

October 18, 2016

1. **New Budget Template**

- The new budget templates are up on our website <http://www.uaf.edu/ogca/> We have requested and received feedback on the templates and will be reviewing the feedback and updating the templates as needed. If you have feedback please send to uaf-ogca-preaward@alaska.edu. Any new updates to the templates will be communicated via the listserv.

2. **Winter Holiday Closure**

- In adherence with the University winter holiday closure, OGCA will be closed from: 12-21-2016 through 01-03-2017
- Proposal Coordinators will notify OGCA Pre-Award of any proposal due during the winter holiday closure prior to 12-16-2016.
- Proposal Coordinators will forward all completed proposals due during the closure to OGCA Pre-Award no later than COB on 12-16-2016

3. **NPRB Deadline**

- Deadline is 12-16-2016 at 4:00 pm AK time
- Proposal Coordinators will work with faculty submitting to the NPRB deadline to ensure that they meet both deadlines (internal and external).
- In order for OGCA to plan for the increased workload due to submission, NPRB proposals are due in OGCA Pre-Award no later than COB 12-13-2016

4. **NSF ARO Proposals**

- Open Discussion: How Are Units handling the switch to open submission?
- The discussion centered on the lack of NSF ARO proposals submitted thus far and it was decided that the proposal coordinators would ping their research faculty to remind them of the units' internal deadlines if appropriate.
- If there are any submissions due to NSF's' open submission, Proposal Coordinators will notify OGCA.

5. **2017 UAF Global Change Student Research Grant Competition**

- Student submitting for the UAF Global Change will work directly with their unit proposal coordinator
- OGCA does not need to review any documents associated with the Global Change prior to submission.

- “In-kind” cannot be federal or show dollar amounts despite example from NSF.
- Open Discussion: Proposal Coordinators requested OGCA speak to the Global Change administrators about putting in writing that despite their example “in-kind” cannot be federal or show dollar amounts. This will assist Proposal Coordinators when communicating with faculty.

6. **OGCA Website**

- OGCA is a living breathing site and will be updated anytime there is pertinent information. Major changes affecting policy/procedures will be communicated via the listserv then reflected on the website.
- Proposal Coordinators were reminded to visit the “resources” page on the OGCA website when completing subrecipient commitment forms as most of the necessary information can be found there.
<http://www.uaf.edu/ogca/resources/>
- Open Discussion: The Proposal Coordinators requested that OGCA offer a G-Create sessions on the following topics:
 - Navigating the resources page
 - How to deal with the “gray” areas of research administration in order to best serve our researchers.
 - Cost Sharing and Matching
 - Translating Forms
- Open Discussion: A suggestion was made that OGCA place a list of lead departmental proposal coordinators on their website in order to foster interdepartmental communications.

7. **Housekeeping**

- Revisions- When setting up a revision folder on the shared drive use the following method:
 - Move the parent folder from “completed” to the general unit folder.
 - Using the folder template create a new folder within the parent folder with “R” and the revision number on the end of the S#. The revision folder for original proposal S123456 would be found within that folder with the name S123456R1.
- **Shared Drive Template Folders** – Proposal Coordinators will use the template folder located in each unit folder on the shared drive to create proposal folders. These generate folders with a working, review, and final folder.

- Working – The contents of this folder is not necessarily reviewed by OGCA. This is where Proposal Coordinators would place the SR(salary rates), any emails that justify or clarify a projection, RF(routing form) that are awaiting departmental signature or draft versions of your review documents. The working folder is also known as your “sandbox”.
- Review – Only place completed documents ready for OGCA final review in this folder. There should only be one version of each document. Move older versions of documents to the working folder. If the proposal is a collaboration between two or more units combine the routing forms after obtaining signature, if timing permits. Do not place drafts in this folder; place those documents in the working folder.
- Final – OGCA Pre-Award will place approved and endorsed (final) documents in this folder. Proposal Coordinators will not place anything in this folder and will not remove anything from this folder. If a finalized document is updated prior to submission OGCA Pre-Award will move the original to the “working” folder and replace it with the updated approved and endorsed version.

- **Document Naming Conventions**

- Proposal Coordinators should not capitalize the PI names.
ex: S23264-GI-AFS-HEINRICHS should be S23264-GI-AFS-Heinrichs
- Use PN for project narrative or PS for project summary, either can be used for project description.

9. **G-Create**

- Invitation issued to our monthly G-CReATE Session on Effort Certification: 10/19/2016 in Library Media Classroom (RASM 340) from 1:15-2:15pm

10. **Next Meeting will be held January/February 2017**

- Guest Speaker- Bridget Watson (Export Control)
- OGCA will be incorporating overlapping areas of research administration and proposal development into the Quarterly Proposal Coordinators Meetings via guest speakers.