DGA Roundtable Minutes – December 3, 2018

**1:30 – 2:30 pm, IRIC 305 (above the Atrium)**

Call-in Number: Zoom Join from PC, Mac, Linux, iOS or Android: <https://uidaho.zoom.us/j/9971473726>

– See Calendar Invite for additional details on zoom access.

Zoom: Please remember to mute your zoom microphone unless you are speaking.

IRIC participants: Please remember that side conversations during the discussions make it difficult for our off-campus and other zoom participants to hear and participate.

1. **Greetings and Introductions:**

* 1. Thank you all for attending!
  2. New Employees/Members of the meeting? OSP introduced Catie Maas, she started at OSP in November and will be half pre- and half-post award. Kelly Bergeron started with OSP today, 12/3/18, and will also be half pre- and half- post award.
  3. New Roundtable format? Ann Marie introduced an idea about trying to format DGA Roundtable meetings in a new innovative way. Based on a presentation from the NCURA Regional meeting, we learned that Colorado State has their departments run the roundtable-type meetings with OSP facilitating only the first 15 minutes. She will be designing and releasing a survey to poll the DGAs on what format and types of presentations/content they would be interested in.

1. **Export Control and FCOI Overview** – Dan LaHann – See the attached powerpoint. When you have a question, contact Dan. He is here (and happy) to help!
2. **Post Award Updates** – Sarah discussed the revised early setup and index request forms that are in process. Drafts are attached here. Goal is to have the form fields easier to use and the budget fields auto-calculate. ORG on the forms = the 3 digit departmental organization # in Chart V.
   * 1. Early setup form revision.
     2. Index request form.
3. **Pre Award Updates** – Ann-Marie
   * 1. NSF PAPPG – Proposal and Preparation Policy and Guide. No longer a PDF – it is now all online please click [here](https://www.nsf.gov/pubs/policydocs/pappg19_1/index.jsp) to access the PAPPG.
        1. One change to the PAPPG is that the subaward scope of work now needs to be included in the project description. Ann-Marie has requested clarification from NSF because it is not clear whether that means it needs to be a separate section with a header, or to include it some other way.
        2. Resubmissions: See tip of the week. Some programs within NSF no longer have deadlines but they do have a resubmission restriction if a proposal is declined. This will be in the RFP.
        3. Clarification added about participant support. Incentives (human subject payments) are not participant support and they should be included in ‘other direct cost’ section.
        4. The new PAPPG provides clarification on Synergistic Activities. Since the ‘collaborators & others’ section was removed from the Biosketch section, people are trying to ‘fill-up’ the empty space using synergistic activities that are full paragraphs and/or lists within lists. The five synergistic activities need to consist of a list of five distinct activities rather than a list of five topic areas listing multiple activities.
4. **PCT Reminders** - Kenwyn Richards, OSP Cost Accounting.
   * 1. **The form (excel) and a sample (PDF) are online and available for use**. If the form doesn’t include a grant code, index, and fund column, you are using the old version and need to update by downloading the form from the OSP site.
     2. The reason for the PCT should be effort focused and provide enough information on the effort allocation and how it is being properly allocated. Keep in mind that a third-party (auditor) will need to be able to understand the reason without an in-depth knowledge of the project, so provide key information.
     3. Include the payroll report with the request form, as shown in the PDF sample.
     4. Contact Kenwyn with questions.
5. **Effort Reporting Changes** – Changes are coming, and Wendy Kerr will provide details at the January meeting. We will schedule time for a cost share overview for the January meeting as well.