



Office of Sponsored Projects

GoLive Weekly Meetings	
Meeting Date: 05/26/2026	Location: Virtual-Microsoft Teams
Meeting Organizer/Facilitator: Evelyn Vanderburg	Start Time: 2:00 PM End Time: 2:28PM
Attendees: Evelyn Vanderburg, Justin Marmolejo, Liz Sandoval, Cedric Williams, Josephine Melendez, Jennifer Silver, Jennifer Beckcom, Jesse Hernandez, Jodi Gonzalez, Elizabeth Tilley	
Absent: Ana Gonzalez	
Meeting Discussion- Date: 05/26/2026	
Agenda	
<p>1. <u>General topics:</u></p> <p>A) Proposal Document Naming Conventions</p> <ul style="list-style-type: none"> i) Discussion on whether to include the Proposal ID in document names for both the opportunity announcement and all proposal-specific documents. ii) Strong preference expressed for consistency and uniformity across all files. iii) Decision: Yes, the Proposal ID should be added to the file name for all documents within the Cayuse record. This practice will be applied going forward to maintain distinguishability, especially when working across multiple separate proposals. <p>B) Staffing Updates</p> <ul style="list-style-type: none"> i) GCA 3 position: New hire, Johnnie Moltavo, starts next Monday and will join Team 2. ii) RA2: New team members start Monday and will work with College of Science. iii) GCA 2: Posting closed, will begin interview process. iv) Interim SRA Engineering: Effective today (May 26, 2026), Jennifer Beckhom. v) HCAP: Office is officially based on the Main Campus, first floor of the main building. <p>C) DMPS tool and NIH Updates</p> <ul style="list-style-type: none"> i) UTSA library is offering training on the DMPS Tool. Faculty members have already been informed. ii) For NIH proposals: The new Data Management Plan form is required as of May 25, 2026. iii) New template and information link 	



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<https://libguides.utsa.edu/c.php?g=714236&p=5081377> (to be updated with the current library version from UTSA Library).

- iv) Action Item: Ensure SDGM is informed about the new DMPS tool and is actively using it.

D) Other Items

- i) Inquiry regarding whether the certificate share location is required to be on file for RG0101R.

Discussion topics for next meeting: 06/09/2026

Agenda

- TBD