UNIVERSITY of WASHINGTON

MRAM

6/08 Meeting Q&A

Greetings Colleagues,

The 6/08 MRAM materials are published for your review. Q&A from our session are included here for reference and will be available with the other meeting materials shortly.

Note, the recording of our session is not yet available. Please check back on the materials page late next week for the recording.

GIM 39 Update

Q1: What are some administrative actions if faculty do not respond to emails about or submit delinquent reports?
A1: Administrative actions include restricting spending on a particular award until resolution of the late report, OSP holding submission of new proposals for the PI until the report is submitted, or holding off on processing other awards. There may be other administrative actions that would be appropriate, depending on the type of delinquency, how many items are delinquent, and which programs are included

Q2: Will OSP and GCA communicate with the department before taking action?
A2: Absolutely, including Chair.

Q3: Will OSP be providing guidance on how departments should use the Award Tasks in Workday for closeout reporting purposes (which reports should/can be tracked there, what documentation should/can be uploaded there)?
A3: No, OSP won't be providing guidance on functionality or tools in Workday. The Award Task section will be used by GCA and will only include financial award tasks that GCA manages.

Q4: Can departments attach copies of their closeout and technical reports to related

Award Tasks in Workday, or do they need to save the copies to a departmental file?
A4: Only GCA will be able to add/edit Award Tasks for now. We recommend holding onto those within your departmental award files.More to come on this at an upcoming MRAM.

Q5: Previously we had been adding our technical reports to GrantTracker. Can we add them to Award Portal, if Workday is not an option?
A5: For now Award Portal will not provide this functionality, but GCA will be investigating future solutions to help.

Q6: I understand Workday links to a separate document management system, and then saves the URL to link to the documents. It would be great if we had the option this document management capability for final reports, etc. if we find that there are advantages to use this functionality. Could you please confirm whether this is a reasonable option?
A6: As explained in Q4, only financial Award Tasks will be entered and managed by GCA. We will provide more guidance for attaching backup documentation on financial Award Tasks as we learn more.

Agreement Types & New Decision Tree tool

Q1: For new agreements should we always propose the UW pro forma? Sometimes the PI actively engages with sponsor not recognizing UW has a pro forma.
A1: The UW has some standard templates. Review our Agreement Types for links and information, or reach out to OSP or Jennifer Lopez (jjlopez@uw.edu) for assistance. We recommend PI's start with our standard templates when possible.

Q2: Will progress on your agreements continue to be updated in My Research? And is there an estimate on the clearing of the backlog particularly with the UWFT?
A2: We are still working to determine which system will house updates and notes as we work through the UWFT transformation. More news will come soon. As far as our backlogs, the contracts team has just been recently fully staffed. We are working to onboard our new team members, and we anticipate we will be able to catch up with our backlog items by the end of the summer. If you have any urgent pending items that have not had any movement within the contracts team, please feel free to reach out to Jennifer Lopez (jjlopez@uw.edu) for an update.

Q3: Can we choose multiple purposes on Q #4 of the Decision Tree Tool?

A3: If there are multiple purposes you would want to select that in the previous question #3 where it asks if multiple areas are covered. There is a feedback form to let us know if you have ideas for making the tool better at the end of the form as well.

Q4: If one chooses to email the answers after using the agreement tool, will the email include the final recommendations and links?
A4: Yes.

Q5 : Are there any templates for departments to use if any of the agreements will need to come from UW to other entities?
A5 : Yes. Review our Agreement Types for links and information on the variety of agreements.

Q6: I am having trouble signing in to use the Decision Tree Tool, how can I resolve this?
A6: The tool requires you to log into your UW Microsoft 365 account. If you have difficulty logging in, please check with your internal IT folks.

Q7: Is the decision tree link currently active?
A7: Yes. It is live on our revised agreements page.

CORE Update

Q: Will the PI overview of grant administration training and the refresher course be updated, and if so by when?
A: There will be impacts to the Investigator's Grant Management course requiring updates. For example, the current course explains how investigators can use MyResearch which will need to be remediated after go-live. We are working with ORIS on the best way to address this. Perhaps the solution will be to refer users to SAGE Award until My Research is remediated.

SAGE Status Question

Q: Will SAGE Awards hold the same or more information than My Research for referencing statuses (ex. holds and notes placed on an eGC1 by OSP)?
A: You will be able to see OSP notes in the Comments & History section of your request and will see the status from your Requests List in SAGE.

Thank you,
MRAM

JUNE 8 MATERIALS