**Research Administration Network Agenda**

**SUB Acoma A&B**

**November 10, 2015**

**9:00am to 10:00am**

1. OSP items

* Material Transfer Agreement questionnaires for Incoming and Outgoing MTA’s – located in the forms section of our website. http://osp.unm.edu/osp-forms
* Naming of your Cayuse files Draft vs Final. OSP needs to have Final versions of the Budget, budget justification, SOW etc for review.
* Dec 15th last day to submit proposals for proposals that are due on Jan 4th
* Dec 22rd last day to submit proposals for proposals that are due between Jan 5th- 8th
* Cayuse SP training - Vanessa

1. Post award items

* Effort Certifications
* Notification of Administrative personnel changes – impact to Effort Certifications.

1. IRB Update

* New process for determining HSR compliance on newly funded projects
* IRB Open House immediately following this meeting (11/10/15) in SUB Santa Ana A from 10am – noon

1. Reminders/Notices

* Customer Service Survey is available with each proposal submitted
* Award Budget Sheet not necessary at time of proposal
* Please utilize the Budget Template that is available at osp.unm.edu
* Upcoming changing to NSF’s PAPPG – more information in December

1. Upcoming meeting
   1. December 8th