

Rac Meeting Notes
2/12/09

2nd in a series of “closed” RAC meetings.

Subcommittee Reports

Subcommittee on Continuing Education for Research Administrators (ConEd RA)

Meeting Notes 1/10/09

Cherri Helms – SOP, Chair

Cherri reported that her group met and came up with 10 ideas for continuing ed workshops

Her report which lists all 10 is attached at the end of this document.

Of the 10, the group chose to work on 3 in FY 09

1. MIPS submissions and TEDCO submission
 2. COEUS: Trick of the Trade
 3. OMB Circulars Workshop
- They will try to have these offered/started by end of summer.
 - Suggestion presented to add a research administrator toolbox to RAVEN (or a central location) so we can share ideas and /or reporting tips.
 - Re: reporting- Vanessa has asked Doug Bowser (CITS) to visit and provide a COUES update so we could then give him feedback as a group.
 - Education committee also noted that they will confer with ORD to avoid and overlap in training.

Update from The deliverables / receivables subcommittee- Neil, Judy, Libby

- Discussion ensued on how interesting it can be to track the payments and receivables for a deliverable based grant, particularly clinical trials.
- Committee concluded that Mary Miller’s memory should never be retired.
- Recommendation: depts would be notified when money arrived and we could be involved in assisting with coding the money, rather than have the money placed in holding account. This could be achieved by a holding account check report each month, for example. If the right people could get contacted, this would help process payments faster.
- Group agreed that we should proceed on starting a dialogue to proceed along this path.

- Discussion ensued as to the difficulty of managing the fixed priced contract deliverables awards in RAVEN.
- Recognized a RAVEN limitation- you see what's been invoiced, not collected. If the collected amount differs from what was invoiced, sometimes the collected amount is entered as additional revenue.
- Recommendation- how to get Revenue posted in RAVEN as well as cash collected.
- Neil's group will contact Kevin (CITS) and others and present back.

Grant Close out committee reported that they had not yet met.

DRIF committee

Is the DRIF allocation adequate? (is this answer ever yes?)

Discussion ensued re: this conundrum: how do you buy computers to run a research lab when Lynne's rules state that you can't use grant funds to do so? You are supposed to use DRIF. What if your DRIF allocation is inadequate?

- Miek Segers of the Institute for Genome Science has agreed to lead the front on the DRIF questions.
- volunteers to serve on this committee are needed

It was agreed, however, that before we (the RAC) do anything we should ask for clarification of this policy from Lynne.

Then, the DRIF committee will gather more facts, generate ideas and present back.

ORD update from Ken-

During the last round of grants.gov submissions, some sent at the last minute were rejected by NIH because the NIH did not have enough user licenses to handle the system volume.

NIH accepted ours and is purchasing more licenses.

Dr. Jarrell was asked to tell the faculty to submit early.

Meeting adjourned.

Attachment 1

Subcommittee on Continuing Education for Research Administrators (ConEd RA)
Meeting Notes 1/10/09

Committee Members: Cherri Helms – SOP, Chair
 Brian Hockenberry – SON
 Olcan Hollister – SOP
 Bob Mitchell – SOM
 Jody Van Order – SOD
 Alicia Walters – SOP

Suggested Seminars and Workshops

1. MIPS submissions
2. COEUS: Trick of the Trade
3. OMB Circulars Workshop
4. Mentorship
5. Clinical Trials: Trick of the Trade
 - a. NIH Clinical Trials
 - b. Industry Clinical Trials
6. Highlights of the various NIH Grant Series
7. Hosting an NIH Regional Workshop
8. TEDCO submissions
9. Working with RAVEN and Purchasing
10. NCURA fundamentals workshop
 - a. [Fundamentals of Sponsored Project Administration](#)
 - b. Departmental Research Administration

Suggested Seminars and Workshops for 2009

1. MIPS submissions and TEDCO submission
2. COEUS: Trick of the Trade
3. OMB Circulars Workshop

Suggested Workshop for 2010

1. NIH Regional Workshop
2. NCURA fundamentals workshop *-need to follow up with NCURA to see if they collect the monies and if they charge different amount for non-members. Will open this workshop to other UM campuses and JHU*
 - a. [Fundamentals of Sponsored Project Administration](#)