The Faculty Council on Research met on Thursday, April 17, at 9:00 a.m. in 26 Gerberding Hall. In Chair Asuman Kiyak's absence, Brent Stewart presided.

**PRESENT:**  
Professors, Booth, Sarikaya, Stewart, Tolnay  
Ex-Officio Parks, Camber, Zuiches

**ABSENT:**  
Professors Heath, Gordon, Kartsonis, Kiyak, Ruzicka, Troll, Vance, Vitaliano, Vogt  
Ex-Officio Sjavik, Stygall, Blake, Dworkin, Ghosh, Kahl, Hogan

**Guests:** Jeanne Marie Isola, Kimberly Jaehne

**Synopsis:**  
1. Approve agenda  
2. Approve minutes  
3. Financial Desktop Initiative presentation (Jeanne Marie Isola)  
4. International Traffic in Arms Regulations (ITAR) (Carol Zuiches)

Stewart called the meeting to order at 9:05 a.m.

**Approve agenda**  
The agenda was approved.

**Approve minutes**  
There being no quorum, approval of the March minutes was postponed.

**Financial Desktop Initiative (Jeanne Marie Isola)**  
Jeanne Marie Isola gave an overview of the Financial Desktop now under development, focusing on the user approach to development, the project scope, and the design prototype.

The group that organized the Financial Desktop Initiative is user-driven – the developers meet with the task teams every week, gathering feedback and critiques, and building the business rules for the project as the prototype is built. The Project Improvement Team (PIT) oversees and coordinates the task groups.

---

**Diagram: Financial Desktop Initiative Structure**

- **USER Project Steering Committee**
  - Technology Infrastructure Team
  - USER Project Leadership
  - Financial Desktop Advisory Group
  - USER Project Technical Advisor and Lead
  - Financial Desktop Project Manager
  - Process Improvement Team
  - Application Developers
    - WEB Developer
  - Application Developers
  - Application Developers
  - Reporting User Task Group
  - On-line Transactions User Task Group
  - Project Accounting User Task Group
The Financial Desktop project began in 2001, and the project scope was defined in October 2002. Feedback from fifteen campus user groups indicated that 46% of users of financial information were most concerned about the accessibility and timeliness of the Budget Activity Reports (BARs) and Budget Summary Reports (BSRs). Users wanted these reports to be online and downloadable.

Other concerns included the need for online transactions, better project accounting, and easier reconciliation of grant information. Seventy-four percent of P.I.’s who responded (567 of 1800 responded) wanted their financial data online, in an easy-to-understand format, with timely posting of charges and easy-to-identify transactions.

The Financial Desktop is a phased project, which is proceeding in the order established by user preferences:

**Phase I:**
Online Budget Summary and Activity Report
- Easy to understand budget summary statement
- Drill down to transaction detail from budget summary
- Download and extract up-to-date transaction data

**Phase II:**
Online Transactions

**Future Phases**
Project Accounting
Reconciliation
Projections, Trends, and Forecasting

The application was built using a design-and-build methodology, which includes the following steps:
- Design Prototype
  - Paper mock up of screens
  - Concept only (i.e. detail numbers do not add up)
  - No actual data involved
- Working Prototype
- Alpha Product
- Beta Product
- Final “Go Live” Product

Isola walked the group through several screens of the Financial Desktop's prototype, which included a list of available budgets, high-level budget totals for each budget, and transaction summaries. FCR members participated in a review of the prototype and offered suggestions and input as to their preferences. Members had questions about revenue accounts and indirect costs, and offered suggestions for the look and feel of the online screens.

Isola said that the real-time balance of grants will not be available in this version of the Desktop, but will be phased in as soon as possible. It will be possible for PIs to specify any reporting they want, and obtain information for the specified period. Eventually, the system will interface with payroll so that salaries can be factored into the information. It is envisioned that the Financial
Desktop Data Warehouse, which will be able to access information from the Budget (FIN), Purchasing (PAS), and Payroll (HEPPS) systems, will enable this kind of reporting.

Beta testing of the Financial Desktop is expected to begin in Fall 2003, and the system should be ready to go live in Winter 2004. Isola would like volunteers for Beta testing and for feedback groups in June and July, 2003 – PIs are particularly needed to participate in the feedback groups, which are vital for the design of the system. Mehmet Sarikaya volunteered to participate in the feedback groups.

Response to the system prototype from FCR members was enthusiastic. Cost savings, better planning, and the flexibility to redirect resources were lauded as major benefits of the system.

**International Traffic in Arms Regulations (ITAR) (Carol Zuiches)**

Carol Zuiches gave a brief overview of the International Traffic in Arms Regulations (ITAR) and recommended that grants affected by ITAR should come to the Research Council for review before Grant and Contract Accounting accepts them.

ITAR grants are very difficult to identify, Zuiches said, but there are substantial fines, civil penalties, and loss of export privileges if the regulations are not scrupulously followed. PIs can be held personally responsible for violations of ITAR. "Flow-down" projects are a particular risk, Zuiches said, because the UW portion of the grant work may not appear to qualify under ITAR, but the larger grant may be subject to ITAR rules. One key to identifying non-ITAR projects appears to be open publication or fundamental research to which everyone can have access.

Zuiches said that she asked a federal agent pointblank if a particular project was covered by ITAR, and he said "Probably." The Commerce Department "control list" seems vague, Zuiches said, especially in the area of equipment. It is difficult for her department to be certain that they are in compliance with all the ITAR requirements.

Although ITAR appears to relate to military arms, it can also cover research that may not appear to have anything to do with actual weapons. One example of an ITAR project involves research on a metal that can be used in helicopter blades.

Worse, Zuiches said the technology does not have to be sent overseas to be "exported." In some cases, just giving a lecture about an ITAR-covered project to certain people can be construed as "exporting" the technology, even if the project itself is not a classified project but is just "sensitive." In these cases, the lecturer would have to get a license to give the talk or could be accused of illegally "exporting" the technology, even though nothing ever left the boundaries of the U.S. or even the UW campus.

With the advent of the Homeland Security Office and bio-terrorism threats, the UW will be looked at more closely. It would be important to have more knowledgeable eyes looking at these projects before they are accepted. The Handbook will probably have to be changed to specify that FCR reviews ITAR projects.

Stewart Tolnay asked what FCR would actually be reviewing, and looking for. Zuiches said FCR would review a project if GCA suspected that the project came under ITAR rules. FCR would then either approve or disapprove the project.

Parks said this raises some troublesome issues. Classified research, which FCR now reviews, has to be disclosed by the Feds and takes place in the Applied Physics Lab. ITAR research does not
have to be disclosed, and can occur anywhere on campus. Perhaps the place where this could be caught is at first contact, which is where the PIs decide what project they want to pursue. Sarikaya said faculty members should identify ITARs at the beginning of a project, not at the point where the award has been made and has only to be accepted.

Tolnay said he would be very uncomfortable voting on critical issues he knows nothing about, unless he has some training and a list of bullet points to use to evaluate the information. Zuiches said she needs some direction from the faculty. Parks said that training and information would be provided to FCR members if this change is made.

Cathryn Booth questioned whether the UW should be accepting these ITAR projects at all, since they are contrary to the principles of the University. Parks said it is tricky to have to serve the public interest, which includes defense, regardless of personal politics. Zuiches reiterated the fundamental values of the University's research policy, which include the ability to publish and disseminate research, and the diversity of the work force. But in cases of national security, sometimes things are done differently. Booth asked about the volumes of ITAR cases, which Zuiches said are minimal.

Parks said he will write some policy changes to go into the Handbook, and present them at the next meeting. He will consult with Kelly Knickerbocker, Facility Security Officer at the Applied Physics Laboratory, as well.

The meeting was adjourned at 10:45. Minutes by Linda Fullerton, Recorder.