

Department of Medicine
Research Services Administration Unit Monthly Meeting

December 14, 2006
8:30–10:00 AM, Room 430F

Present: Chude Allen, Connie Archea, Peggy Bartek, Olive Burk, Jane Drake, Brett Friberg, Estrella Garcia, Annie Handajani, Christina Hsu, Susan Lau, Anne Lawrence, Linda Lew, Samantha Lieu, Erika Luger, Lily Luu, Christine Mok, Marienna Murch, Solat Navab, Kitty O'Connor, Sarika Parekh, William Rypcinski, Renuka Sippy, Mayra Sustaita, Kapo Tam, Jack Whiteford, Joseph Wilson

Announcements

Central Research Administration will be officially closed during the two days between the Christmas and New Years Day. Thus, all pending proposals should be processed by, Friday, December 22.

Kitty O'Connor and Samantha Lieu attended the NCURA National Meeting in Washington, DC, which offered workshops and educational sessions for all levels of Research Administrators. DC. Kitty and Sam will provide RSAs with some useful links to conference training materials by early January.

Proposals for Contracts & Grants before the Holidays

Joseph Wilson announced the Contracts & Grants deadline for proposals that have to be completed before the holidays. Proposals must be submitted by Contracts and Grants or under RAP signature by Friday, December 22.

Cayuse/ WebCT Training

Cayuse software training is required to submit NIH grants for the upcoming February 5 deadline. Although Cayuse is the replacement for PureEdge software, it currently only supports NIH grant applications. All other agencies requiring submission through Grants.gov will still require the use of PureEdge. However, we are expecting Cayuse to support other agencies in the near future.

Cayuse training is available on WebCT. There is no testing involved in this training; it entails informational materials that take between two and three hours to review. It is recommended RSAs print out the first page of each module to acquaint yourself with the materials. If you have a grant due in February, it is recommended you take the Cayuse training now. You may request the course through WebCT. There is no cost for the training and it should be available for every RSA.

Effort Reporting Town Halls

The new effort reporting process will be similar to the process used today, except that the separating, sorting, and distribution of paper PARs will be replaced by an electronic system. The process will be significantly streamlined. PIs are still required to verify their efforts and the effort of their staff. RSAs are responsible for reviewing the effort reports with their PIs and certifying that they are correct. Training will take place in February; the Effort Reporting System (ERS) will go live in March.

*The next RSA meeting is scheduled for Thursday, **January 18, 2007** from 8:30-10:00 AM in room **430F** (Large Conference Room).*