Research Administration Network Agenda

SUB Lobo A & B

March 12, 2019

9:00am to 10:00am

1. OSP restructure-Chris Saxton

2. Exceptions-Chris Saxton

3. OIRB and OSP Process Overview-Linda Petree

4. Scheduling-Jamey Cook (http://osp.unm.edu/proposals/schedule-your-proposal-appointment.html)

5. Cayuse-Hannah Clark & Rebecca Valdez

6. Closeouts – Key items to review prior to closeout and reminder about utilizing closeout workflow-Teresa Hammitt

7. Effort Certification reminder – new effort period to roll out this month-Jessica Armijo

8. Department Admin Training scheduled for April 3rd. Registration link available on C&G website-Jessica Armijo

9. On campus hours-Chris Saxton

10. Survey-Chris Saxton

Closeout Timing:

Timeline	Through-out Award	60-90 Days Prior to End	End of Award	30 Days After End	60 Days After End	90 Days After End
Monitoring of Award	■	■	■			
Interim Reporting - Non-Technical	■					
Interim Reporting - Technical	■					
Workflow - Extend or Close (Dept)		■				
Final Review of Transactions		■	■			
Final Posting of Transactions			■	■		
Review of Charges After End Date			■	■	■	
Verification Review for Reporting				■	■	■
Final Reporting - Non-Technical					■	■
Final Reporting - Technical			■	■	■	■

NOTE: Based on typical 90 day closeout - some awards require earlier closeout

	Full		Exceptions
Department - PI	■ (blue)		
Fiscal Monitor	■ (green)	Full	Modified

Specific Items Reviewed in Closeout:

- Charges After Project End Date
- Key Personnel Salary
- Tuition appropriate to salary
- Subawards

- Participant Support
- F&A Review
- Equipment
- Cost Share

- Program Income
- Material/Supplies purchased at end of award

Changing Tuition via LoboWeb (same semester): https://confluence.unm.edu/display/EKB/Revise+or+Terminate+Assistantship+Contracts