

## RAC Minutes 4-23-07

### OGRD Items:

- **New OGRD Agreement templates** have been updated on the OGRD website. Please use these new templates as the language regarding interest on late payments has been taken out as well as other formatting and wording changes.
- **Notification tab in OGRD Gateway Database** can be updated by Departmental Research Administrators. OGRD will list the Department Research Administrator in the Notification tab in our normal processing; however, others can be added by the Departmental RA's. Keep in mind that the notification tab is carried forward to all the new activities and therefore should be updated according.
- **Introduction of new OGRD Coordinator:** Laurie Byers-Brown has accepted a Grant and Contract Coordinator position at OGRD. She is currently being trained and will begin to slowly take on more responsibilities with her assigned departments. Her contact number is 335-1960.

### SPS Items:

- **Changes to BPPM 40.02:** Proposal Processing and Development.were discussed. (NOTE: Subsequent to this meeting this section is being revised again – more information will be forthcoming at the next meeting)
- **RCARs will now all go through OGRD first.** If they get sent directly to SPS, they will be forwarded to OGRD. This is to make sure everything gets counted properly. All RCARs will be coded with an OGRD Activity # or if not counted, it will say "RC01" "RC02. etc.... and will be scanned into the OGRD database by OGRD or SPS. Make sure you put the OGRD # on the RCAR if you are using the old form and not the newer draft version previously provided to the RAC.
- **Search for new Sponsored Programs Accounting Manager** is in process.