Agenda:

1. Call to Order and Approval of Agenda
2. Approval of minutes from January 9, 2013, meeting
3. Announcements
4. Requests for Information and Updates
   a. Post-award follow-up – Susan Camber
   b. Social media guidelines – Jeff Cheek
      
      http://passcouncil.washington.edu/social-media-guidelines/
5. Old/New Business
6. Adjournment

1) Call to Order and Approval of Agenda
Call to order at 9:05 and agenda approved

2) Approval of minutes from January 9, 2013, meeting
Minutes from the January 9, 2013, meeting were approved as written.

3) Announcements
Chair Miller reported that IPMAC (the Intellectual Property Management Advisory Committee), which is appointed by the President and SCIPC (Special Committee on Intellectual Property and Commercialization), which is appointed by the Faculty Senate. Both met once since the last time that FCR met. Miller is an ex officio member of both Committees and the primary agenda item for both was a proposed/draft Intellectual Property Agreement. He circulated copies of this agreement and asked the Council to quickly review it and let him know if they had any questions or concerns either now or by e-mail in the future. Apparently members of SCIPC were questioning if faculty should be signing this agreement. In Miller’s opinion this agreement is more favorable to faculty than policies currently in place. Those policies, many of which are included in Executive Order 36, has led a movement to review and possibly proposed changes to that Executive Order as well.

In support of the agreement, Vice Provost Lidstrom commented that this document clearly lays out what faculty rights are with regard to intellectual property. The intention of this document is to provide faculty members with all she or he needs to know about this without having to ferret out the information from a number of different sources.

One council member questioned who within the UW would be asked to sign this document – faculty, students, staff – or all of the above? Questions also came up about software patents and start-up companies might be impacted. Lidstrom suggested that a FAQ sheet be drafted that would address specific details and give examples of how the new policies would work in given situations – rather than
addressing every detail in the agreement. Chair Miller thanked the Council for its feedback and said he would transmit their concerns to IPMAC and SCIPC at their next meetings.

4) Requests for Information and Updates

a. Post award follow-up

Susan Camber, Associate Vice President for Financial Management, began her presentation by introducing Lily Gebrenegus, Assistant Director for Grant and Contract Accounting – and by saying that for the most part, invoices and reports go through to funding agencies in good shape and are on time. When more information is needed, PI’s or their administrators are typically very responsive. But a relatively small number (1-2%) of these are not on time, and missing information is difficult for her staff to retrieve. With funding agencies becoming increasingly rigid in their policies and deadlines, Financial Management has felt the need for a more formal procedure for the “Follow-Up Process.”

She reviewed (through a Power Point Presentation) the steps they had taken in developing this process beginning by defining the problem areas. These include:

1. Deficits
2. Open invoices pending PI action
3. Unmet cost share
4. Unmet milestones/deliverables
5. Fabrication journal vouchers
6. Balances of funds with programmatic restrictions
7. Information on sponsor-specific financial reports
8. Open encumbrances (future implementation)

She then addressed what can happen – or the potential consequences of late invoices, report and closing, including:

1. Invoices not paid, resulting in deficits
2. Sponsor not funding future awards for PI
3. Sponsor not funding future awards for any UW PI
4. Suspension of UW letter of credit

And finally the new, draft process (effective for budgets expiring after 12/31/2012):

1. **First Attempt**: Initial Grant Tracker sent to departmental email account or fiscal contact with two week timeline for needed actions to be completed.
2. **Second Attempt**: Follow-up message sent to department administrator and PI, providing one additional week for action.
3. **No Response**: GCA will take appropriate next step (http://f2.washington.edu/fm/gca/gca-follow-process)

The Council discussed the pros and cons of who gets contacted on the first and second attempts and also the timing on both of those. Concern was expressed that more time should be given to PIs and administrators to respond. Lidstrom commented that she likes the 2-teir system – and
its intent to avoid alarming/bothering the PI. The Council seemed to agree and finally came up with the solution that the First Attempt should be given one week (instead of two) – and the Second Attempt should be given two weeks (instead of one).

Camber reiterated that this is a relatively rare occurrence with only 1-2% of all grants and contracts needing this sort of process. She estimated this involved approximately 20 per month. With the new process in place, those requiring this level of follow-up will be documented and “repeat offenders” will be easily identified. Staff are already aware of those who repeatedly fall into this category, but there will now be information and data to share with those PIs who may need to tune-up their own administrative procedures.

Once finalized, this draft will be distributed to MRAM (the monthly research administrator meeting group) and to all administrators for further comment. Camber also encouraged Council members to contact her if further questions came up after the meeting.

She then mentioned that after quite a bit of talk, the federal government (OMB) has finally developed a proposed new Guidance on cost principles, audit and administrative requirements for federal awards that will affect not only universities, but also state and local governments, tribes and non-profit organizations. The Guidance is 400 pages long – and Camber is in the process of reading and summarizing the parts that will impact faculty. She feels that some of the new Guidance will be in the UW’s favor, but is worried that there could be harmful changes as well. The Council on Governmental Relations (COGR) is martiaing its forces to determine the extent and impact of proposed changes on the UW, and will be responding. Public comment is due by May 2, 2013; although Camber feels there will be agency push-back to extend the comment period. She hopes to have her summary done for review of the University community, including FCR, within the next thirty days. Chair Miller thanked Camber for the heads up.

b. Social media

Jeff Cheek, Associate Vice Provost for Research Administration, addressed social media guidelines (see http://passcouncil.washington.edu/social-media-guidelines/). The website notes that the University is rapidly integrating the use of social media into its academic, research and service mission. There are information security and privacy risks as well as ethical, professional, legal, technological, personnel and interpersonal issues associated with the use of social networking and media. The guidelines enumerated in the website are intended for department or unit (academic or administrative) sponsored social media and department or unit authorized use of social media for background searches on candidates for hire and/or promotion. All UW policies as well as state and federal laws apply to online activities.

In addition to the guidelines, the website includes an optional training module for those interested.

In response to a request for examples of issues that these practices would address, Cheek referred the Council to the Best Practices for Use of Social Media on the website.

5) Old/New Business
There was no old or new business.
6) **Adjournment**
The meeting was adjourned at 10:07 a.m.

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Minutes by Susan Folk, Faculty Council Support. slfolk@u.washington.edu

| Present: | Faculty: Miller (chair), Rosenfeld, Scheuer, Slattery, Beauchamp  
|          | President’s Designee: Lidstrom  
|          | Guests: Susan Camber, Lily Gebrenegus, Jeff Cheek  |
| Absent:  | Faculty: Vogt, Aragon, Roesler  
|          | Ex Officio: Yin, Nolan, Sundt, Fridley, James  |