ORSP Newsletter

Office of Research and Sponsored Programs

Upcoming Dates & Deadlines

DATES	SECTION	NOTES
December/January Ongoing	Personnel	Pls inform ORSP Personnel staff of changes in **employment status** of grant-funded employees, including time base changes and resignations.
December 13	Personnel	Deadline for faculty to request Additional Pay during January Intersession
December 14	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00 p.m.)
December 14	Post-Award	Final cost transfers, reimbursements and payments to vendors on projects which ended October 31, 2007*
December 17	Personnel	Pay Vouchers due for Student Assistants
December 17	Personnel	Absence Reports due for salaried staff, hourly staff, and Research Fellows
December 24 - 31	Personnel	Campus closed; Winter Holiday schedule in effect. Please see news item on page four for more information about **paid holidays**.
January 1	Personnel	Campus closed in observance of New Year's Day. Please see news item on page four for more information about **paid holidays**.
January 8, 10	Personnel	Personnel Workshops from 2 p.m. to 4 p.m. Please see news item on page two to sign up for one of these sessions.
January 2	Personnel	Payday for salaried staff and Research Fellows (paychecks available after 11:00 a.m.)
January 3	Personnel	Deadline for faculty to return signed appointment documents to ORSP for Additional Pay during January Intersession
January 15	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00 pm)
January 15	Post-Award	Final cost transfers, reimbursements and payments to vendors on projects which ended November 30, 2007*
January 16	Post-Award	Post-Award Workshop—Commonly Used Forms from 10 a.m. to 11 a.m. Please see news item on page two to sign up for one of these sessions.
January 21	Personnel	Campus closed in Observance of Martin Luther King Day. Please see news item on page four for more information about **paid holidays**.
January 24	Personnel	Pay Vouchers due for student assistants
January 24	Personnel	Absence Reports due for salaried staff, hourly staff, and Research Fellows
January 30	Personnel	Payday for salaried staff and Research Fellows (paychecks available after 4:00 p.m.)
January 30	Personnel	Deadline to submit LCD change requests (cost transfers) for payroll costs incurred from July 2007 through December 2007
January - February 26	Personnel	Deadline to submit requests for Reimbursed Release Time (RRT) for the spring 2008 semester

*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.

Compliance—Policies and Procedures

This is a reminder to all PI's and staff that ORSP introduced new policies in 2006-07 (please see list below). Please make sure you visit our website (http://www.sfsu.edu/~orspwww/_policies/policieshome.html) and read these policies. You need to follow them in order to comply with federal, CSU and SFSU requirements. If you have comments or questions, please contact Alison Sanders, Compliance Officer, at 405-3943.

- Accurate Reconciliation of Accounting Records Policy
- Charging Direct and Indirect Costs Policy and Procedures
- Code of Conduct for Sponsored Programs
- Cost-Share/Matching Funds/In-Kind Contribution Policy and Procedures
- Cost-Transfer Policy and Procedures
- Document Management and Retention Policy
- Fund Advance Policy and Procedure
- Sub-Recipient Monitoring Policy and Procedures
- Time and Effort Policy and Procedures

We are now developing a new set of policies that will be implemented in February 2008. We need feedback from faculty and staff. If you are interested in helping us review drafts or want to give us input while we assemble the new policies and procedures, please contact AVP Enrique Riveros-Schäfer at 338-1511. We anticipate completing the following policies and procedures in February, 2008:

- Award Set-Up Procedures
- Closeout Policy and Procedures & Deficit Policy
- Financial Conflict of Interest Policy and Procedures
- Institutional Transfer of Grants and Contracts Policy
- Mission Statement
- Proposal Submission Policy and Procedures

The development of new policies is part of an overall effort to improve our effectiveness in managing contracts and grants and to support faculty research and academic pursuits. We hope we can count on your interest to do your part so that together we can build an improved infrastructure to meet the University's growing demands.

In order to ensure that faculty and staff know policies pertaining to contracts and grants, ORSP offers training workshops specifically for PI's and for staff. Please look for the training opportunities calendar that will be included in our next issue.

Personnel Workshops

The ORSP personnel staff will conduct pilot workshops during the month of January. Please contact Lynn Sudhivarakom, at lynns@sfsu.edu or 338-7094 to reserve a space. The training sessions will be held in the Administration Building, Room 460 at the following times:

Tuesday, January 8: 2:00 p.m. to 4:00 p.m.

Thursday, January 10: 2:00 p.m. to 4:00 p.m.

Each session will provide an overview of the hiring processes for staff, faculty and student assistants.   Other topics will include Reimbursed Release Time and benefit costs. Both Principal Investigators and administrative staff are welcome to attend. The workshop will be offered again in the spring semester.

Commonly Used Forms—Post-Award Workshop

Confused about forms? The ORSP post award staff will hold a workshop on the Commonly Used Post Award Forms on January 16 from 10-11am. The session will provide an overview of the various forms used in the administration of your ORSP project (see ORSP website - http://www.sfsu.edu/~orspwww/_postaward/_forms/forms.html - for a list of the forms that will be explained in this session). Both Principal Investigators and administrative staff are welcome to attend. Please contact Lynn Sudhivarakom, at lynns@sfsu.edu or 338-7094 to reserve a space. The training session will be held in the Administration Building, Room 460.

New Awards Received at SFSU

Awardee/Department	Project Title	Funder/Amount Awarded
Teaster Baird Jr./ Chemistry and Biochemistry	*CAREER: Engineered Substrate*	National Science Foundation/ $183,888
Gerald Eisman/ Institute for Civic and Community Engagement	*Human Services Network Wage Parity Study*	SF Foundation Community Initiative/ $11,102
Charlotte Ferretti/ Marian Wright Edelman Institute	*Gateway to Quality San Mateo Preschool for All*	San Mateo County Superintendent of School/ $27,424
Newell Garfield/ Romberg Tiburon Center	*Romberg Tiburon Center Strategic Plan*	National Science Foundation/ $24,695
Elaine Ikeda/ Institute for Civic and Community Engagement	*Students in Service - AmeriCorps 2007 - 2008*	Western Washington University/ $38,000
Jon Funabiki/ Journalism	*Strategic Planning Project*	Ford Foundation/ $75,000
Kathryn Hamel/ Kinesiology	*Age Related Changes in Visual Guidance*	National Institutes of Health/ $180,409
Shidong Li/ Mathematics	*RUI: Frame Extensions*	National Science Foundation/ $147,010
Jae Paik/ Psychology	*Development of Fraction Ideas*	Spencer Foundation/ $39,975
Nina Roberts/ Recreation and Leisure Studies	*Project WISE*	Golden Gate National Parks Conservancy/ $12,000
Nancy Robinson/ Special Education	*SLP School Mentorship 2007 - 2008*	Jefferson School District/ $31,092
Gloria Soto/ Special Education	*Aided Language Skills*	Spencer Foundation/ $40,000
Rita Takahashi/ Social Work	*YOUTH Training Curriculum for Child Welfare*	Department of Health and Human Services/ $250,000

Additional Pay for Faculty During January Intersession 2008

- If you are planning on requesting January Intersession pay from your grant, or planning to pay other faculty members, please submit your request on-line at http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html. Click on the January Intersession Salary Request. This applies to faculty with Academic Year appointments only. The deadline to submit requests is December 13, 2007.

- The dates for January Intersession appointments (as determined by the SFSU Academic Calendar) are January 4 - January 24, 2008 (14 paid days total).
  To estimate your daily rate of pay for January Intersession 2008, please use the following calculation:

  Annual Academic Year salary / 9 months (September- May) = Calendar Year Monthly Salary

  Calendar Year Monthly Salary / 22 days (total number of working days in the January pay period) = Daily Rate for January Intersession 2008.

- The benefit rate for faculty intersession 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%.

- 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, by January 3, 2008.

PIs should submit requests for January Intersession pay by the stated deadline for all current and pending awards, even if a project ID number has not yet been established. Please indicate a project ID number is pending in the comments section of the request form. If you are expecting funding, but a formal award letter has not yet been received, you should apply for a Fund Advance.

The procedure for requesting a Fund Advance may be found on the ORSP website in the Policies and Procedures section: http://www.sfsu.edu/~orspwww/_policies/policieshome.html. Contact your Grant Administrator for questions about Fund Advances.

Personnel Announcements

Campus Closure and Paid Holidays

- The Campus is closed on December 22, 2007 through Tuesday, January 1, 2008 for the winter holidays. In addition, the Martin Luther King, Jr. holiday will be observed on January 21, 2008.

- For hourly and salaried staff, the workdays between Christmas and New Year's Day will be observed as PAID holidays with the exception of Monday, December 24, 2007 and Monday, December 31, 2007, which will require the use of accrued vacation leave or personal holiday.

- 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.

- For hourly and salaried staff, the Personal Holiday must be used no later than December 31, 2007. Employees are reminded to schedule use of the Personal Holiday before December 31, as Personal Holiday time does not carry forward to the next calendar year.

- 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 Victoria Narkewicz at 338-1973 or via email at toria@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: No Holiday Pay for STUDENT ASSISTANTS or CASUAL WORKERS	

Reimbursed Release Time (RRT) for Spring 2008

- For faculty with Academic Year appointments, the deadline to submit requests for RRT for the spring 2008 semester is February 26, 2008.

- For faculty with Calendar Year appointments, the deadline to submit requests for RRT for the January 1 through June 30, 2008 time period is February 26, 2008.

- Please submit requests for yourself, and for other faculty supported on your grants, on-line at http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html. Click on the Reimbursed Release Time Agreement Request.

- Once your on-line request is received, an RRT Agreement form will be prepared and sent to you as a PDF via email. The form will specify the cost of both salary and benefits for your convenience. Please review and sign the form, and return to ORSP, ADM 471.

- Charges for Spring RRT will not be reflected on accounting reports until May 2008. PIs should budget adequate funds in the RRT accounting line, and should not use these funds to cover other expenditures.

- The benefit rate for RRT will be calculated individually for each faculty member, based on actual costs (please see news item below)

PIs should submit requests for RRT by the stated deadline for all current and pending awards, even if a project ID number has not yet been established. Please indicate a project ID number is pending in the comments section of the RRT request form. If you are expecting funding, but a formal award letter has not yet been received, you should apply for a Fund Advance.

The procedure for requesting a Fund Advance may be found on the ORSP website in the Policies and Procedures section: http://www.sfsu.edu/~orspwww/_policies/policieshome.html. Contact your Grant Administrator for questions about Fund Advances.

Benefit Costs for Reimbursed Release Time (RRT)

The benefit rate for RRT will be calculated based on the actual cost of the faculty member's benefits. This is in order to comply with SFSU's negotiated federal indirect cost agreement. The cost of both salary and benefits for the purposes of RRT were budgeted in your proposal as accurately as possible. However, costs may have changed since the proposal was funded. The total amount of salary and benefits will be specified on your RRT Agreement form. PIs should ensure that adequate funds are budgeted in the RRT accounting line, and that this amount is not used to cover other project costs. Charges for fall RRT will not be reflected on accounting reports until May 2008.

New Streamlined Process for Invoices on Purchase Orders

ORSP is responsible for reviewing/approving all expenses posted to sponsored programs and currently reviews/ approves all requisitions prior to a purchase order (POs) being issued. ORSP will continue to review requisitions. However, in order to streamline the invoicing process for items ordered via the purchasing system, Fiscal Affairs and ORSP have agreed that invoices for single item purchases, associated with purchase orders, no longer require ORSP approval. Invoices on Blanket Purchase Orders (BPOs) will continue to require ORSP approval since the detail of the purchase will still need to be reviewed. The most common BPOs are for subcontractors, Work Orders to Foundation/ Corporation, and blanket orders to a vendor for lab or other project supplies.
An outline of the new process is below.

- Individuals who are responsible for creating requisitions on ORSP projects (departments 3080 and 3138), should add a note to Purchasing in the Header Comments identifying the order as either "General" (GEN) or "Blanket Purchase Order" (BPO).

- When the Purchasing Office creates new POs, they will be coded as either "GEN" or "BPO" in the Financial Management System (FMS).

- All invoices received in Accounts Payable (A/P), will be forwarded to the PI for review. When applicable, the AP technician will stamp "BPO" on the invoice.

- PIs should forward invoices with the BPO stamp to ORSP for approval; ORSP will then forward to A/P for payment.

- PIs should send invoices without the BPO stamp directly to A/P in order to ensure more timely payment.

Please contact your Grant Administrator if you have questions.

Time & Effort Reporting & Payroll Cost Transfers

The deadline for submitting Labor Cost Distribution (LCD) change requests for payroll costs incurred between July 1 and December 31, 2007 is January 30, 2008.

After January 30, 2008, LCD changes to payroll for this time period will not be processed. This is to ensure that Time & Effort reports for the time period can be generated in February 2008.

This deadline applies to projects with end dates of December 31, 2007 and after. If your grant ends prior to December 31, 2007, all cost transfers should already have been requested and processed.

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.

Post-Award FAQ

Q: What is the difference between a vendor, sub-recipient (sub-contract or sub-award), independent contractor and special consultant?

A: OMB Circular A-133 provides the definitions below to distinguish vendors from sub-recipients. The information on independent contractors and special consultants is taken from SFSU's Special Consultant-Independent Contractor Hiring Procedures Practice Directive 156 and can be found at:
http://www.sfsu.edu/~hrwww/emp_relations/hr_Directives/PD156.html

A vendor:
- provides goods and services within their normal business operations
- provides similar goods and services to many different purchasers
- operates in a competitive environment
- provides goods and services that are ancillary to the Federal Program

A sub-recipient:
- has its performance measured against whether the objectives of the federal program are met
- has responsibility for programmatic decision-making
- has responsibility for adherence to applicable federal program compliance requirements
- uses the Federal funds to carry out a program of the organization as compared to providing goods and services for a program of the pass-through entity
- determines who is eligible to receive what Federal financial assistance within the program

An independent contractor:
- is not a current CSU or State employee
- is engaged in a distinct occupation, profession, business, or *trade not regularly a part of University business*
- agrees to do a specific piece of work for an agreed upon fee
- provides services to non-University clients
- supplies his/her own tools, materials and work space
- is not hired as an employee of SFSU
- is not subject to the compliance requirements of the Federal Program

A special consultant:
- is an individual hired as an employee of SFSU to work under general direction to complete a professional assignment which requires the consultant's particular knowledge, ability or expertise
- is paid based on a daily rate (SFSU minimum $88 per day; maximum $1,042 per day. Refer to the CSU Salary Schedule, Class Code 4660)
- is appointed when no other appropriate CSU classification is available