

Research Admin Community (RAC) Meeting Minutes

September 7, 2023

ORA

- **Levi O'Loughlin**
 - **ORA has reorganized their meetings so they can join us!**
 - It is important for our groups to stay connected.
 - **Quick overview:**
 - The Office of Research Assurances (ORA) oversees compliance for our researchers, including but not limited to IACUC, IBC, IRB, RSC, Export Controls, and Hazmat Shipping.
 - ORA website: <https://ora.wsu.edu/>
 - **Hazardous shipping**
 - There is an exhaustive list of items that are considered hazardous, and it may not always be so easy to differentiate. Please reach out to ORA if you have any questions on whether something may be hazardous. They have a knowledgeable team who can help navigate!
 - ORA will help identify shipping needs and regulations, send required forms, and pick up/handle the material to be shipped.
 - Get in touch with ORA if you have any concerns or questions.
 - ORA website on hazardous materials or dangerous goods: <https://ora.wsu.edu/what-is-a-hazardous-material/>
 - **Artificial Intelligence**
 - WSU AI Research Committee has launched a website and will continue to help WSU adapt to changing times and policies -- that more updates will come as we progress.
 - AI@WSU: <https://research.wsu.edu/ai/>

SPS

- **Betsy Jinks**
 - **Reorganization**
 - Invoicing has been completely transferred to the Finance team as of Aug 31!
 - Financing team is working on automated invoices.
 - New emails you will see! Keep your eyes peeled.
 - **Closing Process**
 - Implementing new Closing Processes for 90-, 60-, 30- days prior
 - Please see the new Checklist SPS has created.
 - Any feedback is appreciated!
 - <https://sps.wsu.edu/resources/>
 - There will be a Research Admin Series class on the Closing process in September!
 - **Overdrafts**
 - We cannot pay overdrafts with other grants even if similar.
 - Uniform guidance disallows.
 - **Working on Subaward monitoring practices – will have updates moving forward.**

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ORAP

- **Emily Brashear**
 - **New Faculty Seed Grant**
 - Funding for 8-10 projects per year.
 - <https://orap.wsu.edu/funding/internal/new-faculty-seed-grant/>
 - The 2024 application cycle begins November 1!
 - **Limited Submission Processes**
 - Coordinated by ORAP and Emily Brashear.
 - Consists of the PI submitting a 1 pager on their research that is reviewed and selected by our review committee.
 - Please reach out to Emily with any questions on limited submission processes!
 - Keep ORAP in the loop on any Limited Submissions you plan to pursue!
 - The PIVOT database is a good resource for identifying Limited opportunities.
 - **NSF MRI has been submitted!**
 - If your PI was selected, there is a new DEI statement we must include on our submissions.
 - Please reach out to Emily for more details!

Modernization

- **Salvador Esquivel**
 - Please see attached slides at end of meeting minutes.
 - ***Modernization is doing amazing things to help reduce admin burden and keep us in compliance! THANK YOU!***

ORSO

- **Matt Michener**
 - **Participant Support Reminders**
 - Participant Support costs are for people who are being trained, ***NOT for the people doing the training*** or honorariums.
 - We will resend our Participant Support Guidelines to the RAC group for a reminder!
 - **eREX Reminders**
 - **Checklist 1 and 2 are very important!**
 - “Will this project require any new, renovated, or re-assigned space?”
 - “Is this proposal for a major equipment or infrastructure grant?”
 - Please do your best to ensure accuracy here!
 - On and Off-Campus is very important as well!
 - Checklist 8
 - “Will the majority of this project be performed off-campus?”
 - **Appendix 2 is very important!**
 - IRB, IACUC, etc. regulatory activities need to be here! This lets them know that something is coming they need to pay attention to.
 - **THIS IS VERY IMPORTANT!**
 - **New NIH Guidelines for Subawards**

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- All NIH subawardees must now add a clause in their letter of intent that they will follow all NIH flowthrough terms – please reach out for more details.
- Notebooks (digital copies) must be submitted by subawardees.
- **Research Administration Series has been updated!**
 - Katy Roberts has helped spearhead an update to our RAS, adding 7 new series and working with groups to update ongoing modules!
 - **Thank you, Katy!**
 - ORA/SPS have added new sessions.
 - Class sizes have been expanded due to extra interest!

The next RAC meeting will be December 7, 2023; 10AM-11AM

Improvements Configured

- Notifications to Grant Managers
- Notifications to Grant PI's
- Request To Final Bill/Closeout Award
- Schedule Mass Update For Award Lifecycle Status
- EIB To Inactivate Grant Work tags

WSU

Notifications To Grant Managers

Alert Notification	Notify Lisa Friend of You have awards terming in 90 days
Creation Time	05/31/2023 11:05:28.403 AM
Recipient	Lisa Friend
Subject	You have awards terming in 90 days
Body	<p>Sponsored Programs Services will begin the closeout process on the project(s) listed below no later than the end of the 60th day of a 90-day closeout period, to include sending the final invoice without permission from the department. This notice is to help remind you to complete closeout tasks in a timely manner so SPS can complete the necessary closeout review as soon after the award terms as possible.</p> <p>Grant Managers:</p> <p>Please read your award documents and sponsor terms and conditions to ensure you are ready to meet the closeout requirements as soon as possible after the award terms. SPS has located on their webpage a closeout checklist to help guide you through this process. The departmental closing check list can be found on the SPS website: https://sps.wsu.edu/resources/. If you have any questions about the closeout process, please contact the ACO listed on the main page of your award in Workday.</p> <p>Department: 90 Days Prior to Award End Date Through Award Term Date</p> <ul style="list-style-type: none">• Is the award going to be closed or extended?• If the award is going to be extended,<ul style="list-style-type: none">o Verify the extension or continuation request has been submitted to ORSOo Notify SPS that no cost extension (NCE) is in processo Notify SPS that the award will be receiving an extension• If the award is closing as expected; proceed with the closeout checklist<ul style="list-style-type: none">o Notify SPS who the departmental contact will be for closing the award. <p>Next steps for grant manager:</p> <ul style="list-style-type: none">• Read the award document and agency terms and conditions for closing requirements<ul style="list-style-type: none">o How many days in the closeout period?o Is the award cost reimbursable?o Is the award fixed price?o Is there cost share required on the award? Review cost share posted in WD, has cost share posted as expected? If not, please review and gather additional cost share.o What are the closeout requirements and/or forms required by the agency?• Types of report documents may include:<ul style="list-style-type: none">o Final Invoiceo Final Financial Reporto Equipment/Property Reportso Invention/Patent Statementso Final PI Reporto Final Release to Agencyo Subcontractor Final Reports• Notify the team that the award is terming soon:<ul style="list-style-type: none">o Notify PI and collaborating PIso Notify any other individuals working on the research that the award is terming soon.o Notify other grant managers working on the award (i.e. Other Cost Centers)• Start your initial review of award expenditures with the PI make any necessary corrections as soon as possible. <p>If you expect any of the listed awards to be renewed/extended, please use the Create Request Task to submit a SPAR - Guarantee request through Workday.</p>

- Notifications are sent to Grant managers when they have awards terming in 90/60/30 days.
- The notifications run daily but are only triggered if the grant manager has awards that meet the criteria of the report.
- Directs Grant Managers to the Pre-Award Closing checklist developed by SPS and CAHNRS.
- Enabled in production starting 6/23/2023.

Notifications To Grant PI's

Subject

You have awards terming between 30 - 60 days from now.

Body

Sponsored Programs Services will begin the closeout process on the project(s) listed below no later than the end of the 60th day of a 90-day closeout period, to include sending the final invoice without permission from the department. This notice is to help remind you to complete closeout tasks in a timely manner so SPS can complete the necessary closeout review as soon after the award terms as possible.

Please work with the grant manager listed on the award(s) to prepare the award for close out.

If you expect any of the listed awards to be renewed/extended, please work with your grant manager to submit a SPAR - Guarantee request through Workday.

Notification Topic

AWD001108: Twig Weevil - Pest Inflict Havoc In Pnw Yr 2 09/23/2019 (version 0)

AWD001646: Improving The Viability And Vigor Of Nordmann An 08/01/2020 (version 0)

AWD001755: Susceptblty Trojan Fir Phytophthora Root Rot 02/01/2019 (version 1)

AWD002029: Viability And Vigor Of Heat-Treated Nordmann 08/01/2020 (version 0)

AWD003802: Viability And Vigor Of Heat-Treated Nordmann | Ch 10/04/2021 (version 1)

AWD003836: Efficacy of Bluefume (HCN) fumigation in eradicati 08/01/2021 (version 1)

[AWD003950: IR-4 EH-21-22 Fusarium Efficacy | G. Chastagner | 08/01/2021 \(version 1\)](#)

AWD004599: Improving the viability and vigor of Nordmann and 09/13/2022 (version 0)

AWD004681: Efficacy of Bluefume (HCN) fumigation in eradicati 09/21/2022 (version 0)

AWD004729: Susceptibility of Trojan fir to Phytophthora root 10/05/2022 (version 0)

⌵ Less (5)

Create Request

- Notifications are sent to Grant PI's for their awards that are terming between 30-60 days.
- Notification runs once a week.
- Enabled in production 6/23/2023.



Request To Final Bill/Closeout Award

Create Request

Request Type *

- × Sponsored Programs
Closeout Request (SPS -
Request To Final
Bill/Closeout Award) ... ☰

OK

Cancel

- Submitted by Grant Managers to SPS when department has completed their steps.
- Questionnaire designed to give SPS all the information needed to complete close out.

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Schedule Mass Update for Award Lifecycle Status

- Award placed in Award Group 100 – Ready to inactivate in Workday
- Mass update picks up awards and changes Life Cycle status to “Closed” on award line and header.
- Mass update runs everyday to pick up newly added awards.

WSU

EIB To Inactivate Grant Work Tag

Launch / Schedule Integration

Integration *

× EIB - SD - Grant Inactivation ...

Organization

Run Frequency *

× Run Now

OK

Cancel

- Automates inactivating grant work tags for SPS.
- Returns awards in award group 100 with Lifecycle status of closed and grant inactive = no.
- EIB changes grant inactive = yes.
- Built into an integration that runs daily.

WSU

Additional Planned Enhancements

- Provide more comprehensive reporting on termed awards with issues

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Value Added

- Ensures SPS and Grant managers stay in compliance by closing awards in a timely manner
- Eliminates the need for SPS to manually do steps and close awards in batches saving time

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