

- I. Office of Research Updates
 - A. Changes to Office of Research Staff
 - 1. Kathrine Fruge Financial Manager moves to Entomology.
 - 2. Cynthia Parish becomes the Financial Manager for OR.
 - 3. Charles Greer will supervise both teams while a replacement is being sought.
 - B. National Institutes of Health Update – Reminder to submit on time.
 - 1. If you must submit late, a cover letter must also be submitted with a detailed compelling reason. “Unforeseen events” is not a valid reason.
 - 2. Window of opportunity:
 - a. To be considered, the window of opportunity is within two weeks.
 - b. For an expedited proposal, the window of opportunity to be considered is one week.
 - c. For RFA’s and RFP’s there is no window of opportunity. If you have missed the deadline you will need to resubmit with the next open window.
 - C. NIH has issued a revised PHS Form 398, which should be used for funding mechanisms that still require paper proposal submission. These include: research training grants, career development awards, changes of grantee institution and complex mechanisms (i.e., cooperative agreements, center awards and program project grants). The new form will be accepted immediately and must be used for all submission on or after May 25, 2008.
 - D. NIH going green. Form 398 accepting appendix material on CD’s as of May 25, 2008. If copy requirement is 5 copies then you must submit 5 copies of CD’s.
- II. e-CAF Update – none.

III. Accounting Update

- A. Training: On Human Resource's web site, OR and Financial Services will offer two sessions of 3(all) day orientation courses for new employees in March and April. It will address contract and grant issues.
- B. Meeting Notes: Are posted on OR's web site with handouts at: <http://or.ucr.edu/SP/UsersGroup/default.aspx>
- C. If you have any agenda items or questions please email to: Steve.wilson@ucr.edu or Sharon.shanahan@ucr.edu so they can be added to the meetings to make this more meaningful to you.
- D. Mark Carr mentioned that UC Davis is refusing to pay on a grant that is more than 90 days old. It follows the same rules as all other grants, even though it is within the UC system.
- E. It was mentioned that the Bookstore, University Extension and Media Services are not billing recharges in a timely manner causing issues with grants. Mark Carr and Steve Wilson will see what they can do to expedite the billing process.

Question: Whose responsibility is it to follow up with the vendor for invoices?

Answer: Steve will check with Accounts Payable.

IV. User's Group Session Notes

- A. Pre-proposal is now available in e-CAF?
- B. What is the split-funded encumbrance release procedure?
- C. What is the status on the encumbrance dollar threshold?
- D. Can there be a Grants.gov training session given at a future C&G User's group meeting? Mitch has some training material he will send me. I can talk with Tim LeFort and get OR's input.
- E. Can the ERS training be scheduled for a future C&G User's Group meeting?