Grant Coordinator Agenda

September 15, 2011 1:15-3:00

Pioneer Room, Memorial Union

1. Role of Purchasing Liaison (Yi Wu)
2. Internal Audit, Sponsored Programs Fiscal Compliance Review/Report (Colleen Humphrey)
3. Rebudget process (Deb/Becky)

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| **OSPA** |
| 1. Award Team Updates (Tammy)   Staff updates  Forms update:   * Advanced Account Requests form * Subcontract Request form  1. Web-based requests for MTA’s & NDA’s (May) 2. Proposal Team Updates/Reminders (Sara)   Staff updates  Goldsheet reminders   * DICE * Notes, notes, notes… * Submission deadline   Proposal reminders   * PI effort on budget and C&P need to be consistent with appointment type   Grant Coordinator contact list  Cayuse webinars – 9/19 11-11:30 & 9/28 1-1:30 (Pacific)  Winter break hours - TENTATIVE |
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| **SPA** |
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1. PI/Departmental Review of Subrecipient Invoices (Jamy)
2. Cost Transfers (Becky)
3. ONR Property Control System Analysis Review/Report (Becky)
4. KFS/KC Update (Becky)
5. Miscellaneous Items and Updates (Becky):

* 2011-06 EASE Forms Deadline
* Foundation Accounts to FAR
* Incremental Funding Uncertainty Notices
* Approval of Transactions and Related Receiving