



Office of  
Research and  
Sponsored  
Programs

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## Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
March—Ongoing	Personnel	PI's inform ORSP Personnel staff of changes in <b>employment status</b> of grant-funded employees, including time base changes and resignations
March 4 & 5	Post-Award	Overview of Contracts and Grants Administration Workshop (see below)
March 5	Personnel	Deadline for faculty to submit signed appointment documents for Additional Pay during Spring Break 2008
March 14	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00 p.m.)
March 15	Post-Award	Final cost transfers, reimbursements and payments to vendors on projects with end dates of January 31, 2008*
March 20	Personnel	Deadline for faculty to submit requests for Additional Pay during Spring Break 2008
March 20	Personnel	Pay Vouchers due for Student Assistants
March 20	Personnel	Absence Reports due for salaried staff, hourly staff, and Research Fellows
March 28	Personnel	Payday for salaried staff and Research Fellows (paychecks available after 4:00 p.m.)
March 28	Compliance	Deadline for returning Fall 2007 and July—December 2007 Time and Effort Reports to ORSP
March 28	Compliance	Deadline for returning Winter Intersession 2008 Time and Effort Reports to ORSP
March 31	Personnel	Campus closure, Observe Cesar Chavez Day

*\*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.*

## Faculty/College Staff: Overview of Contracts & Grants Admin.

ORSP is offering two sessions of the Overview of Contracts and Grants Administration Workshop for faculty and college staff given by Alison Sanders, Compliance Officer. These will also cover new policies and procedures and will be offered on:

- Tuesday, March 4, 10 a.m.—12:00 p.m.
- Wednesday, March 5, 2:00 p.m.—4:00 p.m.

To RSVP and find out room location, please provide your name, title, department, and campus e-mail address by contacting Tish Santos via e-mail at [tsantos@sfsu.edu](mailto:tsantos@sfsu.edu) or by phone at 405-3995.

## Policies and Procedures

ORSP, Fiscal Affairs and Human Resources have been working on 23 new policies and procedures as part of the Compliance Program. They are available for review on the ORSP website at:

[http://www.sfsu.edu/~orspwww/\\_policies/policieshome.html](http://www.sfsu.edu/~orspwww/_policies/policieshome.html) and include:

- Closeout Policy and Procedure
- Deficit Policy—Allocation of Financial Responsibility to Colleges
- Financial Conflict of Interest Policy and Procedure
- Human and Animal Subjects Policy and Procedure
- Proposal Development and Submission Policy

## Important News and Notes

### *New Staff*

In the past year, three new positions have been created in Post-Award in order to provide better service to Principal Investigators. Our goal is to have a team of six Grant Administrators, each paired with a Grant Support Coordinator. Last month, ORSP welcomed two new Grant Support Coordinators, Rebecca Parsonage and Eileen Ahn, to the team. Please see the Post-Award Staffing announcement below for their contact information. Although Antoinette Pierson, one of the current Grant Administrators, recently resigned, we are very happy to have new faces and new energy in Post-Award. Alison Sanders has also taken on a new role, as Compliance Officer and Special Projects Manager.

Victoria Narkewicz has accepted the post of permanent Personnel Manager for the office. Kari Wong will join the personnel team in March, filling the position of Personnel Specialist.

National searches are now underway for the both the permanent Director and the Associate Vice President of ORSP. We expect the searches will be successfully concluded this spring and summer.

### *New Financial Reports*

ORSP and Fiscal Affairs have been hard at work creating a new online reporting system and redesigned financial reports for Principal Investigators (PIs). The first step in this process was to convert data, currently stored in systems maintained internally in ORSP, into the PeopleSoft CMS system. This process is now complete, and allows ORSP and Fiscal Affairs to develop better and more user-friendly reports. The new Project Expenditure Report consists of a summary page that includes basic grant information, such as the project title, and the begin and end date of the budget period. A second page provides details on the transactions posted to the project, including salary and benefit costs and operating expenses. The new report will be rolled out this month via the online reporting system (<http://ids.sfsu.edu:8080/fmsreport>) and Fiscal Affairs will offer training for PIs and administrative staff on how to access and read this new report (exact dates, times and location TBA).

### *New Online System for Approving Personnel Transactions*

In April, ORSP will move all personnel data from an internally managed system into PeopleSoft HRMS. This means that we will be able to distribute appointment documents to PI's via an online system called ETRAC (Employee Transaction Relay and Capture). PI's will no longer receive paper copies of appointment documents. Instead, PI's will receive an email notification that will direct them to log on to the system and approve transactions electronically. The new system will process appointments for students, staff and postdoctoral researchers, as well as appointments for faculty during intersession. Reimbursed Release Time (RRT) documents will not be included in the April implementation, but we hope to develop a new module for RRT in the coming year. In next month's newsletter, we will have more information about the new system, and will announce opportunities for both in-person and on-line training.

## Post-Award Staffing Update

We are pleased to announce that two new Grants Support Coordinators have joined the Post-Award team. Rebecca Parsonage will be supporting Karen Lee and Eileen Ahn will be supporting Keely Hamilton. Rebecca can be reached via e-mail at [rfp@sfsu.edu](mailto:rfp@sfsu.edu) or by phone at 405-4259 and Eileen can be reached via e-mail at [aeileen@sfsu.edu](mailto:aeileen@sfsu.edu) or by phone at 338-1840. Antoinette Pierson, Grants Administrator, has left her position at ORSP. Alison Sanders will oversee Antoinette's projects until a replacement is hired. Alison can be reached via e-mail at [asanders@sfsu.edu](mailto:asanders@sfsu.edu) or by phone at 405-3943.

## New Awards Received at SFSU

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Awardee/Department	Project Title	Funder/Amount Awarded
David Matsumoto/ Psychology	<i>Facial Affect Reciprocity</i>	US Army Research Institute/ \$445,891
Robert Ramirez/ Biology	<i>SC3 Grant: Osmotic Stress in Yeast</i>	National Institutes of Health/ \$114,750
Amy Sueyoshi/ Ethnic Studies Program	<i>UCLA Postdoctoral Fellowship 2007 - 2008</i>	UCLA Asian American Studies Center/ \$35,000
Newell Garfield/ Romberg Tiburon Center	<i>Regional Ocean Science Bowl</i>	National Ocean Science Bowl (NOSB) and Consortium for Oceanographic Research and Education (CORE)/ \$15,000
Juliana Van Olphen/ Health Education	<i>Stigma and Incarceration</i>	American Psychological Association/ \$5,750
Robert Schleihauf/ Kinesiology	<i>Biomechanics of Human Movement</i>	National Science Foundation/ \$149,641
Francisco Javier Arsuaga/ Mathematics	<i>UoM IMA Residence #2</i>	National Science Foundation/ \$18,000
Gretchen LeBuhn/ Biology	<i>Effects of Snowmelt on Bees</i>	Agreement with University of California Office of the President/ \$45,609
Allen Leblanc/ Sociology	<i>MDRC Project - Health Related</i>	Agreement with MDRC/ \$68,796
Paul Sherwin/ Poetry Center	<i>Grants for the Arts 2007 - 2008</i>	City and County of San Francisco/ \$16,900
Belinda Reyes/ Raza Studies	<i>School Board Project</i>	University of California Office of the President, California Policy Research Center/ \$30,000
Juanita Santana/ Marian Wright Edelman Institute/ Head Start	<i>Dual Language Teacher Education Program 2008 - 2009</i>	First 5 San Francisco/ \$443,860
William Cochlan/ Romberg Tiburon Center	<i>NOAA Nutrient Analysis</i>	NOAA/ \$29,999

## Monthly Review of Expenses on ORSP Projects

PIs are responsible for reviewing expenses posted to their projects on a monthly basis to ensure that items are being charged to the appropriate project. Monthly financial reports on ORSP projects can now be easily accessed through the Fiscal Affairs Online Reporting System at: <http://ids.sfsu.edu:8080/fmsreport>. If you identify charges that you do not recognize or have questions about, please contact your Grants Administrator. **Please note that cost transfers must be processed within 90 days of the original charge.** If you have questions about accessing this system and/or reading the reports that are posted, please contact your Grants Administrator.

## Time and Effort Reporting

Time & Effort Reports for Additional Faculty Pay for Winter Intersession 2008 have been distributed. If you have received one, please review, sign, and return it to ORSP no later than March 28<sup>th</sup>.

Time & Effort Reports for Fall 2007 (Academic Year RRT) and for July-December 2007 (Calendar Year RRT and staff appointments) have also been distributed and are due on March 28<sup>th</sup>.

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

# Personnel Announcements

## Campus Closure and Paid Holidays

- The Campus is closed on March 31, 2008 in observance of Cesar Chavez 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 table to the right of this text, shows the number of paid holiday hours that hourly staff will receive, based on the total number of hours worked during the pay period. These holiday hours 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 338-1973 or via email at [toria@sfsu.edu](mailto:toria@sfsu.edu).

### Number of Holiday Hours

#### PAID to Hourly Staff

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
<b>NOTE:</b> NO Holiday Pay for STUDENT ASSISTANTS or CASUAL WORKERS	

## Spring Break Pay and Reimbursed Release Time (RRT) for Spring 2008

The deadline for submitting requests for faculty pay during Spring Break, and the deadline for submitting requests for RRT for the spring semester have now passed. If you have not yet submitted requests, please contact ORSP immediately to see if late requests may still be accommodated. Requests should be directed to Victoria Narkewicz, Personnel Manager via e-mail at [toria@sfsu.edu](mailto:toria@sfsu.edu).

## 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.
- When employees claim sick and/or vacation leave, this is a CREDIT to the grant.
- If Absence Reports are not turned in to ORSP in a timely manner, or leave time is not accurately reported, this can result in inaccurate financial statements submitted to the funder. When leave is not recorded, the grant is not credited, and the funder may be overcharged for costs.
- PI's may NOT ask employees to claim sick and vacation leave time in order to secure a credit to the grant. Sick and vacation leave time must be used and reported by grant-funded employees according to the provisions of University policy and the applicable collective bargaining agreement.

## NIH Public Access Policy

The [NIH Public Access Policy \(http://publicaccess.nih.gov/policy.htm\)](http://publicaccess.nih.gov/policy.htm) ensures that the public has access to the published results of NIH funded research. It requires scientists to submit journal articles that arise from NIH funds to the digital archive PubMed Central (<http://www.pubmedcentral.nih.gov/>). The publications need to be made publicly available no later than 12 months after the official date of publication. Some journals submit articles to PubMed on behalf of the authors. For a list of these journals, please see [http://publicaccess.nih.gov/submit\\_process\\_journals.htm](http://publicaccess.nih.gov/submit_process_journals.htm). For any journal other than one of those in this list, the author must:

- Inform the journal that the article is subject to the Public Access Policy when submitting it for publication.
- Make sure that any copyright transfer or other publication agreement allows the article to be submitted to NIH in accordance with the Policy. For more information, see the FAQ: Whose approval do I need to submit my article to PubMed Central?: <http://publicaccess.nih.gov/FAQ.htm#c2>
- Submit the article to NIH, upon acceptance for publication. See the Submission Process ([http://publicaccess.nih.gov/submit\\_process.htm](http://publicaccess.nih.gov/submit_process.htm)) for more information.
- When citing their NIH-funded articles in NIH applications, proposals or progress reports, authors must include the PubMed Central reference number for each article.

Effective **April 7, 2008**, all articles arising from NIH funds must be submitted to PubMed Central upon acceptance for publication.

Effective **May 25, 2008** NIH applications, proposals, and progress reports must include the PubMed Central reference number when citing an article that falls under the policy and is authored or co-authored by the investigator, or arose from the investigator's NIH award. This policy includes applications submitted to the NIH for the May 25, 2008 due date and subsequent due dates.

## 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.

If paychecks are not picked up within 5 days, ORSP personnel must return them to the Disbursement Office.

If you, or one of your staff, would like ORSP to mail your paycheck or direct deposit slip to your home address, please complete the Mailing Authorization Form, sign, and return to the form to ORSP, ADM 471. The form is available on the ORSP website: [http://www.sfsu.edu/~orspwww/\\_personnel/personnelhome.html](http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html).

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