San Francisco State University
ORSP Newsletter

Office of Research and Sponsored Programs

Upcoming Dates & Deadlines

DATES	SECTION	NOTES
April 13	Personnel	Payday for student assistants and hourly staff (paychecks available after 1:00pm)
April 15	Post-Award	Final cost transfers, reimbursements and payments to vendors projects ended February 28, 2007*
April 19	Post-Award	How to Read Financial Reports Workshop; 1:30-3:00p.m. For more information, please see the news item below.
April 20	Personnel	Absence Reports due for salaried staff and faculty
April 20	Personnel	Absence Reports and Student Vouchers for student assistants and hourly staff.
April 30	Personnel	Payday for faculty and staff (paychecks available after 4:00pm)
May 18	Personnel	Submit requests for faculty summer salary in order to receive June summer salary on the regularly scheduled pay day
July 13	Personnel	Final deadline to submit faculty requests for additional pay during June, July and August, 2007

*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.

How to Read Financial Reports Workshop

This pilot workshop will be held on April 19 from 1:30 to 3pm. Susan Pelton and Karen Lee will provide information on how to read and understand the financial reports used to track expenditures on sponsored programs. The reports to be discussed include:

- Revenue/Expense Analysis Report

- GL Detail Activity Report

- Labor Cost Distribution (LCD) Report

The goal of this workshop is to help Principal Investigators and their staff become more comfortable in reading and understanding financial reports in order to reconcile expenses on their projects a regular basis. To sign up for this workshop, please contact Michael Fennell, Training Specialist at mfennell@sfsu.edu or 338-1015.

Introduction of Fund Advances

Effective March 1, ORSP will no longer use the "Pre-Award Spending Request Form" to request funding prior to receipt of an award or execution of a contract. The new mechanism to request such funding is the "Request for Fund Advance."

Fund Advances, in the past known as Pre-Award Spending accounts, provide Principal Investigators with an opportunity to initiate sponsored research projects and begin incurring project expenses prior to institutional acceptance of an award from an external sponsor.

There are two types of Fund Advances:
1. Pre-Award Spending Account-Used to create an account for the purpose of incurring pre-award costs up to 90 calendar days prior to the award start date. This applies only to federal sponsors who allow pre-award spending. All terms and conditions of the sponsor apply to pre-award expenditures.

2. Advance Account-Advance Accounts may be used to establish:
   - an account for a new grant for which the award letter has not yet been received
   - an account for the new budget year of a continuing grant
   - an account for a contract which has not yet been finalized

Requests for Fund Advances must be approved by both the college Dean and the Associate Vice President (AVP) for Academic Affairs. In many cases, the Dean and AVP of Academic Affairs will approve a request for a fund advance because of an established relationship with a sponsoring agency and/or because the sponsor has indicated a high degree of confidence that the project will be funded.

For a copy of the Fund Advance Policy and Procedure, go to http://www.sfsu.edu/~orspwww/_policies/_docs/FundAdvancePolicyandProcedure032107.pdf.

For a copy of the "Request for Fund Advance" form, go to http://www.sfsu.edu/~orspwww/_postaward/_forms/fundadvance032007.pdf.

If you have any questions concerning the Fund Advance policy or procedure, please contact your Grants Administrator. If you need to find out who your Grants Administrator is, please visit: http://www.sfsu.edu/~orspwww/_postaward/distribution.html.

Compliance Corner

Cost-sharing

If a PI has "matched" or contributed time to a project, this should be reflected in the total certified effort. If other direct costs have been allocated to support a project as cost-share, ORSP will set up a companion project which will be funded by the unit providing the cost-share (i.e. College, Department). This project can then be used to expend the funds cost-shared to the project.

From "Top Ten Compliance Pitfalls: A Guide for PIs"

Compliance Pitfall #3: Over-committing your time on proposals and not notifying the funding agencies when both projects are funded.

When you are fortunate enough to have more than one of your many proposals funded, as the Principal Investigator, you need to ensure that you have not over-committed yourself. For example, if you requested 20% Release Time, and your Dean agreed to match 20% on more than one proposal and two are funded, you should contact the funding agencies and notify them that your effort on the projects will need to be adjusted.

If you have any questions about cost-sharing, time and effort reporting, or any other compliance issues, please feel free to contact Compliance staff (pg.4).

New Awards Received at San Francisco State University

Here are the new awards received:

♦ Sandra Rosen, Special Education, US Department of Education, PRIDE - Personnel Preparation in Visual Impairment, $104,999

♦ Pamela Vaughn, Center for Teaching and Faculty Development, US Department of Education, EnAct: Ensuring Access through Collaboration and Technology, $24,432

♦ Eileen Levy, Social Work, University of California, Berkeley, Fairness and Equity Training, $10,000

♦ Gilbert Herdt, Human Sexuality Studies, Ford Foundation, National Sexuality Resource Center, $730,047

♦ Marci Hanson, Special Education, NICHD/NIH, Children's School Success Project, $136,063

♦ James Wiley, Public Research Institute, National Institute for Drug Abuse, Adolescent Family-based Drug and Alcohol Prevention, $180,652

♦ Zhigang Chen, Physics and Astronomy, AFOSR, Light Localization and Navigation in Optically-Induced Photonic Lattices, $99,942

♦ Thomas Parker, Biology, Presidio Trust, Genetic Relationships of the Progeny of Arctostaphylos Hookeri Subspecies Ravenii, $3,000

TOTAL $ 1,289,135

Requesting Time Base Changes for Staff

Please contact the ORSP Personnel Office immediately if you are planning on making a time base change to an employee's appointment.   ORSP Personnel is required to notify employees in writing at least 30 days prior to any time base change to the appointment. This includes request for increases or decreases to time base changes.

Faculty Summer Salary for 2007

If you are planning on requesting Summer pay from your grant, or planning to pay other faculty members, please submit your request on-line at http://www.sfsu.edu/~orspwww/_personnel/summersalreqform.html. This applies to faculty with Academic Year Appointments only.

• The dates for Summer appointments (as determined by the SFSU Academic Calendar) are June 4 – August, 24 2007 (60 paid days total). The benefit rate for faculty Summer appointments is 9.451% for faculty with full-time academic year appointments. For faculty with less than full-time academic year appointments, and who are enrolled in CALPERS, the benefit rate is 34.68%.

• To estimate your daily rate of pay for Summer 2007, please use the following calculation: Annual Academic Year salary/9 months (September- May) = Calendar Year Monthly Salary/22 days (total number of working days in the June/July/August pay period) = Daily Rate for Summer 2007.

• Upon receiving your on-line request, appointment documents will be prepared and sent to you as PDFs via e-mail.   The appointment document will specify the estimated cost of both salary and benefits for your convenience. Please review and sign the appointment document, and return to ORSP, ADM 471.

• In order to receive your summer payment for the month of June on the regular pay day for June (July 1, 2007), ORSP must receive your online request no later than **May 18, 2007.**   For all requests that are received after May 18, 2007, payments for the month of June will be issued mid July.

• The final deadline to submit a request for a summer appointment is **July 13, 2007.**

Employee Terminations and Resignations

Please contact an ORSP Personnel Specialist regarding all employee separations. This includes resignations, and separation at the end of the employee's stated appointment period. ORSP personnel staff depend on PIs 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).

- Separation at the end of the employee's stated appointment period
If you do not intend to re-appoint an employee after the stated end date of their appointment, please contact a Personnel Specialist 30 days prior to the end date of the employee's appointment. This will allow ORSP to inform the employee in writing of clearance procedures, and other important information about their benefits and final pay. This will also allow the payroll office enough time to process the employee's vacation leave pay off. We are legally obligated to have the final pay check and vacation leave pay off available to the employee on the final day of employment.

- Separation before the stated end date of the employee's appointment period
Please contact an ORSP Personnel Specialist if you plan to end the appointment of an employee before the stated end date of their appointment period. PIs should submit requests in writing and specify the reasons for such an action. The request will need to be reviewed and approved by the Human Resources department. If the request is approved, the Human Resources department will notify the employee in writing. The employee will be given the appropriate notice period, as specified by the applicable collective bargaining agreement.

- Voluntary Resignation
Please contact an ORSP Personnel Specialist when any employee on your project(s) resigns. If an employee resigns with at least 72 hours notice, we are legally obligated to have the final pay check and vacation leave pay off available to the employee on the final day of employment. Please forward resignation letters and final Absence Reports to ORSP as soon as possible.

San Francisco State University
Office of Research and Sponsored Programs

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90 Day Closeout Notices

In March, notices were sent out to all Principal Investigators via email for projects ending June 2007.

Principal Investigators should work with their Grants Administrator during this time to forecast final expenditures, finalize any cost-sharing documentation, request no-cost time extensions or carryover of unobligated funds to a subsequent budget period.

If you have any questions concerning the 90 day closeout notices, please contact your Grants Administrator.

Check out Spring 2007 newsletter
for the Office of Protection for Human and Animal Subjects:
http://www.sfsu.edu/~protocol/human/newsletter/protocol-spring07.pdf