



Office of Sponsored Projects

GoLive Weekly Meetings

Meeting Date: 03/31/2026 | **Location: Virtual-Microsoft Teams**

Meeting Organizer/Facilitator: Evelyn Vanderburg | **Start Time:** 2:00 PM
End Time: 2:55 PM

Attendees: Jodi Gonzalez, Ana Gonzalez, Cedric Williams, Jesse Hernandez, Josephine Melendez, Elizabeth Sandoval, Jennifer Silver, Elizabeth Tilley, Ann Hileman, Evelyn Vanderburg, Jennifer Beckcom, Justin Marmolejo, Claudia Delgado (Optional)

Absent:

Meeting Discussion- Date: 03/31/2026

Agenda

1. General topics:
 - A) Faculty Changing Centers, Lead Ann Hileman
 - i) Ongoing tension around the 15/5 submission rule, with some difficulty faculty complying with that rule
 - ii) General agreement that 15/5 should be enforced consistently, but exceptions depend on proposal complexity. Leadership should enforce the rule
 - iii) Open question: How are exceptions reviewed and approved, and whether the process needs more transparency?
 - iv) Claudia and Jennifer Silver are aware of and involved in exception policy discussions
 - B) Support, Collaboration, and Team Alignment
 - i) Repeated message: give each other heads-up, communicate early, and stay aligned
 - ii) Recognition and appreciation for colleagues who provide support
 - iii) “Let’s support each other” emerged as a cultural priority during high workload periods
 - C) DOE Genesis and DOE Proposal Challenges, Lead Jennifer B
 - i) DOE Genesis identified as a high complexity proposal
 - ii) Deadline pressure makes it unrealistic under the 15.5 rule
 - iii) Questions around:
 - a) Who is the gatekeeper?
 - b) Whether a national lab partner is required for eligibility.
 - iv) Uncertain DOE deadline extensions.
 - v) Decision Point: decline proposals early (2 out of 3) if key elements are not met.
 - D) Capacity Constraints and Workload Pressure



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- i) April 2026 workload: DOE Genesis
 - ii) Teams acknowledged the current demand exceeds resources
 - iii) “All-hands-on-deck” approach discussed, but sustainability is a concern
 - iv) Risk of overload when one RA is responsible for end-to-end coordination
- E) Tracking, Process, and Project Management (Genesis), Jennifer S
 - i) Strong reliance on the shared spreadsheet as the main tracking,
 - ii) Spreadsheet should: reflect real progress, include subaward impacts, and show eligibility drivers (e.g., national lab involvement)
 - iii) Weekly updates are recommended to maintain visibility and workload.
- F) Task-Based vs. Proposal-Based Work Model
 - i) Proposal to split work by function instead of by proposal
 - ii) Positive past experience cited: leveraging individual strength improved efficiency
 - iii) Suggestion aligns with team members' skills and reduces individual workload
- G) Roles, Responsibilities, and Boundaries
 - i) Clear boundary set: OSP focuses on packaging, cannot absorb Carlo’s team role.
 - ii) Carlos' team is responsible for: setting up meetings, coordinating with SRAs, and sharing solicitations
- H) Standardization and Communication Improvements
 - i) Suggestions to: Keep calendars updated, use polls to coordinate availability
- 2. Updates:
 - A) Need-based training launch: Evelyn
- 3. Action Items:
 - A) DOE Genesis meeting with RA, OSP, and Carlos’s team this week.

Discussion topics for next meeting: 04/07/2026

Agenda

- TBD