

ADVISORY COUNCIL FOR RESEARCH ADMINISTRATION (ACRA)

Monday, July 25, 2016

2:00 – 4:00pm

School of Social Work, 264 Bay State Road, Conant Lounge - Room 217, Charles River Campus

Attendees: Diane Baldwin, Cynthia Bradford, Jean Daley, Gillian Emmons, Susan Foster, Andrew Freed, Michael Gooley, Gretchen Hartigan, Aline Hillman, Marla Krauss, Renna Lilly, Fredric Majnoun, Jen Marron, Linda Martin, Kate Petcosky, Suzanne Rocha, Erin Ryan, Marianne Taylor, Gloria Waters

MINUTES

Agenda Item: Announcements and Updates - all

RA Forum, held on July 12th, was a success! Over 120 people in attendance.

- Slides from the event are posted on OSP webpage.
- Looking for suggestions for future topics, email ACRA@bu.edu
 - Record retention
 - Publications – how to navigate PubMed – Gloria suggested maybe this could be an upcoming workshop out of the Provosts Office.

Agenda Item: Other Authorized Viewers (OAV)

Other Authorized Viewer capability in KCRM/SAP allows BU employees to gain access to Sponsored Research Internal Order Numbers outside of their current Cost or Funds Center access.

- This capability allows users to view other department's portfolio's
 - Must request permission from secondary department
 - Allows users same responsibilities they currently have except they can view the requested departments grants
- OAV list – Gloria requested that a OAV list is sent out annually to the departments to ensure the roles are up to date internally

Agenda Item: Proposal Summary Form – Update

- Need Departments willing to test new form before 'go live'
- Plan to implement effective 9/1/16 when the proposal submission policy is released
- F&A waiver/cost-sharing form included in new draft
- Currently creating a signatory authority matrix to ensure the correct parties are signing the internal forms
- If it involves F&A or Cost Share, best practice is to have Dean sign the form (no delegates)
- PSF Feedback

- Cost-Sharing Section – Should mention to include justification in comments box
- Export Control Section – Should have a yes/no box, so it shows this section was acknowledged

Agenda Item: Effort Reporting 101

- Federal Guidance – see UG 2 CFR 200.430 - Compensation-personal services http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1430&rgn=div8
- BU Employees are certifying Effort, not Salary
- Currently, PARs are a paper process. PAFO working with IS&T on electronic solutions for the future.
- PI's certify 100% effort on sponsored activity, while in fact they are writing other grant proposals - Gretchen Hartigan will reach out to them, if needed, to explain why this is not allowable.
- Suggestion: Write and post FAQs
- Send any additional questions/suggestions/examples to Gretchen Hartigan

Agenda Item: Training Breakout Sessions

1. 1st Path: Onboarding – Led by Jen Marron
2. 2nd Path: Process, Policies, Best Practices – Led by Kate Petcosky

Notes from both paths are posted on the ACRA Member Resources section of our webpage, under the July 25, 2016 meeting date.

Regular ACRA Meetings:

The next ACRA meeting will be in September (9/26/16). Please note that the August meeting is cancelled.

Email any priority items or comments for September meeting to acra@bu.edu

If interested in hosting, please email Andrew Freed (afreed01@bu.edu) so we can assign a date. 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)