

Research Admin Community (RAC) Meeting Minutes

September 12, 2019

Internal Audit:

Lenka Perkins

- CAP Pcard:
 - Participant support costs (incorrect coding, incomplete distribution logs)
 - Recommendations to use Tango where possible
- CAP Travel:
 - Unallowable mileage claims
 - Reimbursed claims also on Pcard
 - Use of excess lodging exception code (need more info when multiple stays on one TEV)
 - Use of travel details (need more info when applicable)
 - Employees should pay own meals and claim per diem rather than one employee covering all and claiming receipt reimbursement
- CAP Fuel card:
 - Accounting for use: units should see if have one at unit and if do, manage properly
- Other
 - Finding shared user accounts for data access – should be unique users
 - State travel cards – some cardholders not paying bill, balance then expensed to WSU
 - Time taken off not properly accounted for and deducted from accruals [note: taking an active role in supervising employees will continue to be just as important in Workday as it is now, Workday will not be a substitute for supervision and monitoring responsibilities]
- FY 2020 focus areas:
 - CAP functions:
 - Pcard - continue more tests on participant support costs (was State Auditor focus at another higher ed)
 - Pcard - likely focus on high risk transaction types or vendors
 - Payroll, Travel and other – likely focus on high risk transactions or transaction types

Sponsored Programs Services:

Casey St.Clair

- Department Contacts for Sponsored Programs Services notifications
 - Let SPS know who these contacts are so they can update the list in MyResearch
- Institutional Base Salary and Salary Cap
 - The draft of the new WSU Institutional Base Salary and Salary Cap policy is currently circulating for review and comments
 - Notes for how Salary Cap will be managed in Workday
 - Anything over the cap will go to a departmental account which has been designated by department
 - If no account is determined prior to going over the salary cap SPS will unilaterally assign it to a departmental F&A account

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Office of Research Advancement and Partnership:

Maureen Bonnefin

- Office of Research Faculty Open House in the Office of Research conference room, Lighty 280 on Friday, October 20th 2019
- Research Week will take place October 21st-25th
 - Opportunities for PI's to network and attend Flash talks
 - Various workshops and informational meetings
 - Center for Arts and Humanities grand opening on October 24th, 2019 in the Honors College Lounge
 - Four (4) Funding Opportunities
 - More information at www.researchweek.wsu.edu

Office of Research Support and Operations:

Derek Brown

- Research Administration Service Award
 - Thomas Busch (College of Arts and Science)
 - Christopher Cree (WSU – Tri-Cities)
 - Ariana Evensen (WSU – Spokane)
- Research Administration Contribution Award
 - Susan Cao (College of Agriculture, Human and Natural Research Sciences)
 - Mary Cody (College of Arts and Sciences)
- Research Administration Pioneer Award
 - Paul G. Allen School of Global Animal Health Administrative Team

Jessica Smith-Kaprosy

- Foreign activities email will be sent out soon
- IP procedures updates
 - Email Jessica (j.smith-kaprosy@wsu.edu) for more details
- The new subaward person has been hired and will be starting soon!

Matt Michener

- Update on the employee retention discussion
 - Still working on it!
- Faculty Transfers
 - Outgoing transfers take time. Please be proactive and prepare the PI's for how long this can take.

The next RAC Meeting will be December 5th, 10AM-11AM in Lighty 405.