ORSP Newsletter

FEBRUARY 2009: ISSUE 27

Office of Research and Sponsored Programs

Upcoming Dates & Deadlines

DATES	SECTION	NOTES
February/Ongoing	Personnel	PIs inform ORSP personnel staff of changes in employment status of grant funded employees, including time base changes, resignations, worker's compensation claims or leave requests
February 13	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00p.m.)
February 13	Post-Award	Deadline for submission of stipend request forms to ORSP for March (stipend checks to be issued to students on March 15th)
February 16	Post-Award	Final cost transfers, reimbursements and payments to vendors on projects that ended December 31, 2008*
February 16	Personnel	Pay Vouchers due for Student Assistants
February 16	Personnel	Absence Reports due for salaried staff, hourly staff and Research Fellows
February 20	Personnel	Deadline for faculty with Academic Year appointments to submit requests for Reimbursed Release Time (RRT) for the Spring 2009 semester
February 20	Personnel	Deadline for faculty with Calendar Year (12 Month) appointments to submit requests for Reimbursed Release Time (RRT) for the January through June 2009 time period
February 27	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.

Research and Creative Activities Retreat

On Friday March 6, 2009, the Office of Research & Sponsored Programs (ORSP) will be hosting a research and creative activities retreat at the Romberg Tiburon Center. The aim of the retreat will be to identify and cluster faculty into thematic areas of interest, with a more concrete goal of developing new interdisciplinary centers/institutes/research groups. A professional facilitator, Dr. Denis Prager, will be moderating and leading the retreat with Jaylan S. Turkkan, Associate Vice President for Research and Sponsored Programs. A reception will be held with Dr. Corrigan on Friday evening, March 6. Details on the retreat and registration information are available at the retreat website: http://www.sfsu.edu/~orspwww/retreat

Direct Deposit Eligibility

Direct Deposit is available for employees who meet the following criteria:

- Appointment is longer than six months and at a time base of 50% or more, and
- Have accrued 40 hours of vacation/CTO/Personal Holiday, or
- Have accrued 20 hours of vacation/CTO/Personal Holiday and 20 hours of sick leave.

Employees should complete and return the Direct Deposit Form to the Payroll Office which is located in ADMIN 252. It usually takes 45 days for the Direct Deposit to be established through the Office of the State Controller. Under State Controller's Office regulations, employees will be removed from the Direct Deposit Program if they go on either IDL or NDI leave, or if their pay is in "dock" status.

The Direct Deposit Form is located on the Human Resources website at:
http://www.sfsu.edu/~hrwww/online_forms/Payroll/Direct_Deposit_Enrollment_Authorization.pdf

Post-Award FAQ

Q: I need to revise my project budget - do I need to get approval from the sponsor? What is the process for requesting a revision?

A: Most funding agencies allow the university to revise the original project budget provided that:
- expenditures are necessary for the successful completion of the project,
- expenditures are allowable under the governing cost principles and agency specific policies, and
- prior approval is obtained when required - for a list of changes on Federally funded projects that require prior approval from the agency, go to ORSP's FAQ webpage: http://www.sfsu.edu/~orspwww/faq.html#postaward

The general rule of thumb for federal awards is that significant changes to the budget need to be approved in advance by the sponsor. It is considered a significant change to the budget when the amount of increase/decrease of line items exceeds 25% of the total award. For non-federal awards, the University will refer to the notice of grant award or agreement to determine if budget revisions are allowed and if prior approval is required.

Please note: Some federal awards, and most state contracts, are more restrictive regarding budget revisions. Please refer to the notice of grant award/contract for specific terms and conditions related to your project.

The process for requesting a budget revision is as follows:

1. The PI contacts the Grant Administrator (GA) for guidance on the budget revision policy of the funding agency. The GA will assist the PI in determining if the revisions require agency prior approval. If no prior approval is required, the PI provides the revised budget and brief justification for the file and the GA prepares a request to fiscal affairs to update the budget in the Financial Management System (FMS).
2. If prior approval is required, the PI works with the GA to prepare the budget revision request which includes a detailed budget, showing the requested change in each budget category, and a justification letter explaining the need for the budget revision.
3. ORSP reviews the request and sends it to the agency for approval. Some agencies require requests for budget revisions to be submitted via an online grants management system (e.g. Fastlane for NSF awards). Once the approval for the request is received, the GA prepares a request to fiscal affairs to update the budget in FMS.

Reimbursed Release Time (RRT) for Spring 2009

For faculty with Academic Year or Calendar Year appointments, the deadline to submit requests for RRT is February 20, 2009. For faculty with Academic Year appointments, the RRT request covers the spring 2009 semester. For faculty with Calendar Year appointments, the RRT request covers the time period from January 1 to June 30, 2009.

- 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 that 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, please 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.
- The salary rate and the benefit rate for RRT will be calculated individually for each faculty member, based on current costs. 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 and PIs may need to re-budget funds to cover current costs.
- All salaries and benefits will be calculated based on the faculty member's current rate of pay. If the grant budget listed part of salary and benefit costs as cost share, please indicate this in the comments section of the request form and specify the amount. This type of cost share commitment should have been documented at the time the proposal was submitted, and approved in writing by the Dean.
- Please submit requests for yourself, and for other faculty supported on your grants, online at the ORSP personnel webpage: 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 Adobe Acrobat PDF via email. The form will specify the cost of both salary and benefits. Please print, sign and return the form to ORSP in ADM 471.
- Charges for spring RRT will not be reflected on accounting reports until June 2009. PIs should budget adequate funds in the RRT budget line, and should not use these funds to cover other expenditures.

New Awards Received at SFSU

Awardee/Department	*Project Title*	Funder/Amount Awarded
Josephine Arce Elementary Education	*No Child Left Behind*	UC Office of the President; Prime Funder: U.S. Department of Education $50,150
Katharyn Boyer Romberg Tiburon Center	*Pacific Salmonid Project*	Marin Rod and Gun Club Prime Funder: National Oceanic and Atmospheric Administration-National Fish and Wildlife Foundation$45,000
Charlotte Ferretti Marian Edelman Institute	*Basic Nurse Education*	UC San Francisco; Prime Funder: DHHS $59,727
Robert Hutson Facilities & Service Enterprises	*Missing Link Bicycle Path*	San Francisco County Transportation Authority $363,000
Gretchen LeBuhn Biology	*Monitoring Pollinators*	Food and Agriculture Organization of the United Nations $19,995
Jacob Perea Education	*GEAR UP-Summer Program*	San Francisco Unified School District $45,000
Barry Rothman Biology	*Improving CSU Health Professions Pathways*	CSU; Prime Funder: The California Endowment $40,000
Belinda Reyes Raza Studies	*School Board Project 2*	Public Policy Institute of California $44,138
Juanita Santana Marian Wright Edelman Institute-Head Start	*Good Samaritan 08/09*	Good Samaritan Family Resource Center, Inc.; Prime Funder: California Department of Education $54,035
Juanita Santana Marian Wright Edelman Institute-Head Start	*Preschool for All 2008-08*	First 5 San Francisco $105,698
Juanita Santana Marian Wright Edelman Institute-Head Start	*Pre-K Family Literacy*	California Department of Education $503,262
Juanita Santana Marian Wright Edelman Institute-Head Start	*CDE Classroom Supplies*	California Department of Education $2,533

FMS Update from Fiscal Affairs

This March, the campus will be moving to the Release 9 version of the FMS software. Because of the complexity of the upgrade, campus operations will be affected during the month of March. Questions concerning the upgrade should be directed to the FABS Help desk at 338-7143. Please note the timeline on the following table:

March 13, 2009	Last day to enter on-line requisitions in FMS for the month of March via Requisition module.
March 14-22, 2009	Campus users will have "read only" access to FMS.
March 14-22, 2009	The FMS Requisition application is unavailable. Departments may submit hard copy requisitions using the Interim Requistion Form for needed procurements. The form can be found at: http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/interim_requuistion_form.pdf
March 23-April 1, 2009	Campus users have no access to FMS. All FMS applications are down. Hard copy requisitions will be accepted for emergency procurements only.
April 2, 2009	"Go Live" with Release 9 version of FMS. Users have full access to FMS and on-line requisitioning resumes.

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 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 enough time for 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. 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 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.

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. Absence Reports are due this month on February 16th.

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.

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.