

RAC Meeting
11/08/07

I. Meeting brought to order 12:10 P.M.

II. ORD – Dennis Paffrath

Distribution of ORD staff assignments that will be effective 11/15/07 (Attached).

- Each team will have a dedicated manager
- Assignments will be responsible for all aspects of the award process (i.e. set-up, subcontract P.O., modifications, countersignature of letters, etc.).
- December 15, 2007 will be the date that ORD does everything in COEUS (i.e. proposal and award set-up).
- Assigned person will be the point of contact for all grants and contract issues.
- Looking at allowing expanded signature authority to assigned ORD personnel.

III. Effort Reporting- Pat Holmes

Outstanding Reports

- There are some 114 outstanding effort reports still remaining on the campus from the period (03/18/07 – 06/30/07). Special attention needs to be placed on these reports to get them cleared up and approved.
- There are 22 Departments on campus that have reports still due for the period (07/01/07 – 09/15/07). These reports are due 11/21/07.
- For reports that are still in Post Review, please see Pat Holmes to help get them out of this status.
- The Effort Reporting Direct Retro Overview presentation was a great success. It was heavily attended and there are plans to conduct this presentation again in December. Look for a notice of this meeting in the future!
- For audit purposes, it is well known that auditors go after the oldest transfers FIRST! Special emphasis on getting these done!

IV. Financial Services – Cheryl Williams-Smith

- Likivu Speaks is being promoted to Senior Accountant. Likivu will continue to be responsible for processing grant set up and modifications. Once the position is filled, there will be a gradual move from the old position to the new position.
- There will be two additional positions filled and a contractual position to increase the staff.
- It remains 7-10 working days to get a new account number out of Financial Services.

V. General Announcements

- The Administration Building is due to be completed and ready for occupancy in October 2008.
- The University will be expanding the recycling programs on campus to include plastic, glass and cans. Look for news about this in the future!

VI. SRA and NCURA updates

- Cindy presented a handout dealing with the top compliance risks that were identified at the SRA meeting she attended. (See Attached)
- Effort Reporting was a main topic of discussion
- Appropriate charging of expenses to grants was a major issue
- Cost transfers were discussed as audit concerns
- Karen Sack provided a handout (Attached) dealing with NIH K Award Programs
- Grants.gov will be going to the new Adobe forms. They will continue to use PureEdge forms until the announcement for the new form transition. Special care needs to be taken to insure that the proper forms are downloaded that pertain to the announcement being submitted to.
- The DOD has a hard and firm policy that Late is Late! Because of budget constraints, they are not being flexible on the deadlines established for their funding announcements. They are in the process of standardizing their deadline times to be consistent across the various time zones.

VII. COEUS Roll Out - Sue Hobbs

- Jan – Feb there will be an additional 5-6 new Departments that will be using COEUS for their grant submissions. This applies to the School of Medicine and NIH grants only at this time. The next step will transition to everything being submitted using COEUS as the routing mechanism.

Meeting adjourned – 1: 00 P.M.