# ORSP Newsletter

**SAN FRANCISCO STATE UNIVERSITY**

## Upcoming Dates & Deadlines

| DATES | SECTION | NOTES |
|---|---|---|
| May/Ongoing | Personnel | PIs inform ORSP personnel staff of changes in **employment status** of grant-funded employees, including time base changes and resignations. |
| May 15, 2008 | Personnel | Payday for Student Assistants and hourly staff (paychecks available after 1:00 p.m.). |
| May 15, 2008 | Post Award | Final cost transfers, reimbursements and payments to vendors on projects which ended March 31, 2008* |
| May 16, 2008 | Personnel | Deadline to submit requests for summer salary in order to receive June pay on the regularly scheduled pay day. |
| May 22, 2008 | Personnel | Pay Vouchers due for Student Assistants |
| May 22, 2008 | Personnel | Absence Reports due for salaried staff, hourly staff and Research Fellows |
| May 22, 2008 | Post Award | Workshop: How to Read New Financial Reports. Thursday May 22 at 2 p.m. Please RSVP by sending an email to Ray Vogelzang at raymondv@sfsu.edu |
| May 26, 2008 | Post Award | Campus closed in observance of Memorial Day. Please see news item below about paid holidays for grant-funded staff. |
| May 30, 2008 | Personnel | Payday for salaried staff and Research Fellows (paychecks available after 4:00 p.m.) |
| May 30, 2008 | Compliance | Deadline for returning signed Time & Effort Reports to ORSP for Additional Pay in Spring Break 2008. |

*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.

## Important News and Notes

*New Business Process for Grant Funded Employment Transactions*

We are very excited to announce that effective April 23, 2008 all employment transactions for grant funded employees will be processed using our new automated E-TRAC System! This includes transactions for student assistants, salaried staff, hourly staff, special consultants, and faculty intersession pay. The automated E-TRAC approval process began in 2004. Since then, ORSP has been creating and approving all grant related staff and faculty appointments via this electronic process and then routing paper documents for approval to Principal Investigators (PIs). Beginning April 23, 2008 all appointment transactions will be electronically routed to Principal Investigators or designated staff for approval. We will no longer send paper documents to Principal Investigators for signature.

The on-line approval process will benefit Principal Investigators and Administrative Staff in several ways by:

- eliminating paper documents

- allowing on-line approvals

- allowing access to the E-TRAC system ANYWHERE AT ANY TIME on campus and off campus (the system is internet based)

ORSP offered several workshops in April to help PIs and administrative staff understand and use the new system. ORSP will post an on-line E-TRAC manual designed specifically for you and your designated staff. We have also set up a help desk line (415-405-4357 or 5-HELP) for technical assistance (user ID, passwords, or log on questions) and an ORSP hotline (415-338-7992) for E-TRAC related problems (logistics of the E-TRAC process, project information or error messages). To request a one-on-one training session, please contact Victoria Narkewicz at 338-1973.

# Pre Award Announcements

*Grants.gov Retires PureEdge System for Federal Applications and Submissions*

On June 30, 2008, Grants.Gov will no longer accept submissions for grants through the PureEdge System. All submissions MUST use Adobe **Reader** 8.1.1 or higher. Adobe Reader 8.1.1. can be downloaded for free from http://www.grants.gov/resources/download_software.jsp. Note: Adobe **Reader** is NOT the same product as Adobe Professional or Adobe Acrobat. If an application or submission is opened or edited in Adobe Professional/Acrobat, or using another version of Adobe Reader that is not 8.1.1., the submission will be rejected. For further information, please contact, Jackie White at whitej@sfsu.edu or 338-3578.

*Changes to ERA Commons and eSNAP Applications*

You may have noticed that NIH recently updated the ERA Commons system. A number of the changes specifically impacted the preparation of eSNAP applications and we would like to highlight them here:

1. PI effort reporting was changed from percent effort to person-months.

2. You must now identify whether or not there have been changes to the Multi-PI Leadership Plan.

3. You must now identify whether or not there have been changes involving the use of Select Agents.

4. Finally, the ability to upload the science portion of the application is now limited to just a) the PI, and b) those individuals who have both an "ASST" role in the system and have been delegated PI authority. Furthermore, ORSP has received reports that those with both "ASST" and "AO" roles have been unable to upload science documents. We are attempting to confirm with NIH that having both roles will prevent the user from being able to upload the science.

If your application was in process, but not yet submitted, when the changes were deployed, you will need to enter the system and answer the new questions before the application can be submitted by ORSP.

More complete information from NIH about the changes to ERA Commons can be found here:

http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-064.html

If you need further information or have difficulty preparing your eSNAP applications, please contact Jackie White, Pre Award Manager, at whitej@sfsu.edu or 338-3578.

# Compliance

*Time and Effort Reports*

If you received Additional Pay for Spring Break 2008, a time and effort report will be sent to you in mid-May. Please review, sign and return the report to ORSP by May 30, 2008.

Time & Effort Reports for Additional Faculty Pay for Winter Intersession 2008 should have been returned to ORSP by the deadline of March 28, 2008. If you have not already done so, please review, sign, and return Time & Effort certifications to ORSP.

Time & Effort Reports for Fall 2007 (Academic Year RRT) and for July-December 2007 (Calendar Year RRT and staff appointments) were also due on March 28, 2008. If you have not already done so, please review, sign, and return Time & Effort certifications to ORSP immediately.

See the following link for Frequently Asked Questions about time and effort reports:

http://www.sfsu.edu/~orspwww/_compliance/_effort/effortfaqs.html

Please feel free to contact someone on the Compliance team if you have any questions about cost-sharing, effort reporting, sub-recipient monitoring, or any other compliance issue. Alison Sanders, Compliance Officer, can be reached at asanders@sfsu.edu or 405-3942. April Alexander can be reached at april5@sfsu.edu or 405-2792.

# New Awards Received at SFSU

| Awardee/Department | *Project Title* | Funder/Amount Awarded |
|---|---|---|
| Sarah Cohen/ Romberg Tiburon Center | Detecting the Early Spread of a Non-Indigenous Colonial Ascidian Associated with Recreational Docks | Sea Grant College Program/ $9,250 |
| Hector Carrillo/ Human Sexuality | PIMSA | UC Berkeley/ School of Public Health/ $19,062 |
| Rafael Diaz/ Cesar Chavez Institute | Evaluation of TALK AIDS Project | Asian & Pacific Wellness/ $15,000 |
| Carmen Domingo/ Biology | Molecular Mechanisms Underlying Xenopus Somitogenesis | National Institutes of Health/ $114,750 |
| Charlotte Ferretti/ Marian Wright Edelman Institute | CTAS-Gateway Coaching | First 5 of San Francisco/ $196,925 |
| Debra Fischer/ Physics & Astronomy | Search: Short Period Neptunes | NASA/ $433,000 |
| Debra Fischer/ Physics & Astronomy | JPL Michelson Keck Award 2008 | JPL RSA/ $20,000 |
| Jeffrey Greensite/ Physics & Astronomy | Theoretical High Energy Physics | US Department of Energy/$101,000 |
| William Kimmerer/ Romberg Tiburon Center | Monitoring Responses | Regents of the University of California, Davis/ $236,017 |
| Shy-Shenq Liou/ Engineering | Energy Efficiency Projects | Efftronics (Asia) Ltd./ $15,113 |
| David Matsumoto/ Psychology | Facial Affect Reciprocity | US Army Research Institute/ $445,891 |
| Rita Melendez/ Human Sexuality | HIV Intervention Science | Columbia University/ $10,000 |
| V. Thomas Parker/ Biology | Determining Shade Tolerance in Rare, Redwood Associated Manzanita | Save-The-Redwoods League/ $10,000 |
| Michael Ritter/ Student Health | DUI Prevention | Sub-contract with CSU Fresno/ $30,531 |
| Rita Takahashi/ Social Work | Mental Health Education Stipend Program | CalSWEC/ $269,688 |
| Rita Takahashi/ Social Work | Correctional Workers Training | California Department of Corrections and Rehabilitation/ $57,506 |
| Grace Yoo/ Asian American Studies | African American Breast Cancer | AMGEN/ $5,000 |
| Chris McCarthy/ Physics & Astronomy | Detection of Brown Dwarf Companions | NASA/ $86,171 |
| Drew Talley/ SF Bay NERR | Quantitative Pathogen Detection | Sub-award from the University of New Hampshire/ $12,000 |

# Post Award FAQS

Q: How do I find out what the balance of my project is?

A: PIs and their designated staff can view financial reports for their project by logging in to Fiscal Affairs' online reporting system at: http://ids.sfsu.edu:8080/fmsreport/. The system is set up so that PIs and staff can log in using their email addresses. Please contact your Grants Administrator if you have trouble logging in and/or would like to grant access to an assistant or staff member to view the financial reports for your project(s).

# Personnel Announcements

*Campus Closure and Holiday Pay*

- SFSU will be closed on May 26, 2008 in observance of Memorial Day.

- For hourly and salaried staff, including Research Fellows, this day is a PAID holiday.

- 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 below shows the number of paid holiday hours that hourly staff will receive, based on total number of hours worked during the pay period.  These holiday hours, and related benefits, 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 toria@sfsu.edu. or 338-1973.

| Hours on Pay Status During Pay Period (exclusive of holidays not actually | 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 | |

# Important Reminders from the Personnel Team

*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.

- PIs 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.

*Uncollected or Undeliverable Paychecks*

All payroll disbursement dates are announced in the monthly ORSP newsletter under Upcoming Dates & Deadlines on the first page.  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).

*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 include requests 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).

# Faculty Summer Salary Pay for 2008

- If you are planning on requesting 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 Summer Salary Request link. This applies to faculty with Academic Year Appointments only.

- The dates for summer appointments (as determined by the SFSU Academic Calendar) are June 3, 2008 – August 22, 2008 (59 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 34.314%.

- The actual amount of pay may depend on the number of working days in each month. To estimate your daily rate of pay for Summer 2008, please use the following calculation:
  - Annual Academic Year salary / 9 months (September- May) = Calendar Year Monthly Salary
  - Calendar Year Monthly Salary / 173.33 (average number of working days in a month) = Approx. Hourly Rate for Summer 2008
  - Approx. Hourly Rate X 8 hours per day = Approx. Daily Rate

- Upon receiving your on-line request, an E-TRAC appointment will be created and routed to Principal Investigators electronically for approval. Once the Principal Investigator clicks the approval button, the E-TRAC will route to ORSP for final approval. The estimated cost of both salary and benefits will be available for review on the E-TRAC appointment in the Job Earnings Distribution section. Principal Investigators will receive e-mail notification when E-TRACS are created by ORSP Personnel Staff.

- In order to receive your summer payment for the month of June on the regular pay day for June (July 1, 2008), ORSP must receive your approved E-TRAC no later than May 16, 2008. For all E-TRACs that are approved after May 16, 2008, payments for the month of June will be issued mid July.

- **PIs should submit requests for summer pay by the stated deadline for all current and pending awards, even if a project ID number has not yet been established. Please indicate in the comments section of the request form that a project ID number is pending. If you are expecting funding, but a formal award letter has not yet been received, you should 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.**

- If you are receiving Summer Pay from MORE THAN ONE GRANT, please submit all requests at one time on one online request form.

- In order to receive your summer payment for the month of June on the regularly scheduled pay day of June 30, 2008, ORSP must receive your request for June summer salary no later than May 16, 2008. For all requests that are received after May 16, 2008, payments for the month of June will be delayed.

- The final deadline to request all summer pay for June 2008, July 2008 and August 2008 is July 11, 2008.