

## **Office of Sponsored Programs Roundtable Meeting**

September 15, 2010, 10 a.m., SUB D

### **Central Office Updates:**

**UBS – Compensated Absences** – Overview provided & contact Jeana Henley for any questions. Termination pay for those employees paid from OSP funds are managed using the termination pool fund. Contact Leslie for any OSP questions.

**Affirmative Action** – Post Retirement Contracts: Per BOR policy, all post retirement contracts, regardless of funding source, must have prior approval. All staff are asked to plan in advance as the approval process takes approximately 2 weeks. Contact Affirmative Action for any questions or assistance.

**Legal Counsel** – Use of Forest Service Lands: a permit is required for any use of Forest Service land by MSU faculty and students. Permits are available thru the Legal Office and deadlines are Dec 15 and May 15. Contact Daryl in the Legal Office for questions or assistance.

**Animal Resource Center** – Change in Billing Process: ARC has revamped their billing process. All departments using ARC services will now receive an excel spreadsheet of expenses. Departments are required to identify the appropriate fund/index the expense should be charged to. The data will then be entered into Banner using an x-feed process. Contact Diane Harn at the ARC for any questions.

**Safety and Risk** – Driving Courses Available – MSU's biggest risk is motor vehicle safety. Safety & Risk Management offers a variety of trainings, including driving courses and CPR/AED training. Contact Safety and Risk or visit their website @ <http://www.montana.edu/wwwsrm/>.

### **Office of Sponsored Programs:**

**Responsible Conduct of Research (RCR) Training** - RCR training is *required* for any students being paid from NSF funds and/or from NIH training grants. Principal Investigator's (PIs) are responsible for ensuring their students meet this requirement. RCR training is held yearly on the MSU campus and available via the web. We encourage all students to attend a live session whenever possible. Contact OSP, [cfike@montana.edu](mailto:cfike@montana.edu), if you have any questions.

### **Announcements:**

- Annual Time and Effort Certifications due October 29<sup>th</sup>
- Business Procedures Workshops – September 28<sup>th</sup>
- Conflict of Interest Annual Certifications Due
- F&A Distribution Process for FY '11 Started

**October OSP Roundtable – Thursday, Oct 21, SUB D, 10 a.m.**