



Office of Research and Sponsored Programs

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## Upcoming Dates & Deadlines

<u>DATES</u>	<u>SECTION</u>	<u>NOTES</u>
May 1	Compliance	Time and Effort Reports for Winter 2009 are due.
May 15	Personnel	Deadline for faculty to request additional pay for June 2009 (summer 2009) and expect to receive pay on July 1, 2009.
May 15	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00pm)*
May 18	Personnel	Pay Vouchers due for Student Assistants
May 18	Personnel	Absence Reports due for salaried staff, hourly staff and Research Fellows
May 25	Personnel	Campus closed in observance of Memorial Day
May 29	Personnel	Deadline for Faculty with Academic Year and Calendar Year appointments to return Reimbursed Release Time (RRT) Agreements for Spring 2009 semester, and the January–June time period
May 29	Personnel	Payday for salaried staff and Research Fellows (paychecks available after 4:00 p.m.)

Friendly Reminder: Time and Effort Reports for Fall 2008 were due on April 24th. If your time and effort report is past due, please turn in these reports right away.

## Community Focused Research Spring Series



Throughout the Spring semester, SF State hosted a Community-Engaged Scholarship (CES) and Community-Based Participatory Research (CBPR) Faculty Forum Series. Facilitated by visiting Professor Nina Wallerstein, Dr.P.H. (University of New Mexico), the series addressed how to move community-engaged efforts into publication, grants, and other ways to pass knowledge. Dr. Wallerstein is an award-winning academic with nearly three decades of

experience working closely and collaboratively with New Mexican communities and tribes. She is widely recognized as a leading scholar in community participatory research, and specializes in CBPR as applied to the Public Health field.

The objectives of the CBPR series were to: create opportunities for faculty dialogue and mutual learning; showcase existing partnerships, and; support faculty skill-building in CES/CBPR. Case study sessions highlighted community-engaged research being conducted by SF State faculty from the Departments of English, Health Education, Africana Studies, and Anthropology. The case studies alternated with focused learning sessions that addressed how to develop and refine CES/CBPR grant-writing and publications skills.



Remaining dates include a lecture from Meredith Minkler, Dr.P.H., Professor of Health and Social Behavior at UC Berkeley's School of Public Health, *Community Based Participatory*



Photos: Eileen Ahn

*Research: Strategies for Policy Change*, to be held on Monday, May 4<sup>th</sup> from 6:30 - 7:30 in Humanities 286. A "Next Steps" and closing comments session for the series will be held on Wednesday, May 6<sup>th</sup> from 3:30 - 5:00 p.m. in HSS 306. Based on the success of the series, growing interest in CBPR among various departments and institutions, and momentum that has been building on campus this semester, additional faculty-focused lecture series may take place in the near future.

CES/CBPR series Co-Sponsors include: Cesar Chavez Institute, College of Health & Human Services, Department of Health Education, Health Equity Institute, Institute for Community & Civic Engagement, Office of Research & Sponsored Programs, Public Research Institute, R.I.M.I.

## Faculty Additional Pay for Summer 2009

- If you are planning on requesting 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/personnelhome.html>. Click on the Summer Salary Request link. This applies to faculty with Academic Year Appointments only.
- The dates for Summer appointments (as determined by the SFSU Academic Calendar) are June 1, 2009 - August 21, 2009 (59 paid days total). The benefit rate for faculty Summer appointments is 9.451% for faculty with full-time academic year appointments during the Summer 2009 semester. For faculty with less than full-time academic year appointments during Spring 2009, and who are enrolled in CALPERS, the benefit rate is approximately 35%.
- The actual amount of pay will depend on the number of working days in each month. To estimate your daily rate of pay for Summer 2009, please use the following calculation:
  - Annual Academic Year salary/9 months (September - May) = Calendar Year Monthly Salary
  - Calendar Year Monthly Salary/22 (average number of working days in a month) = Approximate Daily Rate for Summer 2009.
- Upon receiving your on-line request, an E-TRAC appointment will be created and routed to Principal Investigators electronically for approval. Once the Principal Investigator clicks the approval button, the E-TRAC will route to ORSP for final approval. The estimated cost of both salary and benefits will be available for review on the E-TRAC appointment in the ORSP Job Data section. Principal Investigators will receive e-mail notification when E-TRACS are created by ORSP Personnel Staff.
- Pls should submit requests for summer pay by the stated deadline for all current and pending awards, even if the 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 the online request form.
- The final deadline to request all summer pay for June 2009, July 2009 and August 2009 is July 15, 2009.

## Campus Closure and Holiday

- The Campus is closed on May 25, 2009 in observance of Memorial Day
- 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 Specialist in ORSP. The schedule below shows the number of paid holiday hours that hourly staff will receive, 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, 2009. Employees are reminded to schedule use of the Personal Holiday before December 31st, 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 Pls have employees who will be working on any of the paid holidays, please contact Victoria Narkewicz at extension 8-1973 or at [toria@sfsu.edu](mailto:toria@sfsu.edu) prior to the holiday.

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	

## New Awards Received at SF State

Awardee/Department	Project Title	Funder/Amount Awarded
Ahmad Ganji Engineering	<i>Energy Audit of MARAD's Ships</i>	U.S. Department of Energy \$21,613
Jeffrey Greensite Physics & Astronomy	<i>Theoretical High Energy Physics</i>	U.S. Department of Energy \$108,000
Jacob Perea Education	<i>GEARUP Tutorial Program 2008</i>	SF Unified School District \$122,350
Isabel N. Quita Elementary Education	<i>Science Teaching &amp; Language Integration</i>	Sub-award from UC Santa Cruz; Prime: NSF \$121,706
Juanita Santana Marian Wright Edelman Institute/Headstart	<i>CDE Renovation Contract Supplement</i>	CA Department of Education \$1,410
Rita Takahashi Social Work	<i>California Public Regional Training</i>	California Department of Social Services \$1,909,000

## Internal Review of Proposals for ORSP Funding

Facilitating Research and Creative Work through Cross-Disciplinary Teams (FOA ORSP 2009-001)

Please note that the meeting of the internal review committee has been rescheduled for Friday, May 29, with announcements of funded proposals to occur on Friday, June 12. These changes have been made at committee request because of the proximity of the originally scheduled review dates to graduation. See [http://www.sfsu.edu/~orspwww/\\_preaward/\\_find/rfa\\_orsp2009\\_01.pdf](http://www.sfsu.edu/~orspwww/_preaward/_find/rfa_orsp2009_01.pdf) for the complete funding announcement.

Deadlines for submission of letters of intent and draft budgets remain unchanged:

Monday, May 4 for Centers and Institutes

Monday, May 18, for Affinity Groups, Teams, and Research Clusters.

## New Hires

Individuals can not begin work until official hiring paperwork has been completed by the ORSP Personnel Office. In some cases, an **individual may not be eligible to work** due to specific visa limitations. International student assistants may not begin work until they receive a clearance and confirmation from an official representative from the Social Security Administration Office. Please note that international student assistants will require a social security card, which could take 2 months to obtain. Please do not request international students to begin work until you have received an approval from an ORSP Personnel Specialist. Please contact Melissa Bonilla at 415-338-1861 if you have any questions.

## Retroactive Appointments

Retroactive appointments continue to be scrutinized by the CSU Chancellor's Office and SFSU Human Resources. Retroactive hires should be pre approved by the Office of Research and Sponsored Programs. All retroactive hiring and payroll must include a justification. Please contact Victoria Narkewicz regarding all retroactive hiring at 415-338-1973.

For more information on these topics, please visit our ORSP Personnel announcements page

([http://www.sfsu.edu/~orspwww/\\_personnel/personnel\\_announcements.html](http://www.sfsu.edu/~orspwww/_personnel/personnel_announcements.html)) by clicking on the title below:

[Absence Reports](#)

[Uncollected or Undeliverable Paychecks](#)

[Requesting Time Base Changes for Staff](#)

[Direct Deposit Eligibility](#)

[Employee Terminations and Resignations](#)

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