ORSP Newsletter

SAN FRANCISCO STATE UNIVERSITY

Office of Research and Sponsored Programs

Upcoming Dates & Deadlines

DATES	SECTION	NOTES
March/Ongoing	Personnel	PIs inform ORSP personnel staff of changes in employment status of grant funded employees, including time base changes, resignations, worker's compensation claims or leave requests
March 13	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00p.m.)
March 13	Post-Award	Deadline for submission of stipend request forms to ORSP for April (stipend checks to be issued to students on April 15th)
March 13	Post-Award	Final cost transfers, reimbursements and payments to vendors on projects that ended January 31, 2008*
March 13	Personnel	Deadline for faculty to request additional pay during spring break. For more details, please visit the ORSP website at: http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html
March 23	Personnel	Pay Vouchers due for Student Assistants
March 23	Personnel	Absence Reports due for salaried staff, hourly staff and Research Fellows
March 30	Personnel	Payday for salaried staff and Research Fellows (paychecks available after 4:00 p.m.)
March 31	Personnel	Campus closed in observance of 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.

Director for Research and Sponsored Programs Announcement

Alison Sanders has been named Director for Research and Sponsored Programs. Ms. Sanders will serve under Dr. Jaylan S. Turkkan, Associate Vice President for Research and Sponsored Programs. Ms. Sanders will be responsible for the day to day planning and administration of the department. Ms. Sanders joined San Francisco State University in 2003. In 2006, she was named as the Compliance Officer for Research and Sponsored Programs.

Workshop: How to Find Grant Funding to Support Your Project

Conducting Online Searches Using SPIN (Sponsored Programs Information Network)

SPIN is a comprehensive, searchable funding database that SFSU faculty and directors can use to identify government and foundation support for their projects. At this hands-on workshop, participants will learn how to use SPIN to search for funding opportunities, as well as how to create a personal profile to receive ongoing funding alerts by email. Presented by Paul Barrows (pbarrows@sfsu.edu), Funding Information Specialist in ORSP. All sessions meet in ADM 560. Seating is limited and registration is required. Please visit the ORSP website to register:
http://www.sfsu.edu/~orspwww/_preaward/_find/spinworkshop.html

Dates and times this month:
Monday, March 16th, 11 am - 12 noon
Thursday, March 19th, 11 am - 12 noon
Tuesday, March 24th, 11 am - 12 noon
Thursday, March 26th, 11 am - 12 noon

National Science Foundation Important Change

One of the most significant changes to the NSF Proposal & Award Policies & Procedures Guide (PAPPG) is implementation of the mentoring provisions of the America COMPETES Act. Each proposal that requests funding to support postdoctoral researchers must include as a separate section within the 15-page project description a description of the mentoring activities that will be provided for such individuals. Proposals that do not include a separate section on mentoring activities within the Project Description will be returned without review (see the PAPP Guide Part I: Grant Proposal Guide, Project Description, Chapter II.C.2.d for further information: http://www.nsf.gov/pubs/policydocs/pappguide/nsf09_1/gpg_index.jsp

National Institutes of Health Information

NIH Academic Research Enhancement Awards (AREA_R15)

SF State is **now eligible to apply** for the **NIH Academic Research Enhancement Awards (AREA_R15).** All faculty with health-related projects are encouraged to apply (except College of Science and Engineering faculty who are not eligible for these awards). The three goals of the AREA program are to support meritorious research, to strengthen the research environment of the institution, and to expose students to research. There are three deadlines for submission: February 25th, June 25th and October 25th. The proposed project period may be up to three years and total direct costs cannot exceed $150,000 per year. More information can be found at the AREA home page at http://grants.nih.gov/grants/funding/area.htm. Please note - The SF State ineligibility listing on the website is incorrect.

Grants.gov Submissions

We strongly recommend early submission of Grants.gov applications. Long delays in Grants.gov submissions increases the risk of missing deadlines. The March 2009 deadlines for NIH (and other federally sponsored) proposals will be especially challenging. Performance and service issues with Grants.gov grant submissions reflect problems in the central Grants.gov system.

Direct Deposit Eligibility

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

- 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
- Have 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_Dep osit_Enrollment_Authorization.pdf

Campus Closure and Holiday

- The campus will be closed on Tuesday, March 31st in observance of Cesar Chavez Day.
- For hourly and salaried staff, including Research Fellows, this 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 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.
- 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 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	

New Awards Received at SF State

Awardee/Department	*Project Title*	Funder/Amount Awarded
Newell Garfield Romberg Tiburon Center	*COAST*	CSU Chancellor's Office $183,702
Newell Garfield Romberg Tiburon Center	*CeNCOOS MPA*	Monterey Bay Aquarium Research Institute Prime Funder: National Oceanic and Atmospheric Administration-$25,700
Shawn Ginwright Black Studies	*Cultural Competence Training 2*	San Francisco Unified School District School Health—$14,933
V. Thomas Parker Biology	*Post Fire Recovery: Bonny Doon*	The Nature Conservancy Authority $17,250
Juanita Santana Marian Wright Edelman Institute- Head Start	*Head Start State Preschool 08-09*	California Department of Education $771,524
Maricel G. Santos English	*Promote Lead Education*	Literacy Works $7,000
Ian Clark Sinapuelas Marketing	*Leadership Seminar*	Target Corporation-Target Campus Grants $2,500
Allyson Tintiangco Cesar Chavez Institute—Asian Studies	*Curriculum Day & Teaching #1*	San Francisco Unified School District $10,000
Allyson Tintiangco Cesar Chavez Institute—Asian Studies	*Curriculum Day & Teaching #2*	San Francisco Unified School District $25,000

Reimbursed Release Time (RRT) for Spring 2009

The deadline to submit requests for RRT has passed. If you missed the February 20 deadline, please contact Victoria Narkwicz at ext. 81973 or toria@sfsu.edu as soon as possible. This applies to faculty with academic year or calendar year appointments. For faculty with academic year appointments, this cycle of RRT applies to the spring 2009 semester. For faculty with calendar year appointments, the time period covered is January 1 – June 30, 2009.

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).

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.

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.