**PNNL-WSU Distinguished Graduate Research Program (DGRP)**

* Dr. Asaph Cousins
  + <https://natlab.wsu.edu/dgrp/>
  + PowerPoint attached at bottom of these minutes

**University Store**

* Wade Brantner
  + Update on recent and upcoming changes
    - Email sent out with list of items being discontinued
    - 10% loss in sales yearly
    - Please be patient with delays due to supply and staffing restrictions

**Modernization update**

* Carrie Johnston
  + F&A Encumbrances – Integration Active
    - Daily error report resolves issues daily
    - No postings until first expenditure
  + Subcontract Cost Share – Updated Process

**SPS update**

* Tyler Howard
  + Effort Certification
    - Nearly 100%
  + Setups queue update
    - 115 still backlogged
      * 1.5 week worth of work
  + Staffing update
    - Many new hires
    - Still have 15 open position
    - See organization chart on SPS website for contacts while staff is out of office
  + Subrecipient Monitoring Program update
    - Two out of three positions filled
  + NCURA update
    - Cost proposal
    - Casey St John best point of contact
  + Reminder about Legacy transaction adjustments
    - 01/01/2021 for anything in legacy
  + Reminder about required documentation for cost share
  + Reminder about what to do when contacted by an auditor
    - Contact SPS and Internal audit
    - Includes desk review
  + Winter Closure
    - 5pm on December 23rd 2021 and reopening at 8am on January 3rd 2022
    - Please have all items turned in by December 15th

**ORSO update**

* Matt Mitchener
  + Discrimination and Harassment Training update
    - Needs to be completed, like RCR, IP, SFI, etc., for award processing
    - Required for compliance
  + Other Support Certification Signature Generator (NIH)
    - Developing an online documentation form
    - Will get information out as soon as possible
  + Please allow plenty of time for proposal review
    - Signatures for LOI, etc can take several hours
  + Winter Closure reminder
    - 5pm on December 23rd 2021 and reopening at 8am on January 3rd 2022
    - Any materials for process turned in by December 17th

**Purchasing Services**

* Eric Rogers
  + Brief Q&A session
  + Hiring new Associate Director
  + C19 – Contractor Guidance PDF included below

**The next RAC meeting will be March 03, 2022 10AM-11AM**

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