



Office of  
Research and  
Sponsored  
Programs

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## Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
April-Ongoing	Personnel	PI's inform ORSP personnel staff of changes in <b>employment status</b> of grant-funded employees, including time base changes and resignations.
April 15	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00 p.m.)
April 15	Post-Award	Final cost transfers, reimbursements and payments to vendors on projects with end dates of February 29, 2008*
April 11 & 17	Post-Award	Workshop, How to Read New Financial Reports. There are two sessions available on Friday, April 11 at 11 a.m. and 2 p.m. and one session available on Thursday, April 17 at 2 p.m. Please see news item below for details and sign up information.
April 21	Personnel	Pay Vouchers due for Student Assistants
April 21	Personnel	Absence Reports due for salaried staff, hourly staff, and Research Fellows
Apr. 22, 24, 28 & 30	Personnel	Workshop, New HR System, Approving Transactions Online. There are sessions available on Tuesday, April 22 at 2 p.m., Thursday, April 24 at 10 a.m., Monday, April 28 at 2 p.m. and Wednesday, April 30 at 10 a.m. Please see news item below for details and sign up information.
April 30	Personnel	Payday for salaried staff and Research Fellows (paychecks available after 4:00 p.m.)

*\*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.*

## Important News and Notes

### *Workshops on New Online Human Resources System*

ORSP is implementing a new system that will allow Principal Investigators (PI's) to approve personnel transactions online. PI's will no longer receive paper copies of appointment documents. Instead, PI's will receive an email notification that will direct them to log on to the new system and approve transactions electronically. The new system will process appointments for students, staff and postdoctoral researchers, as well as appointments for faculty during intersession. Reimbursed Release Time (RRT) will not be included in the April implementation, but we hope to develop a new module for RRT in the coming year.

The goal of the workshop is to allow PI's, and staff who have signature authority on grants/contracts, to become familiar with the new system and receive training on how to approve transactions electronically.

The dates and times of the personnel workshops are below. All workshops will take place in the old administration building, room 201. To sign up for one of these workshops, please contact Kari Wong at [kari@sfsu.edu](mailto:kari@sfsu.edu) or 405-4242.

Tuesday, April 22 at 2 p.m.\* Thursday, April 24 at 10 a.m.\* Monday, April 28 at 2 p.m.\* Wednesday, April 30 at 10 a.m.

### *Workshops on New Financial Reports*

Fiscal Affairs has implemented a new online reporting system, and re-designed reports will be available this month at the close of the March accounting period. The reports have been designed to provide Principal Investigators (PI's) with user-friendly and timely information about grant expenditures.

The goal of the workshop is to help PI's and their staff become more comfortable in reading and understanding the new financial reports in order to reconcile expenses on their projects on a regular basis. Both the summary and the detail reports will be reviewed.

The dates and times of the financial workshops are below. All workshops will take place in the old administration building, room 201. To sign up for one of these workshops, please contact Kari Wong at [kari@sfsu.edu](mailto:kari@sfsu.edu) or 405-4242.

Friday, April 11 at 11 a.m.\* Friday, April 11 at 2 p.m.\* Thursday, April 17 at 2 p.m.

### *New Staff*

Kari Wong has joined the personnel team in ORSP. Kari will be responsible for job postings and all employment transactions related to salaried staff. Kari can be reached by phone at 405- 4242 or by email at [kari@sfsu.edu](mailto:kari@sfsu.edu).

## Monthly Review of Expenses on ORSP Projects

PI's are responsible for reviewing expenses posted to their projects on a monthly basis to ensure that items are being charged to the appropriate project. Monthly financial reports on ORSP projects can now be easily accessed through the Fiscal Affairs Online Reporting System at: <http://ids.sfsu.edu:8080/fmsreport/>. If you identify charges that you do not recognize or have questions about, please contact your Grants Administrator. **Please note that cost transfers must be processed within 90 days of the original charge.** If you have questions about accessing this system and/or reading the reports that are posted, please contact your Grants Administrator.

## Post Award FAQ

**Q: What is the process for transferring indirect costs collected on ORSP projects to the colleges and departments?**

**A:** Once a year, after the fiscal year has closed, fifteen percent (15%) of the total amount of indirect costs charged to, and collected for, ORSP projects is transferred to the colleges and departments.\*

The 15% is divided in a 3:1 ratio between the department and the college. Fiscal Affairs determines the total direct cost expenditures on each sponsored project and the amount of indirect costs recovered. Letters are generated and sent to each dean and department chair showing the total amount that will be transferred to the account under their control. Fiscal Affairs then completes the transfer of funds to colleges and departments, usually in September of each year.

\* There are some exceptions to this, generally related to the indirect costs generated by projects associated with a Center or Institute. Such exceptions are reviewed and approved in advance by the Director of the Center or Institute, the dean and department chair, as well as the AVP of Research.

## Time and Effort Reports Past Due

Time & Effort Reports for Additional Faculty Pay for Winter Intersession 2008 should have been returned to ORSP by the deadline of March 28. If you have not already done so, please review, sign, and return Time & Effort certifications to ORSP.

Time & Effort Reports for Fall 2007 (Academic Year RRT) and for July-December 2007 (Calendar Year RRT and staff appointments) were also due on March 28<sup>th</sup>. If you have not already done so, please review, sign, and return Time & Effort certifications to ORSP.

See the following link for Frequently Asked Questions about time and effort reports:

<http://www.sfsu.edu/~orspwww/compliance/effort/effortfaqs.html>

## Reminder about New NIH Public Access Policy

Effective **April 7, 2008**, all articles arising from NIH funds must be submitted to PubMed Central upon acceptance for publication.

Effective **May 25, 2008** NIH applications, proposals, and progress reports must include the PubMed Central reference number when citing an article that falls under the policy and is authored or co-authored by the investigator, or arose from the investigator's NIH award. This policy includes applications submitted to the NIH for the May 25, 2008 due date and subsequent due dates.

Please contact Alison Sanders, Compliance Officer, or April Alexander, Compliance Assistant, if you have any questions about the new NIH publication rules.

## New Awards Received at SFSU

Awardee/Department	Project Title	Funder/Amount Awarded
Josephine Arce/ Elementary Education	<i>NCLB Supplemental 07-08</i>	Agreement with UCOP/ \$20,000
Frank Bayliss/ Biology	<i>Beckman Scholars Program 07-08</i>	Arnold and Mabel Beckman Foundation/ \$38,600
Frank Bayliss/ Biology	<i>MBRS-RISE at San Francisco State University</i>	National Institutes of Health/ \$823,668
Frank Bayliss/ Biology	<i>NIH Bridge to the PhD Year 9</i>	National Institutes of Health/ \$213,901
Shawn Ginwright/ Black Studies	<i>Cultural Competence Training</i>	Agreement with SFUSD/ \$15,000
John Hafernik/ Biology	<i>Ground Dwelling Beetles of the Presidio</i>	The Presidio Trust/ \$4,000

## 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.

## Absence Reports

Principal Investigators should make sure that all employees (salaried staff, hourly staff and postdoctoral researchers) turn in monthly Absence Reports in a timely manner, and that sick and vacation leave is accurately reported.

## Requesting Time Base Changes for Staff

Please contact the ORSP Personnel Office immediately if you are planning on making a time base change for grant related staff. ORSP Personnel is required to notify employees in writing at least 30 days prior to the effective change. This includes request for increasing or decreasing time bases for staff.

## Employee Terminations and Resignations

Please contact an ORSP Personnel Specialist regarding all employee separations. This includes resignations, and separations before, or at the end of, the employee's stated appointment period. ORSP Personnel staff depend on PI's to provide them with timely information about employee separations. This information will allow the University to comply with federal and state labor law governing final pay checks and benefits information (COBRA).

### San Francisco State University Office of Research and Sponsored Programs

1600 Holloway Avenue – ADM 471  
San Francisco, CA 94132

Phone: 415-338-7094  
Fax: 415-338-2493

#### AVP for Research and Sponsored Programs

Ken Paap: 338-7091 • kenp@sfsu.edu

#### Pre-Award Manager

Jackie White: 338-3578 • whitej@sfsu.edu

#### For Newsletter Inquiries:

Alison Ng: 405-4226 • orspnews@sfsu.edu

#### ORSP (except for Pre-Award)

#### AVP for Academic Affairs

Enrique Riveros-Schäfer: 338-1511 • eriveros@sfsu.edu

#### ORSP Acting Director

Michelle Gagnon: 338-1792 • mgagnon@sfsu.edu

#### Post-Award Manager

Susan Pelton: 405-3798 • spelton@sfsu.edu

#### Personnel Manager

Victoria Narkewicz: 338-1973 • toria@sfsu.edu

#### Compliance Officer/Special Projects Manager

Alison Sanders: 405-3943 • asanders@sfsu.edu