

RAC Minutes

April 14, 2005

I. Doug Allen, Administrative Director of Veterinary Resources

- Doug presented a Power Point presentation of understanding the VR billing process.
- The software management system that VR uses is called Granite which includes modules for System Administration, Protocols, Animal Orders, Husbandry, Cost Accounting and Animal Records.
- Requirements to bill for animal care and maintenance begin with a signed FAS charge authorization for from the PI and Departmental Administrator providing account information for billing purposes. An approved IACUC protocol must also be in place to order animals.
- Cost calculations was outlined in the presentation discussing the use of Care Days to calculate the Per Diem costs that show up on the monthly billings from VR. VR Veterinary Medical Fees are also part of that billing process each month. VR charges 10% of the invoiced amount for animal purchases or \$22.67 per primate.
- Doug explained how both Corporate Procurement costs and monthly animal census activity are processed and how they are applied to the FAS accounting system.
- Doug provided an in-depth breakdown of the Staff Accounting Bills that come each month from VR. The bill is broken down into 3 sections. Section 1 has the animal order information. Section 2 is the Per Diem charges for that month. Section 3 is for special VR services requested by the investigator.
- Doug showed how the data from the Staff Accounting bills shows up on the monthly FAS statements for accounting reconciliation.
- Doug announced that future enhancements would include an online order system that would dump the order data directly into the Granite system. Animal requisition email notification. Reduction of the FAS charge lines from 4 to 2. Since the Granite system is 100% compatible with the new eUMB accounting system, charges would upload directly through FTP which would translate to the delivery of charges in a more timely fashion. There is no data for the "Go Live" of this process yet.
- Doug's Power Point presentation is included.

II. Chris Phillips: eUMB

- Chris announced that the system was still under construction and there would be testing over the summer months.
- eUMB Portal training will continued through April 25th. Training will be held in the Social School auditorium on the following dates and times:

April 20	9:30 -10:45
April 21	1:00 – 2:15
April 22	9:30 – 10:45
April 25	1:00 – 2:15
- Demos will cover signing on, User ID, Passwords, location of HRMS within eUMB, data security, creating your own personal portal page as well as tips on how to use the Campus Portal.
- Questions can be sent to Robin Reed rreid@umaryland.edu or by phone at 6-4859.

III. Marjorie Forster: Guide to the Administration of Sponsored Projects

- Second year is now complete and the course still has been received well across the campus. Attendance remains high and feedback is positive.
- FY05/FY06 curriculum schedule is established. The link to this course is http://www.ord.umaryland.edu/admin_updates_issues/calendar.html#Guide

- Research Grand Rounds 3 is being coordinated for the May-June timeframe. Topic for this session will be the NIH Study Section Review process. Representatives from the NIH and School of Medicine will a typical NIH Study Section meeting and describe the criteria used while reviewing submitted proposals. ORD website: http://www.ord.umaryland.edu/admin_updates_issues/grand_rounds.html
- Marjorie requested that people give feedback to Marc Wasserman in regard to the Cost Sharing Policy draft.

IV. RAC Mentoring next week (April 21, 12:00 noon BRB 14-007)

Karen Sac

- New Budget Template
- Future meetings in May/June Departmental Shadow systems

Meeting Adjourned.