

## GoLive Weekly Meetings

**Meeting Date: 04/29/2025**

**Location: Virtual-Microsoft Teams**

**Meeting Organizer/Facilitator:**  
Jennifer Silver

**Start Time:** 2:00 PM

**End Time:** 3:11 PM

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

**Meeting Discussion- Date: 04/29/2025**

### Agenda

#### 1. General topics:

- Update on OSP ServiceNow (Topic lead: Justin)
  - GoLive Date pushed to 5/12/25
  - FAQ will be released later this week
- Update re: BEHR Form (new BEF) Pilot Testing (Topic lead: Justin)
  - Pilot testing to begin 5/5/25
  - Research Administrators are not to deny any voucher/expense report if the PID/expense account code in PS doesn't match what's on the BEHR Form
  - The purpose of the form is to authorize estimated expenses for planned events and payments for impromptu business meals.
- Proposal Packaging Review Observations (Topic lead: Ana)
  - OSP has received proposals
    - in draft status and not ready to submit
    - with incorrect RA checklists
    - with incorrect documents uploaded
    - with inconsistent data (e.g. proposal title, budget amounts) amongst proposal documents to include routing form
  - How are we ensuring Cayuse records are accurate?
  - Enforce 15/5 day rule with PIs
- Overdue NSF Reports (Topic lead: Cedric)
  - Cedric sharing report with group
  - **Action Item to SRAs:** Please work with your PIs to get these reports submitted
- Research Admin KPIs (Topic Lead: Jennifer)
  - Jennifer shared OSP March 2025 metrics with group
  - Suggestions for Research Admin KPIs
    - # of SNOAs signed
    - # of financial approvals
    - # of cost transfers signed
  - # of rejected proposals
    - Which office should track this, OSP or RA? TBD

- Discussion: Federal award terminations
  - Everyone agreed to provide support to faculty in regards to incoming award terminations. OSP will submit appeals upon receipt of approval from VPR.
- Updates – No time for updates
  - ACOB
  - COEHD/COLFA
  - COS
  - HCAP
  - KCEID
  - Pres, VP Units, UC
  - OSP Team 1 (Ana)
  - OSP Team 2 (Cedric)

**Discussion topics for next meeting: 05/13/2025**

#### **Agenda**

- **Award Termination Fact Sheet**