OGRD Items:

a. **Sub-initiation form templates (Brenda Griffin):**
   i. Updated sub-initiation forms have been posted to the OGRD website.
   ii. New section has been added to gather the account number information where the funds to pay the subcontract are located. A-133 contact information will be asked for as well on the updated Attachment 4.
   iii. This should be more readable and should help turnaround time.

b. **Budget template Update with 2008 Benefit Rates (Brenda Griffin):**
   i. The OGRD budget template has been updated, please use this version.
   ii. New benefit rate for faculty/AP/Staff at 33% instead of 34%. Other rates have also changed.

c. **NSF updates (Jackie Bolden):**
   i. NSF has new instructions for all new proposals, effective January 5th.
   ii. Formatting changes and some new criteria relating to intellectual merit and other technical considerations have been updated. The website for the information is: [http://www.nsf.gov/pubs/gpg/nsf04_23/2.jsp](http://www.nsf.gov/pubs/gpg/nsf04_23/2.jsp)

**SPS Items:**

- **Cell Phone Policy** ([http://www.ba.wsu.edu/payroll/cellphones/index.htm](http://www.ba.wsu.edu/payroll/cellphones/index.htm)) Agency approval required if cell phone stipend will be paid on a grant. Transition period will probably last closer to a year. University purchased cell phones that are not being transferred to personal plans will need to be send to Surplus.

- **Account closeout, final billing/reporting** – in order for SPS to properly closeout awards, departments need to get back to SPS in timely manner. Remember that a SPAR is needed to rebudget restricted funds. If you wait too long we may not be able to collect the funds.

- **Overdrafts** – deadline was 10/15/07. Thank you to all of you who responded promptly.

- **SPS Updates** – Our new office assistant is Darren Bystrom.

  SPAR BPPM update has been delayed. Anyone who needs SPAR draft, contact Barbara ([korzykb@wsu.edu](mailto:korzykb@wsu.edu))