Office of the Associate Vice President
Academic Affairs

May 16, 2008

To: SFSU Faculty and ORSP Staff

From: Enrique Riveros-Schäfer

SUBJECT: ORSP Policies and Procedures

The collaboration of staff from ORSP, Fiscal Affairs, and Human Resources has resulted in the development of policies and procedures, effective April, 2008. They include:

ORSP

- Award Acceptance and Negotiation Procedure
- Award Set-Up Procedure
- Budget Revisions Procedure
- Deficit Policy – Allocation of Financial Responsibility to Colleges
- Document Management Policy and Procedure
- Financial Conflict of Interest Policy and Procedure
- Human and Animal Subject Policy and Procedure
- Identification of Funding Sources Procedure
- Institutional Transfers of Grants/Contracts
- Mission Statement
- Proposal Development and Submission Policy

Fiscal Affairs

- Accounts Receivable Internal Procedure
- Cash Management Procedure
- Closeout Policy and Procedure
- Electronic Withdrawal of Funds
- Invoicing Internal Procedure
- Journal Entry Procedure

Human Resources

- Hiring Full-time, Part-time and Hourly Staff Procedure
- Hiring Students Procedure
- Paying Faculty on Sponsored Projects Internal Procedure
- Payroll - Students and Hourly Employees Procedure
- Reappointment/Termination of Salary and Hourly Positions Internal Procedure
- Salary and Fringe Benefits Procedure

These documents can be found on ORSP's website (http://www.sfsu.edu/~orspwww/_policies/policieshome.html). In order to save the cost of printing multiple copies we are not distributing paper copies at this time.

The University is committed to providing useful policies and procedures for contract and grant administration. ORSP will continue to create new policies and procedures and will continue to revise existing ones. We expect to compile all policies in a new Contracts and Grants Policy and Procedures Manual, which will be available in the future.

We welcome your comments. There is a suggestion box in the ORSP main office, ADM 471 and on our website. You can write comments to me at eriveros@sfsu.edu, or call me at x81511 if you need additional information.