



SF STATE

# San Francisco State University ORSP Newsletter

June 2007 : Issue 8

Office of  
Research and  
Sponsored  
Programs

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## Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
May 31	Compliance	Spring Break Time and Effort Reports due to ORSP
June 15	Post-Award	Final cost transfers, reimbursements and payments to vendors on projects that ended April 30, 2007*
June 15	Personnel	Payday for student assistants and hourly staff (paychecks available after 1:00pm)
June 18	Personnel	Deadline to submit on-line salary requests for faculty summer salary in order to receive July summer salary on the regularly scheduled payday
June 21	Personnel	Absence Reports due for salaried staff
June 21	Personnel	Absence Reports and Student Vouchers due for hourly staff and student assistants
June 29	Personnel	Payday for faculty and staff (paychecks available after 4:00pm)
July 13	Personnel	Final deadline to submit faculty requests for additional pay during June, July and August 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.

## Staffing Changes

Diane Coseo, Post-Award Manager, has resigned. Susan Pelton has been appointed as the interim Post-Award Manager until a permanent replacement can be hired. Susan can be reached at 338-7090 or by e-mail at [spelton@sfsu.edu](mailto:spelton@sfsu.edu).

We are pleased to announce that Jay Bethke has joined ORSP's Post-Award team as a Grants Administrator (GA). Jay began working in ORSP last fall as the Assistant to the Compliance Officer. Jay will be overseeing, with assistance from Susan Pelton, projects from the following departments/institutes: CET, EOP/SOS, HHS, Institute for Civic and Community Engagement, Institute on Disability, International Programs and the Marian Wright Edelman Institute. Jay can be reached at [jsbethke@sfsu.edu](mailto:jsbethke@sfsu.edu) or 338-3141.

Please see the new distribution of projects on the ORSP website, and click on "Who is My GA" at: <http://www.sfsu.edu/~orspwww/contact.html#postaward>

## SFSU Year End Close Deadlines

The end of SFSU's fiscal year is quickly approaching and Fiscal Affairs has established purchasing/procurement deadlines to facilitate the 2006-07 year-end closing process in order to meet the State of California and CSU year-end deadlines. While grant and contract purchases are exempt from these deadlines, please be aware that "high priority" is assigned to processing purchase orders that must be completed by the end of the fiscal year. Processing of lower priority items submitted in June through the first week of July may be delayed. Fiscal Affairs also encourages PIs/project staff to work with their Grants Administrator to do some "spring cleaning" in their projects and close any old Purchase Orders (PO) that are no longer needed. Once a PO is closed, any remaining funds in that PO will revert back to the project budget.

## Changes to ERA Commons and eSNAP Applications

NIH recently updated the ERA Commons system. A number of the changes specifically impact the preparation of eSNAP applications including:

1. PI effort reporting was changed from percent effort to person-months.
2. You must now identify whether or not there have been changes to the Multi-PI Leadership Plan.
3. You must now identify whether or not there have been changes involving the use of Select Agents.
4. Finally, the ability to upload the science portion of the application is now limited to just a) the PI, and b) those individuals who have both an "ASST" role in the system and have been delegated PI authority. Furthermore, ORSP has received reports that those with both "ASST" and "AO" roles have been unable to upload science documents. We are attempting to confirm with NIH that having both roles will prevent the user from being able to upload the science portion.

If your application was in process, but not yet submitted, when the changes were deployed, you will need to go in and answer the new questions before the application can be submitted by ORSP. More complete information from NIH about the changes to ERA Commons can be found here: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-064.html>

If you need further information or assistance in preparing your eSNAP applications, please contact Jackie White, Pre-Award Manager, at 338-3578 or by e-mail at [whitej@sfsu.edu](mailto:whitej@sfsu.edu)

## Grants.gov Transitions to New Forms

Grants.gov is transitioning to Adobe eForms, which has:

- Independent platforms (PC and Mac Compatible)
- Advanced search features
- Same "look and feel" as current forms

NIH expects to transition to the new forms mid-July. Once NIH transitions to new forms, applicants MUST use the new Adobe forms. Stay tuned for announcements and more information!

## Salary Increases and Summer Pay for Faculty (Unit 3)

The recently ratified collective bargaining agreement between the CSU and the California Faculty Association (CFA) includes a 3% General Salary Increase (GSI) for faculty retroactive to July 1, 2006 and a 2.65% Service (SSI) for eligible faculty retroactive to the anniversary date.

These retroactive increases will apply to additional faculty salary paid from grants and contracts during July/August 2006 and Thanksgiving Break 2006. The increases will also apply to faculty on overload status who were paid from grants and contracts between July 2006 and the present. The costs of retroactive increases, and associated benefits, will be charged to grant accounts that are currently active.

In addition to the retroactive increases for faculty mentioned above, a 1% GSI will be effective June 30, 2007 and a 3.7% GSI on July 1, 2007.

However, summer salary for faculty paid from grants for 2007 will be calculated based on the faculty member's rate of pay in the spring 2007 semester. This means that the rate of pay for faculty for summer salary will include the retroactive increases for 2006/2007, including the 3% GSI and the 2.65% SSI for eligible faculty.

The base rate for summer salary will not reflect the 1% GSI increase effective June 30, or the 3.7% GSI effective July 1, 2007. No retroactive salary increases will be issued. The rate of pay for faculty summer salaries paid from grants reflects provision 21.21b of the new collective bargaining agreement which states that the rate of pay for summer session 2007 "is determined based on the Faculty member's salary rate in the preceding spring term."

Please see the next item titled "Faculty Summer Salary for 2007" for instructions on requesting faculty summer salary.

## Faculty Summer Salary for 2007

If you are planning to request summer pay from your grant, or planning to pay other faculty members, please submit your request on-line at: [http://www.sfsu.edu/~orspwww/\\_personnel/personnel.html](http://www.sfsu.edu/~orspwww/_personnel/personnel.html). Click on the Faculty Summer Salary 2007 link. This applies to faculty with Academic Year Appointments only.

- The dates for summer appointments (as determined by the SFSU Academic Calendar) are June 4 - August, 24 2007 (60 paid days total). The benefit rate for faculty Summer 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 summer 2007, please use the following calculation: Annual Academic Year salary/9 months (September-May) = Calendar Year Monthly Salary/22 days (total number of working days in the June/July/August pay period) = Daily Rate for Summer 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.

In order to receive your summer payment for the month of July on the regular pay day for July (July 31, 2007), ORSP must receive your online request no later than June 18, 2007. For all requests that are received after June 18, 2007, payments for the month of July will be delayed.

The final deadline to submit a request for a summer appointment for June, July or August is July 13, 2007.

## Fiscal Affairs Update: Reports in FMS

Fiscal Affairs has created a non-production FMS instance for ORSP users to run their reports. This should reduce the wait time and increase the rate of successful completions of reports. From now on, ORSP users must use the Non-Production FMS server/instance to run their reports. **Please note that this is only for running reports.** To run reports login to the FMS non-production instance at: <https://cmsdev2.calstate.edu/psp/F8SFSTG/?cmd=login>

This non-production instance is scheduled to be refreshed on Mondays, Tuesdays and Thursdays evenings and is available to users the following day at 9 a.m.

For all other FMS activities (e.g. creating and approving requisitions), login the same way as before: <http://fiscaff.sfsu.edu/fms/prd>

## Compliance Corner

From "Top Ten Compliance Pitfalls: A Guide for PIs"

Compliance Pitfall #9: Expending grant funds inappropriately.

*Remember that all expenditures on a sponsored project must meet the following criteria:*

- ♦ *The cost must be allowable under the terms and conditions of a specific award. Terms can vary depending on the funding agency. Federal funds are subject to regulations set forth by the Office of Management and Budget Circular A-21 (<http://www.whitehouse.gov/omb/circulars/a021/a021.html>)*
- ♦ *The cost must be allocable, that is, the project which pays the expense must benefit from it.*
- ♦ *The cost must be reasonable, that is the cost reflects what a "prudent person" would pay in a similar circumstance.*

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 by e-mail at [asanders@sfsu.edu](mailto:asanders@sfsu.edu)

## Time and Effort Reporting

Time and Effort Reports for Spring Break Additional Pay for Faculty have been distributed and were due to ORSP on May 31, 2007. If you received Additional Pay for Spring Break for 2007 and have not received a time and effort report, please contact Alison Sanders.

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A detailed staff listing can be found on: <http://www.sfsu.edu/~orspwww/contact.html>

For comments regarding the newsletter, please contact Alison Ng at 405-4226 or by e-mail at [alisonng@sfsu.edu](mailto:alisonng@sfsu.edu).