

RESEARCH ADMIN COMMUNITY MEETING

March 1, 2018

ORAP - Office of Research And Partnerships Minutes

Emily Brashear

- The primary job of ORAP is proposal development, connecting collaborators, support research efforts and helping to find applicable funding opportunities (e.g. Pivot).
- Proposal development writing classes
 - March 2 information sessions
 - Using Pivot to find funding
 - Managing MyResearch database and your grant.
- Please let ORAP know if you are interested in attending classes regarding a specific subject and they will work to provide the requested session.
- Encourage faculty to participate in Limited Submission Competitions – in 2016, we had 36 limited competitions and the vast majority were not competitions as there was only one WSU Faculty interested in applying!

ORSO – Office of Research Support & Operations Minutes

Derek Brown:

- ORSO/SPS are re-introducing the Grant and Contracts Admin Awards.
 - We are requesting submissions for individuals you believe fit the following categories
 - Service Recognition Award
 - Contribution Award
 - Pioneer Recognition Award
- ORSO will be unveiling an updated website – more information to come soon!
- There will be a short training on Sponsored Project Management for the Associate Research Council

Diane Rathbun:

- **eREX** – highlighted the excellent service provided by Cat regarding the processing of eREXs; please note we do process a large amount of eREXs on a daily basis but our goal is to maintain a high standard of eREX support.

RFP review – reminder to review the RFP closely to ensure WSU as an institution is eligible for submission – oftentimes federal agencies will have multiple seemingly identical RFPs but which are actually different in the eligibility guidelines – be sure we are using the correct RFP for WSU as an institution of higher learning.

Cost Share Approvals – Please note for Cost Share eREXs approvals that are routed – if your specific department has NO cost share to approve – an Administrator may note “No Cost Share To Approve” and place their Chair/Director, and Dean/VP/Chancellor on AUTO. Ensure to be mindful to communicate effectively and in a timely manner between departments to ensure everyone is on the same page.

Credit – needs to be assigned to home/tenure department. Ensure to loop ORSO ahead of eREX submission if there are any questions regarding this.

Narrative Hold – please ensure you are adding draft documents required to the eREX when using the narrative hold program as to ensure it gets the most review and thorough approvals.

Award eREXs – please note that for award eREXs we will require Chair/Director, and Dean/VP/Chancellor manual approval but delegates will also be allowed when needed.

eREX issue? If you are having an issue with an eREX – the best way for us to be able to troubleshoot any issue is if you send your eREX link to ORSO@wsu.edu (ex <https://myresearch.wsu.edu/Grants/ERex.aspx/#!/form/####/general>)

With a screen shot/or a description of what your error is and we will be happy to get it fixed for you ASAP!

- **NSF Updates**

Fastlane Going Away – please note Fastlane is slowly going away and NSF is migrating many actions to Research.gov; Non collaborative proposals will now be available in Research.gov

Budget Justification changes – a statement regarding NSF’s 2 month rule is now required in every budget justification – WSU manages this based on our fiscal year; additionally Indirect costs need to be listed as well.

NSF Printout Error – Please note there is a known issue with NSF printout errors when the proposal has a large list of Collaborators and Affiliates; when this occurs the RA/PI can either print to PDF before they add the Collaborators and Affiliates or they can patch up together a complete PDF by printing out each section and attaching it to a combined PDF file.

- **EZ Fed Grants** – if you are struggling with any issue regarding EZ Fed Grants please note Matt Michener at ORSO is a wonderful resource to contact for this new tool.
- **RUSH/Waiver discussion:** waiver numbers – out of 140 waivers only one has been rejected; numbers of rush proposals has went down significantly in last 6 months

- **Narrative Hold** program and our updated **Guideline 30** regarding preproposal submission are resources to alleviate RUSHes when eligible! Please contact ORSO to obtain more information or go to our website at <https://orso.or.wsu.edu/> “ORSO Narrative Hold Program Information” or <https://orso.or.wsu.edu/guidelines.asp> **Guideline 30 2/6/18**
The Need for REX Forms Related to the Submission of Pre-proposals

Jessica Smith-Kaprosy:

- **NDA\MTA forms** – we have updated our Non-Disclosure Agreement and Material Transfer Agreement Forms located in the ORSO website! No Chair/Director signature needed anymore!
- **Fed Data Use Clause** – please be aware there will be clause coming from Federal contract proposals which will be asking for what type of federal information will be received and if we need to budget for data security.

OC – Office of Commercialization Minutes

Scott Steiger with the Office of Commercialization

- Our mission spans research projects from lab to commercial field.
- We will work with the PI and Industry regarding Intellectual Property (IP) and associated agreements
- Streamlines Industry Licensing Terms (SILT)
 - Available only for Full F&A agreements
 - No Co-mingling with other federal funds
 - May not be available at all locations
 - No background IP included
 - In lieu of future license payment and use of royalties
 - Licensing on specific pieces of IP
 - Type of Licenses
 - Standard
 - Non Exclusive
 - Exclusive
 - Royalty Distribution
 - 50% to PI lab
 - 20% to College/Department
 - 30% VP Fund
 - Waiver regarding royalties needs to be signed by Chair/Director, and Dean/VP/Chancellor, PI, CO PIs, lab individuals etc before a SILT agreement can be signed.

SPS – Office of Sponsored Programs Services Minutes

Josh Graisy

- Coding Issue –

- Participation Support cost – SPS has created new sub object O3PU to charge F&A to ensure we are compliant.
- If you have any questions – please contact SPS

Christine Galbreath

- Cost Determination presentation
- Email will be sent regarding Award Management and Maintenance Responsibility.
- Allocable? Allowable? Check BPPM 40.09
 - Ensure the expense provides direct benefit to the research
 - Needs to post within the Period of Performance
 - Ensure to code expenses accurately in the beginning to avoid Audit red flags

Further resources will be e-mailed out but feel free to contact SPS with any questions you may have.

Next RAC Meeting is scheduled for June 7th in Lighty 405 from 10-11AM