



Office of
Research and
Sponsored
Programs

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Upcoming Dates & Deadlines

| <u>DATES</u> | <u>SECTION</u> | <u>NOTES</u> |
|------------------|----------------|--|
| Sep. 1 - Oct. 2 | Personnel | Faculty with Academic Year appointments submit requests for Reimbursed Release Time for Fall Semester 2007 |
| Sep. 1 - Oct. 2 | Personnel | Faculty with Calendar Year appointments submit RRT for the August through December time period |
| Sep. 1 - Oct. 12 | Personnel | Faculty submit requests for Thanksgiving Break pay |
| Sep. 3 | Personnel | Campus closed in observance of Labor Day |
| Sep. 14 | Personnel | Payday for Student Assistants and Hourly Staff (Paychecks available after 1:00pm) |
| Sep. 15 | Post-Award | Final cost transfers, reimbursements and payments to vendors on projects which ended July 30, 2007* |
| Sep. 18 | | Grant & Contract Training Workshop (See news item below) |
| Sep. 21 | Personnel | Pay vouchers due for Student Assistants |
| Sep. 21 | Personnel | Absence Reports due for salaried staff, hourly staff and Research Fellows |
| Sep. 25 | | Grant & Contract Training Workshop (See news item below) |
| Sep. 26 | | Grant & Contract Training Workshop (See news item below) |
| Sep. 28 | Personnel | Payday for Salaried Staff and Research Fellows (paychecks available after 4:00pm) |
| Oct. 1 | Compliance | Time and Effort Reports due for faculty RRT and staff paid from sponsored projects. This includes RRT for Spring 2007 and staff salaries from January 1 through June 30, 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.*

Grant and Contract Training Workshop for New Faculty

Grant and Contract Training Workshops for new faculty will be conducted in September. Please contact Tish Santos at tsantos@sfsu.edu or via phone at 405-3995 to reserve a space. Training sessions will be held in Administration Building, Room 460 at the following times:

- ◆ Tuesday, September 18: 9:30-11:30 a.m.
- ◆ Tuesday, September 25: 2:00-4:00 p.m.
- ◆ Wednesday, September 26: 9:30-11:30a.m. OR 1:00-3:00 p.m.

Time and Effort Reporting

Time and Effort Reports will be distributed by mid-September. The current effort reporting period includes:

- ◆ Reimbursed Release Time (RRT) for the spring 2007 semester for faculty with academic year appointments
- ◆ RRT for the January 1 through June 30, 2007 time period for faculty with calendar year appointments
- ◆ Staff salaries paid from January 1 through June 30, 2007

Please review, sign and return Time & Effort Reports to ORSP no later than **October 1, 2007**. See the following link for Frequently Asked Questions about time and effort reports: <http://www.sfsu.edu/~orspwww/compliance/effort/effortfaqs.html>. If you have any questions about cost-sharing, time and effort reporting, or any other compliance issues, please feel free to contact Alison Sanders, Compliance Officer at 405-3943 or asanders@sfsu.edu.

NIH Redesigns Web Sites

The National Institutes of Health has revised their homepage (<http://www.nih.gov>), and the NIH Office for Extramural Research (OER) has a new, improved website (<http://grants.nih.gov/grants/oer.htm>) as well as a revamped, customer-focused Electronic Research Administration (eRA) home page (<http://era.nih.gov>).

The new OER site includes new features and navigation and a new overall look. New content pages include an overview of the NIH grants process and more. OER has posted a summary of changes that lists new site features and new content pages. New content includes web pages on grant application basics, a grants process overview with a process-at-a-glance chart, the peer review process, and award management.

Post-Award Updates/Frequently Asked Questions

FAQ: I expect delays in receiving a grant award or in getting a contract fully executed for my project but need to start doing the work. Can a project be set up so that I can start spending?

Fund Advances, in the past known as Pre-Award Spending accounts, provide Principal Investigators (PIs) with an opportunity to initiate sponsored research projects and begin incurring project expenses prior to institutional acceptance of an award from an external sponsor.

There are two types of Fund Advances:

1. Pre-Award Spending Account - Used to create an account for the purpose of incurring pre-award costs up to 90 calendar days prior to the award start date. This applies only to federal sponsors that allow pre-award spending. All terms and conditions of the award apply to pre-award expenditures.
2. Advance Account - Advance Accounts may be used to establish:
 - an account for a new grant for which the award letter has not yet been received
 - an account for the new budget year of a continuing grant
 - an account for a contract which has not yet been finalized

Requests for Fund Advances must be approved by both the college Dean and the Associate Vice President (AVP) for Academic Affairs. In many cases, the Dean and AVP of Academic Affairs will approve a request for a fund advance because of an established relationship with a sponsoring agency and/or because the sponsor has indicated a high degree of confidence that the project will be funded.

Advance Accounts will be established for 120 calendar days. Extensions of advance accounts beyond 120 calendar days must be approved by the Dean and the Associate Vice President of Academic Affairs.

The Fund Advance policy and procedure may be found at:

http://www.sfsu.edu/~orspwww/_policies/_docs/FundAdvancePolicyandProcedure032107.pdf

The Fund Advance Request Form may be found at:

http://www.sfsu.edu/~orspwww/_postaward/_forms/fundadvance032007.pdf

The PI should obtain the College Dean's approval on the Fund Advance Request prior to submitting the form to his/her Grants Administrator in ORSP. If available, the PI should attach any supporting documentation that would be helpful to the Dean and ORSP in making a determination to support the request. Supporting documentation may include copies of communication with the sponsor, a list of projects that have been recommended for funding, and/or a short history of the project and the nature of the relationship with the sponsor.

FAQ: I have a procurement card for my ORSP project(s). I would like to change my default* project number and/or add/delete a project number to the GE P-card online system. How do I do this?

SFSU's procurement card office requires that all requests to change the default project number and to add or delete project numbers from the GE systems be approved by the ORSP Grants Administrator for the project. Please send all requests for changes in the GE system to the Grants Administrator assigned to your project. Once the GA has reviewed and approved the request, s/he will forward the request to SFSU's p-card office in Fiscal Affairs. These types of requests generally take 3-5 business days to process.

**Purchases made using a procurement card are posted to a default project number which is assigned by the cardholder when they apply for the card. To assign charges to an alternate project, the cardholder must login to the GE online system to code the purchase to the intended project.*

New Awards Received at SFSU

| Awardee/Department | Project Title | Funder/Amount Awarded |
|--|---|---|
| Joanne Barker/American Indican 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 |

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 extension 338-1973 or at toria@sfsu.edu.

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.

Benefit Reversals to Grants for 2007 Faculty Summer Pay

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 Labor Cost Distribution (LCD) 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 2007, these charges have been 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 338-1973 or toria@sfsu.edu.

Employment Status Changes of Grant-Funded Employees

The personnel staff in ORSP rely on Principal Investigators (PIs) to keep us informed of important changes in the employment status of grant-funded employees. Employment status changes include **time base changes** and **resignations**. PIs should also inform the personnel staff of **requests for leave**, including maternity, paternity, and medical leave. Timely communication about changes will allow the personnel staff to fulfill the requirements of federal and state labor law, as well as the provisions of collective bargaining.

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