ORSP Newsletter

SAN FRANCISCO STATE UNIVERSITY

SEPTEMBER 2008: ISSUE 22

Office of
Research and
Sponsored
Programs

Upcoming Dates & Deadlines

DATES	SECTION	NOTES
Sept./Ongoing	Personnel	PIs inform ORSP personnel staff of changes in **employment status** of grant-funded employees, including time base changes and resignations
Sept. 1— Oct. 2, 2008	Personnel	Faculty with Academic Year appointments submit requests for Reimbursed Release Time (RRT) for Fall Semester 2008
Sept. 1— Oct. 2, 2008	Personnel	Faculty with Calendar Year (12 Month) appointments submit requests for Reimbursed Release Time (RRT) for the August - December 2008 time period
Sept. 1, 2008	Personnel	Campus closed in observance of Labor Day
Sept. 9, 16, 25, 2008	Personnel	Workshop: Approving Online Personnel Transactions. Please RSVP by sending an email to Kari Wong at kari@sfsu.edu. See the section on workshops & training opportunities in this issue for times and locations
Sept. 15, 2008	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00 p.m.)
Sept. 15, 2008	Post Award	Final cost transfers, reimbursements and payments to vendors on projects that ended July 31, 2008*
Sept. 15, 2008	Post Award	Deadline for submitting stipend request forms to ORSP for October stipends (to be issued to students on October 15th)
Sept. 16, 2008	Post Award	Workshop: How to Access and Read Financial Reports. Tuesday, Sept. 16 from 1:30 -3 p.m. Please RSVP by sending an email to Eileen Ahn at aeileen@sfsu.edu
Sept. 19, 2008	Personnel	Pay Vouchers due for Student Assistants
Sept. 19, 2008	Personnel	Absence Reports due for salaried staff, hourly staff and Research Fellows
Sept. 30, 2008	Personnel	Payday for salaried staff and Research Fellows (paychecks available after 4:00 p.m.)
Sept. 30, 2008	Compliance	Time & Effort reports due for faulty spring 2008 RRT and staff salaries from January 1-June 30, 2008
Sept. 30 & Oct. 1, 2008		Workshop: Grant & Contract Training for New Faculty. Please RSVP by sending an email to Tish Santos at tlsantos@sfsu.edu or by phone at 405-3995. See the section on workshops & training opportunities in this issue for times and locations

*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.

ORSP Welcomes Jaylan Turkkan

Jaylan Turkkan has been named Associate Vice President for Research and Sponsored Programs and will begin work on September 2.

Dr. Turkkan obtained a Ph.D. in Experimental Psychology (learning and cognition) from the City University of New York in 1977, and continued her training as a National Institute of Mental Health postdoctoral fellow in neurosciences at the Johns Hopkins University School of Medicine in Baltimore. She took over as a branch chief at the National Institute on Drug Abuse (National Institutes of Health) in 1994. There, she expanded research funding for behavioral and cognitive sciences to better understand drug addictions, including tobacco addiction. She has been an elected president of the Pavlovian Society, and co-edited the book "The Science of Self Report."

In the late 1990s, Dr. Turkkan played a key role in developing, with the National Cancer Institute and the Robert Wood Johnson Foundation, seven national transdisciplinary Tobacco Use Research Centers for which she was awarded two NIH Director's Awards. She was recruited to the State University of New York at Buffalo in 2000 to serve as vice president for research, where she oversaw a wide range of research and research resources for four years. She has lectured widely on interdisciplinary research, mentoring and research ethics.

After relocating to New York City in 2004, Dr. Turkkan founded University Research Consulting to continue aiding faculty in obtaining research grants, and to aid universities in enhancing their research activities. She has also been a reviewer and consultant for the National Cancer Institute Centers Program.

At San Francisco State University, Dr. Turkkan will play a critical role in the expansion of research, providing leadership and vision for increasing grant and contract support and for the ongoing development of research infrastructure.

Post Award Staffing Update

In other staffing news, we are pleased to announce that Janet Framiglio, Grant Support Coordinator, has joined ORSP as part of the Post-Award team. Janet will be supporting Jay Bethke and the projects he oversees. Janet can be reached via e-mail at janet2u@sfsu.edu or by phone at 405-4215. Lili Sue has been working as a part-time Grant Support Coordinator for several months and became a full-time ORSP staff member on July 1. Lili will be supporting Rick Bond, and can be reached via e-mail at lilisue@sfsu.edu or by phone at 405-3798.

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 workshops are below. To sign up for one of the workshops, please contact Kari Wong at kari@sfsu.edu or by phone at 405-4242.

*Tuesday, September 9th - 3-4:30 p.m., ADM 201

*Tuesday, September 16th- 10:30 a.m.-12 p.m., ADM 201

*Thursday, September 25th – 10:30 a.m.-12 p.m., ADM 460

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.

*Tuesday, September 16th – 1:30-3 p.m., ADM 201

Grant & Contract Training for New Faculty

Grant and Contract Training Workshops for new faculty will be conducted on September 30 and October 1. This workshop will be an overview of the services provided by the Office of Research and Sponsored Programs, from the proposal submission process to management of an award and related compliance issues.

The dates and times of the workshops are below. To sign up for one of these workshops, please contact Tish Santos at tlsantos@sfsu.edu or by phone at 405-3995.

*Tuesday, September 30th - 9–10 a.m., ADM 460

*Wednesday, October 9th - 2–3 p.m., ADM 460

Post Award FAQ

Q: Can a faculty member/PI sign agreements with sponsors for external funding?

A: No, grants and contracts are awarded to the institution, San Francisco State University, on behalf of a PI or project director, not to the individual. Therefore, agreements and grant awards need to be signed by an authorized official in either ORSP (for grants) or Procurement (contracts/agreements). Accordingly, all award letters and checks should be forwarded to ORSP when received to ensure proper recording and processing.

> *NEW* Check out the new Post Award FAQs section on ORSP's website at:
>
> http://www.sfsu.edu/~orspwww/faq.html#postaward

New Awards Received at SFSU

Awardee/Department	Project Title	Funder/Amount Awarded
Charlotte Ferretti/ Marian Wright Edelman Institute	Early Child Care Initiative	Miriam and Peter Haas Fund/ $254,464
Rafael Díaz/ César Chávez Institute	HIV Prevention in Latino Community	AIDS Project of Los Angeles/ $120,250
Sacha Bunge/ Psychology	Career Opportunity in Research	National Institute of Mental Health/ $240,900
Rafael Díaz/César Chávez Institute	Phase II Minority Research Infrastructure Support Program -YR.5	National Institutes of Health/ $294,210
Frank Bayliss/ Biology	Minority Biochemical Research Support-Research Initiative for Science Enhancement	National Institute of General Medical Sciences/ $100,000
Richard Dugdale/ Romberg Tiburon Center	Water Nutrient Analyses	US Geological Survey/ $10,000
Matthias Beck/ Mathematics	Research in Undergraduate Institutes: Computation in Ehrhart Theory	National Science Foundation/ $140,414
Rita Takahashi/ Social Work	SF Child Welfare Training	City and County of San Francisco, Department of Human Resources/ $1,077,759
Rita Takahashi/Social Work	San Mateo Child Welfare Training	County of San Mateo/ $299,971
Christy Lao/ Elementary Education	San Francisco-Chinese Language Academy for Summer Students	National Security Agency/ $75,000
Christy Lao/ Elementary Education	Institute for Innovative Teaching	National Security Agency/ $75,000

Time and Effort Reports

Time and Effort Reports for faculty RRT for Spring 2008 and staff payroll for January 1-June 30, 2008 will be distributed by mid-September.

Please review, sign and return them to ORSP no later than September 30, 2008. See the following link for Frequently Asked Questions about time and effort reports:

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

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.

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 will allow enough time to officially notify the employee of a decrease (or an increase) in the time base according to the provisions of the applicable collective bargaining agreement.

Absence Reports

PIs: 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 2, 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.

- PI's 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).

- **Separation at the end** of the employee's stated appointment period

If you do not intend to re-appoint an employee after the stated end date of their appointment, please contact a Personnel Specialist 30 days prior to the end date of the employee's appointment. This will allow ORSP to inform the employee in writing of clearance procedures, and other important information about their benefits and final pay. This will also allow the payroll office enough time to process the employee's vacation leave pay off. In most cases, we are legally obligated to have the final paycheck and vacation leave pay off available to the employee on the final day of employment.

- **Separation before** the stated end date of the employee's appointment period

Please contact an ORSP Personnel Specialist if you plan to end the appointment of an employee before the stated end date of their appointment period. PIs should submit requests in writing and specify the reasons for such an action. The request will need to be reviewed and approved by the Human Resources department. If the request is approved, the Human Resources department will notify the employee in writing. The employee will be given the appropriate notice period, as specified by the applicable collective bargaining agreement.

- **Voluntary Resignation**

Please contact an ORSP Personnel Specialist when any employee on your project(s) resigns. If an employee resigns with at least a 72 hour notice, we are legally obligated to have the final pay check and vacation pay off available to the employee on the final day of employment. Please forward resignation letters and final Absence Reports to ORSP as soon as possible.

Campus Closure and Holiday Pay

- The Campus will be closed on September 1, 2008 in observance of Labor 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 to the right of this text 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 by email at 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

Message from AVP Enrique Riveros-Schäfer

For more than two years I coordinated the effort to strengthen the sponsored project administration at SFSU. We completed two years of compliance work; NSF thanked us for an incredibly well done job. I brought ORSP and the campus administration closer, increased the resources dedicated to ORSP, and facilitated the implementation of new systems that enable both staff and faculty to have better access to financial and HR data.

Much of this was possible only because ORSP staff, Fiscal Affairs, DOIT and Human Resources worked hard to confront our challenges and to create new systems, develop policies, and to coordinate our efforts. I want to thank each one of you, who have contributed to that work.

I was asked to assume the responsibility for managing the larger portion of ORSP, Post-Award, Personnel, Compliance, and the IR functions. Somehow, I ended being responsible for the entire office back in June 2008. I am happy to transfer ORSP to Jaylan Turkkan. She brings new energy and expertise to move our campus research agenda for many years.

I continue to serve as Associate Vice President for Academic Affairs, and will continue to be a friend and supporter of ORSP, and an admirer of our faculty's fruitful research efforts.