Listed below are notes of key discussions held:

- **RU ORSP-DGCA Advisory Team Meetings**
  a. Reminder - There are two remaining RU ORSP-DGCA advisory team meetings scheduled for this fiscal year - May 21 & June 11. See DGCA website for further details  [http://postaward.rutgers.edu/events/upcoming-events](http://postaward.rutgers.edu/events/upcoming-events)
  b. There will be no meetings held during the Summer months
  c. Next fiscal year's advisory team meetings will recommence in September and further details published on the DGCA website once available. Next FY's meetings will consist of the consolidation of the two existing ORSP-DGCA advisory teams (legacy-RU and legacy-UMDNJ).
  d. In an effort to improve communications, effective with the April 2015 meeting, notes of key topics discussed at these meetings will now be published on the ORSP and DGCA websites.

- **Excellence in Research Administration – Presentation by Huron Consulting Group** (Refer to related Huron PowerPoint presentation on ORSP-DGCA Advisory Team webpage for details)
  a. The Huron consultants discussed that the evaluation of the University's research administration functions across all campuses has been completed. The goal of the evaluation was to identify opportunities to create an efficient and effective research administration function that will optimize our resources to support and advance our research mission. The outcome of this evaluation was a number of recommendations for Rutgers to consider for implementation.
  b. Rutgers is now launching the *Excellence in Research Administration* initiative to implement these recommendations across the institution, starting with twelve (12) workgroups. The recommendations were prioritized and initiatives will kick off in Waves 1, 2 and 3. Each wave is estimated to be four months in duration. Service to faculty, compliance, efficiency and performance metrics will be a focus of all Waves.
  c. Wave 1 is intended to address Quick-wins, Visible to Faculty, Build Momentum and Key Enablers. The high-level recommendations considered in Wave 1 were discussed.
  d. A new project website will be launched in May to continue to provide additional information on this initiative. We will post project updates, project results and new policies and procedures to this website on a regular basis to keep the University community updated on progress.
**RAPSS Update**

a) RAPSS will go into production on April 29 and will be able to accept new federal submissions to NIH (RO1, R21, R03, R15, etc).

b) The big deadlines for NIH are June 5th and June 16th. Diane Ambrose stressed not to wait for the last day to submit. Send final package to ORSP at least 2 days prior to deadline for submission.

c) Information about RAPSS can be found at [https://ored.rutgers.edu/rapss/welcome-rapss](https://ored.rutgers.edu/rapss/welcome-rapss), including user guides, training schedules and link to the “test” site.

d) RAPSS training is not mandatory for anyone, but PI’s are encouraged to attend live training sessions.

e) Only PI’s can submit final version of proposal package to ORSP. Submission of 424 forms through RAPSS requires creation of the 424 forms in the system and validation of the forms. Errors are highlighted and the system will not let one proceed to submission until those errors are corrected.

f) User guides are posted on the RAPSS website under “Quick Reference Guides”. Video tutorials will be available soon (by end of May).

g) Live training is available across all campuses, including in Newark and Camden. Sessions are either for PI’s/Proposal Team members or Approvers (the departmental or school staff who endorse the submitted proposal). The training schedule is available on the RAPSS website under “Training”.

h) PI’s and department staff should contact their grant specialist for help first. If required, a help request can be submitted through the RAPSS Help desk by emailing [rapss_help@orsp.rutgers.edu](mailto:rapss_help@orsp.rutgers.edu). Note that the help desk is manned only during normal business hours (8-5pm).

i) It is recommended to try the RAPSS testing site prior to attempting to submit in the production system. The link to the test site is available under “Training” on the RAPSS website.

j) Log numbers will be assigned automatically in the RAPSS System.

k) Special Issues with NIH: New NIH notice (see NOT-OD-15-095). Grants submitted after 5pm are considered late and may be withdrawn by NIH.

l) Also, New Biosketch format are required starting May 25th (see NOT-OD-15-032). A slide show relating to filling out the biosketch has been shared with the group. (courtesy of RU CINJ, Mary Ann Sells and Jennifer Baron)

m) For NIH Biosketches, group members mentioned issues with bibliography link in word format. Must be in pdf to work properly.
• Uniform Guidance (UG)

a) Progress continues on the assessment of existing and development of new policies and procedures by the ORSP & DGCA UG working groups to be compliant with the Uniform Guidance and to incorporate any recommendations that may be part of the Excellence in Research Administration initiative.

b) The UG policy committee has been actively meeting and reviewing proposed new and updated policies.

c) A discussion was held concerning the draft policy previously shared with the members for feedback entitled “Sponsored Programs -Subaward Issuance and Modification”.

d) A new comprehensive Research Administration Roles and Responsibilities Matrix is currently being developed by ORSP and DGCA which will be incorporated into all new policies.

   a. An excerpt of the draft matrix pertaining to the Subaward Issuance and Modification draft policy previously shared for feedback was discussed.

e) It was agreed upon by all in attendance that as new policy drafts become available for feedback, they will be shared with the group via email. As required, weekly or biweekly conference calls will be arranged with members to discuss the draft policies to collect feedback to incorporate prior to sharing said policies with the UG Policy Committee for approval. Members should obtain their area’s comments prior to the conference calls so that they may be addressed and incorporated.

• F&A Returns

a) DGCA is on target with finishing the calculations of the University’s Dean’s and Special F&A returns for the period of April 1, 2014 through March 31, 2015 by May 15th.

b) Once completed, the data will be published on the Researcher’s Dashboard on the DGCA website and an announcement sent via the Research Admin listserv.

c) The date as to when the returns will be distributed for the stub period of April 1, 2015 through June 30, 2015 has not yet been finalized.

• Aged Unauthorized Deficits on Closed Awards

a) Members were reminded of the university’s award current closeout policy and procedures concerning the treatment of unauthorized deficits that remain unaddressed on closed sponsored awards. It was discussed that the PI and/or his departmental designee is responsible for clearing all deficits within 6 months of the award’s termination date. If left unaddressed by the PI/department, DGCA is authorized to transfer the unauthorized charges to any related F&A return account of the PI, Department Chair or Dean.

b) During the month of May, all aged unauthorized deficits remaining on any closed awards which expired by March 2014 if not cleared by the April-2015 month-end close, will be cleared in accordance with the above by DGCA.