



San Francisco State University ORSP Newsletter

January & February 2007: Issue 4

Office of
Research and
Sponsored
Programs

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Compliance Corner

Time and Effort Reporting

The deadline for submitting Labor Cost Distribution (LCD) change requests for salaried staff payroll charges incurred between 7/1/06-12/31/2006 is February 7, 2007.

After February 7, 2007, LCD changes to payroll for the time period 7/1/2006-12/31/2006 will not be processed.

Time and Effort Reports for the Fall 2006 semester will be distributed in mid-February. If you received RRT, or cost-shared release time to a project, you will receive a Time and Effort Report. In addition, Time and Effort Reports for salaried staff on sponsored projects for the time period 7/1/2006-12/31/2006 will also be distributed. Please review all Time & Effort Reports for accuracy, sign, and return to ORSP by March 2.

For PIs, a supervisor signature is not required on the Time & Effort Reports. However, PIs must sign as the supervisor for other faculty paid on their grants. For salaried staff, both the employees' and the supervisor's signatures are required.

If you have any questions about cost-sharing, effort reporting, or any other compliance issues, please feel free to contact Compliance staff (pg. 4).

Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
February 7	Personnel	Final LCD change requests due for faculty and staff for the time period July 1 - December 31, 2006
February 15	Personnel	Payday for student assistants and hourly staff (pay checks available after 1:00pm)
February 15	Post-Award	Final non-personnel cost transfers, reimbursements and payments to vendors for projects ended December 31, 2006*
February 16	Personnel	Requests due for faculty additional pay during Spring Break
February 20	Personnel	Absence Reports due for salaried staff
February 20	Personnel	Time sheets due for student assistants and hourly staff
February 26	Personnel	Requests due for Spring 2007 Reimbursed Release Time (RRT)
March 2	Compliance	Time & Effort Reports due for Fall 2006 RRT and July - December, 2006 for salaried staff

*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.

New Classification for Faculty Intersession 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 that will be 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. All payroll charges for faculty intersession/summer appointments will now post under the support staff line (601300) instead of the P/T faculty payroll line (601805) on all project reports. ORSP is investigating the institution of a new account line for this classification to differentiate between true support staff and the intersession/summer faculty pay. We will provide additional information as it becomes available.

Questions? Contact Personnel (pg. 4)

Reimbursed Release Time (RRT): Spring Semester 2007:

- Deadline to submit requests is February 26, 2007
- Please submit your request on-line at http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html. Click on "Reimbursed Release Time Request"
- The Benefit Rate for RRT for spring 2007 is 37.5%
- *Questions? Contact Personnel (pg. 4)*

Project Expense Report Changes/Updates

Effective January 2007, a new classification (Research Fellow) will be used to appoint faculty paid from grants and contracts for intersession periods and summer. Details about this change can be found in the news item above.

Due to this change, all payroll charges for faculty intersession/summer appointments will post under the support staff line (601300) instead of the P/T faculty payroll line (601805) on all project reports. ORSP is investigating the institution of a new account line for this classification to differentiate between true support staff and the intersession/summer faculty pay. We will provide additional information as it becomes available.

For all new projects, please work with your grant administrator to incorporate this personnel line item change in your project budget set-up.

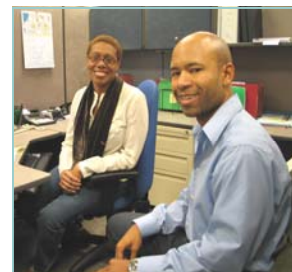
Questions? Contact Post-Award (pg. 4)

Contact
information
found on page
4!

Post-Award Welcomes New Staff

The ORSP post award team welcomes two new staff members this month. Antoinette Pierson and Rick Bond have both been hired as Grant Administrators.

With a total of five grant administrators now in place we have redistributed projects to provide the best possible service to Principal Investigators and project staff. The new distribution of projects is as follows:



Kathleen Chug
kchug@sfsu.edu; 338-3141

- CET
- Edelman Institute/Head Start
- EOP/Student Outreach Services
- Extended Learning
- HHS
- Institute on Disability
- International Programs
- Public Research Institute
- Public Safety
- Urban Institute

Keely Hamilton
hamilton@sfsu.edu; 338-1795

- RTC
- NERR
- NEW '06 RIMI I project (Dr. Macher)
- NEW '06 RIMI II project (Dr. Wiley)
- NEW '06 Dr. Macher's projects

Karen Lee
leesmile@sfsu.edu; 338-2882

- BSS
- Business
- Creative Arts
- Education
- Ethnic Studies
- Humanities
- Library

Co-administer Karen Lee and Keely Hamilton

- RIMI I projects ending 9/30/06 and earlier (Dr. Macher)
- RIMI II projects ending 9/30/06 and earlier (Dr. Wiley)
- Dr. Macher's projects ending 9/30/06 and earlier

Antoinette Pierson
pierson@sfsu.edu; 338-2860

- Biology
- MBRS-SCORE
- Health Equity Initiative

Rick Bond
rbond@sfsu.edu; 405-3668

- Chemistry & Biochemistry
- COSE Dean's Office
- Computer Science
- Engineering
- Geosciences
- Mathematics
- Physics & Astronomy

In addition, PIs may contact the Grants Support Coordinators, Candy Mou (candymoo@sfsu.edu; 405-4223) and Ray Vogelzang (raymondv@sfsu.edu; 405-3575) for assistance with day-to-day post-award issues. Candy and Ray can provide assistance to PIs in determining which form use for a particular transaction, the status of a transaction, or to confirm the remaining balance in a project.

Questions? Contact Post-Award (pg. 4)

Pre-Award Announcements

- For PIs who submitted NIH R01 proposals to ORSP in January, we look forward to an error-free and successful electronic submission for the February 5th NIH deadline. Please contact Jackie White at 338-3578 or whitej@sfsu.edu if you have any questions.
- To learn more about the R01 Grant Application Alert, New Process, New Forms, please visit the website NIH website: <http://era.nih.gov/electronicreceipt/>. An additional NIH website that has a lot of useful information about upcoming funding opportunities is <http://grants.nih.gov/grants/guide/index.html>.

90 Day Closeout Notices

In January, notices were sent out to all Principal Investigators via email for projects ending April 2007.

Principal Investigators should work with their Grant Administrator during this time to forecast final expenditures, finalize any cost-sharing documentation, request no-cost time extensions or carryover of unobligated funds to a subsequent budget period.

If you have any questions concerning the 90 day closeout notices, please contact your grant administrator.

Questions? Contact Post-Award (pg. 4)

Additional Pay for Faculty During Spring Break

- Faculty with academic year appointments are eligible for additional pay during Spring Break. Faculty and staff with calendar appointments are not eligible for additional pay during this time.
- If you are planning on requesting Spring Break pay from your grant, or planning to pay other faculty members, please submit your request on-line at http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html. Click on "Spring Break Salary Request"
- Deadline to submit requests: February 16
- The dates for Spring Break appointments (as determined by the SFSU Academic Calendar) are April 9 -

April 13, 2007 (5 paid days total). The benefit rate for faculty Spring Break appointments is 9.451% for faculty with full-time academic year appointments. Please note that this benefit rate is lower than in the past. For an explanation of this



change, please see the announcement about the new classification that will be used for faculty additional pay on page 2. For faculty with less than full-time academic year appointments, and who are enrolled in CALPERS, the benefit rate remains the same at 34.68%.

- To estimate your daily rate of pay for Spring Break 2007, please use the following calculation:
Annual Academic Year salary/9 months (September- May)=
Calendar Year Monthly Salary/21 days (total number of working days in the April pay period) =
Daily Rate for Spring Break 2007.
- Upon receiving your on-line request, appointment documents will be prepared and sent to you as PDFs via e-mail. The appointment document will specify the estimated cost of both salary and benefits for your convenience. Please review and sign the appointment document, and return to ORSP, ADM 471, by March 16, 2007.

Questions? Contact Personnel (pg. 4)

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ORSP Acting Director

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Implementation Team

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Newsletter & Implementation Coordination

Alison Ng: 405-4226 • alisonng@sfsu.edu

Implementation Team Update

The Implementation Team continues to work on policies and procedures for ORSP and is working in collaboration with DOIT to initiate the development of a new Sponsored Projects Data Management System.

The presentation at the Faculty and Staff Retreat was attended by 25 participants and was an opportunity to discuss ORSP and implementation plans for the future as well as to answer faculty questions regarding grant administration.

NSF Policies and Procedures Training coming soon!
Details will be announced on the website.

Suggestion Box now
in the ORSP office
and on the [web!](#)