

To: Deans, Directors, Dept Heads, Business Managers and Active Principal Investigators
From: Carol Sprague, Director
Date: 05/19/03
Re: More Items of Interest

1. New IPF

We have a new [IPF](#). Please destroy all of your old versions, including the recent draft version that was sent out for discussion purposes. You will notice that there are only Direct, Indirect and Total Dollar Values on the new IPF. We will be providing both a Word and a PDF version of this form, but would prefer that you use the PDF version, if possible, because of its greater functionality. We invite you to use the new IPF immediately, but its use will become mandatory on July 1, 2003.

Should the budget in your proposal not be sufficient for substantiation of costs, you may be asked for further itemization.

2. Basic Budget Building Tutorial

The OGCA Homepage now has a Basic Budget Building Tutorial in HTML and PowerPoint. You are invited to review and share this tutorial and to follow the links for additional important information. It endeavors to provide a clear presentation of the most common elements of this vital aspect of proposal preparation.

Visit [Proposal Assistance](#) to view HTML and PowerPoint versions of the Tutorial.

If you are interested in attending a presentation of the "Basic Budget Building Tutorial", please contact [Leanne Every](#) and you will be notified as they are scheduled.

3. Email Notification Automation

As many of you may be aware, we have an auto-notification to PI's as well as business managers or PI chosen designees when there is **Proposal Review Feedback***, and when a **Proposal** is sent out to the sponsor. We have recently implemented an auto-**Award** notification, as well, which is sent out when an OGCA Director has officially accepted an award. Important to the success of this notification process is the ability of the PI to **modify on-line** his/her email address and up to two CC addresses. All three addresses will be automatically emailed when there is Proposal Review Feedback, Proposal Submission, and Award acceptance.

Please visit: [Email Update](#) to check, verify or modify your designated email contacts for these events.

4. New Listserv

Thanks to the efforts of Nancy Stewart and other members of the staff, OGCA will have a research listserv set up by the end of the month. The goal is to share and disseminate information and lend helpful advice among members of the research community. This listserv is operated by OGCA and is intended only for discussion

of grant and contract related issues that are within the purview of our office (proposal preparation, grant and contract review and negotiation.) We will not provide feedback or resolve issues relating to Grant Accounting and the Controller's Office. For more information and subscription directions, please go to Listserv on our web site.

* OGCA plans on implementing a preliminary triage review system that provides for a quick review of completed proposals. It focuses on major items that would require correction or clarification. This review has yet to be implemented and is currently used on a pilot basis, but please consider who should be cc-ed on these reviews in addition to the PI, for example: business managers, bookkeepers, etc.