

Office of Sponsored Programs Roundtable Meeting
Tuesday, September 20, 2016, 10 a.m., Procrastinator Theater

Central Office Updates

Office of Research Compliance (ORC) (Kelly Beiswanger):

Annual Conflict of Interest and Consulting Reporting now due. Reporting is completed in MyInfo. See attached slides for details but all Faculty & Staff will receive an email to complete this requirement. Contact ORC for any questions.

HR (Sharon Stoneberger – ATS, Recruitment Authorization Forms on OSP funds):

Manuals are now available on the right hand side of the ATS application. Contact HR for any questions and see attached slides. Departmental staff processing Recruitment Authorization Forms on OSP funds will contact OSP for their approval. Departments are asked to call Carmen or Dale at X2381 for approval. Contact HR or OSP for any questions.

OSP Updates:

- New OSP/Proposal Services Employee – welcome Elizabeth Brock!
- New VPRED Employee – welcome Brandy Murray!
- New proposal deadline (72 hours – 3 days) – contact your OSP FM for any questions
- Award/contract review process (5 days) – contact your OSP FM for any questions
- Cell phone update – policy hasn't changed. Requires sponsor approval, budgeted as communications but charged as a payroll benefit.
- PI Training Dates (10/11, SUB D 1-4 pm) and (10/17, Procrastinator 1-4 pm) - contact Carmen if any faculty/staff were unable to attend for training options.
- x-feed run 9/16 for VPRED funded support
- F&A distribution process – contact Leslie for any issues
- OSP fringe benefit rates (are they correct?) Contact Leslie at lschmidt@montana.edu
- Two OSP related courses offered this fall (General, 10/31, 9-11 am and Cost Sharing, 11/7, 9-11 am) – register at <http://calendar.msu.montana.edu/hr>
- Fee authorizations & 3rd party billing forms – which one to use. Fee authorizations are to be used on grant funding and 3rd party billing on designated funds.
- OSP Roundtable – 11/2, 10 am, Procrastinator