

RAC Minutes
1/11/2007

!. Food Drink.

Very good this time. Request: more bottled water. It seems only six show up and I show up just for the free water.

!! Effort Reporting updates: Lynne Kingsley

A. Re: training:

Effort system training is ongoing. If you haven't been, go now or fly solo. Training is always best done when classes are offered. Say you missed an eUMB raven financials class and you want to attend, one, well, getting a class is like getting a doctor's appointment at Hopkins.

B. Re: how accurate you have to be for effort reporting:

Effort reported has to equal effort in payroll. If the PI says he worked about 42% on the project, but payroll shows about 37%, then you, the guru, need to change payroll to reflect accuracy. There is no margin off error. Well, there's a 2-3% margin, maybe, but the best thing to do is that payroll reported effort = effort reported effort= reality.

C. 5% Mertz tolerance is a myth. Forget about it.

D. Cost sharing:

If a grant involves a cost share, as we all know, the employee's cost share percentage is allocated in HRMS to the companion cost share string.

Revenue fed into the companion cost share string comes from your JE charging your state or revolving account. Can we charge the PCA for a cost share?

Companion cost share never charges fringe.

Examples of automated cost share entries were provided. Please review. Automated JE's will occur! See handout. Sit back, enjoy the ride.

E. More on effort training per Pat: (Lynne's supporting star)

Dean's list will distribute lists to admins stating which faculty has not been trained. Please let your faculty know. Do not just mass email faculty as those who have been trained will get all up on you for saying they still need training. *A nice faculty member: myth or reality?*

F. Faculty are not to contact PAT re: training but to go to blackboard to sign up.

If trouble getting into blackboard, follow the instructions that will be sent to the RAC. *If trouble getting instructions, go to blackboard.*

End of Topic.

\$\$\$ ORD Updates- Dennis/ Susan

A. SOM Dean's Office needs this when you route the grant:

Routing form, Sf424 (R&R) 2 pages, Research and related other proj info, budget pages ALL YEARS, budget justification, DRAFT of narrative and...eventually... the cost share form.

B. How far in advance of a deadline do you need to submit it?

For Feb 5:

10 working days- it works like so:

SOM needs 2 days to review

7 working days to ORD prior to FEB 5

(I'm not sure how $7+2=10$. I may have hit the snooze alarm on that.)

So Jan 25 proposal should be in ORD.

Which means JAN 23 should be at SOM.

Basic rule of thumb: sooner it's there, the sooner it can be reviewed, rerouted for mistakes. As you know, with G.Gov, any errors come back and have to be sent all over again from the beginning and that takes time and if you miss that deadline, you miss it. *If I only had such power.*

C. If you bring a proposal past 1/25, ORD will still submit, but they will not guarantee anything. *Myth or reality: faculty file taxes on time.*

D. How the Feb 5 deadline processes work will determine the March 5 submission deadline. For now, Dennis thinks 3-4 working days in advance of the deadline will be good, but that could change. So get going on it now.

E. Proposals taken to ORD will have to be date stamped when dropped off. *Lots of groaning on this, like this would take so much extra effort, but the UMB Foundation has a date stamp and I always thought it was fun to use it. Also, it gave me something to do.*

F. If a proposal, or say 100 proposals, go from SOM to ORD, that lucky transporter gets to time and date stamp all of them. Lots of tears at this. Yak! Work! Something to take me out of the office? If only I could be a messenger.

G. If you use old paper routing form, ORD will call you and tell you to resubmit using the e-form.

Pure edge file- if you load it to the e-form, email your ORD rep and let them know so they can find it.

Budgets: ORD is reviewing budgets for content, but will no longer check your math. ORD knows you've probably done this a hundred times, so they trust your math.

ORD still needs biosketches.

Sue wants detailed budgets still.

H. What ORD has asked for in the past, they still need.

ORD does not want advanced copies.

Lots of nail biting around the table.

K. Cost share form: make sure you include it. No, don't. Yes do. No don't. Yes you can delay. No you can. Yes, you can. No don't.

L. SOM and Dean's Office will not hold up an application for the cost share form, but remember cost share is policy, so please follow the policy, route the form. (How else would you get your companion string set up and see your automated entry?)

The END. All in all, a nice, succinct meeting.