Meeting Q&A follow up sent on behalf of MRAM

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| 9/14 MRAM Q&A Follow Up  |

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| **Greetings Colleagues,**The [9/14 MRAM materials](https://finance.uw.edu/gca/mram/meeting/2023-09) are published for your review. Q&A from our session are included here for reference and will be available with the other meeting materials shortly. Note, also included, are follow up Q&A from the 8/10 MRAM presentation on the NSF Responsible and Ethical Conduct of Research Training Requirement.**Jump to Sections:*** [Proposal Reminders](#a1)
* [Tips for Success-Award Setup & Modification Requests in SAGE](#a2)
* [GCA - Award Setup Updates & Milestone Award Tasks](#a3)
* [ECC Update](#a5)
* [Subaward Questions](#a6)
* 8/10 MRAM follow ups - [NSF Responsible and Ethical Conduct of Research Training Requirement](#a7)
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| **Proposal Reminders** |

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| Review [Fall Proposal Reminders](https://www.washington.edu/research/announcements/fall-proposal-reminders/). **Q1**: Given that links change over time, should we also be uploading a PDF of the Request for Proposal (RFP) tot he eGC1? **A1**: A PDF is definitely helpful regardless. Some departments are particularly helpful in highlighting key requirements on the PDF when they attach it, which is appreciated. **Q2**: Do we give proposal submission access to our specific OSP reviewer or the general osp@uw.edu? **A2**: For most systems, giving access to osp@uw.edu is the appropriate method. Our Central Operations team maintains registrations and accounts for a wide variety of sponsor systems. **Q3**: Should we label attachments as Draft and Final? **A3**: Yes, labeling the attachments as drafts or final versions can be helpful, but is not required. **Q4**: If an eGC1 is stuck because faculty hasn’t completed the Significant Financial Interest (SFI), is the eGC1 preparer notified? Or do we just have to keep checking in SAGE? **A4**: At this time, [only investigators are notified](https://www.washington.edu/research/tools/fids/guide/topics/email-notifications-details-and-samples/) when a disclosure for the eGC1 needs to be completed. **Q5**: If the deadline for submission is at 5pm PST, does that day count as a business day (when calculating the 3 day and 7 day OSP deadlines)? **A5**: Please review the guidance in [GIM 19: Calculation of Three Business Days](https://www.washington.edu/research/policies/gim-19/#calculation-of-three-business-days) which explains how to calculate a GIM 19 deadline to OSP. **Q6**: When we click "check for errors" can SAGE be updated to notify the submitter that the dates entered are not GIM 19 compliant? **A6**: Thank you for your feedback. We will consider this for a future SAGE enhancement.  |

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| **Tips for Success Award Setup & Modification Requests in SAGE** |

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| **Q1**: If the department doesn't receive the notice from the sponsor (it just goes to the PI and OSP), will OSP initiate the Award Setup Request or do we need to rely on the PI to relay this information so the department can process? **A1**: OSP is only initiating Award Setup Requests or Modifications for award documents that are sent only to OSP. If the PI also receives the notice or documents, the PI / Department should initiate the appropriate action in SAGE. **Q2**: Does this mean the contact PI needs to be included on all sub-budget worksheets? **A2**: Yes, that is correct. The PI needs to be included on all SAGE Budget worksheets in order for the individual to be given the correct Workday role (i.e. Principal Investigator (Grant). **Q3**: How do you add a comments to a Modification Request?  **A3**: There is a Comments & History section at the bottom left corner of the SAGE Modification form. You can enter comments there. Review [instructions for how to add a comment to a SAGE Modification Request](http://www.washington.edu/research/tools/sage/guide/awards/modification-requests/modification-request-header-and-navigation/).  **Q4**: For GRs that are misaligned with Cost Centers, what is the process to realign the GRs with the proper CCs? Is this done in WD alone or does a change in SAGE need to be made to drive WD? How do we contact GCA regarding this? **A4**: Please send a SAGE Modification (GCA Only) to GCA using the “Other Changes” category on the Modification form and include the new cost center in the SAGE Modification form’s Comments & History. **Q5**: Some of our created MOD requests seem to be missing the short titles, how do we make sure those are included so we can more easily identify each MOD request in our list? **A5**: ORIS plans to enhance the Modification Request and Award Request List to display additional data in a future release.  |

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| **Q6**: Do Other Significant Contributors (non PI/co-I without FTE) need to be listed in SAGE Budget as well? **A6**: Other significant contributors on an NIH award do not need to be added listed in SAGE Budget because they are not contributing effort to or receiving salary/benefits from the award. **Q7**: Do we need to include the mailbox ID in our SAGE budget? I've had Award Setup Requests returned to me for not including this, but didn't think it was mandatory. **A7**: The Box Number for Official Correspondence field in SAGE Budget is optional. You do not need to enter this field for a new award setup in Workday. This has been shared with the GCA Award Setup team. **Q8**: Is there a way for OSP to see whether we already have an ASR in composing status? I am receiving duplicates from OSP while I am still composing/working on revised SAGE budget. **A8**: Once an eGC1 is used to create the ASR, a duplicate ASR cannot be created with the same eGC1. ORIS is working on the Award Request List search functionality which should help locate ASRs. **Q9**: I’ve had to create two ASRs so far. When I’ve tried to attach the SAGE budget, the ASR doesn’t recognize it and I’ve had to create a copy of the budget in order to get it to work. This creates a second SAGE budget number and makes things a bit confusing. Will this be fixed in the future? Also, the ASR requests a lot of the same information that’s in the eGC1 already. Since we’re electronically tying the eGC1 to the ASR, is it possible to update the ASR requirements so we don’t have to retype the same information? **A9**: The best practice for award budgeting is to create or copy a distinct budget for time of award, separate from the proposal budget, so the system is working as intended in this scenario. This is for easy recognition of which is which when the two budgets vary. As for the information that defaults from the eGC1 to the ASR, ORIS will review what information is auto-populated from the eGC1 and see what improvements we can make down the line. Right now, ORIS's priority is stabilizing the system and adding enhancements as time allows.  |

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| **Q10**: Is there a way to delete a modification entirely? **A10**: Users can delete a Modification Request in “Composing” status. SAGE users cannot delete Modification Requests created by the Office of Sponsored Programs (OSP) in SAGE Central and sent to campus to complete (even though status is “Composing”). **Q11**: Our department is no longer receiving notifications for Advance Setup and Award Setup completions. Will those resume? **A11**: Please email gcahelp@uw.edu with information about the advance setup and Award Setup Requests and what system (Workday or SAGE) is not providing notifications so GCA can research the specific issue. **Q12**: Do we have a way to find if there are award modifications (MOD #s) for specific budgets. Such as looking for late extensions. **A12**: Currently, there isn't a way to search by specific budgets in SAGE. We are working on the ability to search/filter for requests (ADV, ASR, MOD) by eGC1 number, request number, and Workday award number. ORIS will consider this suggestion for a future enhancement to the Award Requests list search/filter feature. **Q13**: If pre FT, we already had a SAGE budget for our main award line, and there were not separate workshops for each subaward (outgoing), we now need to create one per subaward? **A13**: Yes, each outgoing subaward requires a separate SAGE Worksheet and a separate Workday award line. **Q14**: Will there be a Search feature under Awards so we can find others that we need to be added to? **A14**: ORIS is working on adding functionality to allow users to search by Workday award number in SAGE.  |

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| **Q15**: For budgets that are Modular, can we go ahead and just send a modular budget, even though they may have sub budgets and subawards which will require more detail and may have unknowns. **A15**: Yes, for modular awards, you can submit a SAGE Budget with direct costs assigned to the Unallocated category. To rebudget funds into specific categories, you will need to submit a SAGE Modification (GCA Only) to rebudget the funds into specific categories and to create new award lines (formerly known as sub-budgets) for subawards or other purposes. **Q16**: If we have an original SAGE Budget worksheet linked to an eGC1 and the NOA is less (due to later communications with the sponsor) are we supposed to complete a new worksheet to link to the MOD? **A16**: No, once the SAGE Budget/worksheet is connected to an eGC1, that SAGE Budget cannot be connected to an ASR or MOD. Best practice is to create or copy a distinct budget for awards, separate from the proposal budget. Once the award budget is created, the snapshot URL can be added as a comment or the export can be uploaded to the request. **Q17**: I have submitted a MOD incorrectly that needed both OSP and GCA approval. I had only included GCA. Is there a way to add approvers (in this case OSP) after the fact or do I need to start the MOD all over? **A17**: Unfortunately, you will need to submit a new request with the appropriate routing. Please send an Award Portal ticket to GCA and we can deny the request in SAGE for you. **Q18**: Is there a way to update MOD after it has submitted to make changes to it? **A18**: Once you have routed a SAGE Modification Request to OSP or GCA, you cannot make changes to it. You can contact OSP or GCA to return the item to you in SAGE so you can make additional changes.  |

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| **Q19**: Is there any way to get urgent requests, and real emergencies like use it or lose it funding processed quicker? Really for critical ones only. **A19**: Please send an Award Portal ticket to GCA with the MOD request ID #, letting us know that this is a time-sensitive request so we can try to prioritize it more highly. **Q20**: Are you prioritizing Advance budgets so we can get worktags for payroll and won't need to do transfers? **A20**: Yes, GCA is prioritizing SAGE items that are impacted by upcoming payroll cutoff deadlines as we approach them. GCA has limited insight into the details of each SAGE request without reviewing each request individually. **Q21**: If we have a MOD in the queue that has sponsor docs for the next period of funding, should we submit a temporary extension MOD for the same award to get the award end date extended while the MOD with the sponsor docs is waiting to be processed? **A21**: Please send an Award Portal ticket to GCA with the MOD request ID #, letting us know that this is a time-sensitive request so we can try to prioritize it more highly. **Q22**: Does the contact PI need to be listed as PI on their sub-budget SAGE budget worksheet?  **A22**: Yes, please include the Principal Investigator for the non-primary award line (formerly known as sub-budget) on the appropriate SAGE Budget Worksheet as the “Principal Investigator”. **Q23**: Is there an understanding of SAGE Budget limitations for Staff Assignments? We can't have the $ and % match. We can do one or the other because of rounding and SAGE Budget limitations. **A23**: Yes. ORIS has heard this issue from several units and have added it to the list of enhancements for SAGE.  |

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| **Q24: What is the turnaround time for MODs that are re-submitted after a return?****A24:** GCA does not have a turnaround time for reviewing SAGE Modification Requests. Resubmitted items are prioritized over new items when possible but there is no easy way for GCA to identify resubmitted items in SAGE. Likewise, in the case of MODs returned by OSP to campus, OSP cannot easily differentiate resubmitted MODs from new ones. Turnaround time will also vary, as the reasons the item was returned are not necessarily the only issues that need to be addressed, such as when further compliance reviews or negotiations with the sponsor are required. **Q25**: Can we have a search identifier for MODs/ASRs with either the PI or eGC1?  **A25**: ORIS is actively working on the Award Request List Search feature. **Q26**: I've had multiple MODs returned to me from GCA for one reason, and after making the edits and returning the MOD it was assigned to a different GCA team member and then it was returned to me for another reason. Is there a way to return a MOD to the same person in GCA or request that GCA reviewers send all comments in one return, rather than going through multiple iterations? **A26**: There is no way in SAGE to return an item to a specific person in GCA. Due to the high volume of requests, GCA is reviewing the process for returning items to campus to ensure we limit the number of times an item is returned and standardizing the reasons an item should be returned. **Q27**: Can you provide a link to the GCA Modifications spreadsheet checklist? **A27**: You can find the new SAGE Modification Request Checklist on the [GCA Modifications webpage](https://finance.uw.edu/gca/award-lifecycle/award-setup/modifications). **Q28**: We recently received the following instruction for subs that did not convert properly in Workday: "You need to create a MOD that goes directly to GCA. The MOD type should be Funding & Budgeting Change, Rebudgeting (no sponsor approval required), Creating a new award line. " This indicates that when you choose Funding & Budgeting change, other fields populate, but that is not the case. Is this something that is going to be added? **A28**: It is our plan to enhance the MOD request to capture the necessary information so that the award in Workday can be updated correctly. In the meantime, please follow the instructions on the [GCA website](https://finance.uw.edu/gca/award-lifecycle/award-setup/modifications) for completing these MODs.  |

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| **Q29**: Can you talk about what is happening with Advance Budget requests? We heard that GCA cannot identify these. **A29**: GCA can identify advance requests in SAGE. **Q30**: Should we attach the GCA Modification Checklist to MODs currently assigned to GCA? **A30**: No, you don't need to attach the upcoming Modification Checklist to an existing SAGE Modification Request. If GCA returns a Modification Request, we may suggest using it to provide additional information. **Q31**: Is there further guidance on the checklist for Non-Snap RPPRs that have specific deadline? **A31**: The new SAGE Modification Request Checklist does not include RPPR submission. For information about what to include in a MOD for an RPPR, check out the "Other Modification" section of the [Award Changes webpage](https://www.washington.edu/research/myresearch-lifecycle/manage/award-changes/).  **Q32**: My Award setup is still with OSP/GCA. Should I request a temporary budget extension? **A32**: A Temporary Internal Extension may not be the appropriate way to workaround the delay; it depends on the award. If you have a concern about meeting a specific deadline (e.g. payroll), please email gcahelp@uw.edu with the SAGE Request ID number and we can advise you on the best course of action. **Q33**: Last year, we submitted a Modular budget, and a SAGE budget was linked to the egGC. Now, we've received a Just-in-Time request that requires a detailed budget. Due to changes in salary and benefits rates, the original SAGE budget isn't suitable for JIT, so, I created a second SAGE budget. Is there a method to attach or link this second budget to the eGC1 so that both the department and OSP can easily access and review it when processing the ASR? **A33**:  Unfortunately, there isn't a current method to attach or link the second budget to the eGC1 once it has been approved.  ORIS  will consider this for a future SAGE enhancement.  |

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| **Q34:** Will SAGE Awards ever include the option to attach documents in the Supporting Attachments section after we've submitted the MOD? i.e. - if we receive award mod doc from sponsor.**A34**: Thank you for the feedback. ORIS will consider this request for future enhancements to modifications. |

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| **GCA - Updates & Milestone Award Tasks** |

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| **Q1**: Is there a list of the most common new Object Codes to use for Budgets. i.e. 01 Salaries is now \_\_\_\_\_\_? **A1**: GCA has a crosswalk for FAS object codes and Workday object classes available on the GCA Workday Object Classes webpage. For more information, visit the [Workday Spend Category Guidance 2.0 knowledge article](https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032449) in UW Connect. **Q2**: Will the name search feature in AwardPortal be fixed? It still does not consistently search for people by name or NetID.  **A2**: The Award Portal Partial PI Name search has recently been improved. If you are still having issues, please send an email to gcahelp@uw.edu with an example. The Award Portal search does not allow users to search by UW NetID at this time. **Q3**: The ‘friendly reminder’ for deliverables seems to be necessary, or some kind of notifier. Yes, we can go look but if we are managing many dozens of awards there needs to be a way for this to come to someone’s attention when it’s due. **A3**: At this time, GCA is focused on catching up on critical processes like new award setup and invoicing. We will revisit the courtesy reminders once we have capacity to resume that process. **Q4**: Is there a report that lists what awards have tasks that are due? **A4**: Yes, you can run a report called “Find Award Tasks” in Workday. You can also see the upcoming award tasks that are coming due in the next 90 days in the Award Tasks in the award in Workday. Award tasks and their due dates are also available in Award Portal. **Q5**: Will GCA bring in extra help to handle the backlog? **A5**: GCA's current plan only includes reallocating existing resources to handle the backlog. **Q6**: Does “find award tasks” need to be run award-by-award? It would be helpful if it could be run by cost center. **A6**: You can run the Award Tasks R1228 report in Workday and enter the Company and the Cost Center and you can see all the award tasks for your cost center.  |

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| **Q6**: I have an award where we can complete partial milestones, e.g. "please invoice 1/2 of milestone 4" - would we still submit requests like this in Award Portal, vs. checking off the milestone in WD? **A6**: Please send an Award Portal ticket to GCA if a partial milestone has been completed. Then, GCA will split the original milestone into two separate award tasks, mark one as "complete" and the send the invoice to the sponsor. **Q7**: I don’t have the option to complete the milestone, only the ‘view award task status’. Is there a specific security role that can complete milestones? **A7**: To complete an award task, you must have the Workday Grant Manager role associated with the grant worktag. **Q8**: Will R1228 (Award Tasks) report help with viewing pending milestone actions? **A8**: Yes, Workday report R1228 does show pending milestone award tasks. Look for Task Type = “Invoice Milestone - Invoicing”. **Q9**: What happens when a Payroll Accounting Adjustment goes from a dept. budget to a grant budget for someone who has salary cap? How do we account for the cap? Is this information published somewhere? **A9**: Please use UW Connect Finance to send this question to the Grants Team at the Integrated Service Center.  |

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| **ECC Update** |

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| **Q1**: Can Workday be configured to have a K Award Cap similar to the new way we are managing NIH Salary cap? We were told this would be a feature, but all K awards were set up with Executive Level II cap, and now we are still having to do manual calculations on the back end. **A1**: Currently, there is not a plan to configure Workday to account for the different K Award salary funding limitations. K Awards will continue to be set up with the applicable HHS salary cap, since the [cap does apply to K Awards under NIH policy](https://urldefense.com/v3/__https%3A/grants.nih.gov/grants/policy/nihgps/HTML5/section_12/12.8.1_salaries_and_fringe_benefits.htm__;!!K-Hz7m0Vt54!mXZDfmh6PnBC_dhm4OZorxILMUbNsdt80tDsNhMPp0xCZrmVHJyjfqLg5e70VxQ-3HQt_NvtRaxcmUU$). **Q2**: Is Certifier training for faculty? Will they be informed about available training? **A2**: Yes, the certifier training would be for PIs and faculty. Communications will be sent to all certifiers when the training videos are available for viewing. **Q3**: When will we be able to fix salary problems that occurred prior to 6/30/2023?  **A3**: The process for processing accounting adjustments for pre 7/01 transactions has yet to be finalized. Unfortunately, there is not a specific date for when the process will be available, but it is anticipated the process will be ready within the next several weeks.  **Q4**: Is there any question about who is "named" on the award - if an award references the application, for example, where names on the application are key personnel? Don't most federal awards only name the PI/Co-PI? **A4**: This depends on the policies of the specific sponsor. While federal sponsors usually only name PI and Co-PI on the Notice of Award, agencies differ as to which individuals must obtain approval to reduce committed effort. Some agencies state that only those specifically named on the Notice of Award must obtain approval. Other federal sponsors are less clear on the issue. If you have questions regarding a specific instance and whether the individual requires approval for a reduction in effort, please reach out to PAFC at gcafco@uw.edu. **Q5**: What is the link for the ECC system?  **A5**:  [https://washington.huronecc.com/ecc/multipleInstitutionSelect.action](https://urldefense.com/v3/__https%3A/washington.huronecc.com/ecc/multipleInstitutionSelect.action__;!!K-Hz7m0Vt54!mXZDfmh6PnBC_dhm4OZorxILMUbNsdt80tDsNhMPp0xCZrmVHJyjfqLg5e70VxQ-3HQt_NvtGuBBrdQ$)   |

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| **Subaward Questions** |

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| **Q1**: On a subaward, I have a subaward that will be ending on the 30th of this month. I want to know if I can do an extension Modification now? **A1**: You can submit a subaward modification request in SAGE once the MOD to extend the prime award has been processed in SAGE & Workday. Please put the award MOD number in the Comment section so that the OSP administrator can locate it. **Q2**: We have some BPOs for subawards that were not transferred to WD. How do we do that? **A2**: It depends. There are a few things to check on. Did the award line for this subaward convert into Workday. If not, you need to start by submitting a MOD to GCA to create that award line. Once you have an award line, please send an email to ospsubs@uw.edu with the UWSC number and the remaining balance on the subaward. OSP will request a new supplier contract and PO for your subaward. If you have an award line, but no associated Supplier Contract, please send an email to ospsubs@uw.edu with the UWSC number, the period of performance, and the remaining balance on the subaward. OSP will request a new supplier contract and PO for your subaward. If you have an award line, a supplier contract, but no PO, OSP has run a report and is requesting that Procurement create POs for these subawards. Email ospsubs@uw.edu if you have questions about that process. If a prior BPO number for the subaward was converted, please proceed with the BPO number that is in Workday and have your subrecipients use that number for invoicing.  |

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| **Q3:**It is a federal requirement that PIs approve subcontract invoices. I understand that these invoices are being sent to GHX for upload as well. If this is so, are they being routed in Workday for approval by the grant manager and the PI? If not, this is a compliance issue, and we will need a way to address it (inside or outside of Workday).**A3:** It is UW Policy (GIM 2) that PIs approve subaward invoices, and Workday’s business rules were configured to accommodate this approval process. When an invoice for a Subaward Purchase Order is entered into Workday, it will first go to the Grant Manager for review and approval, then to the PI for review and approval. If this approval process does not trigger in Workday, the PO is likely not correctly set up as a Subaward PO. |

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| **NSF Responsible and Ethical Conduct of Research Training Requirement** |

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| **Q1 & Q2**: If a researcher was previously certified as a postdoc but they are now a PI, do they need to re-take the training? Does a PI needs to redo the RCR when they have done one while they were a post doc?**A1 & 2**: On July 1, 2023 CITI added a module that a researcher—if they took their training prior this date—would still need to complete. It is called: Mentoring and Healthy Research Environments (RCR-Basic) (ID 20983), and it can be found under the RCR Basic course. If all their other trainings are still valid/current, a researcher can log back in to CITI and find it listed.  |

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| citi training example |

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| **Q3**: Does the training need to be completed at the time of proposal or at the time of award? **A3**: Ideally the training would be completed as soon as possible, but—at a minimum—the training needs to be completed at the time of award. **Q4**: For the NSF Responsible Conduct of Research, what are best practices for documenting this compliance for non-UW senior personnel? **A4**: If the non-UW senior personnel does not have a MyResearch account, I would recommend that the UW senior personnel collect the training certification, and keep it in his/her their records.  |

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| [**9/14 MRAM Material**](http://discover.uw.edu/MTMxLUFRTy0yMjUAAAGOXNwh72uEfxCB9izmWpNBKJpxIpVk7Cks5QLdRL-I208svb-dcIbNzUoe529WySTh4Zuc2EU%3D) |  |

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| [**UW Home**](http://discover.uw.edu/MTMxLUFRTy0yMjUAAAGOXNwh75H0IE-CSwTIkdOzQd-8nCSjp8Yldem_-nzpQwhvO45ECkpa-J4dMV296QnNMozk0l8%3D) |  | [**MRAM**](http://discover.uw.edu/MTMxLUFRTy0yMjUAAAGOXNwh749RCrW9i74V1msYOxW_jI18rkFrw5FJ-SGv57XDodu0GZHp0Kd42DD8zTuTiWJWAXM%3D) |

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