

RAC Meeting Minutes
March 12, 2009
HSF 2 Room 600

Meeting was called to order by Vanessa Foreman

Announcement was made that Doug Bowser's presentation on the COEUS reporting tool was being moved to the April RAC meeting.

HRS Presentation – Juliet Dickerson

A handout (attached) was distributed regarding a new tool for people to use called Higher Education Recruitment Consortium (HERC). This is a website where Universities can post their jobs for greater exposure and to widen our opportunities to recruit qualified candidates.

UMB is part of the consortium making up the Mid-Atlantic region. There is a direct link to the Mid-Atlantic portion of the HERC website.

We are now able to post faculty and postdoctoral fellow positions to the UMB website. You can send postings to facultypostings@af.umaryland.edu. These positions can be viewed on the main HR website in the same manner as staff positions have been for some time now. The only difference is that persons interested in faculty and fellow positions CANNOT apply using the website. There is a different process to appointing these positions and they must go through their respective school academic affairs offices. Postings are good for a 30-day period. If you require a longer posting, please contact HR and they will be happy to assist.

Juliet gave a brief overview on the HERC system and how to do searches for positions.

Sue Hobbs – SOM Stimulus Funding

There is a general expectation that faculty go after as much as possible with regard to the stimulus funding that is coming available. Faculty and Administrators need to become familiar with the increased reporting requirements that will come with these awards. There will be information gathered quarterly on items like who did you hire? Who did you retain? How much funding was spent and so forth? It is very important that we follow these reporting requirements to prevent a loss of funding.

HR will be working to have postings that will serve multiple purposes to help speed the process along and prevent us from re-inventing the wheel for the anticipated increase in the number of TBA positions we anticipate.

Routing of supplements to existing will be done utilizing the COEUS system. The documentation required will be loaded in the narrative section. A budget will be included and the proposal needs to be identified as ARRA funding using the Science Code section of the proposal tabs.

For other ARRA funding that utilize the just in time (JIT) process, everyone needs to be aware that IRB and IACUC protocol issues need to be resolved and in place in order to utilize the funding that will be only available for a 2-year period. Both the IRB and IACUC are making plans to increase their meeting dates to accommodate this increased need to have approved protocols in place.

There has already been a meeting of the SOM regarding the ARRA construction funding that in available and proposal decision have already been made as to what the SOM will applying for under these opportunities.

In regard to the Shared Instrumentation ARRA funding, there was a meeting with Nick Ambulos to discuss what instrumentation the SOM will be putting forth as proposals under this opportunity. SIG proposals will be routed Monday March 16th.

The School of Pharmacy is also requesting that investigators work quickly to get their IRB and IACUC protocol applications submitted early so that they can accommodate and meet the deadlines to have protocols in place for these opportunities.

Dennis Paffrath – ORD

Reporting requirements for the ARRA funding are critical to understand and adhere to. These requirements will be due the 10th day after the end of each quarter of the 2-year funding. The University is working to develop a central web page where this information can be posted for submission to the NIH.

New Fund codes will be established to accommodate these new ARRA funds. Financial Services will be issuing new project ID's for these funds since they have to be spent in the 2-year timeframe allotted and cannot be extended past the end date.

There will be a concerted effort to coordinate with all UMB system groups to help facilitate issue that will arise with large instrumentation and construction projects awarded under this ARRA funding opportunity.

Procurement will be developing processes to assist in the requests and receipt of equipment to be purchased under this program.

In COEUS, there is a change under the Science Code tab of the proposal that will have a choice of ARRA funding or Regular funding. Proposals being routed for these opportunities must reference the ARRA funding code under this tab in order to be tracked in the system and for reporting purposes.

Pre-review of ARRA proposals will continue as usual but it is encouraged that deadlines be adhered to since there will be an increase in the proposals that both the Dean's Office and ORD will have to deal with for these opportunities. PI's need to submit their proposal as early as possible to prevent a bottleneck of proposals as the deadlines near.

For DOD proposals, DO NOT use "Other" as your narrative type for COEUS. Use "Attachments".

There will be a Pre-Award training class held by ORD on March 17th at 9:30 in HSF2.

The upcoming NCURA meeting will be held in Annapolis.

April 26-28, 2009

Region II (Mid-Atlantic) Spring Meeting

Annapolis, MD

Raven reporting roll out is planned for April. Training provided by Robin Reid will begin April 17th.

Lynn Kingsley – Pat Holmes – Cost Analysis

This year will be a base year for the University's space survey. New training will be held March 23 – April 10 for the new system for those who will utilize it. The system is known as OSIS which we think is short for Online Space Inventory System.

The period April 13 to May 1 will be dedicated to updating Departmental Space verification of spaces. Space survey training is still to be determined.

June-August will be the due date for all space survey data.

The University will be completed with this by October and it will be submitted in December 09.

Effort Reporting

There are still a number of reports that are VERY old. We are currently at 84% which is bad. December effort reports were due by the end of February.

The new quarter effort reports will be coming out soon.

Cheryl William-Smith – Financial Services

There is a new staff member in Financial Services. Her name is Julie Gesuale and she is currently being trained on collections.

Training on the two new policies – Contract and Grant Billing and Collections / Contract and Grant Financial Reporting and Closeout - will be offered on March 30th (9-12 and 1-4, respectively) in the Student Center. Additional information will be placed on the web.

30-60-90 day reports will be out Friday 3/13/09. UPDATE: Ran into a problem with downloading query results from eUMB Financials. She will try to find a work around to get that information out by tomorrow.

Auditors are currently on the campus – Legislative Auditors, Internal Auditors and DHMH Auditors (Cigarette Restitution funds).