



Office of Research and Sponsored Programs

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Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
August 3	Personnel	Final Deadline to submit signed appointment documents for faculty additional pay during June, July, and August
August 15	Post-Award	Final cost transfers, reimbursements and payments to vendors on projects which ended June 30, 2007*
August 15	Personnel	Payday for Student Assistants and Hourly Staff (paychecks available after 1:00pm)
August 22	Personnel	Absence Reports due for Salaried Staff, Hourly Staff, and Research Fellows
August 22	Personnel	Pay Vouchers due for Student Assistants
August 30	Personnel	Payday for Salaried Staff and Research Fellows (paychecks available after 4:00pm)
Aug. 27—Oct. 2	Personnel	Faculty submit requests for Reimbursed Release Time for Fall 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.

Faculty Summer Salary for 2007

The deadline to request additional pay for faculty during June, July and August was July 13. **The FINAL DEADLINE to submit signed documents is August 3, 2007**

If you submitted an on-line request for faculty additional pay by July 13, 2007, an appointment document has been prepared and sent to you as a PDF via e-mail. If you have not already done so, please print, sign and return the appointment documents to ORSP, ADM 471. The deadline to submit signed appointment documents is August 3, 2007.

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 should be 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 81973 or toria@sfsu.edu.

Pre-Award Announcements for New Faculty

The Office of Research and Sponsored Programs extends a warm welcome to new faculty. If you have a grant at your former institution that you need transferred to SFSU, please contact the Pre-Award Manager, Jackie White at whitej@sfsu.edu or call (415) 338-3578.

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.

Faculty Overload Requests for Fall 2007

The deadline to request a faculty overload appointment for Fall 2007 was July 15, 2007. If you have missed this deadline, and need to request an overload, please contact Victoria Narkewicz at toria@sfsu.edu by August 15.

Post-Award Updates/Frequently Asked Questions

FAQ: How do I request a no-cost time extension for my project?

Under Expanded Authorities, most no-cost extension requests on federal awards may be approved by the grantee ("grantee-approved" no-cost extension). Most agencies require that the grantee notify them about no-cost extensions prior to the expiration of the award (anywhere between 90 days to 10 days prior to the end date). Requests for no-cost extensions are either submitted via the agency's online system or email, post or fax, depending on the agency's requirements.

NSF Awards - The first no-cost time extension is considered a "notification" and can be approved by the grantee (SFSU). If the PI needs additional time beyond the first extension, a second no-cost time extension is considered a "request" and must be approved by NSF. Both notifications and requests for a no-cost extensions on NSF awards must be submitted by the Principal Investigator (PI) via Fastlane. When submitting the request in Fastlane, the PI should include the information outlined in the bulleted section below.

NIH Awards - If no-cost extensions are allowed on the particular award, a link for "extension" is posted in the "status" area of the NIH Commons 90 days before the end date. Once the link is posted, ORSP can submit the request. To initiate this request, the PI should submit a request to his/her ORSP Grants Administrator (GA) with the information outline in the bulleted section below.

All Other Awards - Requests for a no-cost extension to agencies other than NSF and NIH must be submitted in writing (e-mail or memo) by the PI, to the ORSP Grants Administrator for review/approval. The Grants Administrator will review and then forward to the Post-Award Manager for final review and approval. Once the request is approved by ORSP, it will be forwarded to the agency. Requests for a no-cost extension should include:

- Justification for extension, including progress to date. The following reasons are acceptable:
 - Additional time beyond the established expiration date is required to complete the project.
 - The extension is necessary to permit an orderly phase out of a project that will not receive continued support.
- Length of extension requested
- An estimate of funds expected to remain unobligated on the scheduled expiration date
- A plan for how the funds will be used during the extension period

Please note: Requesting additional time simply to spend down remaining funds is not considered a reasonable justification for a no-cost time extension. Normally no-cost extensions do not exceed twelve months and only in exceptional cases will more than one extension be approved by the agency.

New Awards Received at SFSU

Listed by: Awardee/Department, Project Title, Funding Agency/Awarded Amount

Linda Wanek/Physical Therapy & Clinical Sciences, Healthcare Laboratory Workforce Initiative, Health Care Foundation of Northern and Central California/ \$46,889

Nicholas Certo/Special Education, Peninsula Intern Program in Special Education, Peninsula Intern Program in Special Education/ \$26,189

Cynthia Gomez/Health Equity Initiative, Community Engagement Project, UC San Francisco/\$8,000

Gerald Eisman/ Institute for Civic and Community Engagement, Public Authority Research Program, In-Home Supportive Services Public Authority/\$58,000

John Caskey/ Geosciences, Theodolite Monitoring of Creep on San Francisco Bay Region Faults, U.S. Geological Survey/\$40,000

Elaine Ikeda/Institute for Civic and Community Engagement, SL Emerging Leaders, Academy for Educational Development/\$50,000

James Wiley/Public Research Institute, SF Parks 07, City and County of San Francisco/\$59,123

Rahul Singh/Computer Science, CAREER: Designing Systems for Molecular Query- Retrieval and Molecular Informatics, National Science Foundation/\$501,053

James Wiley/Public Research Institute, REACH 2010 Survey, UC San Francisco/\$125,000

Yitwah Cheung, Mathematics, RUI: Interactions between Number Theory and Ergodic Theory, National Science Foundation/\$101,045

New Account Code and Classification for 2007 Faculty Summer Appointments

Effective January 2007, ORSP began using a new classification to appoint faculty on grants during January Intersession, Spring Break and Summer. Previously, faculty hired on grants during intersession periods were appointed as calendar year lecturers. The new classification being used to hire faculty on grants is the Research Fellow classification. The classification change was necessary because the lecturer classification that was used in the past had a salary cap which would not allow ORSP to appoint faculty at their correct rate of pay. The new classification has a higher salary cap and allows ORSP to process additional compensation for faculty at the appropriate salary level.

The use of the Research Fellow classification will mean two major changes of which PIs should be aware. The first change is that the rate of accrual for vacation leave is different. Appointments in the Research Fellow classification accrue vacation leave at a full-time rate of 6.67 hours per month as opposed to a full-time accrual rate of 16 hours per month for calendar year lecturers. As a result, faculty paid during intersession periods will receive vacation leave pay offs that are calculated at the lower rate. However, there is also a corresponding decrease in the benefit rate that is charged to grants for intersession appointments because the accrual rate is lower. The benefit rate charged to grants for intersession appointments will change from 12% to 9.451%.

The second change involves changes to accounting reports. A new accounting code has been created for payroll charges for all faculty intersession appointments in the Research Fellow classification. The new code is 601825. Payroll charges for intersession appointments will no longer post to the P/T faculty line (601805).

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 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, 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 December 2007.

Summer Student Employment

June, July and August are months in which student workers may be required to contribute to retirement and Medicare under Internal Revenue Services (IRS) regulations. The IRS regulation impacts most student workers. Only students enrolled under a J1 or F1 Visa are excluded from retirement and Medicare deductions. All other students who work during the summer are required to contribute to retirement and Medicare unless they are enrolled in at least (3) units per month and work 20 hours per week or less.

If you have Student Assistants or Instructional Student Assistants who are not enrolled in 3 units of summer classes per month OR who work more than an average of 20 hours per week during the Summer period 5/31/07 through 8/30/07, please contact Jenny Chau in ORSP as soon as possible at 8-1862 or jchau@sfsu.edu. ORSP will need to set-up a special appointment for these student assistants in order to withhold retirement and Medicare taxes.

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Acting Personnel Manager

Victoria Narkewicz: 338-1973 • toria@sfsu.edu

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