

RAC Meeting Minutes October 14, 2010

Our meeting was called to order at 12pm by Vanessa Foreman. Vanessa asked the committee for suggestions for future agenda items and desired presenters. The following were mentioned:

IACUC – There have been rumors about the developments of an electronic format for IACUC items. Vanessa will see if she can get **Angela Peiser** from IACUC to present information to the RAC.

CICERO-There have been changes made within CICERO therefore there are new training sessions offered. **Anne Martien** of the Human Research Protections Office has been contacting departments to schedule individual sessions. Please feel free to contact her to arrange a session amartien@som.umaryland.edu or 410-706-4514. It was suggested that we have Anne come speak to the RAC for to provide an overview of these changes.

It was requested that perhaps **Pete Gilbert** from the President's Office could come to discuss various changes occurring within their office.

Cindy Geppi suggested that **Miriam Smythe** from the VA should come by to discuss the new requirements for 'without compensation appointments' for anyone paid from an IPA.

Please send all other requests/suggestions to Vanessa @ vforeman@som.umaryland.edu

Update from Sponsored Projects Accounting and Compliance from Shari Swisher.

NEW PAYMENT ADDRESS-Shari announced that there is a new payment address for checks that need to be signed. In the very near future; standard agreements will have modified language to incorporate the new address. The announcement can be found here: <http://www.fincsvc.umaryland.edu/rf/announcements.cfm> and reads:

Payment Address for Expedited Checks

In response to an increased volume of payments coming directly to our offices, Sponsors should be advised to send any expedited payments (ex. Fed Ex, DHL, Couriers) directly to the lockbox for processing. The address below should **only be used** for payments that require a signature upon delivery.

University of Maryland, Baltimore
c/o SunTrust Bank
Attn: Lockbox 41428
1000 Stewart Ave
Glen Burnie, MD 21061

TRAINING GRANT REPORTING-In preparation for Training Grant Reporting SPAC will be asking departments for their 'Statement of Appointments' Please have this information prepared.

It was mentioned that only an estimate is used for Travel/Supplies. SPAC acknowledged that is an area that they are working on modifying.

Update from the Office of Research and Development from Dennis Paffrath.

STAFF PROMOTIONS-CONGRATULATIONS to Amanda Snyder who was promoted to Assistant Director and to Greg Sorenson who was promoted to Manager for Team B!!

ARRA \$-Reporting is finished for this quarter. So far, all seems well. ORD has not heard from any agencies reporting any errors. It is currently a 'change' period. ORD could hear back from agencies with any questions on or after October 22nd. New awards are still coming in; which leaves another 3-4 years left of reporting.

ORD recommends that departments strongly urge their PI's with stimulus funding to SPEND SPEND SPEND! There are no extensions and no carry forwards.

Dennis also mentioned that the stimulus subcommittee still meets.

SUBRECIPIENT REQUISITIONS-As of November 1, 2010, ORD will not be creating or submitting subrecipient requisitions.

Dennis sent out an email that included the following sets of helpful tools/guidelines which are also posted on the ORD website:

http://www.ord.umaryland.edu/research%20docs/RequisitionsForSubawards_CampusReference.pdf

<http://www.ord.umaryland.edu/research%20docs/SubawardQuickCheck.pdf>

Departments should verify that proper eUMB training has been completed by the person(s) in their department that will be preparing the subrecipient requisitions.

While it may seem that this is just another duty delegated to the department level; it is anticipated that this change will greatly speed up the overall subcontract process. ORD spends a great deal of time cleaning up and reconciling sub requisitions. They will no longer need to approve de-obligated funds. ORD's approval will no longer be required for close out either.

Joe Evans will not dispatch the Purchase Order unless he has the fully executed Subrecipient Agreement.

It is recommended that departments initiate the requisition once the eSurf record is created. ORD will then generate the agreement to send to the subrecipient.

There is concern over how/if departments will be notified when the Purchase Order is generated. Vanessa will see if Joe Evans will come speak to the RAC on this issue.

Lynn McGinley mentioned that Susan McKechnie; Director of Financial Services has support from the Dean's office to make restrictions less harsh on departments for budget line items.

NIH NOTICE- NIH Notice NOT-OD-10-123: Beginning with due dates on or after January 25, 2011, NIH, AHRQ and NIOSH (part of the CDC) will eliminate the error correction window for grant applications. There will still be a two-day application viewing window, but any changed/corrected application will need to be submitted before the deadline. You will no longer have an opportunity to correct errors or warnings after the deadline.

This notice announcement led to a question from RAC regarding ORD reviewing proposals sooner than 5 days prior to deadline. Dennis stated that it is his expectation

that proposals are to be reviewed when they are triaged. The faster we get them in the faster they are reviewed.

COEUS USER GROUP MEETINGS-Meetings may potentially be held in the ORD conference room. More details to follow in the near future.

eSNAP CHANGES-Expanded Authority for departments to submit progress reports??? Dennis thinks this will happen but is not sure if it will apply to all mechanisms. He anticipates that there will be training for the 'button pusher'.

Open Agenda Discussions:

NIH UPDATE-Update from the NIH Office of Extramural Research to the external biomedical research community.

<http://nexus.od.nih.gov/nexus/nexus.aspx?Month=10&Year=2010&ID=0>

Highlights:

-Shorter, Simpler RFA's

<http://nexus.od.nih.gov/nexus/nexus.aspx?ID=526&Month=10&Year=2010>

-New Application Package

<http://nexus.od.nih.gov/nexus/nexus.aspx?ID=555&Month=10&Year=2010>

-Electronic Progress Reports for Multi-year Funded Awards

<http://nexus.od.nih.gov/nexus/nexus.aspx?ID=554&Month=10&Year=2010>

EFFORT REPORTING-Pat Holmes reported that there are 544 old forms that need certifying. Please go in and see if you have any in post review.

Terminated or Retired employees cannot certify their own effort. In these cases the Chair should certify them. Employees who maintain adjunct affiliations may be allowed to continue certifications. Requests must be submitted to Pat Holmes.

EMPLOYEE OF THE MONTH NOMINATIONS-Nominations for employee of the month are greatly needed. For more information check out

<http://www.hr.umaryland.edu/main/hrforms.htm> or contact Al Fick @ afick@af.umaryland.edu

Thanks to the Department of Epidemiology for providing lunch!!