Research Admin Community (RAC) Meeting Minutes

June 01, 2023

SPS (PowerPoint slides at end)

- **Betsy Jinks**
  - SPS almost fully staffed!
    - Final offer out the door at the moment
  - Have recently changed Ag codes in workday to move from sponsor focused to portfolio focused – please reach out for more details
    - SPS Website has been updated: https://sps.wsu.edu
  - Last milestone – Transitioning invoicing to Finance team

- *Salary Over Cap Functionality in WD*
  - To support greater compliance with DHHS salary cap requirements, Modernization and SPS are working to implement salary cap functionality in Workday
    - Projected effective date 7/1/23
    - https://grants.nih.gov/grants/policy/salcap_summary.htm

- *Closing Process updates*
  - Proactive approach vs Reactive approach
  - 90-, 60-, and 30-day notices that will be sent out via workday
  - New check sheet to help guild you through items that need checked prior to authorizing SPS to final and close awards
  - New Create Request in Workday to submit permission to final and close awards in Workday

- *Cost Share*
  - Do not over report cost share on your awards.
  - Over reporting cost share will affect our federally negotiated F&A rate agreement.
  - You must meet the cost share obligation submitted with the proposal unless the granting agency has released you from your obligation in writing and approved by an authorized signer for the agency.

- *PAA's*
  - Please make sure all salary and benefits are reviewed and corrected prior to certifying effort
  - SPS will only consider PAA changes on certified effort after a full review of the issues related to that award
  - Be sure to review make salary and benefit changes prior to certifying effort going forward

- *Workday request types*
  - Research or conference subaccount request (RCAR-new account)
    - Use to create new award line on existing award
  - Research or Conference Account Request (RCAR-FPCA)
    - Use to create a new Fixed Price Consolidation Account for PI or Dept
  - Sponsored programs activity request (SPAR-Guarantee)

Research Admin Community (RAC) Meeting Minutes

- Use to request a NEW award GUAR setup – Requires ORSO number first!
    - Sponsored programs activity request (SPAR-Guarantee Existing Award)
        - Use to request a GUAR for additional time and/or additional award lines on existing award
    - Sponsored programs activity request (SPAR – Internal Re-budget)
        - *Use to re-budget within an existing award (i.e., re-budget to obj 14 for subcontracts)*

- ***What do you need?***
    - RCAR-New Account & RCAR-FPCA
        - Approvals from:
            - Principal Investigator
            - Department chair
            - Dean/Director (If college requires it)
        - Budget breakdown if transferring allocation
    - SPAR-GUAR (new & existing)
        - Approvals from:
            - Principal Investigator/ Director
            - Department chair
            - Dean/Director (Required for GUAR)
    - SPAR-Rebudget
        - Does not require additional approvals unless moving between cost centers.
        - If moving between cost centers, PI approval should be included.
        - Budget breakdown is required.
        - Agency approval required if required by sponsoring agency or if rebudgeting to object class not included in original budget. (i.e., equipment)
        - *One e-mail with original request and approvals from all required parties is the best method*.

ORAP

- **Sofia D'Ambrosio**
    - Upcoming educational sessions
        - Offering grant writing training for Arts and Humanities faculty
            - 4 weeks, weekly hour and a half session
    - https://orap.wsu.edu/grant-writing-fundamentals/
        - Brush up on grant writing skills with a mock review
            - Applications due June 10th
    - ORAP is great resource for PIs working on large awards or for new PIs!
        - Reach out with any questions regarding assistance!

Research Admin Community (RAC) Meeting Minutes

June 01, 2023

OC

- **Denise Keeton**
  - Commercialization Gap Funding
    - New cycle starting
      - Internal fund awarded by OC for up to $50k
    - Meant for research with commercialization potential
      - Either to advance initial research or finish ongoing research
      - Find out more! https://commercialization.wsu.edu/commercialization-gap-fund/

ORSO

- **Matt Michener**
  - Staffing update
    - Troy Boni has rejoined us!
  - State Fiscal Year End reminder
    - In 30 days – June 30th – this is our last month!
      - Sent an email out to ORSO teams, will be reminding all to get awards finished by the end of the fiscal year
    - Audit is finishing up over the next month
  - Updated Forms
    - Please be sure you have the newest forms that are available, these can be found here (refresh every few months!): https://orso.wsu.edu/forms-templates/
  - eREX attachments and FCOI reminder
    - Please leave submission comments when it isn't a federal portal that is straight forward
    - Please include RFP pdf if you are able
    - Include FCOI for subawards

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

Reorganization Update

- Staffing is almost at 100%
- AG Codes have been updated in Workday
- Teams are fully developed
  - Awards Management Team
  - Finance Team
  - Compliance Team
  - Awards Set Up Team
- Last milestone – All invoicing will transition to Finance Team
- Check out our website! https://sps.wsu.edu/

Salary Over Cap – Workday

- To support greater compliance with DHHS salary cap requirements, Modernization and SPS are working to implement salary cap functionality in Workday.

- Projected effective date 7/1/23
- https://grants.nih.gov/grants/policy/salcap_summary.htm

Closing Process

- Proactive approach vs Reactive approach
- 90-, 60-, and 30-day notices that will be sent out via workday
- New check sheet to help guild you through items that need checked prior to authorizing SPS to final and close awards
- New Create Request in Workday to submit permission to final and close awards in Workday

Reminders

- ## Cost Share
  - Do not over report cost share on your awards
  - Over reporting cost share will affect our federally negotiated F&A rate agreement
  - You must meet the cost share obligation submitted with the proposal unless the granting agency has released you from your obligation in writing and approved by an authorized signer for the agency.
- ## PAA's
  - Please make sure all salary and benefits are reviewed and corrected prior to certifying effort
  - SPS will only consider PAA changes on certified effort after a full review of the issues related to that award
  - Be sure to review make salary and benefit changes prior to certifying effort going forward

Workday Request types

- Research or conference subaccount request (RCAR-new account)
  - Use to create new award line on existing award
- Research or Conference Account Request (RCAR-FPCA)
  - Use to create a new Fixed Price Consolidation Account for PI or Dept
- Sponsored programs activity request (SPAR-Guarantee)
  - Use to request a NEW award GUAR setup – Requires ORSO number first!
- Sponsored programs activity request (SPAR-Guarantee Existing Award)
  - Use to request a GUAR for additional time and/or additional award lines on existing award
- Sponsored programs activity request (SPAR – Internal Re-budget)
  - Use to re-budget within an existing award (i.e., re-budget to obj 14 for subcontracts)

What do you need?

RCAR-New Account & RCAR-FPCA

- Approvals from:
  - ➤ Principal Investigator
  - ➤ Department chair
  - ➤ Dean/Director (If college requires it)
- Budget breakdown if transferring allocation

SPAR-GUAR (new & existing)

- Approvals from:
  - ➤ Principal Investigator/ Director
  - ➤ Department chair
  - ➤ Dean/Director (Required for GUAR)

SPAR-Rebudget

- Does not require additional approvals unless moving between cost centers.
- If moving between cost centers, PI approval should be included.
- Budget breakdown is required.
- Agency approval required if required by sponsoring agency or if rebudgeting to object class not included in original budget. (i.e., equipment)

*One e-mail with original request and approvals from all required parties is the best method.

Thank you for your time!