



Upcoming Dates & Deadlines

Office of
Research and
Sponsored
Programs

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DATES	SECTION	NOTES
January/Ongoing	Personnel	Pls inform ORSP personnel staff of changes in employment status of grant-funded employees, including time base changes and resignations
January 9	Personnel	Deadline for Faculty to approve ETRACS for Faculty Additional Pay for January Winter Intersession
January 9	Post-Award	Deadline for submitting stipend request forms to ORSP for February stipends (to be issued to students on February 15th)
January 15	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00 p.m.)
January 15	Post-Award	Final cost transfers, reimbursements and payments to vendors on projects which that November 30, 2008*
January 19	Personnel	Pay Vouchers due for Student Assistants
January 19	Personnel	Absence Reports due for salaried staff, hourly staff and Research Fellows
January 19	Personnel	Campus closed in observance of Martin Luther King Day
January 29	Personnel	Payday for salaried staff and Research Fellows (pay checks available after 4:00 p.m.)
January 30	Personnel	Deadline to submit LCD change requests (cost transfers) for payroll costs incurred from July through December 2008
January – February 20	Personnel	Faculty with Academic Year appointments submit requests for Reimbursed Release Time (RRT) for the spring 2009 semester
January – February 20	Personnel	Faculty with Calendar Year (12 Month) appointments submit requests for Reimbursed Release Time (RRT) for the January through June 2009 time period

**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>

Post-Award FAQ

Q: Where can I get a detailed report of the payroll charges on my project(s)?

A: Financial reports for ORSP projects, including a detailed payroll report, are posted on the Fiscal Affairs FMS Reports site (<http://ids.sfsu.edu>). The Project Financial Reports for ORSP projects are refreshed weekly. Final reports for the month, which include a payroll report, are posted after the accounting month has closed, approximately the 3rd week into the current month. Given the holiday break, the final report for the month of December 2008, including a payroll report, will be available on <http://ids.sfsu.edu> during the week of January 19th.

PIs and PI assistants can log into this online reporting system using their SFSU email addresses. If you have never logged in, you can register at <http://ids.sfsu.edu> and a password will be emailed to you. Please contact your Grant Administrator if you have trouble logging in or need assistance reading your reports.

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 for approval.
- 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.

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.
- Principal Investigators 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.

New Awards Received at SFSU

Awardee/Department	Project Title	Funder/Amount Awarded
Jessica Fields Public Research Institute	<i>Parent Survey Cognition Interviews</i>	Lucille Packard Foundation \$20,512
Charlotte Ferretti Marian Wright Edelman Institute	<i>Gateway to Quality 2008-2009</i>	DCYF City and County of San Francisco \$682,567
Shirley Girouard Nursing	<i>Onsite MSN Cohort Program</i>	Moore Foundation \$450,485
Sung gye Hong Special Education	<i>Project READ</i>	Sub-award with Cal State Los Angeles Auxiliary Services, Prime: U.S. Department of Education \$339,842
Tsai-Hsing Hsia Special Education	<i>Combined Priority for Pers. Prep</i>	U.S. Department of Education \$791,179
Philip King Economics	<i>Sea Level Rise Study</i>	Department of Boating and Waterways \$95,000
Bruce Macher Chemistry and Biochemistry	<i>U56 Supplemental Bridge Funding</i>	National Institutes of Health \$150,000
Stephanie Sisk-Hilton Elementary Education	<i>Conceptual Underpinning of Evolution</i>	Sub-award with UC Berkeley, Prime: NSF \$102,850
Rita Takahashi Social Work	<i>Linkages Training</i>	Child and Family Policy Institute of California \$18,641
Rita Takahashi Social Work	<i>SF Foster Parent Training</i>	City and County of San Francisco \$146,246

Campus Closure and Holidays

- Campus holidays this month include January 1 (New Years Day) and January 19 (Martin Luther King Day).
- For hourly and salaried staff, including Research Fellows, these are PAID holidays.
- 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 schedule at right shows the number of paid holiday hours that hourly staff will receive, **for each day that is a holiday**, based on total number of hours worked during the pay period. These holiday hours are direct charges to the grant.
- Student Assistants, Casual Workers and Special Consultants do NOT receive holiday pay.
- Hourly and salaried staff (exclusive of Student Assistants, Casual Workers and Special Consultants) 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 extension 81973 or toria@sfsu.edu.

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	

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.

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

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 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).

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