Present: Marissa Meyer, Christianmichael Dutton, Michele Carter, Daisy Chow, Annie Mar, Narda Serrano, Peggy Weix, James Kang, Andy Luong, Irola Philipe, Lily Luu, Fred Buenaventura, Heidi Ruano, Kevin Crawford, Wayne Zheng, Larissa Best, Clarence Pang, Susana Szeto, Lynn Ha, David Derpich, Beata Najman, Lynda Tran, Peter Padilla, Raeni Miller, Christine Mok, Trevor Gillaspy, Calvin Kwok, Joan U, Karen Yuan, Angela Liu, Pat Wirattigowit, Serena Lee, Herman Ma, Catherine Ross, Benjamin Hobson, Cherie Hayabeb, Christine Razler, Nichol Fernandez

1. Announcements/Updates (Christine Razler)
   - Pre-Award Representatives from Teams E & F will begin joining us for our monthly RFA meetings as an effort to keep in touch with Post-Award issues. Their goal is communicate these issues with the Pre-Award Teams, to create more of a collaborative environment between both groups.
   - Three new RFAs were introduced - Kevin Crawford (Hematology Oncology), Serena Lee (Infectious Disease), and Catherine Ross (Rheumatology)
   - Marissa Meyer has been accepted into the MBA Program at the University of Michigan!
   - UC has a new Records of Retention Schedule: http://recordsretention.ucop.edu/
     This website provides us with guidance for what needs to be stored electronically, by paper, and when to discard documents. The key is to follow the schedule, as we create audit risks if we retain documents longer than were required, contact Brenda Gee DePeralta for questions.

2. OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Presentation by Nilo Mia attached)
   Nilo Mia, Director of Costing Policy and Recharge in the Department of Finance Budget Resource Management, provided a brief overview of the new OMB regulations. He gave an overview of what UCOP and UCSF are doing in terms of Grants Administration, what we plan to do in the future, and how our group can be a part of the process. Some thought provoking questions were, do we need to make changes, keep things as they are, develop new systems, or change policies? Sr. Administration will decide the most important things we need to implement and a timeline for completion. This is a comprehensive effort, across all of our grant administration activities.

Federal Agencies need to submit draft-implementing regulations to OMB by June 26, 2014
All Federal Agencies are required to submit their implementing regulations to the OMB by June 26, 2014. At this point, the OMB will take all of the implementation guidelines and attempt to streamline them, then they will issue a single implementation guidance for us to follow.

The NSF has already submitted their implementing guidance to the OMB and offered it for public review and comment. Our hope if for DHHS to do the same.

Nilo’s presentation focused on How Uniform Guidance (UG) may improve the current policy? New UG will focus on performance over compliance for accountability. It is still unclear how will Policy Makers and Auditors come together and implement the new guidance. Nilo highlighted some areas of particular interest to post-award financial management:
• **Effort reporting** - Indications there will be streamlining in this area – this will give our campus an opportunity to review how were doing effort reporting and how we can make changes. The focus will be, are we achieving the objectives of the project and whether the employee effort truly contributes to the goals of the project. There may need to be a conversation with UCOP and UCSF, as we may want to employ one single approach.

• **Encouraging non-Federal entities to have family-friendly policies – The** new guidance will propose that costs for dependent care (travel and conferences) on federal contracts and grants will now be allowable costs if it is related to the project

• **Administrative salaries on federal funds**: relieves the “above and beyond” requirement to justify these costs on federal funds

• **Computing Devices (including smart phones & tablets)**: allowable beyond sole use for the project.

**Question:** Was the National Science Foundation (NSF) be radically different from the previous guidance you’ve seen so far? Will implementation be similar to the NSF?

**Answer:** NSF has not been reviewed yet, however, COI and sub recipient monitoring may be more streamlined than other areas. We’ll have the ability to review and comment on different guidance we prefer from different agencies after their submission to the OMB.

**Question:** What is UCSF’s financial risk?

**Answer:** OMB will want to assess federal risks such as, COI issues, criminal disclosures, sub recipient monitoring

**Question:** Is COI supposed to be done prior to the application?

**Answer:** Yes, and there may be additional requirements

**Comments:** Not too concerned about risks assessments, as we have been in compliance for our audits over the years, but interested in the new criteria in the new OMB guidelines.

3. **Sub-Award Monitoring and Invoice Review (Presentation by Beata Najman attached)**

Beata Najman, Research Administration Manager for DOM at San Francisco General Hospital provided an overview of the characteristics of sub-award monitoring, invoice review, roles and responsibilities, and risks and the challenges of sub-awards.

**Invoice Review**

**Comments from the group:**

How can we be sure that our invoicing is in compliance according to the work being done? One suggestion is for the PI to sign the invoice before payment – this ensures us that the work is being done. Our level of scrutiny should depend on who the sub recipient is (i.e. UCs operate under the same costs accounting standards). In a future meeting, we will invite a representative from the sub award team to talk with us as a follow up. Some topics we can discuss are: 1) what does sub recipient monitoring involve, and 2) what is our responsibility at the department and/or institutional level.

Late Sub-Out Amendments – Late amendments to sub awardees is allowable, but not a good practice. There should be communication between pre- and post-award and the PI. If the sub recipient will continue to do work, RMS should be notified at least two months in advance so they can prepare the paperwork for the amendment in a timely fashion.

Electronically signed Sub-awards – DocuSign is the only acceptable electronic wet signature for any subcontract invoices.
Upcoming RFA Meetings

**June 19, 2014 Laurel Heights, Room 376 – PLEASE NOTE CHANGE IN LOCATION**
July 17, 2014 Parnassus
August 2014 No Meeting – Summer Break
September 18, 2014 Mt. Zion
October 2014 Date TBD – RFA/RSC Retreat
November 20, 2014 SFGH, Bldg. 3, 5th Fl., Rm. 505
December 2014 Date TBD – Holiday Party