tim Wood and Maureen Bonnefin are no longer working for SPS. Preston Comstock and Aly Kincaid have been promoted, with Preston taking over Tim’s accounts and Aly taking over Maureen’s. Katy Roberts has also been promoted to a Fiscal Analyst 1.
    - SPS is hoping to hire another FA1 and an office assistant in the near future, but for now have to work with fewer people and are trying to keep up. If close-out requests and things of that nature are not getting done promptly, they will as soon as time allows.

- **Zzusis.**
  - The new system is now being used and BRS is stagnant as of 6/30/12, which means that outstanding amounts are not current.
  - In order to view corporate accounts you must have corporate access—please work with your Dean or VP to gain access.
  - Instructions on navigating the system will hopefully be out by the end of August. For now if you have questions you can contact SPS and they will try to help as best they can. A helpful thing to note, agency numbers had to go from 6 digits to 9 digits so you must add 000 in front of already existing agency numbers (ex. WA State Department of Commerce is 366780 and would be entered in as 000366780 in Zzzusis).

- **New F&A rate.**
  - For accounts that had the 50%/51% split on the F&A rate, the 50% does not automatically roll to 51%. A SPAR can be done to move funds, or you can keep spending on the 50% account until it is spent out and then begin using the 51% account (if one is setup).

- **Research Admin Series.**
  - Training begins 9/14/12. Classes are updated as far as time and location are concerned.

- **Fed vs. Non-Fed report on SPS website.**
  - Change will be made to add fund/sub-fund 145-09, which a financial aid fund/sub-fund.

- **Federal draws.**
  - The Feds are tightening down on the draw process, so please try and limit cost transfers when possible. This is especially true with Department of Interior and Fish & Wildlife. If transfers have to happen please try to contact SPS so that the funds do not get drawn in the first place and result in the need to wire funds back.
    - Please pay attention to equipment transfers and retroactive payroll adjustments.