

RAC Minutes – 3-23-07

OGRD Items:

Announcements (Brenda Griffin):

- Research Compliance Office (Now Office of Research Assurances) has moved from Neill Hall 423 to Albrook 205. Their new phone number is: 335-7183 and new mail code is 3005.
- Brenda Griffin has been appointed our new Proposal and Award Processing Manager.
- Jackie Bolden has been appointed our new Grant and Contract Coordinator Lead.
- We will be hiring a new Grant and Contract Coordinator, which should be posted soon.

Images in Database (Brenda Griffin):

- Larger .pdf scans need to be uploaded manually. This is something we are hoping to do on a regular basis. If you notice a lengthy period of time that there is not an image available, please call Derek Brown at OGRD (335-1672).

Life Sciences Discovery Fund RFP (Dan Nordquist):

- Governor Gregoire reached a settlement with the tobacco companies where Washington state received a large amount of money. The state said to invest the money in health sciences. This new agency, the Life Sciences Discovery Fund Agency (LSDFA) is distributing money, \$35,000,000 a year over 10 years. Likely a third of the net dollars will go to WSU and two thirds to UW. Proposals will need to be submitted for these funds to LSDFA. There is an August deadline for letters of inquiry. The number of proposals WSU will submit will be limited. An internal competition for those allowed to submit will be completed. Further information will be coming out later.

Export Controls (Lorraine McConnell):

- An Export Control Board set up to help educate employees and disseminate information.
- Export Licenses checks are required. In cases where a license is required The Simplified Network Application Process (SNAP) system has been acquired by WSU for applying and approving the license..
- Export controls is an evolving process with many different facets and requirements The specific requirements for compliance should mainly impact faculty, departmental administrators should be there to assist the faculty.
- Lorraine McConnell can help assist you in determining the needs and requirements related to Export Controls.
- Question 16 on the REX form specifically relates to export controls. Please be aware of the needs associated to export control requirements when you are aware of international involvement in your projects.

SPS Items on Page 3:

SPS

Introduce new F&A Specialist.

Karen Breese has been appointed F&A Specialist. She is located in the Sponsored Programs section but the position has been somewhat restructured and is now reporting to Robert Wright in General Accounting. Karen's phone number is 5-2046, her email address is kbreese@wsu.edu.

New Record Retention requirement –

There is a new Record Retention Series for “Deliverables” - see BPPM 90.01.49-50 Sponsored Projects Records. The retention time is 6 years from final project termination and the record location is at the department.

SPS Updates

The Notice of Vacancy has gone out for the Sponsored Programs Accounting Manager.

Guarantees

- new version (draft 7) just made cosmetic changes (spaces for fill-in) and should be fillable/savable version of Adobe.
- If you want a guarantee for a sub-contract, specify that it is for a subcontract & we will input the new account without opening objects or guaranteeing any funds.
- If you need a guarantee input immediately/by a certain date to meet a payroll deadline, please convey that information on the guarantee (sometimes signature/routing delays cause guarantee to get to SPS after payroll cut-off).

RCAR BPPM revision will be worked on this coming month.