

## RESEARCH ADMINISTRATION COMMUNITY MEETING

September 6<sup>th</sup>, 2014

Diane Rathbun called the meeting to order at 10:00am.

### OGRD:

- OGRD is excited to present and Welcome Lourana Swayne as our new grants and contracts coordinator! Sarah Wisdom (Pollock) whom helps Getta Dutta in our office with large proposals has also been helping with proposal submissions, thank you Sarah! Also, we have Kellie Klein as the new Program Coordinator/front desk at OGRD, welcome! OGRD wants to thank all of you guys for supporting us through this transition and appreciates your patience.
- The Productive Proposal Writing series is coming up, this series is for brand new faculty to get them acquainted with how to write efficient proposals. These individuals have to be nominated by their college in order to participate.
- NCURA trainings series is in October.
- NCURA pre award conference is March in Orlando, FL
- NCURA conference in October in Reno.
- We have a new Vice President of Research, Chris Keane. His first step is creating the “120 day study” that contains groups of committees that focus on different sectors of research. These committees are responsible for pointing out strengths, weaknesses, opportunities, and threats (SWOT analysis) of their area of research.
- OGRD has created two new technologies that we use in the office every day; the OGRD Dashboard and the “drag and drop”. The OGRD Dashboard is a way for all of us to electronically keep up with our work, we have converted from using a folder system, to being folderless. This new system allows our staff to prioritize our work and to see our work load on one screen. The drag and drop system allows our staff to drag email images into the database from our actual email in one simple step. This makes the conversion process/saving of email images suitable and easy to use. If you notice why the email logs look a little differently, it is because of the “drag and drop”. OGRD wants to thank our staff members Shawn and Derek for creating/implementing these new tools for us to use.

### **Roger's Corner:**

- The volume of Non Disclosure Agreements have been rising exponentially. Negotiations are almost always required, negotiations take time and patience so please give Roger some time to make those happen. To speed things up, give the sponsor/agency the WSU template (available on the OGRD website) and see if they will accept that agreement. Roger wants the PI's to be able to live with the NDA's that are executed, this is why he needs to make those negotiations.
- For compliance, Roger is having the PI's sign off on the NDA's. They need to read them, sign them, have them counter signed by the dept/dean and then send back to him (Roger).
- Also, give Roger some context when you give those agreements so he has some idea what direction you want to go. Always think of the long term when dealing with these types of agreements.
- Let Roger know if you want to be included in emails. And remember to double check who you are emailing! If you click reply all then everyone will see what you are saying, and that is not always what we want.
- Uniform Guidance Update (G2 update) coming soon, more information to come on this.

**SPS:** No minutes provided at this time

Next Meeting will be held, Thursday December 4<sup>th</sup> from 10-11AM.