



Office of Sponsored Projects

GoLive Weekly Meetings	
Meeting Date: 04/14/2026	Location: Virtual-Microsoft Teams
Meeting Organizer/Facilitator: Evelyn Vanderburg	Start Time: 2:00 PM End Time: 2:54 PM
Attendees: Jodi Gonzalez, Ana Gonzalez, Cedric Williams, Jesse Hernandez, Josephine Melendez, Elizabeth Sandoval, Jennifer Silver, Elizabeth Tilley, Ann Hileman, Evelyn Vanderburg, Justin Marmolejo, Claudia Delgado (Optional)	
Absent: Jennifer Beckhom	
Meeting Discussion- Date: 04/14/2026	
Agenda	
<p>1. <u>General topics:</u></p> <p>A) DOE Genesis Proposals/NOI Status</p> <p>i) KCEID met with partners, RAs, and PIs. All required documents are requested by the 17th. Team will be on-site April 22–23 to assist with uploading and routing proposals.</p> <p>B) Proposal Development and Collaborations</p> <p>i) COS: One proposal is finalized as either an incoming or collaborative submission; a meeting for this is already in progress. Remaining proposals are still in the lead development stage.</p> <p>ii) Some PIs are still awaiting decisions or responses from collaborators.</p> <p>iii) National Lab Collaborations:</p> <p>1. No confirmation has been received regarding national lab engagement.</p> <p>2. KCEID noted it may be too late to initiate new national lab collaborations based on prior experience. However, there is still hope that preliminary contact has already been established.</p> <p>3. National labs do not require a letter of commitment and cannot make changes at this stage.</p> <p>C) Proposal Requirements and Compliance</p> <p>i) Key Personnel Documentations:</p> <p>1. Each institution (lead and non-lead) must upload the requirements of the DOE Genesis proposals, including consolidated collaborator templates</p> <p>ii) Security Training</p> <p>1. All required documentation must be completed</p> <p>2. Industry partners must use the DOE website training or CITI training program.</p> <p>D) Cayuse and Institutional Profiles SOP</p>	



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<ul style="list-style-type: none">i) Investigator profiles in Cayuse must be reviewed for accuracyii) Common issues:<ul style="list-style-type: none">1. Incorrect or missing UTSA address2. New investigator profiles not properly completediii) Institutional profiles must be added and marked active (checkmark required) <p>E) Proposal Packaging, SOP, and Review Process</p> <ul style="list-style-type: none">i) File naming must follow SOP conventions (proposal number description)ii) The proposal document order is often not followed and must be corrected.iii) Ensure consistency across documents. Reminder to conduct a two-level review before submission to OSP. The RA preparing the package must verify consistency across all documents, while a second RA should check for completeness and consistency.iv) Proposals not following SOPs will be retracted and returned to the RA to ensure uniformity and compliance <p>2. <u>Action Items and Reminders:</u></p> <ul style="list-style-type: none">A) A letter of commitment has been routed; detailed scientific roles and resource information are still required as part of the full proposal package.B) Walk-in lab is scheduled for April 14, 2026; participants are encouraged to sign upC) Training Topics submission is still open
Discussion topics for next meeting: 04/28/2026
Agenda <ul style="list-style-type: none">• TBD