

PAAC Meeting Notes- 12/18/2013

-PAAC Subcommittees:

- Sub-committees will play a key role in evaluating and improving the new post award management process, along with keeping our PAAC group productive and valuable to its members.
- The time commitment may vary by committee and over time, but there is an expectation that members will need to dedicate some time to optimize the post award management system.
- Each subcommittee will need a lead.
- Your involvement is necessary and very much appreciated.
- Scott will send out an email with more details.

-M-Reports: Open P.O.

- There is an issue with old PO's showing up... ITS knows about this and it will be fixed shortly.
- If you still see an open "old" PO, submit a help ticket to ITS or call 4-HELP
 - You may put all open "old" PO's on 1 help desk ticket to ITS

-Post-Award Process: Q&A

- Receiving-
 - Orders should be received at least once a week
 - If you're having a problem with lab members receiving goods they've ordered-please remind the lab members to go in the system to receive the items. If they still aren't cooperating, please seek higher authority to resolve the issue.
 - Queries in FINPROD show what has and hasn't been received.
 - Query view instructions are located in the Post Award Procedures Manual on the Post Award website, <http://medicine.umich.edu/medschool/research/office-research/grant-review-analysis/post-award-information>, under Resources.
Instructions: https://maisinc.umich.edu/mais/pdf/MP_XFIN_88_querymanager_SM.pdf.
- Imaging-
 - Things to be imaged:
 - Marketsite and Non-Marketsite orders MUST be imaged
 - Things you don't have to image:
 - Service Unit Billings