UNIVERSITY RESEARCH ADMINISTRATION COMMITTEE (URAC)

Friday, 13 April 2007

10 am, 3-15 University Hall

NOTES

Present: Bill McBlain, Bonnie Albrecht, Lynda Brulotte, Martine Desrochers, Terra Garneau, Lorraine Deydey, Michael Walesiak, Julie Stephens, Chris Ashdown, Lan Chan-Marpeles, Joyce Assen, Victoria Morisbak, David Epp

Regrets: Betty Peavey, Susan Buchsdruecker, Susan Babcock, Deb Barszczewski, Marni Devlin Moses, Kerri Calvert, Neil Taylor, Lorraine Ulmer

Guest: Jody Brookwell

Chair: Katharine Moore

1. Approval of Agenda – the agenda was approved as circulated with the re-ordering of items 3 and 4.

2. Minutes of Last Meeting (16 March, 2007) – the minutes were approved as circulated.

3. Addition of Attestation Text to T&E on-line form – Joyce Assen Guest: Jody Brookwell, Associate Director, Distribution Operations The Attestation Text on Travel and Expense Claim forms was developed following the Tri- Agency Audit in 2001. Now, approximately 75% of claims are being done online and consequently require duplicate approvals: approval of the actual expense report as well as completion and approval of a separate travel claim attestation form (Appendix A). To meet all the required conditions with one signature instead of two, there is a proposal to combine the online form with Appendix A by customizing the PeopleSoft Expense Module. Claimants will still be required to print and sign the combined form. URAC members expressed strong initial support for this proposal. Further feedback to Joyce was requested by the end of April.
4. GRF guidelines: final review prior to consultation – Lorraine Deydey

URAC members provided Lorraine with suggestions for the draft wording, and she will recirculate the documents with the changes to URAC members. Lan agreed to format this document into a survey to include comment boxes to facilitate electronic feedback. Michael will discuss the Fund designation with Financial Services to determine whether it should refer to Fund 530 or Fund 330. Once the final documents are ready, consultation on this issue with senior management will proceed as outlined in the previous meeting’s notes. Consultation with the Faculties will be lead by the appropriate RFs. Lorraine will draft a memo to go out with the documentation for other RFs to use. Feedback from the Faculties is due to Lorraine by 22 May, who will then consolidate both.

5. Status of the Grants Management Initiative – Bill McBlain

The Research Grants and Contracts Module project official kick-off is 23 April. The Business Lead is in place and the Pre- and Post-Award Analysts are ready to be announced. Barry Scott will lead a workshop for project members at the end of April, with project team meetings being held once a week. Roxanne Fast will be leading the REB database team. The RFP is done and vendor presentations are being scheduled. Roxanne is working with AIS on this.

6. Other Business

- Bill noted that the RF searches closed this week and Neil Taylor was working on the interview schedules.

- Michael attended a Federal Accountability Act workshop

- Katharine announced the campus-wide farewell for Gary Kachanoski on 9 May and wished Chris Ashdown and Victoria Morisbsak well in their next ventures (retirement for Chris and maternity leave for Victoria).

- NSERC/Steacie awards have now changed and only 6 applications can be sent in by each university. Katharine asked that Mark Dobbelsteyn be informed of who is planning to apply for the 4 July deadline.

- SAS allocations memo for 2007-08 has been sent out today, explaining that the program will be reviewed during this fiscal year.

7. Next Regularly Scheduled Meeting: 4 May, 10:00 am, 3-15 University Hall