



Office of Sponsored Projects

SRA- SGCA Monthly Meetings

Meeting Date: 10/13/2026

Location: Virtual-Microsoft Teams

Meeting Organizer/Facilitator:

Evelyn Vanderburg

Start Time: 10:00 AM

End Time: 10:44 AM

Attendees: Evelyn Vanderburg, Cedric Williams, Jennifer Silver, Jesse Hernandez, Jodi Gonzalez, Elizabeth Tilley, Ana Gonzalez, Ponda Barnes, Justin Marmolejo, Jennifer Beckcom. Liz Sandoval,

Absent:

Meeting Discussion- Date: 10/13/2026

Agenda

A) Cost Transfer (Lead: Jennifer S)

1. Prior year payroll cost transfers need to be posted asap. Payroll Confirmation for March-August will roll out before the end of October, so payroll changes need to be posted before, or cards will be denied and need to be updated manually.
2. Data cost transfer working group guidance and updates are expected soon.
3. **Action Items:** Jennifer is contacting GCFS regarding prior year payroll cost transfers pending processing. Write-off policy concerns can be brought to GCFS at the next meeting for further discussion.

B) Subrecipient Forms (Lead: Justin)

1. Pre-award processes for proposal packages are being reviewed for improvement.
2. Moving forward, a new LOI form will be required for incoming awards with outgoing subawards. No additional forms are required beyond the updated version.
3. UTHealth – UTSA simplified subrecipient form remains under leadership review. Additional guidance will be provided once finalized
4. Senior Research Administrators (SRAs) will communicate form updates directly to their assigned teams. Updates will not be distributed through the listserv.

C) Research Security

1. Research security training options for subaward partners will continue on a case-by-case basis.

D) OSP Proposal Packaging

1. For non-FDP subrecipients, obtaining a Subrecipient Profile Questionnaire during proposal submission is no longer required. Questionnaires will instead be collected at the award stage when needed.

E) SAM.Gov Update (Lead: Jennifer)



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1. SAM.gov registration expiration has been extended through October 2027.
2. [Institutional Datasheet updated](#). - datasheet update has been requested.

F) SRA and Department Updates

1. COS: Recent training was highly successful, organized by ADR. Topics included closeouts and team-building activities. Team recommends making the event an annual activity
2. HCAP: NIH proposals remain high. ADR team-building concept will be proposed to ADR
3. KCEID: Recruitment continues for RAII position. Once staffing reaches five team members, working on workload distribution and customer service metrics.
4. COLFA: ADR hosting a Research Mixer next month. Administrative gathering planned next week. Three active AFT projects. Working on no-cost extensions, renewals with OCIA and SAISD. Administrative turnover may slowed the processing time. Agreements received for Dr. Lindahl's projects with SAISD.
5. CAICC: Organizational expected underway. Potential restructuring may include renamed areas and newly created areas. Open College Financial Lead position, interim in place.
6. Research Pre-Award: Dr. Sung received a NIFA award. Several JIT requests have been received. Teams are focusing investigators' attention on reviewer comments and emphasizing addressing feedback rather than simply resubmitting proposals. The strategy appears to produce positive results. New RA has joined team.
7. Research Post-Award:
 - a. New Center in University College: Center for Multidisciplinary Applied Research (CMAR)
 - i. Program is multidisciplinary and research focused.
 - ii. Suzanne Tanaka will be overseeing this program administration on a part-time basis through University College.
 - b. GRFP report
 - i. Report is currently in progress.
 - ii. Outreach may be necessary to gather remaining information.
 - iii. Goal is submission by the end of this week.

G) OSP Updates

1. Team 1 opening for GCA II.
2. Team 2: fully staffed. Leadership expressed appreciation for staff patience.

H) Training Resources

1. Staff are encouraged to utilize available training materials from Grant Solutions



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Training video since the Department of Labor and Department of Education utilize the platform for awards.

2. IACUC training next Monday, October 19, 2026. [Animal Care and Research Webinar](#)

I) Metrics Reporting and Effort Commitment Initiative

1. Sponsored project metrics comparative to performance data with stronger use of dashboard and matrix reporting.
2. Leadership is looking at developing a process to document committed effort at project setup. The process will track commitments outside of payroll allocations. A formal announcement will be made once procedures are finalized

Discussion topics for next meeting: 11/10/2026

Agenda

- TBD