

RESEARCH ADMIN COMMUNITY MEETING

December 7, 2017

General Announcements

Diane Rathbun - Introduction of new ORSO coordinator Luisa Gendron.

Matt Michener -

- NSF Webinar to go over budget justification – email to be sent out to the RAC listserv with updated information.
- Grants.gov packages are going away and will be fully replaced by Workspace on 12/31/17 - if anyone has questions please contact Matt Michener at ORSO@wsu.edu

ORA – Office of Research Assurances Minutes

- Levi O'Loughlin; hazardous shipping, IACUC, IRB are growing areas.
- Malathi Jandhyala introduced new IRB staff along with new Human Subjects Coordinator; these two areas have grown due to workload growth; including Med/Biomed trials expected as the medical school in Spokane grows. Next challenge – as revisions occur in regulations – we will need to change and adapt our process to meet these changes.
- IACUC eFORM is almost done – the Human Subject eFORM will come after that; ETA is a couple of years.

SPS – Office of Sponsored Programs Services Minutes

- Travel Services Policy is being constructed to fit Federal Requirements as recommendation from audit.
- 145/143 account – oversea travels will require further forms – SPS will follow up in the next RAC meeting with exact rule and process. Policy is being drafted along with the form. Waiting for VP approval – SPS will update you on the next RAC meeting.

ORSO – Office of Research Support & Operations Minutes

- **eREX discussion – Diane**

Update question - do we want Admins who are automatically added to be granted read and write access at the same time? – YES as per RAC meeting

ORSO recommends listing secondary/back up Admins be affiliated with the PI on each eREX as PI affiliations cannot be changed once the eREX is submitted.

Please add any USDA/HHS/NSF programs before submitting the eREX – if you are unable to find any – the RFPs often have CDFA numbers – add that number to the special comments and ORSO will fill in the program for you.

If working with the WSU Foundation for a proposal submission be sure to add the WSU Foundation individual you are working with; Esther or Karin (estherpratt@wsu.edu, karinn@wsu.edu) as research admin so they are looped in and aware of the upcoming proposal processing and submission.

Approval monitoring is all to the dept to track – to call **Dan Nordquist** or us at **5-9661** if any waivers run risk of not getting approved

- RUSH Waiver policy – our eREX Waiver system is hardcoded into the software – therefore no exceptions are possible; approval monitoring is up to the dept to track –call **Dan Nordquist** to discuss options if waivers run risk of not getting approved on time.
- **RA Roundtable Discussion RUSH/Waiver policy - current departmental research administrators share their strategies/policies to successfully implement the RUSH/Waiver policy**
 - Darlene Miller - ESIC
 - Ty Simanson - IPN
 - Emilie Cousins - SMB
 - Lynda Olin - Vancouver
 - Katy Roberts - CAHNRS
- **Narrative Hold** Program feedback;
 - Wonderful program
 - We need current scientific draft items – not last years; if it is missing, we will return the eREX.
- Industry Sponsored Research – Jessica Smith-Kaprosy
 - They often do not understand F&A
 - The best way to address that is to give them what they often see –
 - Simplified budget
 - Although some like BOEING will want a breakdown detail budget – if they state it in their RFP – ensure to follow it IF they do not provide specifics – try to provide them a simplified budget – email Jessica Smith-Kaprosy at ORSO@wsu.edu for simplified budget examples.
 - For Industry Sponsored Research proposals without an RFP
 - Please ensure the PI knows they should not provide any numbers without the department being looped in first.
 - We will encourage PIs to loop in RAs – they should always be involving them as the RAs are budget certified and their best source for any numbers.
 - Total of 4 examples given in the presentation
 - Contact ORSO at ORSO@wsu.edu if you would like any examples/training

- Google proposals includes consulting hourly basic budget example as well.

ORAP – Office of Research Advancement & Partnerships Minutes

- Maureen B; ORAP is available and happy to help faculty with proposal development – while their specialty is large, multi-disciplinary proposals, they assist with other proposals as schedules permit.

ORSO Closing Remarks

ORSO will be streamlining Non-Monetary forms; NDA & MTA

eREX training videos regarding the addition of PI Affiliates has been requested – and new updated training videos will be uploaded and emailed out the RAC Listserv after winter break.

Due to the Winter Closure, please have all materials that need to be completed by the end of the calendar year to ORSO by Wednesday Dec 20, 2017.

Next RAC Meeting will be March 1, 2018 in Lighty 405 from 10-11AM.