

# RESEARCH ADMIN COMMUNITY (RAC) MEETING MINUTES

December 14, 2018

## Department Training Minutes

Emilie Cousins:

- **“How to” guide for RPPR’s**
  - Look at ORSO Guideline 6 for help
  - eRA Commons tells you everyone who has an RPPR due
  - Make sure you, as a Research Administrator, have access to your faculties RPPR
    - PI gives the RA a delegation
    - Try to avoid logging in as the PI unless your delegation has yet to come through and it is absolutely necessary
  - Complete the RPPR in tandem with your PI and then route to ORSO for submission to NIH
  - Certain areas of the RPPR require RA approval. Do these sections yourself so you don’t have to comb through and correct information that has been entered incorrectly
    - Estimated unobligated balance of the project and of any subcontractors involved
      - Carryforward for the project and for any subcontractors involved
    - Participant effort
      - Paid vs. unpaid (Grad Students)
        - Any Grad Students listed on the report need an eRA Commons account
      - Participant effort for any subcontractors involved
      - **Note:** You can’t reduce “named” personnel’s effort by more than 25% without prior approval
    - Publications out of compliance

## SPS – Sponsored Programs Services Minutes

Tyler Howard & Josh Graisy:

- **Continuing Effort Reports**
  - Continuing effort reports will be sent out monthly to each department
  - These reports show all outstanding ECR’s for any given effort reporting period that can still be certified (the last two years)
    - Broken down by department and effort reporting period

## **ORSO – Office of Research Support and Operations Minutes**

**Matt Michener:**

- **Guideline 2 and WSU Budget Spreadsheet Updates**
  - Language has been added to Guideline 2 about the 1.5% benefit rate for worker's comp
  - Blended rate for benefits will now be 12.2% and we have also removed the Health Insurance row
  - QTR inflation is changing from 7% to 4%
  - New assistance ship salary grid
  - Updated benefits tab
- **NSF Webinar Information**
  - Topics
    - PAPPG Proposed Significant Changes
    - NSF Harassment Term & Condition Implementation
    - Changes in Objective or Scope - Reminders
    - Responsible and Ethical Conduct of Research
    - Proposal Submission in Research.gov
    - Account Management Updates
    - Update of the NSF Award System
  - PAPPG Significant Changes
    - Use of Research.gov for proposal submission: Policy versus on-screen instructions
    - Expanded use of Dear Colleague Letters
    - Unaffiliated Individuals
    - International Branch Campuses of US Institutions of Higher Education and Foreign Organizations
    - Proposal font, spacing and margin requirements
    - Additional highlighting of NSF's research misconduct policy
    - Synergistic Activities clarification
    - Participant Support enhancements
    - Resubmission
    - Harassment policy – Implementation of Important Notice 144
    - Final Project Report and Project Outcomes Report
    - Micro-purchase threshold increase to \$10K
    - Intellectual Property

**Lucas Sanchez:**

- **New Subcontract Initiation Form**
  - ORSO is using a new Subcontract/Subaward Initiation Form which can be found under "Subawards and subcontracts" at <https://orso.wsu.edu/forms-templates/>

**Ben Howard:**

- **Default eREX Decision**
  - ORSO has implemented a new feature in the MyResearch Database which allows department administrators to set and manage their default eREX decision
    - This feature is only available for Research Administrators not PI's and Co-PI's or at the Chair and Dean levels
  - Allowable eREX decisions are "Null", "N/A", "Approve" and "Auto"
    - "Null" – No decision has been made and you will have to approve manually
    - "N/A" -
    - "Approve" – This will automatically give your approval for the eREX
    - "Auto" – The system will set you to "AUTO" and skip the need for your approval
  - If approvals are not completed before the proposal goes into waiver the approvals will begin at the admin level again. In this instance the following rules apply:
    - PI Admin – Will have to manually approve the eREX when it is in waiver even if their default eREX decision is set to "AUTO" or "Approved"
    - Other Admins – All approvals done by admins not listed as the PI Admin will remain and they will not have to approve a second time. For these individuals their default eREX decision set to "AUTO" or "Approved" will still be used.
  - In the event that one of the administrators is also a chair or dean, the default eREX decision will only work at the admin level.
    - If the eREX requires manual approval by the chair or dean (manual F&A split, cost share, etc.) they will be able to use the default decision "AUTO" at the admin level but will have to approve below as the chair or dean.
- **Multi-factor Authentication (MFA) for WSU Systems**
  - Central IT has purchased a new Multi-factor Authentication system from Okta Inc which will be implemented on WSU systems
  - This new system will require that we authenticate using both a WSU password and another source (email, text, phone, app) when we log onto WSU machines and systems (MyResearch, among many others)
  - The timeline for the rollout of this new process will be no sooner than 3 months (March 2019) but will hopefully happen within the year.

**The next RAC meeting will be March 7, 2019 11AM-12PM in Lighty 405.**