



Office of Research and Sponsored Programs

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Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
October/Ongoing	Personnel	Pls inform ORSP personnel staff of changes in employment status of grant-funded employees, including time base changes and resignations
October 1	Compliance	Time & Effort Reports for faculty RRT for spring 2008 and for staff payroll from January 1 to June 30 are now past due. Please return all effort reports to ORSP, ADM 471
October 6	Personnel	Deadline for Faculty with Academic Year appointments to submit requests for Reimbursed Release Time (RRT) for Fall Semester 2008
October 6	Personnel	Deadline for Faculty with Calendar Year (12 Month) appointments to submit requests for Reimbursed Release Time (RRT) for the August - December 2008 time period
Oct. 6 & 8	Post Award	Workshop: How to Access and Read Financial Reports, Monday, October 6 at 10:30 a.m. or Wednesday, October 8 at 3 p.m. in ADM 201. Please RSVP by sending an email to Eileen Ahn at aeileen@sfsu.edu
October 15	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00 p.m.)
October 15	Post Award	Final cost transfers, reimbursements and payments to vendors on projects that ended August 31, 2008*
October 15	Post Award	Deadline for submitting stipend request forms to ORSP for November stipends (to be issued to students on November 15th)
October 20	Personnel	Pay Vouchers due for Student Assistants
October 20	Personnel	Absence Reports due for salaried staff, hourly staff and Research Fellows
October 21 & 22	Personnel	Workshop: Approving Online Personnel Transactions - Tuesday, October 21 from 10:30am - 11:45am or Wednesday, October 22 from 3:30 to 4:45 p.m. in ADM 201. Please RSVP by sending an email to Ashley Merolla at amerolla@sfsu.edu
October 30	Personnel	Payday for salaried staff and Research Fellows (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.

Time and Effort Reports

Time and Effort Reports for faculty RRT for Spring 2008 and staff payroll for January 1-June 30, 2008 were due on September 30, 2008. If you have not already done so, please return all Effort Reports to ORSP, ADM 471. We appreciate your cooperation.

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 a member of the compliance team if you have any questions about cost-sharing, effort reporting, sub-recipient monitoring, or any other compliance issue.

Alison Sanders can be reached at asanders@sfsu.edu or 405-3943.

April Alexander can be reached at april5@sfsu.edu or 405-2792.

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 intercession periods.

These workshops will provide an introduction to the new ETRAC system for PIs and their administrative staff. The dates and times of the workshops are below. To sign up for one of the workshops, please contact Ashley Merolla at amerolla@sfsu.edu or by phone at 338-7094.

*Tuesday, October 21st - 10:30 a.m.-11:45 a.m., ADM 201

*Wednesday, October 22nd - 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.

There is one workshop scheduled this month. To sign up for this workshop, please contact Eileen Ahn at aeileen@sfsu.edu or by phone at 338-1840.

*Monday, October 6th - 10:30 a.m.-12:00 p.m., ADM 201

*Wednesday, October 8th - 3:00 p.m. -4:30 p.m., ADM 201

ORSP FAQ

Q: What is cost sharing and how is it documented?

A: Cost-sharing is the portion of the cost of a sponsored project that is borne by the University as a contribution to that project. Cost-sharing must be documented, and the expenditure of funds must be directly tied to the accomplishment of stated project goals. For federal projects, cost-share expenditures must also be allowable under federal cost principles and regulations (OMB Circulars A-21 and A-110). Cost sharing may be either cash or in-kind contributions.

Cost-sharing should be limited only to those situations where it is an eligibility requirement for a proposal submission, or when it will provide a competitive advantage. Approval to commit cost sharing to a project must be requested and approved during the pre-award stage when the proposal is being prepared for submission.

Once awarded, the Post Award Grant Administrator will set-up a separate "companion" project so that the cost sharing can be separately tracked in the financial system for reporting purposes. In-kind contributions of a faculty member's effort on a project is initially captured through the time and effort reporting system; fiscal affairs then posts the dollar amounts contributed to the companion project.

For the complete policy on cost sharing, please see:

http://www.sfsu.edu/~orspwww/_policies/_docs/CostSharingPolicy.pdf

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.

New Awards Received at SFSU

Awardee/Department	Project Title	Funder/Amount Awarded
Federico Ardila/ Mathematics	<i>Combinatorics in Geometry</i>	National Science Foundation/ \$98,351
Rosemarie Bowler/Psychology	<i>Health Effects of Manganese</i>	Sub-agreement with Vanderbilt University, Prime Funder US Department of Defense/ \$75,539
Diana Chu, Carmen Domingo, Laura Burrus, Ursula Simonis/ <i>MRI</i>	<i>Laser Confocal Microscope</i>	National Science Foundation/ \$633,699
Charlotte Ferretti/Marian Wright Edelman Institute	<i>Gateway to Quality ERS Data System</i>	Department of Children, Youth and their Families/ \$85,536
Charlotte Ferretti/Marian Wright Edelman Institute	<i>Gateway to Quality San Mateo Preschool for All</i>	San Mateo County Superintendent of Schools/ \$20,994
Debra Fischer/Physics & Astronomy	<i>Alpha Centauri SMARTS Time</i>	National Science Foundation/ \$150,000
Barbara Henderson/ Elementary Education	<i>BATTI Project 08-09</i>	Bay Area Teacher Training Institute/ \$55,190
Serkan Hosten/Mathematics	<i>Detect Chromosome Cluster in Human Lymphocytes</i>	California State University Program for Education and Research in Biotechnology (CSUPERB)/ \$15,000
Christy Lao/Elementary Education	<i>Project ChiLI</i>	US Department of Education/ \$171,000
Barbara Neuhauser/ Physics & Astronomy	<i>STJ X-Ray Detectors</i>	Sub-award with University of California, Prime Funder US Department of Energy/ \$20,000
Sandra Rosen/Special Education	<i>O&M and Guide Dog Mobility</i>	US Department of Education/ \$ 99,999
Barry Rothman/Biology	<i>Summer Science Institute at SFSU</i>	The California Endowment / \$206,681
Emma Sanchez/ Health Education	<i>Competitive Food Policies</i>	Robert Wood Johnson Foundation/ \$99,813
Paul Sherwin/ Poetry Center	<i>Archives Digitization & Cataloging</i>	National Endowment for the Arts/ \$12,500
Rita Takahashi/Social Work	<i>YOUTH Trainer Mental Health</i>	Zellerbach Family Foundation/ \$75,000
Rita Takahashi/Social Work	<i>Adult Protective Service</i>	California Department of Social Services/ \$176,000
Patrick Tierney/Recreation Parks & Tourism	<i>Boating Safety Grant</i>	Department of Boating and Waterways/ \$4,040
James Wiley/Public Research Institute	<i>AC Transit On Board Survey 08</i>	AC Transit District/ \$400,000
Steven Weinstein/Biology	<i>City College of San Francisco-San Francisco State University-Skyline Bridges</i>	National Institutes of Health/ \$183,920
Pamela Wolfberg/Special Education	<i>Integrated Play Groups</i>	Autism Speaks/ \$444,420
Ginger Yamamoto/Educational Opportunity Programs	<i>Student Support Services Program</i>	U.S. Department of Education/ \$246,742

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 must be notified at least 30 days prior to the effective change. This includes requests for increasing or decreasing time bases for staff.

Absence Reports

Pls: Please make sure that all employees (salaried staff and hourly staff) turn in monthly Absence Reports in a timely manner, and that sick and vacation leave is accurately recorded.

Personnel Announcements

Reimbursed Release Time (RRT) for Fall 2008

- For faculty with Academic Year or Calendar Year appointments, the deadline to submit requests for RRT for fall 2008 is October 6, 2008. For faculty with Academic Year appointments, the RRT request covers the fall 2008 semester. For faculty with Calendar Year appointments, the RRT request covers the period from July 1 to December 31, 2008.

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

- The salary rate and the benefit rate for RRT will be calculated individually for each faculty member, based on current

costs. 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 and PIs may need to re-budget funds to cover current costs.

- All salaries and benefits will be calculated based on the faculty member's current rate of pay. If the grant budget listed part of salary and benefit costs as cost share, please indicate this in the comments section of the request form and specify the amount. This type of cost share commitment should have been documented at the time the proposal was submitted, and approved in writing by the Dean.

- Please submit requests for yourself, and for other faculty supported on your grants, online 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 email. 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 2008. PIs should budget adequate funds in the RRT accounting line, and should not use these funds to cover other expenditures.

Reversal of Benefit Charges to Grants for 2008 Faculty Summer Salary

Academic year faculty who received additional summer salary from grants/contracts may notice that charges for health, dental, vision, life and long-term disability (LTD) insurance appear on monthly payroll reports. These costs should have been charged to the faculty member's academic department, and not to the grant. The error occurs because of a technical problem in the State Controller's Office payroll system. For the months of June, July, and August 2008, these charges will be manually reversed and credits applied to those grants that were affected. If charges for medical, dental, vision, life and long-term disability insurance appear on your LCD reports, please contact Victoria Narkewicz at 415-338-1973 or toria@sfsu.edu.

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).

27TH ANNUAL BENEFITS FAIR WEDNESDAY OCTOBER 1ST, 2008

On The Road To A Healthier YOU!

To provide faculty and staff with valuable information, resources, and tools to make positive health choices, the Office of Human Resources, Safety & Risk Management presents their annual benefits fair Wednesday, October 1st, from 11 a.m. to 2 p.m. at Jack Adams Hall. Pls should encourage their staff employees to attend.

The open enrollment period is from September 15 to October 17, 2008. Changes made during open enrollment are effective January 1, 2009. Other highlights of this year's fair include:

- o Over 30 exhibitors from industries including healthcare, fitness, investments, insurance, and mortgage companies on hand to answer your questions
- o FREE services such as blood pressure checks, back and posture analysis by local chiropractor, body mass analysis and flexibility testing

Direct Deposit Eligibility

Direct Deposit is available for employees who meet the following criteria:

- Appointment is longer than six months and at a time base of 50% or more, and
- Have accrued 40 hours of vacation/CTO/Personal Holiday, or
- Have accrued 20 hours of vacation/CTO/Personal Holiday and 20 hours of sick leave.

Employees should complete and return the Direct Deposit Form to the Payroll Office which is located in ADMIN 252.

It usually takes 45 days for the Direct Deposit to be established through the Office of the State Controller. Under State Controller's Office regulations, employees will be removed from the Direct Deposit Program if they go on either IDL or NDI leave, or if their pay is in "dock" status. 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.

San Francisco State University
Office of Research and Sponsored
Programs

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 ORSP Acting Director
 Michelle Gagnon: 338-1792 | mgagnon@sfsu.edu

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