**Office of Sponsored Programs Roundtable Meeting**

Wednesday, September 27, 2023, 10:00 AM

Procrastinator Theater

**Welcome:**

* Alison Harmon, Vice President for Research & Economic Development

**Central Offices:**

* Introduction of new OSP Staff; FM portfolio changes – Dale Huls
* OSP DocuSign Procedures & Routing (handout) – Dale Huls
* Allowable/Unallowable expenses on IDC/Designated Funds - Tawnya Morgan (RED)
* Traineeship and Fellowship Appointment Form & process - Cassandra Balent (FSS)
* Procurement: SmartBuyMSU & Software Purchases

 Demonstration

* Leave Pool (handout): Q&A - Leslie Schmidt

 Demonstration - Kim Anderson (FSS)

 Anticipated implementation date Payroll #22 (Nov. 1 pay day)

* NSF Audit update; Other audit updates – Sandy Sward

**OSP/Research Updates and Announcements:**

* UIT new “fixed service” telephone fee rate increases: $25 per month/line – Telephone Rate (maintenance/changes included); increase in all other services

**Upcoming OSP Events:**

Tuesday, November 7th: PI Training, 8:30 a.m. – noon, Byker Auditorium

Tuesday, November 14th: Case Study Targeted Table Talks “Can I use Uber and stay at an AirBnB on my grant?” What MSU learned from the NSF OIG three-year audit. 12:15-12:45 p.m.

* Handouts: Agenda, OSP DocuSign Procedures, Leave Pool, RED/OSP Best Practices