MINUTES

Agenda Item: Fringe Benefit Rate proposal – Gretchen Hartigan
• Severance/Vacation Pay-Out Policy on Grants – Currently, all Severance and Vacation Pay-Out is charged to last source on file.
• Proposed Policy Change: If Fringe Rate Proposal is approved, will be effective 7/1/17 (FY2018) – New Line Item Element for Severance and Vacation Pay-Out was submitted with our Fringe Rate Proposal. Portion of the fringe recovery will fund a Pool to cover these two new Elements. As individuals leave, both Severance and Vacation Pay-Out will be charged to this Pool of funds instead of their last source on file. Still working out the technical aspects of this with the BUworks Team.

Agenda Item: Post Award Metrics – Gretchen Hartigan
• F&A Recovery on track for FY17
• Metrics discussed/presented and a visual detailing information can be found in the attachment provided within the ACRA website.

Agenda Item: Pre/Post Award Administrator Survey - Kat Tokarz
Goal is to gain a better understanding of roles and responsibilities of school/departmental staff dedicated to research.
• Intuitive, quick survey, not intended to judge performance
• Looking to capture high level responsibilities, what % effort is dedicated to each area
• To target the right audience, a point person will be identified for each school and contacted for a list of research related admin staff.
• Discussion: After review of the proposed survey questions, pre award activity is represented adequately. People responding should be sure to take into account all research job functions, such as writing research related job descriptions, HR actions, etc.

Agenda Item: PI Status Policy – Kevin Gonzales
Any comments should be sent directly to Kevin before 2/20 (kgonzal@bu.edu)
Current policy is unclear, and is now under review for updates. Many considerations, including:
Type of Award (Research, Fellowship/Training, Conference Grants, Equipment/Infrastructure)

- Requestors education, experience, mentor, etc.
- Graduate Students/Postdocs
  - applying to a fellowship where the sponsor considers the fellow the PI are granted automatic PI status for that project and will not have to fill out the PI Status Request form.
- Incoming Faculty/Postdocs
  - If the faculty/postdoc can provide a signed letter of appointment, will not have to fill out the PI Status Request form
  - Discussion: What if position is contingent on funding being acquired?
- 5% Salary from unrestricted funds
  - A PI cannot be 100% grant funded. A minimum of 5% of salary must be from unrestricted funds to allow for effort spent writing/administering proposal.
- Postdoc Term Limit
  - Postdocs are limited to 5 year term as postdoc. If they are serving as a PI on a grant that runs past their term limit, department must be prepared to promote after term expiration.

Agenda Item: Research Support Website - CJ Hathaway
Share any feedback with CJ (clehr@bu.edu)

Navigation tips:
- Use Quick Clicks in Project Lifecycle on main page
- Feedback form located at bottom
- Form Library – use filter located at top
- Tools & Services – use Quick Guide to find Institutional Rates, etc.
- Utilize hyperlinks at top (navigation shortcuts)
- Be aware of your breadcrumbs (at top) to retrieve your steps as you move from page to page – How did I get here?
- Print tool on each page (on the right)
- Announcements - Info on new policies, upcoming deadlines. Can be sorted/filtered by office
- Calendar will be improved with actual sponsor deadlines

Agenda Item: Signature Authority Matrix – Diane Baldwin
Important to have clear delineations so SP knows who has authorization to sign/approve for each school/department/center

- The new PSF has been helpful by collecting electronic signatures, so they are clear and identifiable
- Considerations include:
  - Is there a Deans designee? Appropriate in what circumstances?
  - Space – renovations/new space within the university vs. outside the university
- Suggestion: Add IPAs/MOUs, IPAR and Other Instruments to matrix

Agenda Item: TDC vs. MTDC – Renna Lilly
Review of when to use TDC vs. MTDC on research budgets:

- All Federal projects must calculate F&A based on Modified Total Direct Costs (MTDC) and is mandated by our approved Negotiated Indirect Cost Rate Agreement (NICRA)
In all non-Federal cases F&A should be calculated on Total Direct Costs (TDC) – unless otherwise stated in the program announcement.

**Agenda Item: IPAR Form - Renna Lilly**

Share any additional feedback with Renna (rolilly@bu.edu). SP is finalizing the form and it will be going live soon.
- Updated LOI form is currently being worked on within SP

**Agenda Item: Sponsored Research Job opportunities – Diane Baldwin**

Looking for feedback on the possibility of posting all research related job opportunities directly on the research website – overall YES from committee members
- This will help us join forces/share info on good candidates
- Upcoming BU Career Fair on 2/16 – Research Admin table – bring job descriptions. Contact Maura Monahan for more information

**Agenda Item: Pre Award Metrics – Diane Baldwin**

- 3 day deadline: 77% non-compliant in November, 66% in December
  - Better, but there is still lots of work to do!
- Recently, a few proposals did not go through in time to meet the deadline – we will be communicating this out more broadly and sharing examples of issues –
  - Deans are really supportive of the policy!
  - Possibly include in an upcoming Research Revealed – debunk myths that all proposals go through!

**Agenda Item: Open Discussion**

- Non-NIH Federal sponsors are moving to a new Workspace submission site (no more adobe forms). – If Adobe forms are still an option, we recommend using those forms. However is workspace is mandated, adherence to the 5 day proposal submission policy is critical
- Automated emails from PAFO when a grant is ending creates panic for some faculty, maybe more helpful to send to DAs/admin rather than PIs. PAFO has reviewed this internally and will be providing additional training and material to our staff to ensure that only those Award Ending Notifications (AEN) that are truly needed are going out. You should see a difference with the March distribution letters... if not, please let Gretchen know at hartigan@bu.edu

**Regular ACRA Meetings:**

- Next meeting is scheduled for Monday, February 27, 2017
- We welcome presentations from any department/school! Let us know if you have a topic to add to the Agenda.

Email any priority items, topic suggestions, or comments for the next meeting to acra@bu.edu.

If interested in hosting, please email acra@bu.edu. We ideally need:
- A room with a table that can hold 25
- Audiovisual capability
- A room that allows food
- 2 hour availability
- White board space (optional)