



Office of
Research and
Sponsored
Programs

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Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
November ongoing	Personnel	Pls inform ORSP personnel staff of changes in employment status of grant-funded employees, including time base changes and resignations. Please see news item on page 2 for more information.
November 12	Personnel	Campus closed in observance of Veteran's Day. Please see news item on page 2 for more information about paid holidays .
November 15	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00pm)
November 15	Post-Award	Final cost transfers, reimbursements and payments to vendors on projects which ended September 31, 2007*
November 19	Personnel	Pay Vouchers due for Student Assistants
November 19	Personnel	Absence Reports due for salaried staff, hourly staff, and Research Fellows
November 22- 23	Personnel	Campus closed in observance of Thanksgiving Day. Please see news item on page 2 for more information about paid holidays .
November 26	Personnel	Signed RRT Agreements for fall 2007 due to ORSP
November 29	Personnel	Payday for salaried staff and Research Fellows (paychecks available after 4:00pm)

**This applies only to funding agencies that allow the submission of final financial reports within 90 days from the end date of the project. For projects that require final financial reports within 30 days of the end date of the project, deadlines are shorter. Please contact your Grants Administrator for more information.*

New Project Expenditure Summary Report and Web Financial Reporting System

Based on feedback from PIs and administrative staff who manage grant-funded projects, Fiscal Affairs has developed a new report called the **Project Expenditure Summary Report**. This report is a one page, easy to read, snapshot of the project expenditures to date. Some of the helpful features of this new report include subtotals for benefit costs (exclusive of sick and vacation leave accruals), salary and operating costs. The report also includes a header with the basic information about the project, i.e. title, funding agency, project dates, etc. Please note: Several of the fields of the report header are currently blank. Fiscal Affairs and ORSP are in the process of loading this information into FMS so that the header will be complete in the future.

Fiscal Affairs has also developed a new Web Reporting system to deliver reports to project directors who are responsible for the management of externally funded grants and contracts. Through the system, PIs have access to the standard reports along with payroll information by simply logging in with their email address. Currently, July, August and September 2007 reports have been loaded into the system. The system is fast and easy to use with financial data being updated each weekend. Please note that the reports available via this new system include indirect costs.

The initial security access has been given to the project director of record, but other users can be easily added. The process for adding additional users to the on-line reporting is posted to the Fiscal Affairs' website (<http://fiscaff.sfsu.edu>). The On-line Users guide is available at <http://ids.sfsu.edu> and describes how to access and use the system. Questions on the use of the system should be directed to the FABS Help Desk via email to fiscal@sfsu.edu. In addition, Fiscal Affairs will be offering Report training workshops in early November for those who want more instruction. Please contact Fiscal Affairs (fiscal@sfsu.edu) for specific dates and times for the training workshops.

Personnel Announcements

Campus Closure and Paid Holidays

- The Campus is closed on November 12 in observance of Veteran's Day and is also closed on November 22 and 23 for the Thanksgiving holiday.
- For hourly and salaried staff, these three workdays are PAID holidays. Student Assistants and Casual Workers do not receive holiday pay, i.e. they do not receive pay for hours not worked.
- Please remember that hourly staff, like salaried staff, are paid for all campus holidays on a pro-rated basis. Hourly employees will be credited for the appropriate number of paid hours on their timesheets by the Personnel Assistant in ORSP. The table, to the right of this text, shows the number of paid holiday hours that hourly staff will receive, based on the total number of hours worked during the pay period. These holiday hours are direct charges to the grant.
- Hourly and salaried staff who work on the day that the University observes as a holiday will receive holiday compensation in the form of compensatory time off, or cash payment. If PIs have employees who will be working on any of the paid holidays, please contact Melissa Bonilla, Personnel Specialist via phone at 338-1861 or e-mail at mbonilla@sfsu.edu.

**Number of Holiday Hours
PAID to Hourly Staff**

Hours on Pay Status During Pay Period (exclusive of holidays not actually worked)	Holiday Pay in Hours for Each Holiday
0-10.9	0
11-30.9	1
31-50.9	2
51-70.9	3
71-90.9	4
91-110.9	5
111-130.9	6
131-150.9	7
151 or over	8
NOTE: Student Assistants and Casual Workers do NOT receive holiday pay	

Employment Status Changes

The personnel staff in ORSP rely on PIs to keep us informed of important changes in the employment status of grant-funded employees. Employment status changes include **time base changes** and **resignations**. PIs should also inform the personnel staff of **requests for leave**, including maternity, paternity, and medical leave. Timely communication about changes will allow the personnel staff to fulfill the requirements of federal and state labor law, as well as the provisions of collective bargaining.

Uncollected or Undeliverable Paychecks

Please remind your staff and student assistants to pick up all payroll checks and direct deposit slips from the ORSP Office (ADM 471) within 5 days of the disbursement date (pay day). All payroll disbursement dates are announced in the monthly ORSP newsletter under Upcoming Dates & Deadlines on the first page.

If paychecks are not picked up within 5 days, ORSP personnel must return them to the Disbursement Office.

If you, or one of your staff, would like ORSP to mail your paycheck or direct deposit slip to your home address, please complete the Mailing Authorization Form, sign, and return to the form to ORSP, ADM 471. The form is available on the ORSP website: http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html.

Proposal Submission Policy Update

The ORSP Pre-Award team is committed to meeting all submission deadlines set by external sponsors. Meeting deadlines requires careful planning and diligence on the part of both the PI and the Proposal Services Specialist. In order for us to ensure that the proposal submission process is completed properly and to guarantee that no proposal is in jeopardy of being rejected by the cognizant agency, any faculty member submitting a proposal must, without exception, make an appointment to meet personally with the assigned ORSP proposal preparation specialist at the beginning of the process. Please keep this requirement in mind as you plan your schedule so you can set aside enough time for a face-to-face meeting with the assigned specialist. If it is inconvenient for you to come to ORSP, arrangements can be made with the specialist for this meeting to occur in your office. The PI checklist procedures remain unchanged.

New Awards Received at SFSU

Awardee/Department	Project Title	Funder/Amount Awarded
Edward Carpenter, Tomoko Komada and Jonathon Stillman/Romberg Tiburon Center	<i>En-Gen: Microarrays & E. Hux</i>	National Science Foundation/ \$1,175,026
Rafael Díaz/ Cesar Chávez Institute	<i>HIV Prevention in Latino Communities</i>	Consulting agreement with AIDS Project of Los Angeles/ \$165,602
George Gassner/Chemistry and Biochemistry	<i>Structure and Mechanisms of Styrene</i>	National Health Institutes/ \$229,500
Tomoko Komada/Romberg Tiburon Center	<i>Tracing the Transformations of Organic Carbon in Marine Sediments using Natural C Isotopes</i>	National Science Foundation/ \$402,743
Rita Takahashi/Social Work	<i>San Mateo Child Welfare Training</i>	County of San Mateo/ \$229,971
Steven Weinstein/ Biology	<i>Mediated Repression of Interferon Beta</i>	National Health Institutes/ \$114,750
Christopher Pong/Engineering	<i>NASA Administrators Fellowship</i>	NASA Administrators Fellowship Program 2007/ \$162,498
James Wiley/Public Research Institute	<i>Procedural Justice</i>	Judicial Council of California/ \$175,000
James Wiley/Public Research Institute	<i>Tobacco Use Survey</i>	University of California San Francisco (UCSF)/ \$148,186

Pre-Award Announcements

If your proposal requires submission via Grants.gov...

PIs must have a completed proposal to ORSP THREE BUSINESS DAYS before the published deadline, so that we can ensure it meets all agency and CSU submission requirements. We can make no exceptions to this rule. The Grants.gov system does NOT ALLOW for any deadline flexibility. If the proposal is submitted one minute late, the portal is closed and PIs will have to wait a full funding cycle before being able to resubmit. We have been experiencing many delays during the Grants.gov submission process due to the heavy traffic of submissions from various campuses throughout the country.

NIH Will Send Notice of Award Letters Via E-Mail

NIH continues toward its goal of a paperless grant process. Effective January 1, 2008, NIH will no longer provide paper notification of the Notice of Award (NOA) letters. Instead, NOA's will be sent solely via e-mail to grantee organizations and will be accessible in the eRA Commons through the Status module.

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