

RAC Minutes 10-19-07:

OGRD Items:

- a. Sub-initiation form templates (Brenda Griffin):**
 - i. Updated sub-initiation forms have been posted to the OGRD website.
 - ii. New section has been added to gather the account number information where the funds to pay the subcontract are located. A-133 contact information will be asked for as well on the updated Attachment 4.
 - iii. This should be more readable and should help turnaround time.

- b. Budget template Update with 2008 Benefit Rates (Brenda Griffin):**
 - i. The OGRD budget template has been updated, please use this version.
 - ii. New benefit rate for faculty/AP/Staff at 33% instead of 34%. Other rates have also changed.

- c. NSF updates (Jackie Bolden):**
 - i. NSF has new instructions for all new proposals, effective January 5th.
 - ii. Formatting changes and some new criteria relating to intellectual merit and other technical considerations have been updated. The website for the information is: http://www.nsf.gov/pubs/gpg/nsf04_23/2.jsp

SPS Items:

- Cell Phone Policy (<http://www.ba.wsu.edu/payroll/cellphones/index.htm>) Agency approval required if cell phone stipend will be paid on a grant. Transition period will probably last closer to a year. University purchased cell phones that are not being transferred to personal plans will need to be send to Surplus
- Account closeout, final billing/reporting – in order for SPS to properly closeout awards, departments need to get back to SPS in timely manner. Remember that a SPAR is needed to rebudget restricted funds. If you wait too long we may not be able to collect the funds.
- Overdrafts – deadline was 10/15/07. Thank you to all of you who responded promptly.
- SPS Updates – Our new office assistant is Darren Bystrom.

SPAR BPPM update has been delayed. Anyone who needs SPAR draft, contact Barbara (korzykb@wsu.edu)