**SPS**

* **Betsy Jinks**
  + **SPS Reorganization in Progress**
    - Award Team
      * Fully staffed now
    - Finance team
      * In the process of moving all invoicing over to this team
    - Kami Carter’s team
      * Award management, closeouts, portfolio management
  + **Working on F&A rate agreement**
    - Working on identifying the top 25% MTDC departments
      * Will hold multiple virtual trainings in April
      * Will have individual trainings to select departments
  + **Closeout Process Improvements**
    - Creating a 30, 60, 90-day pre-term notice via WorkDay for upcoming closeouts
      * Additional time for department financial reviews and for SPS to submit final invoices and reports – three phases of the closeout process
    - SPS will be trialing this and will share updates at the next meeting
  + **Additional Improvements and Notes**
    - Budget Period dates are now in WorkDay
    - Grant Managers are now listed in WorkDay
* **Kim Akin** 
  + Suggested an addition in Workday to show who main grant managers are
    - **We can continue improvement discussions in our next meeting!**

**Modernization**

* **Welcome Salvador Esquivel.**
* **Christine Galbreath**
  + Gave an overview of how grant managers are structured in relation to cost centers
    - Grant portfolios are organized by cost centers
      * Grant managers assigned to cost centers, not departments
      * Sometimes this is less than ideal for specific projects
        + We can assign them in a nuanced way if departments need
  + Matt, Betsy, and Christine will chat later on ways to streamline grant managers notices with cost centers – we want to make sure the right people are getting them, and people who don’t need them aren’t
  + **Schedule Trainings for Learning WorkDay Reports!** Anytime; <https://modernization.wsu.edu/workday-faculty/>
  + **Cost Determination Guidelines for Principal Investigators** March 22, 2023 from 2:30 to 3:30 pm; <https://share.percipio.com/cd/5LHGDLWfl>
    - For now, all of the grant managers need to be looped in when SPS reaches out to minimize extra communications – make sure it gets to the right person originally
* **Ty Simanson**
  + Good job with effort certifications recently everyone.
  + **Links to guides on topics Ty shared:**
    - Guide to the Effort Certification Work Area: <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/246614739>
    - Guide to Create Pro Forma Effort Certification: <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/246614755>

**ORAP**

* **Welcome Kim Christen.**
  + Kim is the new AVC of ORAP.
  + Sammy Rodriguez has left ORAP.

**ORSO**

* **Matt Michener**
  + We have put together our new NSF Inclusive Working Environments Policy website
    - New guidelines to meet updated NSF policies
    - PDF link here: <https://orso.wsu.edu/documents/2023/01/guideline-35.pdf>
  + NIH DMS guidance on ORSO website: <https://research.wsu.edu/dms/>
  + MTA/DUA/NDA/NMA templates/info sheets have been updated to add expanded areas for Cost Center hierarchies – split into its three components.
    - <https://orso.wsu.edu/forms-templates/>
      * Cost Center Region (Pullman, Spokane, etc.)
      * Cost Center Hierarchy (College of Vet Med, CAHNRS, etc.)
      * Cost Center (Crops and Soils, Paul G. Allen School, etc.)
  + BIPA template has also been updated
    - <https://research.wsu.edu/resources-researchers/working-with-industry/contracting-with-industry/new-agreements/>
* **Anke Moore**
  + Changes to Subawards
    - Previously, we moved away from G numbers and started using SPC numbers when moved to WorkDay
      * Was a problem for some departments, G numbers had A, B, C, etc.
        + However, SPC numbers are only allowed one grant line
        + We are now connecting SPC numbers to new WSU number,
        + WSU number will be subcontract name, SPC number will be PO number
        + SPC numbers will be added in comments and in abstract
      * Moving forward we will make new WSU numbers for WSU awards
        + Current SPC will stay the same for remainder of the award
  + We have updated the WSU subcontract invoice template, <https://orso.wsu.edu/documents/2018/11/subrecipient-invoice.xlsx>
  + Subaward initiation form updated:
    - * Added a carryforward restricted section
      * Added an NSF safe and inclusive working environment option
* **Side notes:** 
  + PI is not authorized to sign agreements, reach out if confused about who should sign something
  + Submitted eREXs
    - Be clear in instructions/directions/notes sections, we follow this. The more information the better, it all helps.
    - Proposals needing agreements reviewed for terms and conditions please have the eREX submitted more than the normal 2 days. A week is preferred.

**The next RAC meeting will be June 08, 2023; 10AM-11AM**