

Office of Sponsored Programs Roundtable Meeting

April 26, 2011, 9 a.m., Gaines Hall 101

Guest Speaker - President Waded Cruzado

Thank you President Cruzado for attending our meeting, sharing your vision and your appreciation of our efforts!

The OSP Roundtable is our main communication tool to our daily customers. Thanks to all for continuing to engage in discussions and your time commitment.

Central Office Updates

Internal Audit – Financial Related Audit: The Legislative Audit division will be on campus May 9 – July 22. While the auditors will work primarily with the central offices, departments and PIs are often contacted as well. Please contact Leslie, lschmidt@montana.edu or Daniel, danieladams@montana.edu, for any questions or concerns.

Graduate Studies – New Tuition Rate for GTA/GRA: The BOR has recently approved a new tuition rate (GATA) for those students working as both a GTA and a GRA. Contact Donna, donnan@montana.edu, in the Graduate Office for additional information.

Human Resources - Eligibility for Benefits: An overview of the current criteria for medical and dental benefits for less than full time employees was provided. Contact HR/Jo, jpackham@montana.edu for a copy of the presentation or additional questions.

Office of Sponsored Programs – New F&A Tracking Procedures: Per request by the Deans/Department Heads, OSP has developed a new procedure for tracking F&A on awards that cross department/orgs. Attached are detailed instructions, the new required template and a sample template for reference. Departments are asked to review, complete and submit the required template no later than June 15, 2011, in order to be included in the FY'11 F&A calculation process. Contact your OSP Fiscal Manager for questions or assistance.

Announcements:

- Expanded Travel Codes – posted on OSP and UBS websites
- New service offered by Purchasing – can do a Purchase Plan. Contact Shawna, slanphear@montana.edu for additional information or to schedule.
- Notify OSP when PI's take long term (>90 day) absences from campus. Please contact your OSP Fiscal Manager to notify them when this occurs.
- Fall 2011 Schedule – the Fall 2011 OSP Roundtable Schedule will be posted later in the summer.

Year-end Tip:

- *Record retention* – Federal regulations require a minimum of 3 years and state contracts require records be retained for 8 years. If you have any questions on what you should archive or issues with space for archives, contact Carmen, cfike@montana.edu.