

RAC Minutes 04/22/09:

OGRD Items:

a. NEW eREX Available (Brenda Griffin)

- i. OGRD released a new version of the eREX form this month and beginning May 1st you will be required to use this latest version to submit any proposals electronically to OGRD. All previous versions of the form will be "shut off". PLEASE be sure to use the latest version found on the OGRD website: <http://www.ogrd.wsu.edu/forms.asp>

b. Routing of Contracts to Coordinators First (Brenda Griffin)

- i. Typically when OGRD receives a new award they will send it out to the Department with a DN Memo for initial review. To try and save time and workload, OGRD will now route these agreements to our Grant and Contract Coordinators first. If they see any potential issues the Department will need to be aware of, they will have the agreement sent out to the Department with a DN Memo like usual.
- ii. Please let OGRD know your thoughts about this, good or bad, as we are tweaking our internal policies to try and make these processes (and others) work more efficiently.

c. Common Errors on Grants.gov Packages (Erin-Kae Rice)

- i. Erin-Kae Rice gave a brief presentation on the ten most common Grants.gov errors OGRD typically sees.
- ii. Presentation handout and details can be found here: <http://www.ogrd.wsu.edu/documents/GGovErrors.pdf>

d. Challenge Grant Reminders (Brenda Griffin)

- i. Please remember Monday April, 27th is a major Grants.gov NIH Challenge Grant deadline. Please try and have your proposals to OGRD as soon as possible to avoid the certain slow times that will occur on that Monday.
- ii. OGRD is expecting around 25 of these proposals. University of Minnesota is expecting over 200. There WILL LIKELY be a rush of last minute submissions on Monday, please be aware this could cause problems.

e. Grants.gov Updates (Brenda Griffin)

- i. Grants.gov submissions are up by 20% in March (over 30,000 proposal submissions in March alone). All federal agencies except NSF are now

using Grants.gov for proposal submissions, with stimulus proposals being the exception.

- ii. All agencies have transitioned to Adobe forms instead of PureEdge except a very few small number. Please verify you have one of those few if you are planning on using a PureEdge form for your submission.
- iii. Grants.gov now has a tracking application for administrators. Please feel free to look at it and give OGRD feedback. There is a box for you to enter multiple Grants.gov numbers and then they give you status updates off of that.
- iv. Grants.gov is planning monthly system rebuilds instead of quarterly. This is likely due to the major problems they have had previously.

f. Other Notes (Brenda Griffin and Derek Brown):

- i. OGRD has setup instant proposal notifications as proposals have been submitted by a Grant and Contract Coordinator. You will still get a Monday morning notification as well. If you would like to get this notification please note this on the EREX form when you submit it to OGRD. To be eligible for this email note, you must be listed as a Departmental Contact on the EREX form (or be a PI).
- ii. Please do not submit an EREX form for budget revisions less than a 25% difference (positive or negative). Instead of calling these proposal revisions, they are simply revised budgets. Please email the updated budgets to your appropriate Grant and Contract Coordinator or the general OGRD email address and we will get these updates submitted to the agency.
- iii. A helpful EREX Departmental Contact list has been added to the OGRD website! The link is:
<http://www.ogrd.wsu.edu/documents/EREXDepartmentalContacts.pdf> .

Please work together on collaborative proposals before contacting OGRD with questions. A helpful place to start would be with the Departmental Contacts listed in **BOLD** on the form. This .pdf will constantly be updated as updates from Departments come in, so please refer back often for a new version. You may need to delete your temporary internet files or cookies to view the latest version, depending on your internet browsers settings.

SPS items coming.....