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Upcoming Dates & Deadlines

DATES	SECTION	NOTES
July/Ongoing	Personnel	Pls inform ORSP personnel staff of changes in employment status of grant funded employees, including time base changes, resignations, worker's compensation and other leave requests
July 3	Personnel	Campus closed in observance of Independence Day
July 8	Fiscal Affairs	Fiscal Affairs Training—New Financial Reporting Tool 2:00 to 4:00 p.m. in HSS 154
July 15	Post Award	Final cost transfers, reimbursements and payments to vendors on projects which ended May 31, 2009*
July 15	Personnel	Deadline for Faculty to request additional pay for July 2009 (summer 2009) and expect to receive pay on August 1, 2009
July 15	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00pm)
July 20	Personnel	Pay Vouchers due for Student Assistants
July 20	Personnel	Absence Reports due for salaried staff, hourly staff, and Research Fellows
July 23	Fiscal Affairs	Fiscal Affairs Training for Pl's—New Financial Reporting Tool 10 to 12 p.m. in BH 229
July 30	Personnel	Payday for salaried staff and Research Fellows (paychecks available after 4:00p.m.)

*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.

SFSU Interdisciplinary Research/Creative Activity Groups Funded

The Office of Research and Sponsored Programs is pleased to announce the results of its first intramural competition for the development of interdisciplinary faculty research and creative activities with significant potential to lead to external funding.

Awards have been made to ten groups on the basis of proposals submitted in response to the Funding Opportunity Announcement ([ORSP 2009-001](#)). Institute and Center planning grants provide two years of funding; Interdisciplinary Research Team awards are for one year.

Institute and Center Planning Grants:

Community-Based Participatory Research Collaborative Center Juliana van Olphen (Health Education) with Jessica Fields (Sociology); Nina Wallerstein (Health Education). Contact jvo@sfsu.edu or jfields@sfsu.edu

Center for Bay Area Biodiversity Greg Spicer (Biology); Gretchen LeBuhn, Edward Connor, and Eric Routman (Biology); Carlos Davidson (Environmental Studies); with Mark Reynolds (The Nature Conservancy). Contact gs@sfsu.edu

Center for Human Culture and Behavior David Matsumoto (Psychology); Avi Ben-Zeev, Mark Geisler, Ryan Howell, Ezequiel Morsella, Seung Hee Yoo (Psychology); with participating faculty from the Air Force Research Lab (Anthropology and Psychology); UC San Diego (Computer Science); SUNY Buffalo (Communication, Computer Science, Engineering); Claremont Graduate University, Georgetown University, UC Berkeley, and University of Tokyo (Psychology). Contact dm@sfsu.edu

Institute for Inclusive Media Paul Beckman (Information Systems); Maggie Beers (Academic Technology); Pam Vaughn (Faculty Development); Sameer Verma (Information Systems); Jan Millsapps (Cinema); Ricardo Gomes (Design & Industry); Paul Longmore (History). Contact pbeckman@sfsu.edu

Interdisciplinary Research Team Grants:

Active Living across the Lifespan: Susan Zieff (Kinesiology); Emma Sanchez-Vaznaugh (Health Ed); Claudia Guedes, Mark Gorelick, Kate Hamel, Marialice Kern and Stephen Wallace (Kinesiology); Joan Frank and Nancy Rabolt (Consumer and Family Studies); Diane Harris-Wilson (Psychology); Anoshua Chaundhuri (Economics); with participating faculty from UCSF. Contact: susanzq@sfsu.edu

Creativity: Applications of the Jazz Metaphor to Organizations: Ronald Purser (Management); Frank LaPira (Management); Wendell Hanna (Music/ Dance); Andrew Speight (Music/Dance). Contact rpurser@sfsu.edu

Language, Discourse and Social Action: David Olsher (English); Gloria Soto (Special Ed); Leah Wingard (Communication). Contact olsher@sfsu.edu

Public Policy Research Group Sheldon Gen (Public Admin); Amy Conley (Child and Adolescent Development) Contact sgen@sfsu.edu

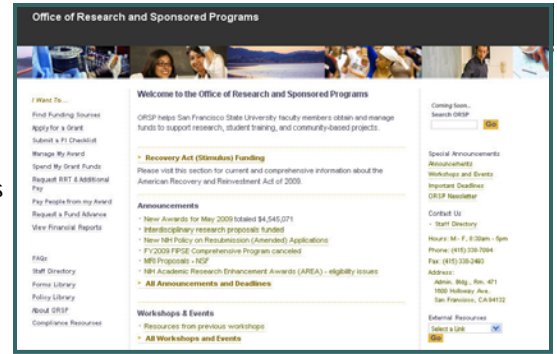
Research Methods Learning Community Richard Harvey (Health Ed); Jeff Cookston (Psychology). Contact rharvey@sfsu.edu

STEPS: Social and Technology Entrepreneurship at SF State: Sanjay Jain (Management); Ashok Das (Urban Studies); Geoffrey Desa, Antonaneta Petkova (Management) Humaia Mahi (International Business); Sameer Verma (Information Systems); Anoshua Chaudhuri (Economics); Gerald Eisman (ICCE); Michael Goldman and Lily Chen (Biology). Contact sanjay@sfsu.edu

This funding opportunity was introduced at ORSP's [Research and Creative Activities Faculty Retreat](#) in March, which brought together faculty from across departments and colleges to explore potential avenues for collaboration. All proposals underwent a two-part review process by a panel of internal and external experts, followed by an institutional review. Funding for these awards is provided through ORSP, the Office of the Provost and, in some cases, the cognizant Deans.

Announcing ORSP's New Website

ORSP is pleased to announce a new website that will offer enhanced customer service to the campus research community and beyond. As of July 1st, 2009, our new web address will be <http://research.sfsu.edu>; users attempting to access our old website (www.sfsu.edu/~orspwww) will be automatically redirected to the new one. The new site emphasizes customer service, provides more comprehensive information than the previous site, improves navigation, and complies with both ADA regulations and the University's web template. We hope that you will visit our new website and let us know what you think. You may submit suggestions or comments via a linked feedback form (found on the lower right of every page on the site) or an email to Lexy Kirk (lexykirk@sfsu.edu).



New Financial Reporting Tool & Training

Fiscal Affairs is pleased to announce that effective July 2009, a new reporting technology will be made available to PIs. The Oracle Business Intelligence Enterprise Edition (OBIEE) is designed to create interactive reports in real-time. A simple click can provide roll-ups, drill-down, charts, and comparisons making information readily available and analytical capabilities less complicated. This is only the first phase of this new, interactive reporting process. Further enhancements will be made in Phase II during 2009/10. Fiscal Affairs will hold a training session on how to access and use OBIEE will be held on **Wednesday, July 8 from 2:00 p.m. to 4:00 p.m. in HSS 154**. They will also hold a special training for Principal Investigators on **Thursday, July 23 from 10:00 a.m. to 12:00 p.m. in Burke Hall 229**.

Post Award FAQ

Q: Are memberships to professional associations allowable on a federal grant?

A: Memberships to professional associations are not unallowable, but as with all purchases charged to federal grants, the cost must follow the allowability requirements described in the Office of Management and Budget's (OMB) Circular A21, in that the cost must be:

- reasonable and necessary;
- allocable;
- consistently treated in like circumstances; and
- conform to the requirements of A21 and sponsor terms and conditions.

In most cases, when a reimbursement request is submitted for the cost of a membership to a professional association, the ORSP staff reviewing the request will ask the PI for a brief justification explaining: 1) why being a member of the association is necessary for the project; and 2) how will directly benefit the project.

Campus Closure and Holiday

- The Campus is closed on **Friday, July 3, 2009** in observance of Independence 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 Assistant in ORSP. The chart to your right 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 PIs have employees who will be working on any of the paid holidays, please contact Victoria Narkewicz at extension 8-1973 or toria@sfsu.edu prior to the holiday.

Hours on Pay Status During Pay Period (exclusive of holidays not actually)	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

The awards for the month of June totaled \$3,385,895.

Awardee/Department	Project Title	Funder/Amount Awarded
Anderson, Marc Chemistry and Biochemistry	<i>Inhibitors in Breast Cancer - Supplement</i>	Sub-Award from University of California Regents, Prime: NIH/\$43,000
Anderson, Marc Chemistry and Biochemistry	<i>Synthesis of GPC II Inhibitors</i>	NIH \$138,014
Baird, Teaster Chemistry and Biochemistry	<i>CAREER: Engineered Substrate</i>	NSF \$158,501
Carpenter, Edward Romberg Tiburon Center	<i>Dry Valleys-Antarctica</i>	NSF \$129,998
Carrillo, Hector Human Sexuality CRGS	<i>Latino Immigrants Access to HIV Care</i>	University of California, Office of the President \$149,635
Certo, Nicholas Special Education	<i>SMCOE-PIP - Supplement</i>	San Mateo County Office of Education \$10,000
Domingo, Carmen Biology	<i>REU Site: Biological Research in Ecological and Evolutionary Developmental Biology</i>	NSF \$249,000
Hanson, Marci Special Education	<i>Preparation of Leadership Personnel: Special Education Leadership Preparation Program (SELP)</i>	U.S. Department of Education \$200,000
Hunt, Pam Special Education	<i>California Deaf-Blind Services</i>	U.S. Department of Education \$575,000
Lao, Christy Elementary Education	<i>Project ChiLI: Chinese Literacy Instructional Materials & Curriculum Development</i>	U.S. Department of Education \$195,000
Lown, Anne Biobehavioral Research Center	<i>Web Based Smoking Intervention for Cancer Survivors</i>	Dana Farber Cancer Institute, Prime: NIH \$34,086
Palmer, Peter Chemistry and Biochemistry	<i>Supplemental Analysis via XRF - Supplement</i>	Public Health Institute \$800
Robinson, Nancy Special Education	<i>Combined Priority for Personnel Development</i>	U.S. Department of Education \$799,955
Takahashi, Rita Social Work	<i>Adult Protective Services</i>	California Dept. of Social Services \$176,000
Sanchez, Emma Health Education	<i>Examining the Success of School Physical Education Policies</i>	Robert Wood Johnson Foundation \$71,935
Santana, Juanita Marian Wright Edelman Institute	<i>Dual Language Teacher Education Program</i>	First Five San Francisco \$255,000
Wolfberg, Pamela Special Education	<i>Project Mosaic: Preparing Highly Qualified Educators</i>	U.S. Department of Education \$199,971

Summer Student Employment

June, July and August are months in which student workers may be required to contribute to retirement and Medicare under Internal Revenue Services (IRS) regulations. The IRS regulation impacts most student workers.

Only students enrolled under a J1 or F1 Visa are excluded from retirement and Medicare deductions. All other students who work during the summer are required to contribute to retirement and Medicare unless they are enrolled in at least 3 units per month and do not work more than an average of 20 hours per week each month. If you have Student Assistants or Instructional Student Assistants who do not take at least 3 units of summer classes per month OR who work more than an average of 20 hours per week during the Summer period, please contact Melissa Bonilla in ORSP as soon as possible. ORSP will need to set-up a "Bridge appointment" in the Human Resources system for these special student assistants. If you have any questions about personnel policies or procedures, please contact Melissa Bonilla at 415-338-1861 or at mbonilla@sfsu.edu.

FACULTY ADDITIONAL PAY

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://research.sfsu.edu/rrt/additional_pay.html

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 Spring 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 may 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.

Personnel Announcements

[Absence Reports](#)

[Uncollected or Undeliverable Paychecks](#)

[Requesting Time Base Changes for Staff](#)

[Direct Deposit Eligibility](#)

[Employee Terminations and Resignations](#)

For more information on these topics, please visit our ORSP Personnel announcements page (<http://research.sfsu.edu/paypeople/paypeople.html>)

- 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.

- PIs 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 at: http://research.sfsu.edu/fund_advance/fund_advance.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 **August 4, 2009**.



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