San Francisco State University
ORSP Newsletter

Upcoming Dates & Deadlines

DATES	SECTION	NOTES
May 10		How to Read Financial Reports Workshop (Details on page four)
May 15	Post-Award	Final cost transfers, reimbursements and payments to vendors projects ended March 30, 2007*
May 15	Personnel	Payday for student assistants and hourly staff (paychecks available after 1:00 p.m.)
May 18	Personnel	Submit on-line requests for faculty summer salary in order to receive June summer salary on the regularly scheduled pay day
May 22	Personnel	Absence Reports due for salaried staff and faculty
May 22	Personnel	Absence Reports and Student Vouchers due for student assistants and hourly staff
May 28		*Campus Closed/Observe Memorial Day*
May 30	Personnel	Payday for faculty and staff (paychecks available after 4:00 p.m.)
May 31	Compliance	Spring Break Time and Effort Reports due at ORSP
July 13	Personnel	Final deadline to submit faculty requests for additional pay during June, July and August 2007

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.

Faculty Summer Salary 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/summersalreqform.html. 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.

In order to receive your summer payment for the month of June on the regular pay day for June (July 1, 2007), ORSP must receive your online request no later than May 18, 2007. For all requests that are received after May 18, 2007, payments for the month of June will be delayed.

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

Funding & Proposal Information

Updates to NSF Policies and Procedures

NSF has announced the new *NSF Proposal & Award Policies & Procedures Guide* (NSF 07-140) which is comprised of documents relating to the NSF's proposal and award process. The Guide consolidates two previous standalone NSF policy documents: the *NSF Grant Proposal Guide* (GPG) and the *Grant Policy Manual* (GPM) and combines them into a single electronic policy framework. Some significant changes in this guide include the designation of specific fonts the NSF will allow on proposals, increased coverage of the Grants.gov apply function, new information on how reviewers are selected and updated budget preparation instructions. The *Proposal & Award Policies & Procedures Guide* will be effective for proposals submitted on or after June 1, 2007. This document supercedes all prior versions of the GPG and GPM and can be accessed at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf07140. For more information regarding this new policy framework, contact the NSF Policy Office at policy@nsf.gov.

NIH Debuts Award Program to Launch Creative New Investigators

NIH has announced a new grant mechanism specifically designed to foster the research careers of promising young biomedical and behavioral scientists. The New Investigator Award will support young researchers who have not yet won an NIH research project grant or similar peer reviewed research grant. Applicants must hold and independent research position at a domestic institution and must have received a doctorate in 1997 or later. The award will provide up to $1.5 million over five years to selected investigators who propose innovative approaches that have the potential for unusually high impact on science, but where the preliminary data usually required to be competitive for a regular research grant may be scant. The new award, one of two special NIH director's awards, is meant to stimulate innovative research to important biomedical and behavioral research problems and nurture new talent early in their careers. The New Innovator Award, launched in 2007, is expected to fund 14 scientists in 2007. For additional information visit the following website: http://grants.nih.gov/grants/guide/rfa-files/RFA-RM-07-009.html.

NIH Announces Director's Bridge Awards

The NIH recently announced the NIH Director's Bridge Award (NDBA), a program designed to provide continued but limited funding for new and established grantees who have submitted a competing renewal grant application that describes a highly meritorious project. The continued funding will permit the Principal Investigator to strengthen a revised application. Guidelines for this award are similar to those described for the High Priority Short-Term Project Award (R56). NDBA recipients will receive R56 awards for a single year. For more information on this initiative, please visit: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-056.html.

ORSP Announces Changes in P-Card Procedures & Processing

1. Effective immediately, ORSP P-card holders will no longer deliver their monthly P-card report packages to ORSP. Monthly reports are now to be delivered directly to the P-card office in Fiscal Affairs (ADM 351) by the 10th of the month. Fiscal Affairs will forward the reports to ORSP for approval upon completion of their audit process.

2. If "Transaction Line Item" is listed in the description field, a specific description of the item purchased must be entered. If the purchase is for more than one item, the three most costly items should be entered in the description field.

3. Incomplete monthly reports (missing receipts, signatures, applicable use tax, description of items etc.) will be returned to the cardholder.

Please review and observe the following policies regarding submission of your monthly P-card reports:

- All P-Card statements and expense logs must be signed by the Principal Investigator of the project the expenses are being charged to.

- If the P-Card holder is the Principal Investigator, the Post-Award Manager will review the statement and expense log after the PI has submitted the materials to Fiscal Affairs.

- All electronic receipts and copies of receipts must be signed by the P-Card holder certifying that the receipt is a true and correct copy of the original, which has been lost or is otherwise unobtainable, and that the receipt has not be submitted, nor will be submitted in the future for payment or reimbursement.

- All P-card statements, expense logs and itemized receipts are due in the P-Card office by the 10th of the month.

- An itemized receipt contains the following: description of goods purchased, date of purchase, quantity purchased, price per item, amount of sales tax & total cost, shipping/handling charges, if applicable

For a copy of the P-card policy and procedures, P-card office contacts and other P-card information, please visit the P-card web page at http://fiscaff.sfsu.edu/departments/pcard/.

New Awards Received at San Francisco State University

Awardee/Department	Project Title	Funder/Amount Awarded
Jessica Fields, Sociology	*Jail, Women, & HIV Education*	UC Office of the President – UARP,$62,997
Drew Talley, Romberg Tiburon Center	*Sea Grant-Whitcraft*	CA Bay Delta Authority/Sea Grant Allocation, $64,125
Newell Garfield, Romberg Tiburon Center	*NOAA use of HF Radar*	National Oceanic & Atmospheric Administration, $229,904
Nina Roberts, Recreation & Leisure Studies	*Project WISE*	Golden Gate National Parks Conservancy, $12,000
Andrew Ichimura, Chemistry & Biochemistry	*Career: Fundamental Studies of Change*	National Science Foundation, $589,458
Cynthia Gomez, Health Equity Initiatives	*Health Equities Initiatives*	Hewlett Foundation, $45,000
Cynthia Gomez, Health Equity Initiatives	*Gender Economic Model of HIV Risk*	National Institutes of Health, $394,968
Serkan Hosten, Mathematics	*Institute for Mathematics Program*	University of Minnesota - National Science Foundation, $8,466
Patricia Irvine, Secondary Education	*OUSD Internship*	Oakland Unified School District, $26,049
Lee Davis, California Studies Program	*De Anza National Trail*	National Park Service, $10,000
Leticia Marquez-Magana, Project Director, SCORE, Biology	*MBRS – SCORE*	National Institutes of Health, $811,384
Javier Arsuaga, Biology	*MBRS – SCORE*	National Institutes of Health, $306,000
Teaster Baird, Chemistry & Biochemistry	*MBRS – SCORE*	National Institutes of Health, $685,282
Laura Burrus, Biology	*MBRS – SCORE*	National Institutes of Health, $909,717
Diana Chu, Biology	*MBRS – SCORE*	National Institutes of Health, $777,846
Raymond Esquerra, Chemistry & Biochemistry	*MBRS – SCORE*	National Institutes of Health, $853,432
Zheng-Hui He, Biology	*MBRS – SCORE*	National Institutes of Health, $801,148
Ursula Simonis, Chemistry & Biochemistry	*MBRS – SCORE*	National Institutes of Health, $976,683
Jonathan Stillman, Biology	*MBRS – SCORE*	National Institutes of Health, $306,000
Mariel Vazquez, Mathematics	*MBRS – SCORE*	National Institutes of Health, $306,000
Weimng Wu, Biology	*MBRS – SCORE*	National Institutes of Health, $754,070
Juanita Santana, Edelman Institute	*Head Start Program*	Department of Health and Human Services, $849,529
Nicholas Certo, Special Education	*OUSD- Intern Program*	Oakland Unified School District, $103,262
Patricia Jennings, Child and Adolescent Development	*Cultivating Emotional Balance (CEB)*	The John E. Fetzer Institute, Inc., $238,790

Compliance Corner

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

Compliance Pitfall #6: Forgetting to expend resources that were committed to your project.

Perhaps it seems unbelievable, but there are instances when PIs either under-spend their awards, or neglect to use the cost-shared resources that were allocated by the university to support their project.

Under-spending an award results in the university either having to return the money to the funding agency, or adjusting the amount drawn from the federal government.

Not utilizing cost-shared university resources that were allocated to the project results in the university not meeting a commitment to support the project, usually a condition of receiving the award.

It is important that PI's ensure that all resources allocated to their project, whether cost-shared or from an external funding agency, be expended in a timely manner (i.e. not in the last 90 days of the project) and in direct support of that project.

If you have any questions about cost-sharing, time and effort reporting, or any other compliance issues, please feel free to contact the Compliance team listed on page six.

Time and Effort Reporting

Time and Effort Certifications for Fall 2006 RRT, July-December 2006 (Staff and Calendar Year Faculty), and Winter Intersession are all **past due**. If you have not returned these to ORSP please do so as soon as possible.

In order to comply with Federal regulations on time and effort reporting and SFSU's Effort Reporting Initiative, ORSP will not authorize any transactions, including personnel transactions, on grants and contracts for which time and effort reporting have not been certified.

If you need copies of effort reports sent to you, either electronic or hard copy, please contact the Compliance Team listed on page six.

Review on Charging Administrative Costs to Federal Awards

The Office of Management and Budget (OMB) Circular A-21 provides guidance on direct costs deemed allocable and allowable on projects sponsored by the federal government. A-21 principles apply both to costs that will be paid directly from sponsored projects or indirectly as part of SFSU's Facilities & Administration (Indirect Cost) Rate.

OMB Circular A-21 identifies specific costs that may not be charged directly to research or training sponsored awards, except under special conditions. These costs include administrative salaries, postage, local telephone, copier costs, and general office supplies.

There are specific instances in which these costs may be charged to a project as a direct cost:

1. The project has an administrative component, or is a training project, or is in some way different from a typical research project at SFSU
2. The cost can be associated with a specific sponsored project, and that project benefits directly from the expense.
3. The awarding agency has approved the expense as a direct cost.

Requesting Time Base Changes for Staff

Please contact the ORSP Personnel Office immediately if you are planning to make a time base change to an employee's appointment. ORSP Personnel 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 to time base changes. Contact information can be found on page six.

**San Francisco State University
Office of Research and Sponsored Programs**

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90 Day Closeout Notices

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

Principal Investigators should work with their Grants 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.

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).

How to Read Financial Reports Workshop

This workshop will be held on May 10 from 1:30 to 3pm. Susan Pelton and Karen Lee, from ORSP, will provide information on how to read and understand the financial reports used to track expenditures on sponsored programs. The reports to be discussed include Revenue/Expense Analysis Report, GL Detail Activity Report, and Labor Cost Distribution (LCD) Report. The goal of this workshop is to help Principal Investigators and their staff become more comfortable in reading and understanding financial reports in order to reconcile expenses on their projects a regular basis. To sign up for this workshop, please contact Michael Fennell, Training Specialist at mfennell@sfsu.edu or 338-1015.