

Office of Sponsored Projects

GoLive Weekly Meetings

Meeting Date: 09/15/2026	Location: Virtual-Microsoft Teams
Meeting Organizer/Facilitator: Evelyn Vanderburg	Start Time: 2:00 PM End Time: 2:54 PM
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: 09/15/2026	
Agenda	
A) Departing Faculty (Lead: Jennifer S) 1. December is the deadline to declare the voluntary separation program (VSIP). 2. Let the college know that a review of active projects will need to take place to ensure a smooth hand off (PI transfer) if required. B) Non-FDP Subrecipient (Lead: Justin) 1. No comment on the updated form released last week. 2. The makeshift COI Disclosure Form should no longer be used. 3. Until there is an established practice, if the non-FDP subrecipient chooses to follow UTSA's COI Policy, reach out to Jennifer, Justin, and Kurt. Resolution remains case-by-case and is evolving. Do not rely on previously provided resolutions as standard practice. C) Proposal Review Emails (Lead: Ana/Cedric) 1. For transparency purposes, it was discussed if the PI or PI representative (C&Is) be included on review correspondence that the GCA sends to the RA for proposals pending submission. D) FY27 Budget Template (Lead: Liz T) 1. Premium rates for fringe are being updated for FY27. 2. The calculation error in Fringe Benefits is causing delay. 3. Action: OSP is working on correcting the formulas before it goes live. E) Meeting Cadence (Lead: Jennifer/Justin) 1. Group preference is once per month in the morning, approximately 30 minutes if bi-weekly, and not scheduled too early in the day F) Pre-Award SOP (Lead: Liz T) 1. Individual documents are still required when sponsor-driven revisions are likely; separate files make document updates easier.	



Office of Sponsored Projects

G) NASA and NIH

1. NASA

- a. A Cayuse record is required for NASA Step 1 proposals that require AOR certification (including COI certificate) and therefore must be submitted in Cayuse.
- b. When Step 2 follows, Step 1 remains relevant. Route as a proposal because Step 1 leads into Step 2.
- c. A Letter of intent does not need AOR signature.

2. NIH

- a. Until NIH issues formal notice on Form J and Letters of Collaboration, continue using letters of support.

H) Website and Staffing

1. Contact Nick Zamora regarding current site issues.
2. Fiscal dean has left Jennifer B area. An assistant is serving as interim
3. A new RA has joined Josie's team.

Discussion topics for next meeting: 09/15/2026

Agenda

- TBD