



San Francisco State University ORSP Newsletter

March 2007: Issue 4

Office of
Research and
Sponsored
Programs

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Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
March 14		NSF Polices and Procedures Workshop; 1:00-2:30p.m.*
March 15	Personnel	Payday for student assistants and hourly staff (paychecks available after 1:00pm)
March 15	Post-Award	Final cost transfers, reimbursements and payments to vendors projects ended January 31, 2006**
March 16		NSF Polices and Procedures Workshop; 10:00-11:30p.m.*
March 22	Personnel	Absence Reports due for salaried staff
March 22	Personnel	Absence Reports due for student assistants and hourly staff
April 2	Personnel	Payday for faculty and staff (paychecks available after 4:00pm)

**For more information and to sign-up, please contact Mike Fennell at mfennell@sfsu.edu or 338-1015.

*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.

General Salary Increases: Bargaining Units 2, 5, 7 & 9

General salary increases of 3% and market salary adjustments of 0.324% for bargaining units 2, 5, 7 and 9 were issued on January 25, 2007. The increases were retroactive to August 1, 2006. Most grant-funded employees received these increases, including employees in the Research Technician; Lab Assistant; Administrative Analyst/Specialist; Administrative Support Assistant; Administrative Support Coordinator; Associate, Academic & Institutional Studies; Analyst/Programmer; Information Technology Consultant; Equipment Systems Specialist; Media Production Specialist; Graphic Designer; Medical Assistant; and Health Educator classifications. For more information regarding the negotiated contract, please log on to the following CSUEU website: <http://www.csueu.org/>

Sponsored Projects Reporting Requirements

All Principal Investigators at SFSU are responsible for the preparation and submission of all programmatic reports in accordance with the sponsoring agency's required due dates, and for retaining copies for the required period of time once the award is closed. PI's are also responsible for forwarding a copy of these reports to their Dean and Chair, as well as their grant administrator to be included in the official record for the project. Failure to submit these reports in a timely manner could result in the sponsor denying payment of SFSU invoices and/or may jeopardize future funding from the sponsor.

New Classification Code for Faculty Intersession 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 that will be 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 PI's 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%.

Questions? Contact Personnel (pg. 4)

Project Expense Report Changes/Updates

As explained above, a new classification, Research Fellow, has been created to appoint faculty paid from grants and contracts for intersession periods and summer.

Fiscal Affairs created a new account code for faculty intersession and summer payroll (601825). This new account code provides a distinction between support staff and the intersession/summer faculty payroll.

Effective immediately, all payroll charges for faculty intersession/summer appointments will post under the new research fellow payroll line (601825) instead of the P/T faculty payroll line (601805) on all project reports. Research Fellows payroll will continue to post under support staff (601300).

For all new projects, please work with your Grants Administrator to incorporate this personnel line item change in your project budget set-up.

Questions? Contact Post-Award (pg. 4)

Time and Effort Reporting

Time and Effort Reports for the Fall 2006 period will be distributed in early March. If you received Reimbursed Release Time (RRT), or cost-shared release time to a project, you will receive a Time and Effort Report form. In addition, effort reports for salaried staff on sponsored projects for the time period 7/1/2006-12/31/2006 will also be distributed. Please review for accuracy, sign, and return to ORSP. Deadlines for returning these to ORSP will be posted in next month's newsletter.

Please note: For faculty, a supervisor signature is not required, for salaried staff, both the employees' and the supervisor's signature are required.

If you have any questions about cost-sharing, effort reporting, or any other compliance issues, please feel free to contact Compliance staff (pg. 4).

NIH Salary Cap Annual Increase Announced

In January 2007, the NIH announced its annual increase to its funding limit for salaries. Effective January 1, 2007, the NIH Salary Cap is increased to \$186,600. More information is located at:

<http://grants2.nih.gov/grants/guide/notice-files/NOT-OD-06-031.html>

Contact
information
found on
page 4!

New Awards Received at San Francisco State University

Clifford Berkman, Chemistry & Biochemistry, National Institutes of Health, Inhibitor-Directed Imaging of Prostate Cancer, \$316,673

Carol Stevenson, Edelman Institute, Jumpstart for Young Children, Inc., Jumpstart AmeriCorps, \$57,682

Carol Stevenson, Edelman Institute, Jumpstart for Young Children, Inc., Jumpstart Private, \$240,041

Marco Bravo, Elementary Education, University of California, Integrating Science and Diversity Education, \$32,276

David Ellis, Mathematics, CSU Sacramento, BD--IV Program, \$486,000

Juanita Santana, Edelman Institute, First 5 San Francisco, Bilingual Bachelor's Degree, \$200,032

Juanita Santana, Edelman Institute, First 5 San Francisco, First 5 PFA-CV & HV Sites, \$19,790

Charlotte Ferretti, Edelman Institute, Department of Children, Youth & Their Families, Early Care & Education, \$4,417,746

Juanita Santana, Edelman Institute, California Department of Education, Preschool Instructional Material, \$2,427

Eileen Levy, Social Work/HHS, CalSWEC/UC Berkeley, Title IV-E Child Welfare Training Project, \$1,167,508

Richard Dugdale, RTC, CalFED, Sea Grant Fellowship, \$76,250

Wim Kimmerer, RTC, CalFED, Sea Grant Fellowship, \$76,250

Maika Watanabe, Secondary Education, Spencer Foundation, College-Bound Math & Science, \$37,425

Tomoko Komada, RTC, American Chemical Society, Sediment DOC-PRF, \$40,000

ORSP Staff Announcements

ORSP is very pleased to announce that **Diane Coseo** has accepted the permanent position of Post-Award Manager in ORSP. Diane has been the Acting Post-Award Manager since September of 2006. Diane has also worked in ORSP as a Proposal Specialist. Prior to coming to SFSU, Diane honed her research administration skills at San Diego State University. Everyone in ORSP extends warm congratulations to her.

Susan Pelton has returned from maternity leave and has taken on a new role in ORSP as Special Projects Manager. In this newly created position, Susan will take on issues such as developing better financial reports, assisting Post-Award with project closeout and the implementation of a grants and contracts system. In addition, Susan will serve as back-up for ORSP Managers as needed. Susan's new telephone number is 405-3798.

We are also pleased to announce that **Aimee Arica** has accepted the position of Employment Representative in Human Resources (HR). This is a newly created position that will be devoted to ORSP. Aimee has worked in HR since 1997, primarily in the Employment Division. Aimee will work closely with the personnel staff in ORSP, and she will focus on recruitment issues for grant-funded employees. This includes creating ORSP job postings and making timely job offers to candidates.

Pre-Award welcomes a new staff member, **Charles Jackson**. Charles has been hired for the Program Coordinator position in Pre-Award starting March 1, 2007. Charles has SFSU experience having previously worked at the SFSU Foundation and the Bursar's Office.

In addition, **Kathleen Chug** has accepted a new position within The Edelman Institute here at SFSU. ORSP will miss her presence in ORSP and wishes her all the best in her new role. Projects have been redistributed to provide the best possible coverage, continue our objective

to streamline the post-award process and provide the highest level of customer service to Principal Investigators and project staff. The changes to the distribution of the projects is below, with all projects staying with the same Grants Administrators:

Susan Pelton, Special Projects Manager
spelton@sfsu.edu; 405-3798

- Edelman Institute/Head Start
- Institute for Civic and Community Engagement
- Public Research Institute

Diane Coseo, Post-Award Manager
dcoseo@sfsu.edu; 338-7090

- CET
- EOP/Student Outreach Services
- Extended Learning
- HHS
- Institute on Disability
- International Programs
- Public Safety

Questions? Contact Post-Award (pg. 4)

Coming soon: Information on national and regional grants administration meetings on ORSP's website!

Employee Terminations and Resignations

Please contact an ORSP Personnel Specialist regarding all employee separations. This includes resignations, and separation 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 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. We are legally obligated to have the final pay check and vacation leave pay off available to the employee on the final day of employment.

- Voluntary Resignation

Please contact an ORSP Personnel Specialist when any employee on your project(s) resigns. If an employee resigns with at least 72 hours notice, we are legally obligated to have the final pay check and vacation leave 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.

90 Day Closeout Notices

In February, notices were sent out to all Principal Investigators via email for projects ending May 2007.

Principal Investigators should work with their Grant Administrator during this time to forecast final expenditures, finalize any cost-sharing documentation, request no-cost time extensions or carryover of unobligated funds to a subsequent budget period.

If you have any questions concerning the 90 day closeout notices, please contact your Grants Administrator.

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Discontinuance of Travel Advances

In the January 22nd Campus Memo, Fiscal Affairs announced that effective February 1, 2007 SFSU is discontinuing all travel advances for routine university related business travel. This directive does include all travel pertaining to projects administered through ORSP.

Travel reservations can still be made online through SFSU's contracted travel agency, Fell Travel, Inc. at <http://www.felltravel.com/sfsu.html>. Airline tickets and automobile rentals will be billed directly to your ORSP project.

For more information or further details regarding the discontinuance of travel advances at SFSU, contact:
Tapati Shah, Travel Coordinator, 338-2629
Cecile Vidallo, Travel Coordinator, 338-2604
David Chelliah, Accounts Payable Supervisor, 405-3693.

Check out the newsletter for the
Office of Protection for Human and
Animal Subjects:

<http://www.sfsu.edu/~protocol/human/newsletter/protocol-fall06.pdf>