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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September 7, 2023

- o 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.
- o Notebooks (digital copies) must be submitted by subawaredees.
- **Research Administration Series has been updated!**
  - o 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!**
  - o ORA/SPS have added new sessions.
  - o 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

- 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

- 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.

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.

Additional Planned Enhancements

- Provide more comprehensive reporting on termed awards with issues

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