DGA Roundtable Agenda – **Tuesday February 14, 1:30 – 2:30 pm, Morrill Hall 402**

Call-in Number: Skype for Business - More information provided before meeting

1. Subaward Re budgeting – Claire Freund
	1. Claire is sick – move the next meeting.
2. DGA training topic ‘shout out’ – Sarah Martonick: this was used as a way for Sarah to gather topics that the DGAs want to see trainings on first. Format and materials will be created and training opportunities will be announced going forward or during our already scheduled monthly sessions. If you have a topic that you want training on, let Sarah know (smartonick@uidaho.edu).
	1. Subawards – outgoing and incoming (all types)
	2. Subawards – what actions do the DGAs need to initiate?
	3. Overview – timeline and actions in each unit.
	4. How the process works to receive funds
		1. Advanced funding process- different from early budget setup – email OSP Post Award and they will assist.
		2. APM 45.05 revision in process. Sarah will check on posting the revised early setup request form and additional instructions for early budget setup.
	5. OSP website review – at a future DGA Roundtable we will have website up and will give a walk through and will record that.
	6. Prior approvals – the rules (in general) and what is needed for content (and when).
	7. Required PI training – no longer with OSP –Sarah Koerber’s Proposal Development group will address this. Not sure when or if it will be required.
		1. If you would like OSP to meet with faculty to provide training, email osp@uidaho.edu.
	8. Sarah and Arch Harner (Director of ORA) are presenting at NCURA in San Diego in March 2017. They are doing a dry run of the training which is focused on Post Award and Compliance and how these areas intersect. The dry-run is next week 2/22 9am to 12:30pm in Morrill 402. Sarah will send a Zoom link to the DGA listserv and try to record. If you have faculty that you want to provide the zoom link to, you can forward or provide me with their information.
3. Proposal submissions – Ann-Marie Bilderback
	1. Timely upload of proposal materials to EIPRS
		1. How do you get faculty to be timely in their submissions?
			1. Some DGAs start the proposal in EIPRS for their faculty – the EIPRS email sends a note to the PI and that prompts them to act.
			2. Some DGAs culture a relationship with their faculty to ensure open communication and the importance of coordinating efforts.
			3. Some DGAs create a timeline after review of the RFP/proposal call, and help their faculty adhere to it by prompting them and meeting with them along the way.
	2. Stronger subaward scopes of work
		1. Handout – see attached.
		2. Reason: we need a SOW that is clear and gives us back-up and leverage if needed when a subawardee doesn’t deliver, the sub is on the hook if the SOW is specific. If it is not specific, the UI is on the hook. The more specific, on deadlines, reports, deliverables, milestones (overall exceptions), etc. the better.
		3. If you need OSP back-up on the what/why for this, let us know.
4. OSP updates – Sarah and Ann-Marie
	1. Institutional letters of support
		1. NIH NSF big proposals – showing university resources needing to be signed by dept. chair, dean, provost, president. These need adequate cushion of time prior to deadline to ensure those signing are available.
	2. ‘Frequent Flyer’ subrecipient commitment forms
		1. Contract Review created new forms for frequent flier entities for subrecipient commitment form. It is a short easy version for these five entities only.
			1. Boise State, Washington State, Idaho State, Northwest Nazarene, Oregon State.
			2. FDP Clearinghouse Pilot project: <http://sites.nationalacademies.org/PGA/fdp/PGA_171520>
	3. Post-Doctoral Minimum Salary Requirement
		1. As of Nov 20, 2016 UI adopted this and then there was an injunction causing a delay (hold) but UI is still adopting even though there Federal Implementation has been delayed due to an injunction by several states. Pre-award will advise on proposals to plan for the minimum salary amount of $47,484 for post-docs.
	4. Consolidated Fringe Rates for FY18
		1. Draft rates are on our website. The (new) draft rates are an adjustment to compensate for overages/etc. last year and in the current year. The rates are:
			1. Faculty – 25.8%
			2. Staff – 32.8%
			3. Students – 2.4%
			4. Temp help – 7.7%
		2. Pre-Award is advising that these rates be used in proposals once they are published as final on the OSP website.
		3. The budget office has advised that there will be an increase in future years. Deb Shaver will determine if further adjustments need to be made to the rates to capture actual rates for multi-year proposals.
	5. Mileage rate
		1. 53.5 cents per mile. Reduced barely.
	6. NIH Salary Cap
		1. $187,000 annually. Effective now.
5. Cost Share Reports – Heather Nelson
	1. Cost share is being done at the very last minute but is required on the final financial reports, so this is creating a scramble internally and externally.
	2. Wendy is offering up a cost share report which shows % of time remaining, amount needed, amount committed so far, and amount left to commit.
	3. OSP is willing to create this report but it would be college-wide rather than by area/dept. It would go out with 30/60/90 day reports.
	4. Would it help DGAs? Yes.
6. Other –
	1. Future Meetings – 2nd Thursday of each month @ 1:30 – 2:30 in IRIC 305 (above the Atrium).
	2. Lenovo restriction – Idaho National Laboratory will not allow Lenovo purchases of computers on their subcontract funding.
	3. Salary encumbrance in Banner is going to be fixed. Heather is working on it.
	4. IDGs?? To Derek Johnson. IDTB out of Code 10 per Kris F.
	5. Participant support code with F&A allowed – okay to still use for some (Tracy K.)
		1. E7150 is the code that was replaced.