

Welcome!

Overview of Grants and Contracts at SFSU

Training Session Breakdown

Things every PI should know about conducting research at SFSU.

- What is ORSP?
- Comprehensive training program
- Faculty input on the effectiveness of training presentation and materials

ORSP Grant Life Cycle



Who's an Eligible PI?



- Tenured/Tenure-Track Faculty
- University Administrators (MPP)-Directors of Centers or Institutes
- Others may apply for PI status through formal process
- For eligibility requirements, please visit our website: <http://www.sfsu.edu/~orspwww/>

Mechanisms for Funding



- Grants
 - Federal, State, Local, Non-Profit
- Contracts
 - Sub-contracts
 - Inter-agency Agreements
 - Cooperative Agreements
 - Consortium Agreements
 - Memorandums of Understanding

PI Checklist



- Submit within a minimum of **3 weeks** of your agency deadline.
- Starts the process and places you in the ORSP data base.
- A Proposal Service Specialist will contact you within 2-3 business days.

Review Example

figure 1.1

Pre-Award Function



- Pre-Award is the submitting unit for all sponsored projects.
- Applications **CANNOT** be submitted by any other unit or individual in the name of SFSU.
- Applications to foundations and private agencies requiring a 501(c)(3) tax exemption.

Roles & Responsibilities



Principal Investigator

- Prepare proposal in at least a draft format.
- Contact ORSP at **least 3 weeks** before your agency deadline.
- Review your agency guidelines and deadlines.
- Meet with proposal specialist.
- Conflict of Interest documentation.
- Discuss project with Department Chair and Dean of College.

Pre-Award

- Help develop the project budget.
- Assist with completion of agency forms.
- Submit applications to your agency in the name of SFSU.

Pre-Award also provides...



- Editing services are available by appointment with our Proposal Editor Barbara Ustanko (ustanko@sfsu.edu);
- Funding alert emails (sign up on our website);
- Funding searches and training by appointment with our Funding Information Specialist Paul Barrows (pbarrows@sfsu.edu);

Human & Animal Subjects



- Pre-protocol checklist must be filled out during proposal preparation.
- Protocol must be approved before research can begin.
- Institutional Animal Care and Use Committee (IACUC)- Animal Subjects
- IRB (Institutional Review Board)- Human Subjects

<http://www.sfsu.edu/~protocol/human.htm>

Cost-Sharing



- Identify Cost-Sharing commitments in proposal
 - Notice of cost-sharing signed by Dean
 - Inclusion in proposal budget

Conflict of Interest



- Conflict of Interest documentation must be signed during proposal preparation
 - Form 700-U (CSU)
 - Disclosure of Financial Conflict of Interest for NSF, PHS and Other Agencies Adopting the Federal Requirement

Welcome to Post-Award



Congratulations!

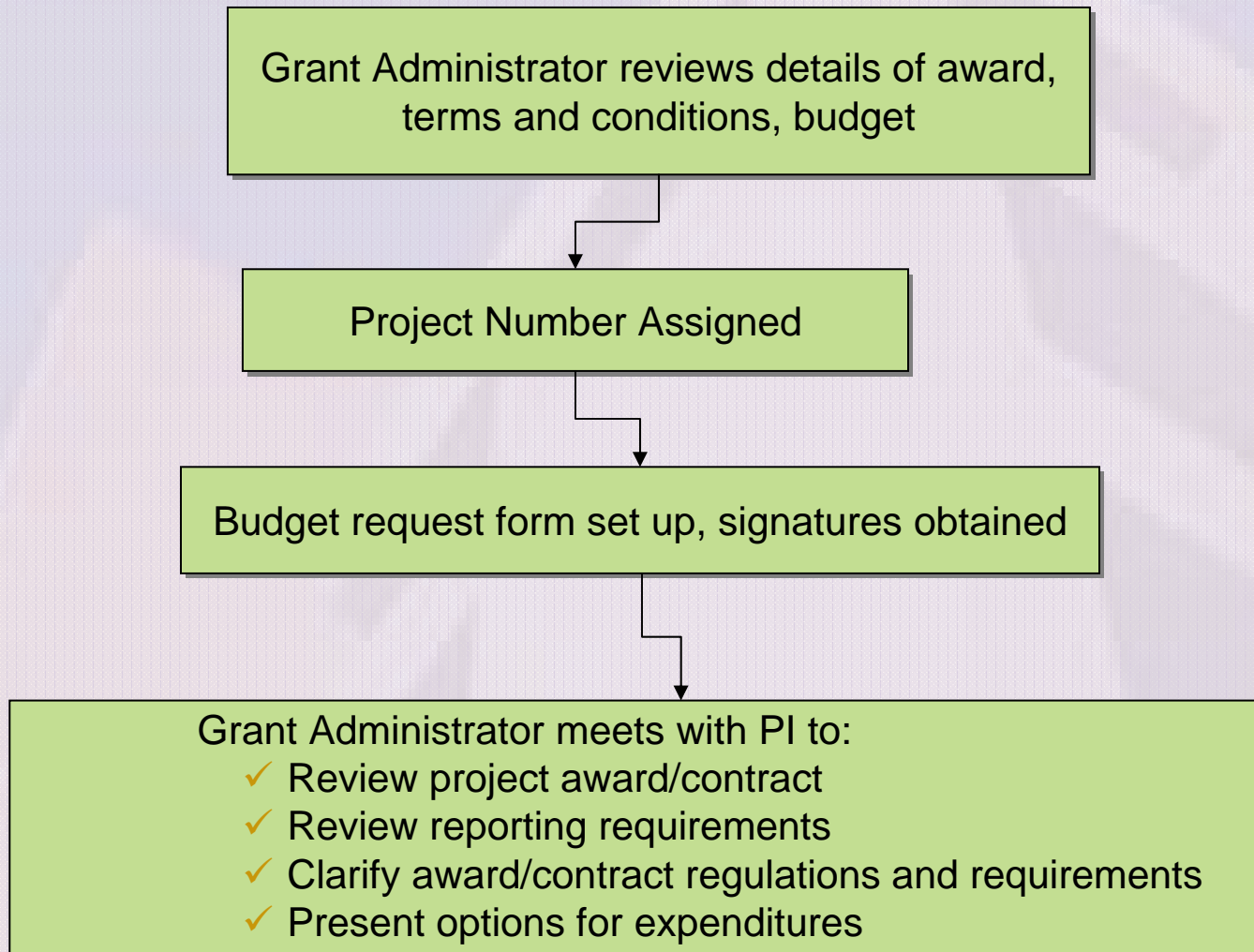
Your proposal has been funded!

Fund Advances




- New grant for which award letter has not been received
- New budget year for a continuing grant
- Contract that has not yet been finalized
- Complete form- Dean's signature

Project Set up in ORSP



Accessing Project Reports





Fiscal Affairs FMS Reports

[HOME](#) [FMS LOGIN](#) [USER GUIDE](#) [CONTACT US](#)

Registered FMS Report Users

Please provide your e-mail address and password below to access your FMS Reports.

E-MAIL ADDRESS:

PASSWORD:

Passwords are case sensitive.

[Login](#)

Click button below to access Fundware Reports

[Go To Fundware Reports](#)

New Registration

If you have not registered yet, please provide your e-mail address below and click the **"REGISTER"** button to set up your account to access the FMS Reports.

E-MAIL ADDRESS:

[Register](#)

Need a new password?

To **reset** or **change** your password, enter your e-mail address, and click **"GO"**. A temporary password will be e-mailed to you.

ENTER E-MAIL ADDRESS: [GO](#)

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Accessing Project Reports



- Web-Based Access to reports
- Email address used as login
- Reports updated every week (Sunday)
- Page 2 coming soon!

Roles and Responsibilities



Principal Investigator

- Monitor grant activity
- Ensure costs charged appropriately
- Submit travel claims/ procurement card reports and reimbursements in a timely manner
- Monitor sub-recipient expenses
- Certify time and effort reports

Grant Administrator

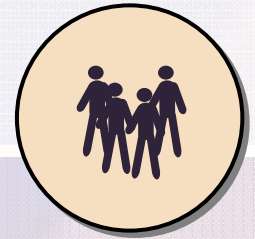
- Process expenditures
- Budget revisions
- Process cost-transfers and LCD transfers
- Liaison to Fiscal Affairs
- Process no-cost time extensions
- Reconcile Project issues

Personnel Management



- No commitment, verbally or in writing, should be made to any employee, special consultant, or independent contractor without the prior approval of ORSP.
- This includes anything concerning:
 1. Hiring
 2. Separation
 3. Compensation
 4. Changes in terms and conditions of employment

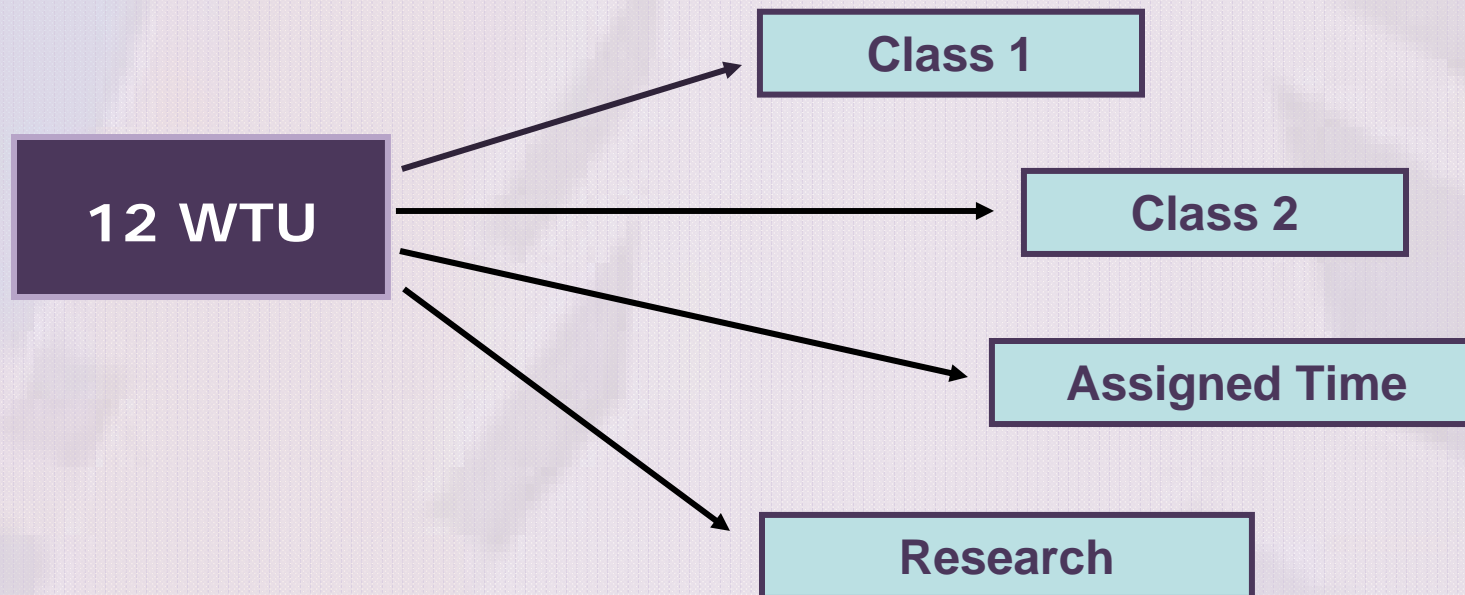
Reimbursed Release Time (RRT)



15 WTU = Full Time Workload

3 WTU = Administrative Time and Committee Work

+ 12 WTU = Teaching, Assigned time

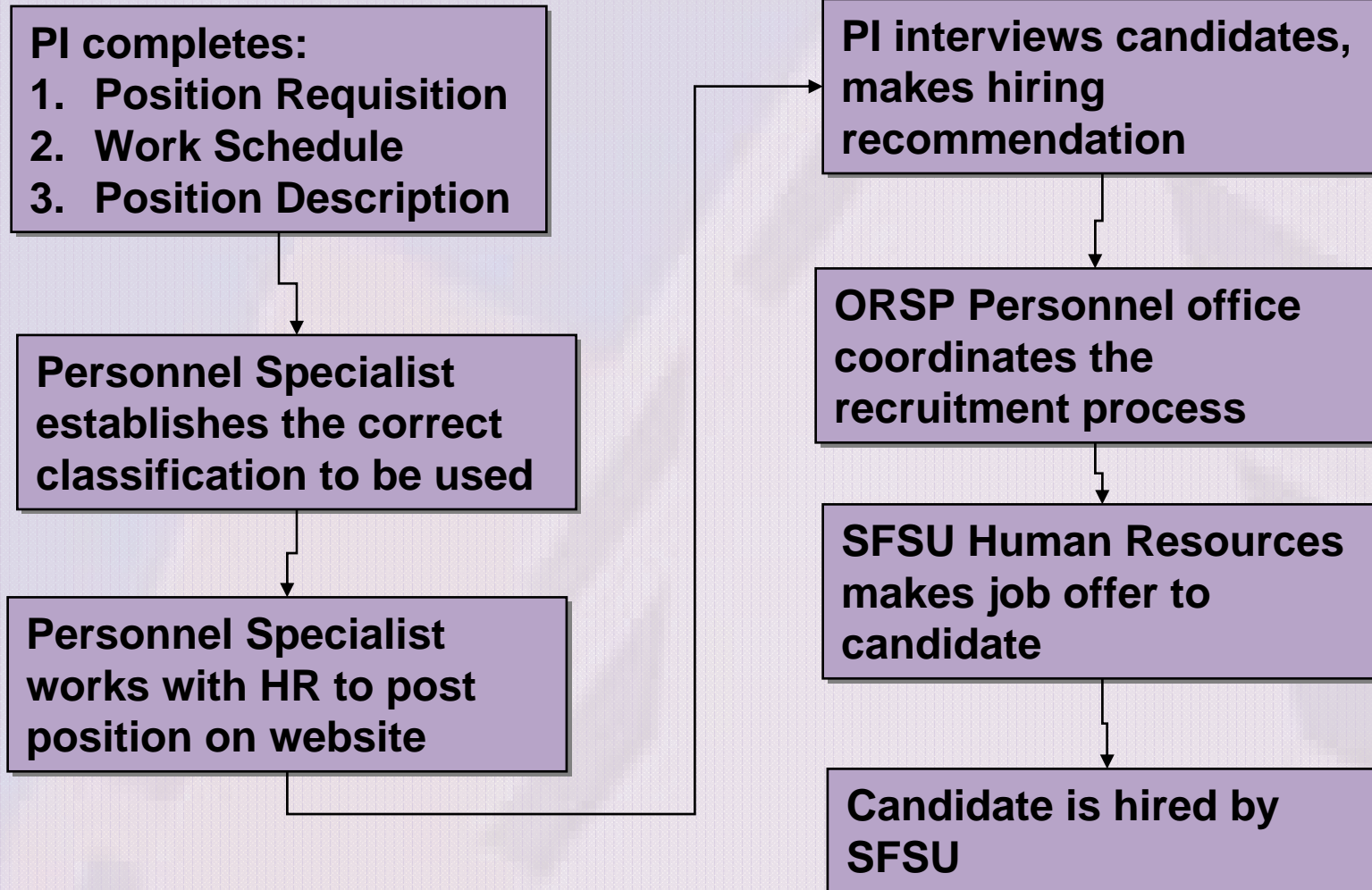
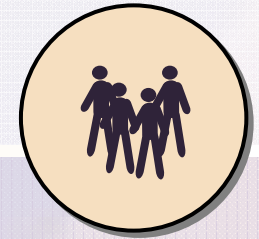


Faculty Additional Pay

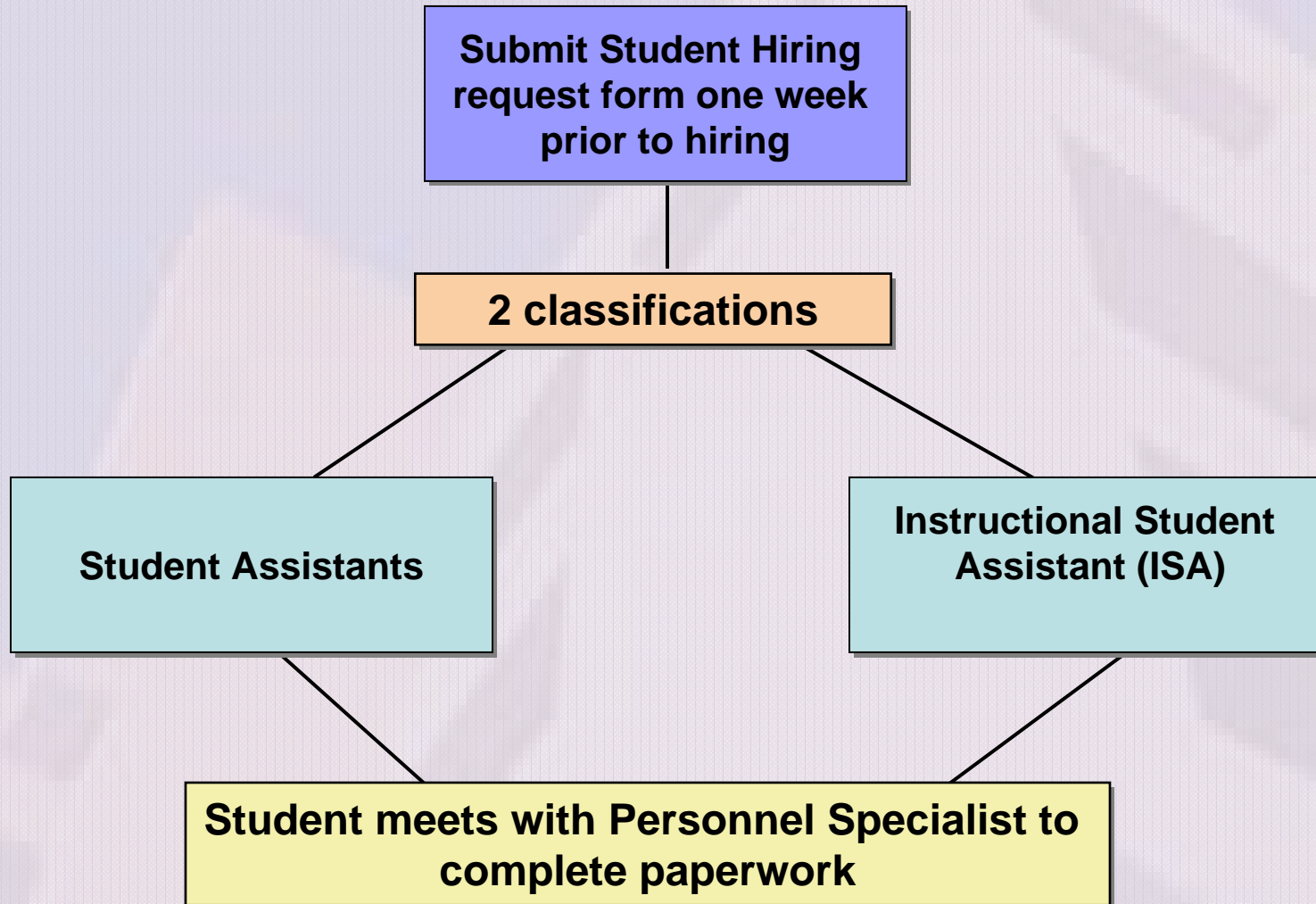
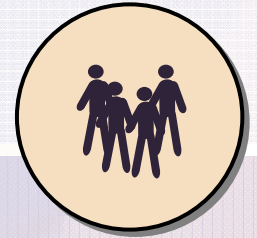


- Academic Year Faculty may receive additional pay during non-academic workdays, approximately 79 days per year
- Academic year Faculty may request Additional pay 4 times per year:
 1. January Intersession
 2. Spring Break
 3. Summer
 4. Thanksgiving
- In rare cases, Overloads during the Academic Year (subject to sponsor approval)

Hiring Staff



Hiring Students

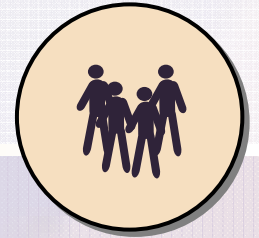


Research Fellows (Post-Docs)



- Research Fellow (Postdoctoral Researcher or Postdoctoral Scholar) – Temporary appointments (3-5 years), persons with Ph.D.
- Under the mentorship of a principal investigator (PI) or administrator, performs a variety of work in support of a research project or scholarly activity.
- The Research Fellow classification is an excluded classification within the CSU classification structure and does not need to be posted on the Human Resources website.

PIs Responsibilities As Supervisors



- The entire life cycle of a temporary grant employee is covered by SFSU Policy and procedure, the terms and conditions of the grant, and collective bargaining this includes:
 - * employee raises
 - * initial salary
 - * hours of work
 - * maternity and paternity leave
 - * injury on or off the job
 - * eligibility for fee waiver
 - * benefits eligibility
 - * job classification
 - * performance evaluation cycle
 - * jury duty
 - * sick and vacation leave use
 - * overtime and additional employment policies.

Thread of Compliance



- Begins in Pre-Award process
 - Cost-sharing
 - Conflict of interest documentation
 - Human or Animal Subjects Protocol
- Continues in Post-Award
 - Monitoring of cost-share commitments
 - Monitoring of Human-Animal Subjects Protocol
 - Time and effort reporting
 - Sub-recipient monitoring
 - Monitoring of project expenses
- Ends at project close-out

Why do we need to monitor research?



- Federal Regulations
 - Increased scrutiny, regulations

- Protection of the Faculty and University
 - Monitoring of cost-share commitments
 - Time and effort reporting
 - Sub-recipient monitoring

- Fiscal Responsibility and Oversight

Time and Effort Report



SAN FRANCISCO STATE UNIVERSITY
Office of Research and Sponsored Programs
TIME AND EFFORT REPORT

Faculty Information	Effort Information
<i>Faculty Name:</i> Jane Smith <i>College:</i> Science and Engineering <i>Department:</i> Mathematics	<i>Effort Reporting Period:</i> Fall 2005 8/22/2005 to 1/3/2006 <i>Compensation for Period:</i> \$30,000.00

Sponsored Projects Detail:

Project Information		Salary Charged		Actual Effort
Project Title	Project ID	Dollars	% Salary	
Mathematics for Everyone	12345678	\$6,000.00	40.0%	
<i>Cost Share/ Match:</i>		\$6,000.00		
			0.0%	
<i>Cost Share/ Match:</i>				

Non-Sponsored Detail:

<i>Other SFSU Functions</i>	\$18,000.00	60.0%	
<i>Total Distributions:</i>			
	\$30,000.00	100%	100%

I certify to the best of my knowledge that this accurately represents my work effort during the Fall 2005 period.

Employee Signature _____ *Date* _____

Supervisor Signature _____ *Date* _____

Total salary charged to the grant for RRT
 Total amount of cost-share by the College

Other SFSU Functions= All other faculty responsibilities to SFSU (i.e. Administrative time, teaching, mentoring)
 Compensation for Period = Total amount of salary earned by faculty member during this time period

Review
Example

figure 1.2



Grant & Contract Training for Principal Investigators



The End!

Thank you for your time and
feedback!