

RAC Minutes 10/22/08:

OGRD Items:

Update on EREX (Derek Brown):

- i. OGRD has finally received the license from the state. EREX forms can now be saved.
- ii. The most common problem with the Beta testing phase of the EREX process has to do with the correct Adobe version being used. **PLEASE USE ADOBE READER OR PROFESSIONAL VERSION 8.1.1 or higher** or problems with opening, viewing, saving and/or editing the EREX form will occur. If you have both Adobe Reader and Adobe Professional, be sure the program opening the form is 8.1.1 or higher.
- iii. OGRD is hoping to gradually allow more departments access to the electronic approval process as we move ahead with Beta testing.

a. Export Control Guidance Documents (Brenda Griffin):

- i. Over the past couple of years AAU and COGR have compiled info and submitted a report on various troublesome clauses for universities. Department of Defense was identified as one of the federal agencies who flowed down or included the most troublesome clauses for universities. In response to COGR and AAU's report, the Under Secretary of Defense issued a memo clarifying the requirement established in NSDD 189 for DOD to adhere to the Fundamental Research Exemption guidelines established in NSDD 189.
- ii. OGRD has made all these documents available at <http://www.ogrd.wsu.edu/guidelines.asp>. OGRD uses them regularly when negotiating federal contracts as a reminder to some federal contracting officers of the guidelines established in NSDD 189.
- iii. AAU and COGR are working with the feds to change language in the Defense Federal Acquisition Regulations (DFARs) clauses in contracts.
- iv. On October 31st in Neill Hall 416 (the ETC) there will be an export control seminar from 10-1pm. An outside person from a Seattle law firm will be presenting at the recommendation of Frank Hruban.

b. Update on online shipping training (Dan Nordquist):

- i. The RAC has been notified of the online shipping training and OGRD has received great feedback. We are making changes based on the suggestions from the feedback.
- ii. The designated individual idea as presented at the previous RAC meeting was taken to higher levels, unfortunately, due to the administrative cut backs, the funding for such a person is not available.

- iii. Mark Kluzik is a good resource for any shipping questions, specifically concerning dry ice, chemicals and compressed air. Brady Allen is another good resource and the Office of Research Assurances is as well.
- iv. A suggestion of a possible service center partially supported with departmental funding is being looked into as an alternative.
- v. This will be discussed in a safety meeting November 4th in CUE 12 from 11-12 per Tom Martin.

c. One meeting for upcoming holidays (Brenda Griffin):

- i. Likely we will have only 1 RAC meeting for November / December between the holidays.

SPS Items:

Budgeting for NIH Modular grants: NIH Modular Grants - If there is not a budget attached to the current action (new award or modification), we will allocate the direct costs awarded by the agency to 03 and the indirect costs awarded by the agency to 13. We will open objects 00,01,03,04,06,07,13,16.

Billing instructions image in OGRD database: To create efficiency when updating the OGRD database, we will no longer upload the image of billing instructions and subcontract data sheets to a separate line (billing instructions). Instead we will put the image on the TO ACCT line. We will not be going back and moving the images, but if you don't see a billing instructions log line, look on the TO ACCT line for the image. We are also changing our workflow. The set up folks are now doing the log and uploads right after they finish setting up the account. They are already using the database for their set up sheet so this will streamline our process. If an error is later discovered on the billing instructions, the corrected image will be uploaded overriding the incorrect image. You should now see the log updated right before the paperwork goes to data entry.

RCAR reminders: Please use the new form. There is a lot of new information which helps us to set up your accounts correctly.

SPS Updates: Average time to account set up is now between 3-4 working days. - We were not successful in our temporary IT position search. - The pdf SPAR BPPM has now been corrected (as of late Wed 10/22)