



Office of Research and Sponsored Programs

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Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
Oct. 2	Personnel	Deadline to submit RRT requests - Faculty with Academic Year appointments for Fall 2007
Oct. 2	Personnel	Deadline to submit RRT requests - Faculty with Calendar Year appointments for the August through December 2007 time period
Oct. 12	Personnel	Deadline to submit requests for Thanksgiving Break—Faculty with Academic Year appointments
Oct. 15	Personnel	Payday for Student Assistants and Hourly Staff (Paychecks available after 1:00pm)
Oct. 15	Post-Award	Final cost transfers, reimbursements and payments to vendors on projects which ended August 31, 2007*
Oct. 22	Personnel	Pay Vouchers due for Student Assistants
Oct. 22	Personnel	Absence Reports due for salaried staff, hourly staff and Research Fellows
Oct. 30	Personnel	Payday for Salaried 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.*

Time and Effort Reporting

Time and Effort Reports for faculty RRT for Spring 2007 and staff payroll for January 1—June 30, 2007 have been distributed. Please review, sign and return Time & Effort Reports to ORSP no later than **October 12, 2007**.

See the following link for Frequently Asked Questions about time and effort reports:
http://www.sfsu.edu/~orspwww/_compliance/_effort/effortfaqs.html.

Conflict of Interest

SFSU requires Principal Investigators (PIs) and key personnel on a sponsored project to disclose a listing of significant financial interests (and those of his/her spouse and dependent children) that could be reasonably expected to bias the design, conduct, or reporting of the project.

Conflict of Financial Interest Disclosure forms have been distributed to PIs with active projects. Please review, sign and return them to ORSP.

For further information on SFSU's Financial Conflict of Interest Policy, please access the following website:
http://www.sfsu.edu/~orspwww/_compliance/_conflictinterest/conflictinterest.html

For questions or concerns, contact Alison Sanders, Compliance Officer, at 405-3943 or asanders@sfsu.edu.

ORSP Policies and Procedures on the Web

Visit ORSP's [website](#) and find the latest policies and procedures including:

- Code of Conduct for Sponsored Programs
- Accurate Reconciliation of Accounting Records Policy
- Charging Direct and Indirect Costs Policy & Procedures
- Conflict of Interest Policy & Procedures
- Cost-Share/Matching Funds/In-Kind Contribution Policy & Procedures
- Cost-Transfer Policy & Procedures
- Fund Advance Policy and Procedures
- Sub-Recipient Monitoring Policy & Procedures
- Time and Effort Reporting Policy and Procedures

Found at: http://www.sfsu.edu/~orspwww/_policies/policieshome.html

Proposal Writing Resources

Here are some resources for proposal writing that can be found on the internet.

General

- [Corporation for Public Broadcasting \(CPB\)](#) - Basic Elements of Grant Writing Guide
- [University of Michigan Research Support Enterprise](#) - Proposal Writer's Guide
- [James Madison University's Office of Sponsored Programs](#)—Proposal Development Tips

Sciences/Health

- [National Science Foundation](#)—A Guide for Proposal Writing
- [National Institute of Allergies and Infectious Diseases \(NIAID\)](#), an agency of NIH—Grant Application Basics and How to Plan a Grant

Academic Year Faculty Pay for Thanksgiving Break 2007

- The Academic Year (AY) schedule for 2007/08 has been adjusted. This year's AY Schedule lists November 21, 22, and 23 as non-work days, therefore academic year faculty are entitled to receive additional salary from grants/contracts during these three days. The deadline to request additional pay during Thanksgiving Break is **October 12, 2007**.
- Because this is a new intercession period, current grants and contract budgets do not include funds to cover these costs. 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 re-budget for these costs.
- To estimate your daily rate of pay for Thanksgiving Break Appointments, please use the following calculation:

$$\text{Annual AY salary divided by 9 months (September - May)} = \text{Calendar Year (CY) Monthly Salary}$$

$$\text{CY Monthly Salary divided by 22 days (total no. of working days in the Nov. pay period)} = \text{Daily Rate}$$
- 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%.
- If you are planning on requesting additional pay from your grant during Thanksgiving Break, or plan to pay other faculty members, please submit your request on-line at the ORSP Personnel site (http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html). This applies to faculty with Academic Year Appointments only.
- Upon receiving your on-line request, appointment documents will be prepared by an ORSP Personnel Specialist and sent as a PDF via e-mail to you. The appointment document will specify the estimated cost of both salary and benefits for your convenience. Once you have reviewed and signed the Appointment Document, please return the form to the ORSP office in ADM 471.

If you have questions about personnel policies or procedures, please contact Victoria Narkewicz at 338-1973 or at toria@sfsu.edu.

New Awards Received at SFSU

Awardee/Department	Project Title	Funder/Amount Awarded
Robert Cherny/History	Fulbright Institute	German-American Fulbright Commission/\$33,499
Fang-yu Chou/Nursing	Advanced Education Nursing Traineeships (AENT)	Health Resources and Services Administration (HRSA) - Department of Health and Human Services/\$93,970
David Dempsey/Geosciences	Upgrading SFSU's Weather Graphics and Simulation	National Science Foundation/\$20,864
Richard Dugdale, Frances Wilkerson and Edward Carpenter/Romberg Tiburon Center	Bad Suisan	CALFED Bay-Delta Program/\$499,944
Gerald Eisman/Institute for Civic and Community Engagement	Disaster Preparedness of Vulnerable Populations	City and County of San Francisco/\$130,400
Debra Fischer/Physics & Astronomy	Search for Hot Jupiters	JPL NASA/\$33,400
Jaime Kooser/NERR	SF Bay NERR Construction	National Oceanic Atmospheric & Administration (NOAA)/\$779,560
Judith Kysh/Secondary Education	Cal Math Partnership 07-08	San Rafael Schools District/\$28,000
Kazunori Okada/Computer Science	Computer-Assisted Image Analysis for Differential	CSUPERB Grant/\$13,500
V. Thomas Parker/Biology and Drew Talley/NERR	Wetlands Fish and Climate Change	CALFED Bay-Delta Program/\$646,848
Jacob Perea/Dean's Office, College of Education	CTE Teacher Preparation Program	City College of San Francisco/\$30,000
Barry Rothman/Biology	Dental Pipeline/Reapplication Program	University of the Pacific (PRIME: California Endowment)/\$88,986
Emma Sanchez/Health Education	Research Collaboration	Center for the Advancement of Health/\$37,139
Juanita Santana/Head Start - Edelman Institute	Quality Improvement, Facility Maintenance and Capital Development Awards for Head Start Centers	Low Income Investment Fund/\$283,708 (multiple awards)
Chris Smith/Biology	Drosophila Heterochromatin Genome Project	UC Regents (PRIME: NIH)/\$39,308
Rita Takahashi/Social Work	Monterey Child Welfare Training Program	County of Monterey/\$162,028
Jim Wiley/Public Research Institute	Hepatitis B Media Survey	UCSF Vietnamese Community Health Promotion Project/\$136,930
Joanne Barker/American Indian Studies	Book Manuscript	Ford Foundation/\$1,500
Susan Courey/Special Education	Pre-Service Training Improvement	U.S. Department of Education/\$351,341
Sarah Curtis/History	NEH Fellowship: French Women Missionaries in the Early 19 th Century	National Endowment for the Humanities/\$40,000
Rafael Diaz/Cesar Chavez Institute	NMRC Evaluation Project	Psychiatric Foundation of Northern California/\$15,000
Gerald Eisman/Institute for Civic and Community Engagement	Disacare Regional Resource and training Center	Finnish Association of People with Mobility Disabilities/\$30,650
Barbara Henderson/Elementary Education	Bay Area Teacher Training Institute (BATTI) Program	BATTI/\$37,889
Christy Lao/Elementary Education	National Professional Development Program	U.S. Department of Education/\$1,470,471
Shidong Li/Mathematics	RUI: Development of Frame Extensions and Applications, III	National Science Foundation/\$147,010
James Quesada/Anthropolgy	Substance Using Youth Populations (SYNC) Initiative	California Department of Health Services/\$450,000
Belinda Reyes/Raza Studies	First Study: Latino Children Preschool and Early Childhood Education	University of California/\$49,000
Rita Takahashi/Social Work	San Francisco Child Welfare Training Project	City and County of San Francisco/\$831,805
Rebecca Toporek/Counseling	Online Multi-Cultural Counseling and Social Justice	American Psychological Association/\$4,974

Reimbursed Release Time (RRT) for Fall 2007

- For faculty with Academic Year appointments, the deadline to submit requests for RRT for the fall 2007 semester is October 2, 2007.
- For faculty with Calendar Year appointments, the deadline to submit requests for RRT for the July 1 through December 31, 2007 time period is October 2, 2007.
- Please submit requests for yourself, and for other faculty supported on your grants, on-line at the ORSP Personnel webpage: http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html. Click on the Reimbursed Release Time Agreement Request.
- Once your on-line request is received, an RRT Agreement form will be prepared and sent to you as a PDF via e-mail. The form will specify the cost of both salary and benefits for your convenience. Please review and sign the form, and return to ORSP in ADM 471.
- Charges for fall RRT will not be reflected on accounting reports until December 2007. PIs should budget adequate funds in the RRT accounting line, and should not use these funds to cover other expenditures.
- The benefit rate for RRT will be calculated individually for each faculty member, based on actual costs (please see news item below).

Benefit Costs for Reimbursed Release Time (RRT)

The benefit rate for RRT will be calculated based on the actual cost of the faculty member's benefits. This is in order to comply with SFSU's negotiated federal indirect cost agreement. The cost of both salary and benefits for the purposes of RRT were budgeted in your proposal as accurately as possible. However, costs may have changed since the proposal was funded. The total amount of salary and benefits will be specified on your RRT Agreement form. PIs should ensure that adequate funds are budgeted in the RRT accounting line, and that this amount is not used to cover other project costs. Charges for fall RRT will not be reflected on accounting reports until Dec. 2007. If you have any questions about personnel policies or procedures, please contact Victoria Narkewicz at extension 338-1973 or at toria@sfsu.edu.

Keep in Touch with your Personnel Specialist!

The personnel team in ORSP rely on PIs to inform them of important information about grant-funded employees, including:

- ♦ proposed changes in time base
- ♦ resignations
- ♦ separation at the end of temporary appointment
- ♦ requests for leave (including maternity, paternity and medical leave)

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

<http://www.sfsu.edu/~protocol/human/newsletter/protocol-fall07.pdf>

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