DGA Roundtable Minutes – **Thursday, April 13, 2017 1:30 – 2:30 pm, IRIC 305 (above the Atrium)**

1. Office of Technology Transfer- Jeremy Tamsen: Update on OTT & Invention Disclosure process.

Jeremy provided an overview of what OTT offers and how they assist faculty and staff. Summary: Contact OTT (or encourage faculty to do so) when a project has the potential for intellectual property (IP =copyright, trademark, patent, etc.). The start of this process is the invention disclosure via OTT which is mandatory under UI policy whether or not the invention is tied to external funding. OTT evaluates the invention disclosure and works with PIs to see how to best move forward. Please contact OTT anytime that you are aware of a project (or project component) that may be novel, proprietary, unique, etc. OTT is here to help.

If you are not familiar with the invention disclosure process and form, please visit the OTT website.

Question from the audience: How can DGAs help? Answer: Ask faculty members about their projects and inventions, educate yourself on what is/can be identified as protectable property.

Contact: [OTT@uidaho.edu](mailto:OTT@uidaho.edu) or call 885-4550.

1. New General Research Terms and Conditions: NIH, NSF, DOE.

April 3, 2017: NIH, NSF and DOE are now following the general research terms and conditions for new funding (and may amend current funding incrementally issued).

A document created by OSP as a ‘simple’ version of the prior approval matrix is included with the minutes. The implementation guide and general terms and conditions prior approval matrix is also included. The link to the full terms are on the OSP created word document. As new agencies implement, the matrix will be updated, and OSP will update the internal document.

In the next revision, OSP will experiment with creating a hyperlink from OSP guide to the prior approval matrix footnotes.

1. NIH Salary Cap

As of January 8, 2018 the NIH Salary Cap is now $187,000. Attached is the handout from today’s PowerPoint presentation. Three problems are given as examples of potential salary scenarios – the first problem gives an example of a fiscal year salary, the second problem gives an example of an academic year salary and the third problem is an example of the salary of a faculty member with an appointment in more than one position where a percent of the salary comes in over the NIH salary cap.

When a faculty member’s salary is over the NIH salary cap, it is up to the department to compensate the faculty member for that portion of their salary (and fringe on that salary) that is over the cap – although they are not permitted to charge it to the sponsor, they are entitled to full compensation. OSP does not consider this to be trackable cost share and so it does not need to be captured on the ESF form.

1. eRA Commons prior approval module: PI Change, NCTE, and Withdrawal.

Submit prior approval requests for PI changes, NCTEs, for NIH grants via email to OSP. You can use the letter template if it is more convenient. If you use email, the PI needs to concur/approve (email is fine) and the email must contain the required information. For NCTE: requested new end-date, reason for the extension request (justification). For PI Change/Addition/Co-PI Change/Addition: Justification (reason for change), CV/biosketch and current and pending support form for new PI/Co-PIs. Coordinate proposal withdraws through Pre-award via email from PI.

1. Reminder/Updates:   
   a) Email from Cost Accounting regarding budget transfers within a single budget.
   1. This is an internal control requirement. Please submit a journal for transfers within a single budget in Banner. For journals involving 06/10, start the journal, save as ‘in-process’ and send [osp-cost@uidaho.edu](mailto:osp-cost@uidaho.edu) an email with the JV #.
   2. TRANSFERS BETWEEN BUDGETS should be requested from post award ([postaward@uidaho.edu](mailto:postaward@uidaho.edu)). Sending an email request will save time on both ends, as we have to change a # of things in Banner if the department starts the journal.

b) Banner update in FRIGITD: Type budget # in GRANT, select Budget pool in acct summary field, page down – acts like FGIBAVL but for grant life (to date, not including pending charges). You can use ‘Help’ and ‘Extract Data’ to download the data to a CSV file for projections, etc. You can also change the time period of the data using ‘date to’ and ‘date from’ in the first section of FRIGITD (before you page down).

If the data extraction does not work, your browser is not setup correctly. You need to modify your settings to allow pop-ups for that site.

c) Payroll Cost Transfer Fiscal Year Deadline: June 9. By policy, PCTs older than 90 days are not allowable from K to K budgets (or onto K budgets) except under rare extenuating (exceptional) circumstances.

d) DGA tab on OSP website: moving forward with suggestions provided. Hoping to have it up and running within a couple of weeks. On the main OSP page under the ‘For Faculty and Staff’ section there will be tab for the DGA section.

e) Early setup form: Suggested changes from DGA group:

Please make into a PDF.

Make budget categories auto-total.

Questions: Is the form necessary for VPR guarantee if the PI approves via email and the department provides a budget and/or does straight 25%? Sarah will find out.

1. Records retention: department are being told by records management that they should keep their records electronic. Is Stellent sufficient? What happens if something gets scanned with a missing page, etc? Can OSP do a training on records retention? Next roundtable or summer brown-bag lunch? We will send an email to DGA list with basic rules on this. Sarah will check on this and a follow-up email will be sent.