



Office of  
Research and  
Sponsored  
Programs

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## Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
August/Ongoing	Personnel	Pls inform ORSP personnel staff of changes in <b>employment status</b> of grant-funded employees, including time base changes and resignations
August 4, 2008	Personnel	Final deadline for Principal Investigators (PIs) to approve ETRACs for summer salary
August 15, 2008	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00 p.m.)
August 15, 2008	Post Award	Final cost transfers, reimbursements and payments to vendors on projects which ended May 30, 2008*
August 15, 2008	Post Award	Deadline for submitting stipend request forms to ORSP for August stipends (to be issued to students on September 15th)
August 19, 2008	Post Award	Workshop: How to Access and Read Financial Reports. Thursday, August 19 at 10:30 a.m. Please RSVP by sending an email to Rebecca Parsonage at <a href="mailto:rfp@sfsu.edu">rfp@sfsu.edu</a>
August 21, 2008	Personnel	Pay Vouchers due for Student Assistants
August 21, 2008	Personnel	Absence Reports due for salaried staff, hourly staff, and Research Fellows
August 29, 2008	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 Grant Administrator for more information.

## Post Award Announcements

### *Post Award Staffing Update*

We are pleased to announce that Kirsten Upson has joined the Post-Award team as a Grant Administrator. Kirsten's portfolio includes projects in Biology, MBRS-SCORE, Health Equity Initiative, NERR, Dr. Macher's projects and Dr. Stillman's projects. Candy Mou, Grants Support Coordinator, will support Kirsten in providing services to these projects. Kirsten can be reached via e-mail at [kupson@sfsu.edu](mailto:kupson@sfsu.edu) or by phone at 338-1015 and Candy can be reached via e-mail at [candymoo@sfsu.edu](mailto:candymoo@sfsu.edu) or by phone at 405-4223.

### *\*NEW\* Online Payroll Report*

Beginning in August 2008, ORSP will no longer distribute hard copies of the Labor Cost Distribution/Payroll reports to PIs. ORSP and Fiscal Affairs have developed a new detailed payroll report to replace the old paper copies. This new report will be posted monthly\* to the Online Reporting Site. To view the Project Financial Report and the new Payroll Detail report for your project(s), please login to SFSU's online reporting system at <http://ids.sfsu.edu:8080/fmsreport/>

SFSU's online reporting system is user friendly and is set up so that PIs and staff identified by the PI as "PI Assistants" can log in and view reports using their email addresses. Please contact your Grant Administrator if you have trouble logging in and/or would like to add someone as a PI Assistant so that s/he can view the financial reports for your project(s).

PIs are responsible for reviewing the financial reports for their projects on a monthly basis to confirm that transactions are posted to the correct project. If you need help reviewing reports/reconciling transactions, please contact your Grant Administrator.

\*The Project Financial Reports for ORSP projects are refreshed weekly. Final reports for the month will be posted approximately the 3rd week into the current month (i.e. the final report for the month of July will be available on <http://ids.sfsu.edu:8080/fmsreport/> sometime during the week of August 14<sup>th</sup>). The detailed payroll report will available when the final report for month end is posted.

## Pre Award Announcements

Faculty members who need to be registered in NSF's Fastlane or eRA Commons should contact the Pre Award Manager, Jackie White at [whitej@sfsu.edu](mailto:whitej@sfsu.edu) or by phone at 338-3578.

New faculty who are bringing research grants with them to SFSU from their previous institution should also contact Jackie White to get the relinquishment process started to have their grants transferred.

## Compliance Announcements

### *Sub-Recipient Monitoring*

The Compliance Team is currently conducting a desk audit of sub-recipients receiving funds from federal grants. A small number of PIs and sub-recipients have already been asked to provide information and documentation about work performed, and about financial transactions. Sub-recipient monitoring, as required by federal regulations, has two parts, financial monitoring and programmatic monitoring.

**Financial Monitoring:** When a PI approves payment on an invoice from a sub-recipient, s/he is certifying that the work has been completed, or has progressed in a satisfactory manner. As a result of the desk audit, some sub-recipients have been contacted and asked to provide back-up documentation for expenditures.

**Programmatic Monitoring:** SFSU relies on PIs to monitor the programmatic efforts of sub-recipients, to ensure that the goals of the project are being met. Monitoring can be accomplished via regular meetings or phone conversations, email correspondence, and/or written reports submitted to the PI. The Compliance Offices has contacted sub-recipients, and has been asked them to provide documentation about programmatic monitoring.

If a sub-recipient is not performing the work in a satisfactory manner, we urge PIs to contact their Grant Administrator to discuss problems and potential solutions.

If you have any questions about how best to monitor the financial or programmatic performance of sub-recipients to your award, please contact the Compliance Team.

## Personnel Announcements

### *New Online System for Approving Personnel Transactions*

ORSP has implemented a new system called ETRAC (Employee Transaction Relay and Capture) that allows PIs to approve personnel transactions on line. The ORSP personnel team will no longer distribute paper appointment documents to PIs for approval. PIs now receive email notifications that direct them to log on to the PeopleSoft system and approve transactions electronically. The new system processes appointments for students, staff and postdoctoral researchers, as well as appointments for faculty during intersession periods.

In June and July, some PIs were unable to approve ETRACS for summer salary transactions, but this problem has now been fixed.

A unique PeopleSoft user ID and password are necessary to approve transactions. If you did not receive a letter with your user ID and password, or if you are experiencing problems logging on to PeopleSoft, please contact Kari Wong at 405-4242.

### *Faculty Summer Salary for 2008*

The deadline to submit requests for faculty summer salary has now passed. If you submitted an on line request for faculty summer salary by July 11, 2008, an ETRAC has already been prepared and submitted to you for approval. If you have not already done so, please approve any pending ETRACs in your work list. The final deadline to approve ETRACs for faculty summer salary is August 4, 2008.

### *Salary Increases and Summer Pay for Faculty (Unit 3)*

The collective bargaining agreement between the CSU and the California Faculty Association (CFA) that was approved in 2007 includes a 2% General Salary Increase (GSI) for faculty effective on June 30, 2008. Other increases were negotiated for the 2008/09 fiscal year, pursuant to the provisions of the agreement.

However, summer salary for faculty paid from grants for 2008 will be calculated based on the faculty member's rate of pay during the spring 2008 semester. This means that the rate of pay for faculty receiving summer salary will not include the 2% GSI or any other increase awarded after the close of the spring 2008 semester. No retroactive salary increases will be issued.

The rate of pay for faculty summer salaries paid from grants reflects provision 21.19d of the current collective bargaining agreement which states that the rate of pay for summer session 2008 "is determined based on the Faculty member's salary rate in the preceding Spring Term."

## New Awards Received at SFSU

Awardee/Department	Project Title	Funder/Amount Awarded
Joaquín Alvarado/ Institute for Next Generation Internet	<i>National Public Lightpath</i>	Ford Foundation/ \$250,000
John Caskey/ Geosciences	<i>Geologic Mapping: Death Valley</i>	US Department of the Interior/ \$12,611
A.S. Cheng/ Engineering	<i>Engine Combustion Research</i>	Sandia National Laboratories/ \$25,900
Jerry Davis/ Geography	<i>GIS Data Model</i>	Subcontract with The Regents of the University of California/ \$18,000
Jerry Davis/ Geography	<i>Child Care Web App Update</i>	Low Income Investment Fund/ \$20,160
Debra Fischer/ Physics & Astronomy	<i>Modeling Multi-Planet Systems</i>	Subcontract from JPL, Michelson, Caltech/ \$70,718
Newell Garfield/ Romberg Tiburon Center	<i>Cenocos Bays</i>	Subcontract with University of California, Davis/ \$45,000
Pamela Howard/ Library	<i>Immigrant Literacy and Health</i>	Subcontract with University of California Los Angeles/ \$6,000
Robert Hutson/ Facilities & Service Enterprises	<i>Bicycle Facility Program</i>	Bay Area Air Quality Management District/ \$12,000
Jaime Kooser/ San Francisco Bay NERR	<i>San Francisco Bay National Estuarine Research Reserve Operating Grant</i>	National Oceanic & Atmospheric Administration/ \$555,000
Juanita Santana/ Marian Wright Edelman Institute/Head Start	<i>Good Samaritan Family Resource Center, Inc.</i>	Subcontract from Good Samaritan/ \$54,035
Juanita Santana/ Marian Wright Edelman Institute/Head Start	<i>Head Start Supplies 07-08</i>	California Department of Education/ \$2,502
Juanita Santana/ Marian Wright Edelman Institute/Head Start	<i>Head Start Training - AB 212</i>	Wu Yee Children's Services/ \$32,000
Juanita Santana/ Marian Wright Edelman Institute/Head Start	<i>Head Start Preschool</i>	California Department of Education/ \$778,055
Vance Vredenburg/ Biology	<i>After the Crash: Outbreaks of Virulent Disease</i>	Subcontract with the University of California Santa Barbara/ \$110,344

## Post Award FAQ

Q: What is the processing time for student stipend requests?

A: Accounts Payable issues stipend checks once a month on the 15<sup>th</sup> of each month. Requests for student stipends should be submitted to ORSP one month before the issue date to allow time for the necessary review of ORSP and Financial Aid. For example, if you would like to issue a student stipend on September 15<sup>th</sup>, please submit the stipend request form to ORSP by August 15<sup>th</sup>.

*Important note: Internal Audit's review is also required for stipend requests to foreign nationals, which will increase the processing time. Please plan accordingly.*

## Important Reminders from the Personnel Team

### *Summer Student Employment*

June, July and August are months in which student workers may be required to contribute to retirement and Medicare under Internal Revenue Services (IRS) regulations. The IRS regulation impacts most student workers. Only students enrolled under a J1 or F1 Visa are excluded from retirement and Medicare deductions. All other students who work during the summer are required to contribute to retirement and Medicare unless they are enrolled in at least (3) units per month and do not work more than an average of 20 hours per week each month. If you have Student Assistants or Instructional Student Assistants who do not take at least 3 units of summer classes per month OR who work more than an average of 20 hours per week during the summer period, please contact Jenny Chau in ORSP as soon as possible at [jchau@sfsu.edu](mailto:jchau@sfsu.edu) or by phone at 338-1862. ORSP will need to set-up a "Bridge" appointment in the Human Resources system for these student assistants. If you have any questions about personnel policies or procedures, please contact Victoria Narkewicz at [toria@sfsu.edu](mailto:toria@sfsu.edu) or by phone at 388-1973.

### *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>.

### *Absence Reports*

- Principal Investigators should make sure that all employees (salaried and hourly staff) turn in monthly Absence Reports in a timely manner, and that sick and vacation leave are accurately reported.
- When employees claim sick and/or vacation leave, this is a CREDIT to the grant.
- If Absence Reports are not turned in to ORSP in a timely manner, or leave time is not accurately reported, this can result in accurate financial statements submitted to the funder. When leave is not recorded, the grant is not credited, and the funder may be overcharged for costs.
- Pls may NOT ask employees to claim sick and vacation leave time in order to secure a credit to the grant. Sick and vacation leave time must be used and reported by grant-funded employees according to the provisions of University policy and the applicable collective bargaining agreement.

### *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 Pls 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

1600 Holloway Avenue — ADM 471

San Francisco, CA 94132

Phone: 415-338-7094

Fax: 415-338-2493

#### AVP for Academic Affairs

Enrique Riveros-Schäfer: 338-1511 ● [eriveros@sfsu.edu](mailto:eriveros@sfsu.edu)

ORSP Acting Director

Michelle Gagnon: 338-1792 ● [mgagnon@sfsu.edu](mailto:mgagnon@sfsu.edu)

#### Pre-Award Manager

Jackie White: 338-3578 ● [whitej@sfsu.edu](mailto:whitej@sfsu.edu)

#### Post-Award Manager

Susan Pelton: 338-7090 ● [spelton@sfsu.edu](mailto:spelton@sfsu.edu)

#### Personnel Manager

Victoria Narkewicz: 338-1973 ● [toria@sfsu.edu](mailto:toria@sfsu.edu)

#### Compliance Officer/Special Projects Manager

Alison Sanders: 405-3943 ● [asanders@sfsu.edu](mailto:asanders@sfsu.edu)

#### For Newsletter Inquiries:

Sherry Wong: 405-3994 ● [orspnews@sfsu.edu](mailto:orspnews@sfsu.edu)

E-TRAC help desk line (415-405-4357 or 5-HELP) for technical assistance (user ID, passwords, or log on questions)

ORSP E-TRAC hotline (415-338-7992) for E-TRAC related problems (logistics of the E-TRAC process, project information or error)