

Office of Sponsored Projects

GoLive Weekly Meetings

Meeting Date: 06/23/2026

Location: Virtual-Microsoft Teams

Meeting Organizer/Facilitator:

Evelyn Vanderburg

Start Time: 2:00 PM

End Time: 2:19 PM

Attendees: Evelyn Vanderburg, Cedric Williams, Jennifer Silver, Jennifer Beckcom, Jesse Hernandez, Jodi Gonzalez, Elizabeth Tilley, Ana Gonzalez, Liz Sandoval

Absent: Justin Marmolejo

Meeting Discussion- Date: 06/23/2026

Agenda

1. General topics:

A) **Award Closeout Process:**

- i. Closeouts remain sporadic, with the majority involving legacy awards.
- ii. 90-Day Courtesy Notice: Liz S. reported that several PIs find the current wording unhelpful and feel the response timeframe is too short.
- iii. COS is meeting with Priscilla to explore assigning a coordinator role to better manage and stay on top of closeouts.
- iv. Discussion on implementing a 30/60/90-day notification structure (noted that it may be confusing for some PIs).
- v. Recommendation to address the closeout process and tracker in the upcoming GCFS meeting. Cynthia is currently reviewing this.
- vi. Proposal: Send an internal 30-day closeout notice and add it as a standing agenda item for GCA meetings to improve communication and visibility.

B) **Burn Rate and PI Support:**

- i. Reminder for July and August: Monitor PI burn rates and expenditures closely.
- ii. Key deadlines to communicate to PIs: equipment purchases, DTS transactions, and other fiscal year-end activities.
- iii. No major challenges or questions were raised by the team.
- iv. SpeedType Creation: Ana has not received new requests recently. Cedric has processed several from GCA and is clearing items in his queue.

C) **Weekly Award Setup Updates:**

- i. OSP will continue holding OCIA meetings every other week to provide updates on awards that are in progress (“brewing”).
- ii. Team members are encouraged to notify OSP promptly if they are aware of any developing awards.



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D) Summer Leave Backup Plan:

- i) All team members should communicate summer vacation schedules and backup coverage.
- ii) Justin and Jennifer will not take time off simultaneously.
- iii) Backup assignments: Justin will back up Cedric and Ana.
- iv) Please ensure Ana and Cedric are informed of workflow coverage so OSP knows the correct points of contact when the RA's team is out.

E) Other Updates

- i) A significant volume of expenditures is expected in the coming weeks.
- ii) HCAP dean is moving this week (no interim dean named yet).
- iii) CAICC is relocating from the main campus to downtown (San Pedro II).

Discussion topics for next meeting: 07/07/2026

Agenda

- TBD