

## RAC Minutes

### **I. ORD UPDATE**

Dennis Paffrath

Director, Contract and Grants, ORD

#### A. Training Schedule for staff

Dennis submitted a training schedule for his staff that will facilitate their acumen in their new duties and roles as well as facilitate the reorganization of the ORD staff to service divisions and departments more effectively.

This training should be completed by January 1.

#### B. Data Migration- COEUS.

Tues Thursday, from 8-12, ORD Staff is not reachable as all are involved in the data migration to Coeus.

Urgent matters occur during this time frame, please contact Dennis or Marjorie directly.

#### C. Outsourcing

ORD is considering outsourcing some of the workload to the departments in order to make things more efficient.

1. Subcontracts- dept and divisions may be able to take over processing certain subcontracts if they would like. Dept would do the sub; ORD would just sign off.

2. This is all optional. If you'd rather ORD processed the sub, they will continue to do so.

3. Other areas considered for outsourcing:

- NIH Non competing PSNAP will be submitted directly by the dept to NIH
- Submitting Just in Time paperwork to agencies
- Change in effort requests to sponsor
- No cost extensions
- Carry forward requests

All of this will require training by the department. So far, this is an idea, not a guarantee of what the dept will be allowed to do.

Remember, anytime you have a suggestion to improve the ORD, feel free to email Dennis~!

*(If sub outsourcing ever happens in my career here, I will do a jig on the rac table.)*

### **II. COEUS update**

Marjorie Forster, Assistant Vice President, Research, ORD

#### A. Finalized specializations w/ CITS

Samples 19 files to test from the from the existing Grants and Contracts Management Information System (MIS) old system to COESU- this went well.

#### B. Re: Oct and Nov deadline

Many units from SOM coming online

Dentistry, Pharmacy, Social Work orientation training going well to get roles and responsibilities mapped  
Dennis working w/School of Law who do not do NIH submissions.

C. Ben DiMolfetta, Consultant with COEUS working with the dept and divisions on creating reporting strategies.

D. Faculty seminars have been going extremely well & have been well received.  
COEUS user group forming from the protoza between ORD and various departments.  
Sept 25 is first COEUS User group meeting. Free food! Go!

E. Quirk, small one

COEUS only runs on Java 1.4.2-13. Any other version of JAVA used by your computer will not make COEUS run. This is expected to be fixed by MIT (the gods of COEUS) in the next version of the program, possibly here by January.

In the meantime if you're planning on running COEUS, work with you tech people to make sure that the only version of JAVA running on your computer is the one noted about.

If you have automatic Java script updates, you will need to deactivate those to ensure your computer doesn't update Java behind your back leaving you to wonder why COESU is not properly working.

### **III. More and More COEUS**

Sue Hobbs  
Director, Research Admin & Compliance, SOM

A. SOM updates

- Planned date for SOM to be 100% using COEUS- 10/1/2008.
- Met already w/groups coming on board with COEUS this October.
- Next month, she'll present a more detailed plan to rollout additional groups.
- Anatomy, CVID, Physiology and others are already on board. Ken Fahnestock, Administrative Director, Physiology and Vanessa Foreman, Program Administrator, CVID have both become experts with COEUS. (*make better friends with them.*)
- Next RAC meeting she hopes to have a definitive roll out plan for bringing the SOM groups on board. So far, the reactions are very positive.
- Plan to schedule more training classes with CITS and maybe schedule classes in location and times that suit the faculty- i.e. if your area has space, the training can come to your area!
- Re: Compliance and billing plans- in COEUS, these will get attached as a routing and you'll be trained how to do that.

B. Re: Last minute grant submissions to SOM

Sue's office will try its best to get a grant out the door to meet deadlines; however, if a department/division/center/program is consistently late , i.e. submitting a grant application that is due today, the department may receive a letter from Dr. Jarrell stating that this is occurring and is not the preferred routing process.

### **IV. Patricia Holmes, Accounting Manager, Cost Analysis & Studies**

*(you know her better as your best friend)*

A. Forgotten passwords

Someone called with a forgotten password and asked Sue for his pet's name. Please know your secret question answers as Sue does not.

B. Training

9/20- effort policy training class and systems training  
Send an email to effort help in the event you wish to attend.  
effort@af.umaryland.edu

If you feel you need a refresher, feel free to attend!

C. Progress Report:

- For the December reporting period, there is only 1 dept with an effort report outstanding.
- For the March period, 2 depts
- For June 73% have completed, and 42 depts have not completed. 10 have 1 form before they're considered complete. (*Flashback to candy sales tracking in Catholic School.*)

**V. Cheryl Williams- Smith, Manager, Restricted funds**

- All sponsor related grant payments should go to Mary Miller
- A/R project is completed, so RF is getting its sea legs back.

**VI. RAC Leadership Shakedown**

After much controversy, Bob Mitchell is resigning as the RAC chair after 8 arduous years of service. If you feel you'd like to assume his role, you can nominate yourself for the position by sending Bob an email.

Duties include:

- Run the RAC meetings that occur during the academic year.
- Maintain RAC e-mail list
- Contact speakers
- Direct RAC meeting lunch
- Some committees work

Requirements include: dedication, 5-7 years progressive research administration experience in a university setting, MBA and Phd preferred, but years of experience, *years*, may be substituted. High opinion of oneself required. Fluency in University-speak is a plus. Ability to harass RAC scribe in public is desired. Non RAVEN fans need not apply.

Bob said he'd continue in the role until a replacement is found. So basically, he only wishes he was retiring.

Meeting adjourned 10 AM, PST

*Thanks to Psychiatry & Neil for the wings and fries for lunch. It made the meeting smell more like a picnic, until, of course, the meeting started.*