

RAC Minutes 12/10/08:

SPS Items:

a. Covering PI salary costs during proposal preparation.

- i. This was a topic that came up at recent NCURA national meeting. PI's may not be charged 100% on grants if they are spending any time on new proposal preparation. Monte ran a report and found only 12 people who were being paid 100 on sponsored programs for 12 months. Out of that small number only 2 or 3 need to be reviewed. It appears WSU is doing a good job of funding proposal preparation.

b. SPA Conference - should we scale back because of budget cuts and present a ½ day session here on campus instead?

- i. Having the conference on campus and providing connection to the branch campuses was supported but people seem to like the idea of a full day. Tentative date would be during spring break (Mar 16-20). A larger list of session ideas will be sent out to the RAC list. We would skip the luncheon and do brown bag sessions over lunch instead. Just light refreshments would be served at the awards session. Award nomination criteria will also be going out to the RAC list.

c. Providing banking information on proposal submission.

- i. Please send to SPS to review before submitting. Bank account numbers changed in 2007 and we don't want to send incorrect information. If bank's signature is needed, please allow 10 days for processing.

d. E-Verify –

- i. Federal contracts over 1 million, subcontracts over \$3,000. SPS (Barbara) will notify HRS when E-Verify is required and they will work with the department.

OGRD Items:

a. eREX Update (Derek Brown)

- i. Over 40 eREX proposals have been submitted thus far. After processing 50 eREXes OGRD will likely allow departments that wish to use the electronic submission and approval processes do so.
- ii. Common issue #1: VERSION ERROR. Adobe Versions problems has been the most common issue to date. Either users do not have the appropriate version of Adobe (8.1.1 or higher) or they have both Adobe Professional and Adobe Reader and one of the two is overruling the other when you try to open the

eREX. Please be sure you have the updated version and that it is the program opening the form.

- iii. Common issue #2: ATTACHMENTS WON'T OPEN. Likely this is a problem with having the wrong version of Adobe. Also, sometimes the attachments open up behind other documents. Please check your start bar at the bottom of your monitor to see if the attachment has opened but you just do not have it visible.
- iv. Common issue #3: Common questions are: Can you revise upon submittal/Can you change someone in the email chain? Yes you can. Please give us a phone call and we can make necessary adjustments. **A phone call will be crucial, as we may not see the change requests otherwise.**
- v. Please be sure to check the "Route electronically" box under the Submit button on the eREX form. If that is not checked we will assume signatures will be coming the old fashioned way and we will wait to process the proposal until we receive those copies.