

## GoLive Weekly Meetings

**Meeting Date: 05/27/2025**

**Location: Virtual-Microsoft Teams**

**Meeting Organizer/Facilitator:**  
Jennifer Silver

**Start Time:** 2:00 PM

**End Time:** 3:10PM

**Attendees:** Robert Gomez, Ana Gonzalez, Jesse Hernandez, Carol Looney, Justin Marmolejo, Josephine Melendez, Elizabeth Sandoval, Jennifer Silver, Elizabeth Tilley, Melinda Cotten

### Meeting Discussion- Date: 05/27/2025

#### Agenda

##### 1. General topics:

- Adding Exemption to 15/5 Rule for Limited Submissions (Topic lead: Liz S)
  - Proposed: All Limited Submission NOIs are exempt from the 15-day portion of the 15/5 Rule
  - Result: Update 15/5 Rule policy to include language on limited submissions
- Proposal Routing for Contracts (Topic lead: Jennifer)
  - Contracts should be routed for authorization with draft scope of work and draft budget prior to negotiations taking place with OCIA
  - This message is going out to faculty in the next Research newsletter
- Scheduled Cayuse Restart (Topic Lead: Justin)
  - Wednesday, May 28<sup>th</sup> after 6pm CST
  - Cayuse will be down for anywhere between 5-15 minutes
- Research Administration KPIs (Topic lead: Justin)
  - KPIs for September 2024 - May 2025 due to Jennifer/Justin by 6/2/25
    - # of Cost Transfers Approved
    - # of SNOAs approved
    - # of Workflow Approvals
- Discussion: Tracking/Assessing Rejected Proposals (Topic Lead: Jennifer/Ana)
  - Definition of Rejected Proposals: Proposals not reviewed for funding because of errors/missing components
  - Idea is to add “Rejected” as an option on the Funding Status drop down on Notice of Award tab in routing form
  - RAs would inform OSP of rejected proposals if they are notified
- Termination Update: Feedback on NIH NCE Requests
  - HCAP has 1 pending with no response, award has already ended, and closeout email was generated by NIH
  - COS has at least 3 pending with no response
- Updates
  - ACOB
    - Is there a fix to ServiceNow for adding comments and attachments to Tickets? No

- Are closeout requests being submitted to OSP via email? Yes
- Interim AI College Dean announced
- COEHD/COLFA
- COS
  - COS BSC is giving 1 FTE to new AI College
  - Elizabeth Sooby is new ADR effective 9/1/25
- HCAP
- KCEID
- Pres, VP Units, UC
- OSP Team 1 (Ana)
- OSP Team 2 (Cedric)
  - Out of Office

**Discussion topics for next meeting: 06/10/2025**

## Agenda