ROC Meeting Notes
Friday, April 28, 2017

- **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](#)

- **Tammy Silcox**, G&C Accounting, announced that Bubba Sheffield was promoted to supervisor and his duties will include: account set-ups in Evisions, financial statements, PMS reports and PAR forms. Kim Dees 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.

- **Steve Croft**, Sponsored Projects Administration, relayed some information on the Evisions system:
  - 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 auto-fill the dollar amounts based on the effort inputs.
  - 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 also use 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, Co-PI 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 then uploaded into Fastlane. Two important points:

    1. Just download it and fill-in-the-blanks. **DO NOT** altar the content or format of the template in the downloaded .xlsx file.

    2. The file is to be downloaded AND uploaded in .xlsx or .xls formats only. DO NOT convert the downloaded Excel file into PDF and upload the PDF. You must upload in Excel and let Fastlane do its own conversion to PDF.

- Here is the link to the details: https://www.nsf.gov/bfa/dias/policy/coa.jsp