

## GoLive Weekly Meetings

**Meeting Date: 07/22/2025**

**Location: Virtual-Microsoft Teams**

**Meeting Organizer/Facilitator:**

Jennifer Silver

**Start Time:** 2:00 PM

**End Time:** 2:54 PM

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

**Meeting Discussion- Date: 07/22/2025**

### Agenda

#### 1. General topics:

- Updated OSP Proposal Review Checklist (Topic Lead: Cedric)
  - Checklist updated for efficiency
  - Review is based on solicitation proposal checklist
    - If checklist is not uploaded in Cayuse or the incorrect one is upload, the proposal package will be sent back
  - All proposals should have a solicitation proposal checklist
    - Use list provided on OSP website if needed to create standard checklist
- Updated OSP Cayuse Proposal Routing Process (Topic Lead: Ana)
  - OSP will start retracting proposals in Cayuse
    - This will send the Cayuse record back to the last RA approver in the approval chain
  - Instances where OSP would retract proposal
    - Incomplete/missing proposal checklists
    - PIs are still updating documents
    - Proposal is not ready for review (discrepancies amongst documents uploaded in Cayuse)
- Welch Reporting Timeline (Topic Lead: Jennifer)
  - Finalized fiscal and progress reports 7/31/25
  - Welch will review and send back for updates and if it is not finalized by 7/31/25, it is considered late
  - Remind GCFS to reconcile against award and not Project ID to ensure all possible carryforward is documented and requested
- Updates
  - ACOB
    - No updates
  - COEHD/COLFA
    - University college fiscal contact (Catarina Rodriguez) is handling COEHD financial information
  - COS
    - Sonia has resigned, her last day is 7/31/25

- HCAP
  - No updates
- KCEID
  - RA III position has been posted
- Pres, VP Units, UC
  - No updates
- OSP
  - Jennifer/Justin presented to CFLs at monthly meeting earlier this month
  - PS Workflow Update: Send examples of errors in workflow to Justin and include PS document #
  - Ana/Jennifer/Liz T/David meeting with SwRI tomorrow to plan for AY25-26 student fellowship awards
  - Burn Rate Monitoring: July emails went out last week, went from ~170 emails in June to only ~80 in July
  - Terminated NIH award in HCAP reinstated

**Discussion topics for next meeting: 08/04/2025**

**Agenda**

- TBD