



Office of Research and Sponsored Programs

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Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
July 4	Personnel	Campus Closed in Observance of Independence Day
July 13	Personnel	Final deadline to submit faculty requests for additional pay during June, July and August 2007
July 13	Personnel	Payday for student assistants and hourly staff (paychecks available after 1:00pm)
July 15	Post-Award	Final cost transfers, reimbursements and payments to vendors for projects that ended May 31, 2007*
July 23	Personnel	Absence Reports due for salaried staff, research fellows, student assistants and hourly staff
July 30	Personnel/ Compliance	Deadline to submit staff LCD change requests for the time period 1/1/07-6/30/07
July 31	Personnel	Payday for faculty, staff, and research fellows (paychecks available after 4:00pm)

*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 Grants Administrator for more information.

Redistribution of Projects for Post-Award

Several projects have been redistributed among the Grants Administrators in post award in order to provide the highest level of customer service to Principal Investigators and project staff. For the revised distribution of projects in post award, please go to "Who is My GA" link on the ORSP website: http://www.sfsu.edu/~orspwww/_postaward/postawardhome.html

Notice of Grant Awards

PIs who receive notice of grant awards or contracts directly from funding agencies should inform ORSP as soon as possible. If you receive notification of award or a contract, please notify Tish Santos (tlsantos@sfsu.edu) and your Grants Administrator.

Procurement Card

If you would like to make changes to how your procurement card purchases are charged (e.g. adding projects or changing your default project number in the GE online system), please send an e-mail request to your Grants Administrator, who will review/approve the request and forward it to the Procurement Office.

Post Award Grant Support Coordinators - How They Can Help You

Candy Mou and Ray Vogelzang are Grant Support Coordinators in Post Award. Candy and Ray review and process incoming requests for grant expenditures (e.g. invoices, purchase requisitions, honoraria, stipends and travel claims), verify account balances, and assist with the online requisition process. They provide assistance to Principal Investigators to complete forms and provide general information about administrative procedures for sponsored programs. Please feel free to contact Candy Mou (Telephone: (415) 405-4223, e-mail: candymoo@sfsu.edu) or Ray Vogelzang (Telephone: (415) 405-3575, e-mail: raymondv@sfsu.edu) with your questions!

Benefit Reversals to Grants for 2007 Faculty Summer Pay

Academic year faculty who received additional summer salary from grants/contracts may notice that charges for health, dental, vision, life and long-term disability (LTD) insurance appear on Labor Cost Distribution (LCD) reports. These costs should have been charged to the faculty member's academic department, and not to the grant. The error occurs because of a technical problem in the State Controller's Office payroll system. For the months of June, July, and August 2007, these charges should have been reversed and credits applied to those grants that were affected. If charges for medical, dental, vision, life and long-term disability insurance appear on your LCD reports, please contact Victoria Narkewicz at 81973 or toria@sfsu.edu.

New Account Code and Classification for 2007 Faculty Summer Appointments

Effective January 2007, ORSP began using a new classification to appoint faculty on grants during January Intersession, Spring Break and Summer. Previously, faculty hired on grants during intersession periods were appointed as calendar year lecturers. The new classification being used to hire faculty on grants is the Research Fellow classification. The classification change was necessary because the lecturer classification that was used in the past had a salary cap which would not allow ORSP to appoint faculty at their correct rate of pay. The new classification has a higher salary cap and allows ORSP to process additional compensation for faculty at the appropriate salary level.

The use of the Research Fellow classification will mean two major changes of which PIs should be aware. The first change is that the rate of accrual for vacation leave is different. Appointments in the Research Fellow classification accrue vacation leave at a full-time rate of 6.67 hours per month as opposed to a full-time accrual rate of 16 hours per month for calendar year lecturers. As a result, faculty paid during intersession periods will receive vacation leave pay offs that are calculated at the lower rate. However, there is also a corresponding decrease in the benefit rate that is charged to grants for intersession appointments because the accrual rate is lower. The benefit rate charged to grants for intersession appointments will change from 12% to 9.451%.

The second change involves changes to accounting reports. A new accounting code has been created for payroll charges for all faculty intersession appointments in the Research Fellow classification. The new code is 601825. Payroll charges for intersession appointments will no longer post to the P/T

New Awards Received at SFSU

Listed by: Awardee/Department, Project Title, Funding Agency/Awarded Amount

William Kimmerer/Romberg Tiburon Center, Zooplankton & Clam Analyses Tasks 1&2, Department of Water Resources/\$99,682

Jonathan Stillman/Romberg Tiburon Center, Zooplankton & Clam Analyses Task 3, Department of Water Resources/\$130,228

Frank Bayliss/Biology, Minority Biomedical Research Support-Research Initiative for Scientific Enhancement (MBRS-RISE) Program, National Institutes of Health/\$3,294,672

J.E. (Penny) Saffold/Student Affairs, CCAMPIS Grant Child Care, U.S. Department of Education/\$664,088

Ramon Castellblanch/Health Education, State and Federal Policy Options on the Implementation of Medicare Part D, Senior Action Network/\$9,000

Thomas Parker/Biology, IRWM Extension, Marin Audubon Society/\$39,994

Charlotte Ferretti/Marian Wright Edelman Institute, Early Child Care Initiative 07 - 08, Miriam and Peter Haas Fund/\$230,170

Faculty Summer Salary Pay for 2007

If you are planning to request summer 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 Faculty Summer Salary 2007 link. This applies to faculty with Academic Year appointments only.

- The dates for summer appointments (as determined by the SFSU Academic Calendar) are June 4 - August, 24 2007 (60 paid days total). The benefit rate for faculty Summer 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%.
- To estimate your daily rate of pay for summer 2007, please use the following calculation: Annual Academic Year salary/9 months (September-May) = Calendar Year Monthly Salary/22 days (total number of working days in the June/July/August pay period) = Daily Rate for Summer 2007.
- 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.

The final deadline to submit a request for a summer appointment for June, July or August is July 13, 2007.

Requesting Time Base Changes for Staff

Please contact the ORSP Personnel Office immediately if you are planning on making a time base change to an employee's appointment. The University is required to notify employees in writing at least 30 days prior to any time base change to the appointment. This includes requests for increases or decreases in time base.

Compliance Corner

From "Top Ten Compliance Pitfalls: A Guide for PIs"

Compliance Pitfall #11: Submission of Technical or Project Reports

Technical Reports, Progress Reports, Annual Reports, Final Project Reports...some of these reports are requirements of sponsored projects. Some may be required annually while others only need to be submitted once the project has ended. This requirement will be included in the terms and conditions of the award.

It is important that the project PI submit Technical or Project reports in accordance with the requirements of the funding agency. Late or missing reports not only reflect badly on the PI and the University, but may also jeopardize future funding opportunities.

Funding agencies often deny payment of invoices due to delinquent or missing reports.

These reports are an important responsibility of the PI on a project. Please remember to submit them on time!

If you have any questions about cost-sharing, time and effort reporting, or any other compliance issues, please feel free to contact Alison Sanders, Compliance Officer at 405-3943 or by e-mail at asanders@sfsu.edu

Time and Effort Reporting

Time and Effort Reports for Spring Break Additional Pay for Faculty have been distributed and should have been returned to ORSP by May 31, 2007. If you have any questions, please feel free to contact Alison Sanders.

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. In general, ORSP personnel staff need 30 days notice if you intend to end an employee's appointment.

If an employee resigns, please forward the resignation letter and final Absence Report to ORSP immediately. We depend on PIs to provide us 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).

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 5/31/07 through 8/30/07, please contact Jenny Chau in ORSP as soon as possible at 8-1862 or jchau@sfsu.edu. 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 extension 8-1973 or at toria@sfsu.edu

Visit our website for the latest information on ORSP:

<http://www.sfsu.edu/~orspwww>

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