



Office of
Research and
Sponsored
Programs

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Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
November/Ongoing	Personnel	Pls inform ORSP personnel staff of changes in employment status of grant-funded employees, including time base changes and resignations
November 11	Personnel	Campus closed in observance of Veteran's Day
November 12	Personnel	Workshop: Approving Online Personnel Transactions, 3:30 p.m. to 4:45 p.m. in ADM 201. Please RSVP to Alison Ng at alisonng@sfsu.edu
November 13	Post-Award	Workshop: How to Access and Read Financial Reports, 9 a.m. to 10 a.m. in ADM 201. Please RSVP to Alison Ng at alisonng@sfsu.edu
November 14	Personnel	Deadline to submit requests for Faculty Additional Pay during Thanksgiving Break
November 14	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00 p.m.)
November 14	Personnel	Pay Vouchers due for Student Assistants
November 14	Post Award	Absence Reports due for salaried staff, hourly staff and Research Fellows
November 17	Post Award	Final cost transfers, reimbursements and payments to vendors on projects which ended September 30, 2008*
November 17	Post Award	Deadline for submitting stipend request forms to ORSP for December stipends (to be issued to students on December 15th)
November 21	Personnel	Signed Reimbursed Release Time (RRT) Agreements due to ORSP. For faculty with AY appointments, the RRT time period is the fall semester, 2008. For faculty with calendar year appointments, the RRT time period is July 1 to December 31, 2008.
November 27	Personnel	Campus closed for Thanksgiving Day
November 28	Personnel	Campus closed in observance of Columbus Day
December 1	Personnel	Payday for salaried staff and Research Fellows for the November 2008 pay period (paychecks available after 4:00 p.m.)

*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.

Staffing Update

We are pleased to announce that Cyndy Snyder has joined the Post-Award team as a Grant Administrator. Cyndy has been teamed up with Ray Vogelzang, Grants Support Coordinator, and will be overseeing projects in Cesar E. Chavez Institute, Ethnic Studies, Extended Learning, Health Equity Initiative, Institute for Next Generation Internet, NSRC/CRGS, Public Research Institute, and the Student Enrichment Office. Cyndy can be reached at snyderc@sfsu.edu or by phone at 405-4214; Ray can be reached at 405-3575 or raymondv@sfsu.edu.

The Post Award team is now fully staffed, and projects have been redistributed. Please see the ORSP website for a complete listing of Grant Administrators and projects: http://www.sfsu.edu/~orspwww/_postaward/distribution.html

Workshops & Training Opportunities

ETRAC Workshops

ORSP has implemented a new system called ETRAC (Employee Transaction Relay & Capture) that allows Principal Investigators to approve personnel transactions on line. The ORSP personnel team will no longer distribute paper appointment documents to PIs for signature. The new system processes appointments for students, staff and postdoctoral researchers, as well as appointments for faculty during intersession periods.

These workshops will provide an introduction to the new ETRAC system for PIs and their administrative staff. The dates and times of the November workshop is below. To sign up for the workshop, please contact Alison Ng at alisonng@sfsu.edu or by phone at 405-4226.

*Wednesday, November 12, 2008 — 3:30 p.m.—4:45 p.m. — ADM 201

Financial Reports Workshop

The goal of this workshop is to help PIs and their staff become more comfortable in reading and understanding the new financial reports in order to reconcile expenses on their projects on a regular basis. Both the summary and the detail reports will be reviewed.

To sign up for the workshop, please contact Alison Ng at alisonng@sfsu.edu or by phone at 405-4226.

*Thursday, November 13th - 9:00 a.m.-10:00 a.m., ADM 201

ORSP FAQ

Q: My project is ending soon - what do I need to do?

A: ORSP sends out closeout reminder letters to PIs 90 days before the end date of the project. During the closeout phase, PIs and/or their staff will work with the Grant Administrator on the following items on the closeout checklist:

___ Final purchases: Make sure to submit all transactions (invoices, travel claims, reimbursement requests, etc.) no later than 45 days after the end date of the project.

___ Purchase Orders (POs): Close all POs (including Blanket POs) within 45 days following the end date of the award unless the sponsor requires a financial report sooner than 90 days.

___ Recurring expenditures: If this project has recurring expenditures (i.e. telecom or rapid copy), please provide a new project number for charges beyond the end date of this project.

___ Procurement Card (P-card): If you or members of your staff hold a P-card and expenditures are being charged to the project, please provide a new project number. If you do not have any other funding, ORSP will notify the P-card office to terminate the card(s).

___ Personnel appointments: Work with the ORSP Grant Administrator to ensure that all employee appointments associated with this award do not extend beyond the end date. Also, please make sure that all time sheets and absence reports for individuals employed by this project are forwarded to ORSP personnel by the end date of the project.

___ Progress and Final Reports: Send a hard copy or electronic copy of all final technical/programmatic reports to ORSP to ensure compliance with the terms and conditions of the award/contact.

___ Cost Sharing: Confirm that all cost sharing requirements have been met, if applicable.

___ Need Fund Advance: If you are expecting additional funding beyond the end date of this project but have not yet received the notice of grant award or contract, please go to the ORSP web site to request a Fund Advance:

http://www.sfsu.edu/%7Eorspwww/_postaward/_forms/forms.html#fundadvance

New Awards Received at SFSU

Awardee/Department	Project Title	Funder/Amount Awarded
Margaret Beers/ Academic Technology	<i>Rising to the Challenge</i>	Association of American Colleges and Universities/ \$5,000
Edward Carpenter/Romberg Tiburon Center	<i>Dry Valleys-Antarctica</i>	National Science Foundation/ \$140,000
Robert Cherny/History	<i>Fulbright Institute</i>	German-American Fulbright Commission/ \$34,500
William Cochlan/Romberg Tiburon Center	<i>Cellana Algal Biofuels</i>	Agreement between SFSU and Cellana LLC/ \$360,354
Rafael Diaz/Cesar Chavez Institute	<i>TG Youth of Color Needs Assessment</i>	Asian & Pacific Islander Wellness Center/ \$9,800
Gerald Eisman/ Institute for Civic & Community Engagement	<i>IHSS Research Study</i>	IHSS Public Authority Grant/ \$50,131
Jeffrey Greensite/Physics & Astronomy	<i>Theoretical High-Energy Physics</i>	Department of Energy/ \$17,000
Pamela Hunt/Special Education	<i>CDBS 2008-2013</i>	US Department of Education/ \$575,000
Gretchen LeBuhn/ Biology	<i>CESU Pollinator Project S3</i>	NRCS Agreement/ \$40,000
Shy-Shenq Liou /Engineering	<i>NASA Administrator's Fellowship Program</i>	NASA Administrator's Fellowship Program/ \$181,541
Bruce Macher/Chemistry and Biochemistry	<i>RIMI 3</i>	National Institutes of Health / \$883,794
Barbara Neuhauser/ Physics & Astronomy	<i>DOE-STTR 2008</i>	Agreement between SFSU and Atlas Scientific through US Department of Education/ \$60,000
Christopher Pong/ Engineering	<i>Seismic Research on the Moon</i>	NASA Administrator's Fellowship Project/ \$25,000
Juanita Santana/Marian Wright Edelman Institute/Head Start	<i>CDE Renovation Contract</i>	California Department of Education/ \$20,000
Christopher Smith/Biology	<i>Human Behavioral Genetics</i>	National Institutes of Health/ \$114,813
Stephen Ujlaki/Cinema	<i>Jacob Javits Fellowship, Year 2-Cardenas</i>	US Department of Education/ \$42,981
Vance Vredenburg/Biology	<i>After the Crash: Outbreaks of Virulent Disease</i>	Sub-award with UCSB/ \$71,201
Nicole Watts/Political Science	<i>Expanding MEIS Program</i>	US Department of Education/ \$79,650

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 accurate financial statements submitted to the funder. When leave is not recorded, the grant is not credited, and the funder may be overcharged for costs.

Academic Year Faculty Pay for Thanksgiving Break

- The deadline to request additional pay during Thanksgiving Break is **November 14, 2008**.
- If you plan to be paid for these three additional days, or plan to pay other faculty, please contact your Grant Administrator to ensure that adequate funds are available, and to budget for these costs. Once you have verified that there are adequate funds to cover salary and benefit costs, please submit your request online at http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html. Click on the link for Thanksgiving Break. This applies to faculty with academic year appointments only.
- As determined by the SFSU Academic Calendar, faculty are eligible to receive additional pay on November 24, 25 and 26 (3 days total). The benefit rate for Academic Year Faculty with full-time appointments is 9.451%. The benefit rate for faculty with less than full-time appointments during the AY (and eligible for CALPERS) is 34.648%.
- To estimate your daily rate of pay for Thanksgiving Break Appointments, please use the following calculation:

$$\frac{\text{Annual AY salary divided by 9 months (September - May)} = \text{Calendar Year (CY) Monthly Salary}}{\text{CY Monthly Salary divided by 22 days (total no. of working days in the November pay period)}} = \text{Daily Rate}$$
- Upon receiving your on-line request, an ETRAC appointment will be created and routed to Principal Investigators (PIs) electronically for approval. PIs will receive an e-mail notification when ETRACs are created by ORSP personnel staff. Once the PI clicks the approval button, the ETRAC will route to ORSP for final approval. The estimated cost of both salary and benefits will be available for review in the ORSP Job Earnings Distribution section.
- PIs should submit requests for pay during Thanksgiving Break by the stated deadline for all current and pending awards, even if the 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 and the agency has made a firm commitment to fund the project, 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 establishing a Fund Advance.
- If you are receiving salary from MORE THAN ONE GRANT, please submit all requests at one time on the online request form.

Campus Closure and Holiday Pay

The Campus will be closed on November 11 for Veteran’s Day and November 27-28, 2008 for the Thanksgiving Break.

For hourly and salaried staff, including Research Fellows, these days 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, 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 415-338-1973 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

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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