SAN FRANCISCO STATE UNIVERSITY

ORSP Newsletter

DECEMBER 2008: ISSUE 25

Upcoming Dates & Deadlines

DATES	SECTION	NOTES
December/Ongoing	Personnel	Pls inform ORSP personnel staff of changes in **employment status** of grant-funded employees, including time base changes and resignations
December 1	Personnel	Payday for salaried staff and Research Fellows (paychecks available after 4:00 p.m.)
December 3 or December 9	Personnel	Workshop: Approving Online Personnel Transactions, 10:30 to 11:45 a.m. in ADM 201. Please RSVP to Alison Ng at alisonng@sfsu.edu
December 9	Post-Award	Workshop: How to Access and Read Financial Reports, 2:30 to 3:30 p.m. in ADM 201. Please RSVP to Alison Ng at alisonng@sfsu.edu
December 10	Post-Award	Deadline for submitting stipend request forms to ORSP for January stipends (to be issued to students on January 15th)
December 15	Personnel	Deadline for faculty to submit requests for Faculty Additional Pay during January Intersession
December 15	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00 p.m.)
December 15	Personnel	Absence Reports due for salaried staff and Research Fellows
December 15	Personnel	Time Sheets due for student assistants and hourly staff
December 15	Post Award	Final cost transfers, reimbursements and payments to vendors on projects which ended October 31, 2008*
December 19	Compliance	Time and Effort Reports due for Faculty Additional Pay for Summer 2008
December 25 — January 1	Personnel	Campus closed due to Winter Holiday Schedule NOTE: Employees must use their Personal Holiday before December 31st. Employees must record vacation leave or personal holiday leave on their absence reports on December 31st.

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.

Reminder to Faculty and Staff about the Code of Conduct

The SFSU Code of Conduct reflects the values of the University and articulates the University's belief in ethical, legal and professional behavior that governs the involvement of SFSU faculty and staff in research, training, service, and other sponsored project activities.

Faculty and staff involved in research and sponsored programs should familiarize themselves with this important policy statement. The Code of Conduct may be found at: http://www.sfsu.edu/~orspwww/_policies/_docs/CodeofConductforSponsoredPrograms.pdf

Save the Dates: Research, Scholarship & Creative Activities Retreat

On Friday March 6 and Saturday March 7, 2009, the Office of Research & Sponsored Programs (ORSP) will be hosting a research retreat and faculty are invited and encouraged to attend. The aim of the retreat will be to identify and cluster faculty into thematic areas of interest, with a more concrete goal of developing new interdisciplinary centers/institutes/research groups. A professional facilitator, Dr. Denis Prager, will be moderating and leading the retreat with Jaylan S. Turkkan, Associate Vice President for Research and Sponsored Programs. A reception will be held with Dr. Corrigan on Friday evening, March 6.

The creation and support of cross-departmental and cross-college institutes is a complex business, and Dr. Turkkan would like to have as much input as possible from faculty in the earliest stages of planning to identify scholarly goals. Students will also be encouraged to participate in the retreat, as part of our aim to encourage undergraduate research/scholarship opportunities. The full agenda is not yet finalized, but one panel will focus on the science of teams (i.e. research in how interdisciplinary teams function).

This is only a "save the date" notification, but more details will be forthcoming soon and will be posted on the ORSP website: http://www.sfsu.edu/~orspwww/.

National Institutes of Health (NIH) Update: Revised New & Early Stage Investigator Policies

New Investigator policies, stemming from the NIH Enhancing Peer Review Initiative (see http://enhancing-peer-review.nih.gov/index.html), can be found in this Revised New and Early Stage Investigator Policy Announcement (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-013.html).   Under this new policy, the NIH intends to support New Investigators at success rates comparable to those for established investigators submitting new applications. Early Stage Investigators (ESIs), as previously described on September 26, 2008 at http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-121.html should comprise a majority of the New Investigators supported.   In addition, New Investigator applications will be clustered during review whenever possible. This notice also advises New Investigators and ESIs that these NIH New Investigator Policies are limited to applications for traditional research project grant (R01) support. For more information, such as the following definitions, see this Guide Notice and the information below:

New Investigator: In general, a Program Director/Principal Investigator (PD/PI) is considered a New Investigator if he/she has not previously competed successfully as PD/PI for a significant NIH independent research award. For example, a PD/PI who has previously received a competing NIH R01 research grant is no longer considered a New Investigator. A complete definition of a New Investigator along with a list of NIH grants that do not disqualify a PD/PI from being considered a New Investigator can be found at http://grants.nih.gov/grants/new_investigators/resources.htm.

Early Stage Investigator (ESI): An individual who is classified as a New or First-Time Investigator and is within 10 years of completing his/her terminal research degree or is within 10 years of completing medical residency (or the equivalent) is considered an Early Stage Investigator (ESI). More information on ESIs is available at http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-121.html.

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 no longer distributes 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 November workshop is below. To sign up for the workshop, please contact Alison Ng at alisonng@sfsu.edu or by phone at 405-4226.

*Wednesday, December 3, 2008 – 10:30am to 11:45am – ADM 201
*Tuesday, December 9, 2008 – 10:30am to 11:45am – ADM 201
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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 detailed reports will be reviewed.

To sign up for the workshop, please contact Alison Ng at alisonng@sfsu.edu or by phone at 405-4226.

*Tuesday, December 9 – 2:30 to 3:30 p.m. – ADM 201

Post-Award FAQ

Q: I was awarded a grant/contract without submitting a formal proposal through ORSP's Pre-Award unit. What is the process get the project set up in Post Award so that I can start spending?

A: CSU Executive Order 890 requires that all proposals and budgets must be routed through the ORSP Pre-Award process and approved prior to being submitted to a funding agency. In the case that the proposal/budget was not routed through pre-award prior to being awarded, it will need to be routed and approved "after-the-fact" before the project can be set up in Post Award. PIs should submit a PI checklist to initiate the process. The PI checklist is on ORSP's website at:
http://www.sfsu.edu/~orspwww/_preaward/_submit/pichecklist.html

New Awards Received at SFSU: October 23—November 22, 2008

Awardee/Department	Project Title	Funder/Amount Awarded
Lily Chen/Biology	*Advanced Master's Program in the CSU*	Subaward from San Diego State University (Prime sponsor: Sloan Foundation)/$25,297
Zhigang Chen/Physics & Astronomy	*Light Localization in Lattices (Supplement)*	US Department of the Air Force/ $23,243
Petra Dekens/Geosciences	*RUI Tropical Linkages*	National Science Foundation/$230,808
David Ellis/ Mathematics	*LSAMP Phase IV Yr.1*	CSU Sacramento through National Science Foundation/ $51,077
Jessica Fields/Sociology	*Diversifying Women's Leadership*	National Council for Research on Women/ $2,000
Debra Fischer/Physics & Astronomy	*Modeling Multi-Planet Systems (Supplement)*	Subaward from JPL (Prime sponsor: NASA)/$40,377
Debra Fischer/Physics & Astronomy	*JPL Michelson Keck Award 2008B*	Subaward from JPL (Prime sponsor: NASA)/ $22,500
Newell Garfield/Romberg Tiburon Center	*Sea Lion Bowl*	National Ocean Science Bowl Consortium for Oceanographic Research and Education/$7,500
Ellen Hines/Geography	*Irrawaddy Dolphins in Thailand*	Ocean Park Conservation Foundation, Hong Kong/ $15,458
Lynette Landry/Nursing	*CAL-PROS*	Kaiser Foundation Hospitals/$49,000
John Rogers/Public Research Institute	*Bay Area Motorcyclists Survey*	UC Berkeley Traffic Safety Center/ $66,015
Juanita Santana/ Edelman Institute-Head Start	*Higher Ed Hispanic Services Yr 3*	US Department of Health and Human Services/$150,000
Paul Sherwin/Poetry Center	*Grants for the Arts 08-09*	City & County of San Francisco, Grants for the Arts-SF Hotel Tax Fund/$16,900
Jonathon Stillman/Biology	*Cardiac Thermal Performance (REU Supplement)*	National Science Foundation/$6,000
Rita Takahashi/Social Work	*Mental Health Education Stipend Program*	California Social Work Education Center $269,688
Rita Takahashi/Social Work	*Adult Protective Service*	California Department of Social Services/ $176,000
Kwok Siong Teh/Engineering	*Controllable Nano Surface*	Subaward from Rochester Institute of Technology (Prime sponsor: NSF)/$3,878
Pamela Vaughn/Center for Teaching & Faculty Development	*Access by Design*	Subaward from Sonoma State University (Prime sponsor: NSF)/$8,528
James Wiley/ Public Research Institute	*DCYF After School Needs Assessment*	SF Department of Children, Youth and their Families/$45,942
James Wiley/Public Research Institute	*Golden Gate National Recreation Association Evaluation Project*	Golden Gate National Parks Conservancy/ $60,636

Absence Reports

Principal Investigators should make sure that all employees (salaried and hourly staff) turn in monthly Absence Reports in a timely manner, and that sick and vacation leave is accurately reported.

Academic Year Faculty Pay for January Intersession 2009

- If you are planning on requesting January Intersession pay from your grant, or planning to pay other faculty members, please submit your request on-line on the ORSP Personnel webpage (http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html). Click on the January Intersession Salary Request. This applies to faculty with Academic Year Appointments only.

- The dates for January Intersession appointments (as determined by the SFSU Academic Calendar) are January 7 - January 21, 2009 (11 paid days total). The benefit rate for intersession appointments is 9.451% for faculty with full-time academic year appointments. For faculty with less than full-time academic year appointments, and who are enrolled in CALPERS, the benefit rate is 34.68%.

- To estimate your daily rate of pay for January Intersession 2008, please use the following calculation:
     Annual Academic Year salary/9 months (September- May) = Calendar Year Monthly Salary

     Calendar Year Monthly Salary / 21 days (total number of working days in the January pay period) = Daily Rate for January Intersession 2009.

- Upon receiving your on-line request, an E-TRAC appointment will be created and routed to Principal Investigators (PIs) electronically for approval. PIs will receive an e-mail notification when E-TRACS are created by ORSP personnel staff. The estimated cost of both salary and benefits will be available for review on the E-TRAC in the Job Earnings Distribution section.

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

- If you are receiving Summer Pay from MORE THAN ONE GRANT, please submit all requests at one time on one online request form.

- The final deadline to request all summer pay for January intersession is December 15, 2008.

Campus Closure and Holidays

The Campus will be closed from December 25, 2008 through January 1, 2009.

- For hourly and salaried staff, the workdays between Christmas and New Year's Day will be observed as PAID holidays with the exception of December 31, 2008 which will require staff to use accrued vacation leave or their personal 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 at right shows the number of paid holiday hours that hourly staff will receive, **for each day that is a holiday**, based on total number of hours worked during the pay period. These holiday hours are direct charges to the grant.

- For hourly and salaried staff, Personal Holidays must be used no later than December 31, 2008. Employees are reminded to schedule use of the Personal Holiday before December 31, as Personal Holiday time off does not carry forward to the next calendar year.
Hourly and salaried staff 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 extension 81973 or 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	

Time and Effort Reporting

Time and Effort Reports for faculty additional pay for Summer 2008 were distributed in mid-November. If you have not already done so, please review, sign and return your Time & Effort Report(s) to ORSP. The deadline for returning Time & Effort reports to ORSP is December 19.

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

Please contact Alison Sanders at asanders@sfsu.edu or April Alexander at april5@sfsu.edu for questions about Time & Effort reporting.

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.

Direct Deposit Eligibility

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

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 is required to notify employees in writing at least 30 days prior to the effective change. This includes request for increasing or decreasing time bases for staff.

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).