**SPS**

* **Betsy Jinks**
	+ New Director for SPS
* Staffing update
	+ Additional SPS staff being hired and onboarded.
* SPS will be moving towards more compliance review than previously
* Update on new organization structure
	+ Shifted to a new organizational structure sectioned into teams
* **Reminder,** for the University holiday closure, SPS will need any documentation and information for awards that have required reporting or invoicing due by the end of the year
	+ We will need the information as soon as possible to ensure we are submitting documents on time.  This includes proposed carry over request amounts to be included in box 12 of the SF-425.
* Participant support costs discussion:
	+ There will be a new grant line just for participant support costs in the budget coming.
	+ ORSO will work on getting a blurb out to people re: participant support costs on proposals.
* **Kim Akin** – SPS Checklist sent out ahead of closeout so we can be prepared.
	+ Need backup documentation for certain cost sharing. Will put together a decision tree to help in the process and share it shortly.
	+ Unsure at this point whether the notices will go to the main grant manager, or all associated.
* ***Feel free to reach out to SPS with any questions regarding upcoming changes and updates.***

**Modernization**

* **Christine Galbreath**
	+ Will be holding Info sessions on cost principles for PIs
		- Monday 12/5 over Zoom
			* SPS will cover what they do/what to do if expenses are not coded correctly or charged to the wrong account and need to be transferred.

**ORSO**

* **Matt Mitchener**
	+ Staffing update
		- Chris Kinzel – New Grant and Contract Specialist
		- Kate Martinson - New Grant and Contract Administrator
		- Katy Roberts - New Senior Grant and Contract Administrator
	+ NIH Data Management and Sharing
		- Next Wednesday, December 7th at 3 pm
		- Will send slides out to RAC list, re: how to budget for costs, where to budget, what you can and can’t budget
		- A three-page expanded PowerPoint that will be shared with the group after
	+ Winter closure
		- Dec 24th to Jan 2nd
		- **Deadlines:** Have proposals to our office by the 16th, the Friday before closure (gives us a week, sooner the better)
		- ***Reach out if there is an emergency!***
	+ FDP Expanded Clearinghouse Participant reminder
		- If we are working with a lead or have a sub that is also a participant, we do not need a subrecipient form. We are covered by being a member of the FDP Expanded Clearinghouse.
			* Check out the resources tab on FDP website.
			* Please reach out if you have questions/comments.
	+ Budget Setup Tab reminder (work with other college/dept RAs)
		- When working with depts/colleges outside your area, make sure the RA knows to get you a budget for their section.
		- Will be updating and adding notes about participant support costs and will share.
		- Listserv will get budgeting and participant support costs note from ORSO.
	+ Responsibility Matrix reminder
		- Roles and Responsibilities Matrix on ORSO website.
			* ***When you are not sure who to reach out to, it’s important to use this resource.***
	+ Updated MTA-In/Out/NDA info sheets to ask for more info from PIs.
		- Changes related to service center.
		- Working on a NMA master agreement template as well.
* **Diane Rathbun**
	+ Finding things with wrong cost center/region
	+ Will be looping in departments when we catch these items
* **Derek Brown** – All OR survey back
	+ Thanks for the feedback. Helpful.
* **Katy Roberts** – Will be holding a Budget Certification Session on Thursday, December 8th at 9 am

**Additional Conversations:**

* **Debbie Hoelcher**
	+ When SPS reaches out for final billing/various items, important that the RA as a whole reaches out to various departments who have funds under the award so they are all on the same page in relation to final billing.
		- ***When others have grant lines in your award, be sure to check in with colleagues to ensure things are ready for closure.***
	+ Moving from one budget period to the next is clunky.
		- Find themselves hurrying to prorate salary and effort, move salary expenses, etc.
			* Hope to smooth the budget period transition moving forward – with federal funds especially.
			* Betsy Jinks will circle back. SPS will brainstorm on ways to improve this process.
* SPS waits for dept to review budgets, then waits for an email saying its ready for a final invoice and report. If things aren’t reviewed in the first 30 days after the award terms SPS will start moving things forward.
	+ Will reach out to the main award department usually when asking for permission to close.
* How are we addressing guarantees with the move to Workday?
	+ We have had some get missed.
		- Diane Rathbun, Deb Cox, and Matt Michener will get together to discuss a good process for linking guarantee’s to ORSO#.
* Send any budgeting issues to SPS and they will help.

**The next RAC meeting will be March 02, 2023 10AM-11AM**