DGA Roundtable Minutes – Oct 7th, 2019

**1:30 – 2:30 pm, IRIC 305 (above the Atrium)**

Call-in Number: Zoom Join from PC, Mac, Linux, iOS or Android: <https://uidaho.zoom.us/j/115145806>

– See Calendar Invite for additional details on zoom access.

Zoom: Please remember to mute your zoom microphone unless you are speaking.

IRIC participants: Please remember that side conversations during the discussions make it difficult for our off-campus and other zoom participants to hear and participate.

**Resources:**

DGA Mentor List: <https://www.uidaho.edu/research/faculty/dga#accordion-row-179357d9-8e0e-4cd4-94a5-1d3017d84286->

DGA Minutes and past handouts: <https://www.uidaho.edu/research/faculty/dga#accordion-row-4a8789b0-2d5b-426d-9175-eb516e227425->

DGA resource page on OSP site (helpful for PIs too): <https://www.uidaho.edu/research/faculty/dga>

1. **Greetings and Introductions**
2. Single IRB – Audrey Harris

* Handout & slides
* New NIH requirements for IRB

1. Updates/Announcements

* Ann-Marie: Announced two new OSP Pre/Post Award SPAs - Kendra Buell from UI Honors Program and Eric Everett from CNR. Eric will continue as a member of the DGA roundtable committee,
* Two new DGA Roundtable Committee members, Melanie Christensen from CDHD & Renee Jensen-Hasfurther from Geography
* Ann-Marie: Announced that she will be sending out an email survey for topics for the DGA

roundtable.

1. FOATEXT – Vicki Russell

FOATEXT is a great tool/resource for the DGA to assist the PI.

The provided FOATEXT sheet provides you the line item number for the information Post Award puts in FOATEXT from the award. FOATEXT is a good resource to help determine if carryforward is allowable, if rebudgeting, cast share requirement and a multitude of things. Please review the award if you need other information that is not in FOATEXT.

Some of the line items are for the Billing Unit and some are for the PI and DGA’s

Old grant code is not updated to match the sheet.

It is always recommended that the DGA’s and PI’s read the agreement to make sure that they are fully aware of the terms & conditions and that may have been missed in FOATEXT.

1. Principal Investigator (PI)/Co-PI leaving or change of PI/Co-PI/Senior Key Personnel – early notice to Post Award – Vicki Russell

CORRECTION: To stay compliant with the Federal requirement UI has to notify the agency 30 days before the PI/Co-PI leave the University.

For PI/Co-I leaving/change situations, the Current & Pending Support form and CV is required. The Current & Pending support needs to include those projects that they are requesting to be Lead PI/Co-PI on. This indicates to the agency, the percentage of effort they will be taking on.

All letter templates and the transfer form can be found on OSP’s website <https://www.uidaho.edu/research/faculty/resources/forms>.

* To stream line processes and/or not duplicate our efforts, OSP Financial Unit will no longer be sending out email notifications with a screenshot of the budget breakdown or with FOATEXT information. The handout I provide is the Account Setup email notification that Post Award will sent out to the PI’s and DGA’s.
* 30, 60, 90 notifications: Until OSP is able gets report to run in Banner or in VERAS and to keep your PI informed. I recommend putting a calendar reminder on the PI’s calendar and/or on DGA’s, as a reminder.
* OSP will send out an email requesting suggestions for VERAS Post Award dashboard – please send emails to Vicki vskow@uidaho.edu.

An email survey will go out to DGA’s & PI’s for suggestions on VERAS Dash Board that would help the PI and DGA where a prior approval, awards and amendments are in the process along with the already suggested VERAS Dash Board items.

Kenwyn Richards will send and email on the procedure regarding cost transfer on grants that have a negative balance at close or when notified of an unallowable cost.

* APM 45.07 OSP can move cost(s) off a grant if the grant code is in the negative at the end of the project period and move off any unallowable costs that transferred off within 30 days of receiving a notification form OSP. OSP will move the cost(s) onto the departments F & A return index if the department does not provide index to OSP Cost Accounting.
* New Effort Certification: There will be a new effort certification process within the month. PI’s to certify the grads effort and all others will certify their own. Possibility that if someone is not able to certify his or her own effort, temporary access maybe given. Notification will go out with the instruction of how to complete the certification. Kenwyn will send an update to the DGA listserv.