RE: DGA Roundtable Minutes

January 11, 2021 1:30- 2:30 pm via zoom

Call-in number: Zoom Join form PC, Mac Linux. iOS or Android <https://uidaho.zoom.us/j/81546240538>.

**See calendar invite for additional details on zoom access.**

**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>

***Zoom meeting protocol –***

*Please keep your microphones muted during the presentation and wait until the end for questions.*

*During the DGA Roundtable Discussion portion of the meeting, please wait for the person currently speaking to finish before asking any questions or you may also put your questions on chat and we will address your questions.*

*Thank you all for all that you do!*

1. Life Cycle of a Grant – Sarah Martonick

See attached handout.

1. Tutorial on how to change or update your zoom name and even add your dept. – Vicki Russell

Meeting information > Settings > Profile > Display name to change to correct name and add department

1. OSP Website “Submit a Proposal” – Melanie Christensen

See attached handout.

1. OSP Website “Manage Your Award” – Michelle Mattoon

See attached handout.

1. OSP website “For Dept. Grant Administrators” – Vicki Russell

See attached handout.

**Announcements –**

1. **2021 DGA Roundtable Meeting will be a yearlong look at the life cycle of a grant. A schedule will be sent out when it is completed.**
2. The OSP Pre-award team reviews proposals in a first-in, first-out, priority order. Review order is based on the date and time that*all* required proposal documents are ready for first review, irrespective of when a VERAS form is created.  Proposals must be ready for final review at least four business days prior to the agency (required) deadline. When multiple proposals are ready for review at the same time they will be prioritized based on the sponsor due date. Proposals entered after the four business day deadline or proposals requiring substantive changes within the four business days prior to the agency deadline may receive limited review or may not be approved for submission to the agency.

1. OSP Contact Emails
	1. Preaward – preaward@uidaho.edu
	2. Post Award – postaward@uidaho.edu
	3. Cost Accounting – osp-cost@uidaho.edu
	4. Financial Unit – osp-billing@uidaho.edu
	5. Contract Review – osp-contracts@uidaho.edu
	6. VERAS help – osp-web@uidaho.edu