

Meeting Minutes
SRAS Steering Committee Meeting
March 21, 2016

Attendees:

Christy Anderson, Bev Baesler, Alan Daugherty, Beth Garvy, Jim Geddes, Susan Stark

Staffing:

Susan provided a staffing update. Turnover within Post-Award has resulted in two new Reconcilers and one new Analyst starting this month. Training is on-going for individuals in these positions. The new Analyst, Julie Elliott, was an internal promotion. Her vacated Lead Reconciler position has been posted. New positions will likely be considered as a part of the clinical trial project. The current clinic office space occupied by SRAS has four available cubicles for any staff additions.

Clinical Trial Support project status (Consultant Agreement):

Alan discussed the process that led to the decision to pursue a consultant to help move this project forward. Three companies that were considered. Huron was selected based on their work plan presentation, proposed cost, and positive references related to similar projects on which they worked at other universities. The first full steering committee meeting is scheduled for Thursday, March 31. A description of the project and regular updates are on the SRAS website, including a link where feedback can be provided. If there are any questions contact Alan or Susan.

SOP – Review and Updates:

Susan reviewed the process for SOP review and updates. No major changes to any processes were proposed. Most of the SOPs changes presented were minor, based on the reality of the process flow and how things are actually occurring. A goal is to loop in the DAs at any point where they want to be involved.

- a. **Sponsored Project Budget Development**-Susan discussed that Budget and Proposal Development had originally been one SOP, but the GPSs felt it was better for these to be separate. Susan went over several sections where some edits had been made. Jim had a concern about populating PDF forms. Susan indicated that there is an ASSIST online option.
- b. **Sponsored Project Proposal Preparation**-Susan went over the highlighted portions of the SOP. The committee requested a statement be added on clarifying who is handling the actual proposal package completion. This was added to the section regarding the preparation timeline discussion. Susan asked if the DA needs to review the final proposal and Christy replied that yes they do. The committee agreed, so this will be added to the SOP as well.
- c. **Sponsored Project Grants Mid-Year Budget Modification**-Susan discussed the highlighted areas of the SOP. Minor edits were recommended related to inclusion of the DA in the process. This type of modification isn't something that occurs often, but this SOP helps to direct the workflow.
- d. **Submission of the Annual Progress Report/Non-competing Renewal to HRSA** – Susan went over the highlighted areas. There was a discussion around the role of the DA to approve the report, and it was agreed that this is necessary if any financial information is included.
- e. **Sponsored Project Grant Progress Reports/Non-competing Continuations and/or Continuation Budgets for Multi-Year Projects** - Susan discussed highlighted areas of the SOP. This follows steps similar to those for standard NIH/RPPRs submissions, although many other sponsor requirements are unique and don't always fit a standardized process that is easily translated into an SOP.

During this discussion, some questions came up from Jim and Beth about how PIs and departments can access eIAFs in the system, without actually having full SAP access. Susan attempted to demonstrate this via myUK, Enterprise Services, Workflow, OSPA PI Tracking Report. There were some technical difficulties, but Susan indicated that to the best of her knowledge, this option is still operational. She will follow up and share information gathered with the committee. ***(NOTE: Susan followed up after the meeting with OSPA and found out that if individuals have problems accessing the eIAF via this method, it is likely related to an Internet browser problem. Internet Explorer routinely doesn't work well for accessing this functionality. OSPA recommends contacting your local IT support person for assistance. The availability of this tool for accessing eIAFs was highlighted in the Weekly Research Update on March 22, 2016.)***

Jim asked about an SOP for No Cost Extensions. Susan indicated there is one, but it currently going through a review by a group of the pre-award staff. They are also working on an Incoming Faculty Transfer SOP, as the GPSs have been extremely busy lately with incoming faculty transfer activity. It's occupying nearly as much of their time as assisting with new proposals.

Process Improvement related items – Susan discussed the Customer Service Survey. A link to the survey continues to be included on the bottom of the email of all the SRAS staff. Recent responses have been minimal. She monitors the response activity regularly. She also discussed having regular meetings twice a month with the IBU Finance leadership, under the direction of Amy Longeway. Regarding the recently initiated Research Administration DA meetings that are expected to be held on a monthly basis, Christy brought up going through the process of the PADR would be very educational. Christy also mentioned the need to educate the DA's on the reconciliation process. Susan and Christy will continue to work together on agenda items for these meetings.

Voluntary Cost Share – As a follow up to the previous steering committee meeting, Jim mentioned a draft voluntary cost share policy had been shared with the BSC chairs/directors. All agreed there is a need to minimize voluntary cost share. The BSC chairs/directors requested some details about the number of projects with voluntary cost share and how exactly that impacted the University and the F&A rate. A suggestion was made to invite Kim Carter, Director of OSPA, to come to one of their meeting to discuss this.

General News/Updates - Christy has talked to SPA and they indicated that their distribution of the monthly PI Reports satisfies the requirement for the PI completing a regular financial review of their grants/accounts. There isn't a need for a PI approval of the actual monthly reconciliation being completed by the SRAS staff. This will eliminate a need to incorporate a PI approval as part of the Reconciliation SOP. This SOP is still in draft form while additional details are worked out related to SRM reconciliations.

Next Meeting – There was agreement to continue with a quarterly meeting schedule. The next meeting will be scheduled for June or July.