



Office of
Research and
Sponsored
Programs

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Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
February—Ongoing	Ongoing Personnel	PI's inform ORSP Personnel staff of changes in employment status of grant-funded employees, including time base changes and resignations.
February 15	Compliance	Deadline to submit a request for any LCD changes for faculty or staff for the time period July 2007—December 2007.
February 15	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00 p.m.)
February 15	Post-Award	Final cost transfers, reimbursements and payments to vendors on projects which ended December 31, 2007*
February 20	Personnel	Deadline for faculty to submit requests for Additional Pay during Spring Break 2008
February 21	Personnel	Pay Vouchers due for Student Assistants
February 21	Personnel	Absence Reports due for salaried staff, hourly staff, and Research Fellows
February 26	Personnel	Deadline for faculty to submit requests for Reimbursed Release Time (RRT) for the Spring 2008 semester.
February 29	Personnel	Payday for salaried staff and Research Fellows (paychecks available after 4:00 p.m.)
March 4 & 5	Post-Award	Overview of Contracts and Grants Administration Workshop (see below)

**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.*

Faculty/College Staff: Overview of Contracts & Grants Admin.

ORSP is offering two sessions of the Overview of Contracts and Grants Administration Workshop for faculty and college staff given by Alison Sanders, Compliance Officer. They will be offered:

- Tuesday, March 4, 10 a.m.—12:00 p.m.
- Wednesday, March 5, 2:00 p.m.—4:00 p.m.

To RSVP and find out room location, please provide your name, title, department, and campus e-mail address by contacting Tish Santos at tlsantos@sfsu.edu or 405-3995.

PI Checklist—Changes Coming Soon!

A new PI Checklist will soon be implemented and posted on the ORSP website. The revised PI Checklist is more comprehensive in nature and will add efficiency in processing proposals. The new PI Checklist addresses ten specific areas that include proposal information, approvals checklist, budget information, and signatures. The approval checklist section requires information on the use of campus or off-campus space, human and animal subjects, financial conflict of interest, matching funds or cost sharing, contact with foreign institutions, outreach, and health and safety. Prior to submitting the Checklist, PI's must obtain approvals from the Department Chair and Dean. Other documents will be provided with the new PI Checklist:

1. **Budget Worksheet:** an Excel worksheet designed to assist PI's to develop a proposal budget; it can be customized to serve each individual project. The Worksheet is for the PI's use only and is not to be submitted as part of a proposal.
2. **Checklist Summary:** this short version of the Checklist must be completed early in the proposal preparation process in order to give ORSP advanced warning that the PI intends to submit a proposal. It can be completed and submitted on-line.

The changes and information will be posted in March 2008 on ORSP's website: <http://www.sfsu.edu/~orspwww>.

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 accessed through the Fiscal Affairs Online Reporting System at: <http://ids.sfsu.edu:8080/fmsreport/>. Please note that cost transfers must be processed within 90 days of the original charge. If you identify incorrect or inappropriate charges, or if you have questions about accessing the system and/or reading the reports that are posted, please contact your Grants Administrator.

Time & Effort Reporting

Time and Effort Reports for Additional Faculty Pay for Thanksgiving Break 2007 have been distributed and are now due at ORSP.

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

http://www.sfsu.edu/~orspwww/_compliance/_effort/effortfaq.html

Sub-Recipient Monitoring

Principal Investigators whose awards include sub-recipients of award funds are responsible for monitoring the programmatic effort of those sub-recipients. If you are working with sub-recipients on your project, the following questions will help you in your monitoring efforts:

1. As part of sub-recipient monitoring, how do you communicate with the entity listed above to evaluate their programmatic effort on the project? ___Email ___Phone/Verbal ___Site Visits
2. How frequently are you in communication with the sub-recipient?
3. Can you provide any documentation of this communication?
4. Do you receive any interim/progress reports from the above entity?
5. Are there any other mechanisms you use to monitor the programmatic effort of the above entity?

A sub-recipient:

- Has its performance measured against whether the objectives of the Federal program have been met.
- Has responsibility for making programmatic decisions.
- Has responsibility for adherence to applicable Federal program compliance requirements.
- Uses Federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.

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).

- 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. In most cases, we are legally obligated to have the final paycheck 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. PI's 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 a 72 hour notice, we are legally obligated to have the final pay check and vacation 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.

Computers, Laptops, and Office Supplies Charged to Sponsored Projects

Computers, printers, laptops and general office supplies are generally items which cannot be allocated to a specific project, and therefore should be treated as indirect costs that cannot be charged to a sponsored project.

Exceptions can be made if the project has a strong administrative component and the use of office supplies would be greater than usual (i.e. a large amount of copies or mailings). When requesting the purchase of a computer, laptop, printer, or printer/office supplies to a project, please consider the following: Agency approval of the item (i.e. inclusion in a proposal budget) is a necessary but not sufficient condition for an exception to the policy.

New Awards Received at SFSU

Awardee/Department	Project Title	Funder/Amount Awarded
Josephine Arce/ Elementary Education	<i>California Reading & Literature Program</i>	The Regents of the University of California/ \$34,850
Jerry Davis/ Geography	<i>Habitat Connectivity</i>	University Enterprises, Inc./ \$68,090
Lee Davis/ California Studies	<i>Cultural Landscape Eligibility</i>	National Park Service/ \$1,833
Rafael Diaz/ Cesar E. Chavez Institute	<i>Program Evaluation Project</i>	University of California Office of the President HIV/AIDS Research Program/ \$62,022
Charlotte Ferretti/ Marian Wright Edelman Institute	<i>Jumpstart 07-08</i>	Jumpstart for Young Children, Inc./ \$357,257
Charlotte Ferretti/ Marian Wright Edelman Institute	<i>Gateway to Quality ERS Data System</i>	Department of Children Youth and Their Families/ \$180,428
Lily Chen/ Biology	<i>Advanced Master's Programs in the California State Universities</i>	Subaward from San Diego State University/ \$20,876
Debra Fischer/ Physics & Astronomy	<i>Mission to Alpha Centauri</i>	National Science Foundation/ \$84,956
Jon Funabiki/ Journalism	<i>Garden Remembrance Project</i>	California State Library/ \$12,500
Gretchen LeBuhn/ Biology	<i>Training and Research in Ecology and Evolution</i>	National Science Foundation/ \$599,988
Gretchen LeBuhn/ Biology	<i>Effects of Snowmelt on Bees</i>	Subcontract with the University of California Office of the President/ \$45,609
Peter Palmer/ Chemistry and Biochemistry	<i>Basket Testing</i>	Oakland Museum/ \$6,308
Juanita Santana/ Marian Wright Edelman Institute/Head Start	<i>Early Head Start T/TA PA 11</i>	US Department of Health and Human Services/ \$19,702
Juanita Santana/ Marian Wright Edelman Institute/Head Start	<i>Early Head Start T/TA PA 20</i>	US Department of Health and Human Services/ \$101,464
Jonathon Stillman/ Romberg Tiburon Center	<i>Symposium: Recent Advances in Crustacean Genomics</i>	National Science Foundation/ \$6,675
Kimberly Tanner/ Biology	<i>Spectrum: Pathways to Biomedical Research Center</i>	National Institutes of Health/ \$269,491
Mariel Vazquez/ Mathematics	<i>University of Minnesota, Institute for Mathematics and Its Applications (IMA) Residence</i>	National Science Foundation/ \$18,000
James Wiley/ Public Research Institute	<i>Homelessness</i>	Subcontract with UCSF/ \$48,911
James Wiley/ Public Research Institute	<i>Integrated Long Term Care</i>	National PACE Association/ \$24,839

General Salary Increase (GSI) & Service Salary Increase (SSI) for Staff

Staff represented by the California State University Employees Union (CSUEU) were awarded a 3.457% General Salary Increase and a 1% Service Salary Increase for 2007/2008. The GSI was processed in December, retroactive to July 2007. The 1% SSI will be processed on the anniversary date of individual employees. PI's will see retroactive charges for these increases reflected on January accounting reports.

Most grant-funded employees are represented by CSUEU, including employees in the Research Technician; Lab Assistant; Administrative Analyst/Specialist; Administrative Support Coordinator; Administrative Support Assistant; Associate, Academic & Institutional Studies (AAIS); Information Technology Consultant; Equipment Systems Specialist; Media Production Specialist; Graphic Designer; Medical Assistant; and Health Educator classifications. For more information about the CSUEU collective bargaining agreement, please log on to the CSUEU website: <http://www.csueu.org/>

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.

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, by April 14, 2008.
- Charges for Spring RRT will not be reflected on accounting reports until May 2008. PI's 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).
- PI's 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. PI's 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 Spring Semester RRT will not be reflected on accounting reports until May 2008.

Additional Pay for Faculty During Spring Break 2008

- If you are planning on requesting Intersession pay during Spring Break 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 Spring Break Salary Request. This applies to faculty with Academic Year appointments only. The deadline to submit online requests for Spring Break Pay is February 20, 2008. The dates for Spring Break Intersession appointments (as determined by the SFSU Academic Calendar) are March 23 - March 28, 2008 (5 paid days total).
- To estimate your daily rate of pay for Spring Break 2008, please use the following calculation:

$$\text{Annual Academic Year salary} / 9 \text{ months (September- May)} = \text{Calendar Year Monthly Salary}$$

$$\text{Calendar Year Monthly Salary} / 21 \text{ days (total number of working days in the March/pay period)} = \text{Daily Rate for Spring Break 2008.}$$
- 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 32.314%.
- 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 March 5, 2008.
- PI's should submit requests for Spring Break 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

Post-Award FAQ

Q: What is the Principal Investigator's (and/or project staff's) role in closing out a project?

A: The Principal Investigator (PI) should work closely with the Grant Administrator during the last several months of the project to ensure an orderly closeout. The PI will:

- Inform the Grant Administrator if a request for a no-cost extension will be submitted to the agency.
- Submit all transactions (invoices, travel claims, reimbursement requests, etc.) no later than 45 days after the end date of the project.
- Close any open purchase orders (including blanket POs) within 45 days following the end date of the award (unless the sponsor requires a financial report sooner than 90 days).
- If the project has recurring expenditures (i.e. telecom or rapid copy), the PI needs to provide a new project number for charges beyond the end date of the current project.
- If the PI or one of the project staff holds a procurement card (p-card) that is being charged to this project, please provide a new project number. If the PI does not have any other funding, ORSP will notify the Procurement Card Office to terminate the card(s).
- Ensure that all payroll appointments associated with this award do not extend beyond the end date and that all time sheets and absence reports for individuals employed by the project are forwarded to ORSP Personnel by the end date of the project.
- Send a hard copy or electronic copy of all final technical/programmatic reports to ORSP to ensure compliance with the term and conditions of the award/contact.
- Confirm that all cost sharing requirements have been met, if applicable.
- Review and approve the final financial report and/or invoice prepared by Fiscal Affairs.

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 is 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 inaccurate financial statements submitted to the funder. When leave is not recorded, the grant is not credited, and the funder may be overcharged for costs.
- PI's 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.

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