

# ROC Meeting Notes

Friday, April 28, 2017

X Kim Littlefield , Research Development & Learning spoke about the new program for research administrators known as the “Fundamentals of Research Administration” program. Please see link below for all the details and how to sign up:

## [FRA Program Information and Registration](#)

- x Tammy Silcox , G&C Accounting announced that Bubba Sheffield was promoted to supervisor and his duties will include: account setups in Evisions, financial statements, PMS reports and PAR forms. Kim will be handling all Federal awards, except NSF; Ward will be handling all NSF accounts and both Ward and Kim will be handling Clinical Trials. Tammy’s duties are now focused on Service Centers and Subrecipient Monitoring Risk Assessments.
  
- x Steve Croft, Sponsored Projects Administration, relayed some information on the Evisions system:
  - o Next week (5/1 –5/5) we will begin running weekly data transfers to populate Cayuse SF424 faculty profiles with current salary information derived from USA Human Resources. This will allow users to build budgets in SF424 by entering person months into the budget forms. The system will autofill the dollar amounts based on the effort inputs.
  - o The Evisions product to connect SP with Banner Finance is not going to be as detailed & comprehensive as we anticipated. We are working with Evisions to provide some basic data interchange later this year. While many users of SP abuse Banner, Evisions has found that each uses Banner in its own way. So, each install

requires significant customization. This limits the functions that will be available to us with this tool.

- o In the past 2 weeks, we have had instances where people with @health.southalabama.edu email suffixes are unable to log in to SP. We are working with the Hospitals and MCI IT people to resolve this issue.
- o NSF Preparation

The Collaborators and Other Affiliations information on NSF proposals has changed as of 04/24/2017. PI, CoPI and other Senior Personnel used to list these people and then upload their lists into the "Collaborators and Other Affiliations Single Copy Document" section.

Now, NSF has developed a template for listing collaborators & affiliates. The template must be downloaded, filled out,

and uploaded to the NSF system. The template is available at <https://www.nsf.gov/pubs/2017/nsf17004.pdf>. The template is available at <https://www.nsf.gov/pubs/2017/nsf17004.pdf>.