

MEMORANDUM

DATE: April 2016

TO: Research Foundation Project Directors and Administrative Staff

FROM: Paul C. Parker, Associate Vice President for Research Administration
and Research Foundation Operations Manager

SUBJECT: Summer Sponsored Project Activity Notes and Important Notices

During the summer, sponsored project activity increases significantly. Our goal is to provide the most efficient, highest quality service possible while minimizing administrative processes. However, federal regulations and sponsor guidelines often impose requirements that can delay our standard workflow.

The following information is provided to answer frequently asked questions and to facilitate accurate and timely processing of sponsored program transactions.

This update begins with a listing of major functional areas within sponsored programs administration and the contact names of staff that have direct responsibility for activities. Please feel free to contact the individuals listed if you have any questions. We also encourage you to refer to the [Sponsored Funds website](#) for timely information that will assist you in effectively managing your Research Foundation accounts.

The role of the Research Foundation administrative area is to provide you with quality service and support to assist in managing your sponsored programs. We hope you will not hesitate to contact our offices for assistance or with any questions you may have. We look forward to a productive and rewarding summer.

SPONSORED FUNDS ADMINISTRATION

Contact List

Sponsored Funds Administration is located in the Biotechnology Building at the Innovative Technologies Complex. Individuals listed below can be contacted at x7-6752 or via the emails indicated. Mail should be addressed to Sponsored Funds Administration or to RF Human Resources/Payroll. Building and room numbers are not required.

Account Establishment/Budget Adjustments

Grant and Contract Administrators

Tanja deMauro (tdemauro@binghamton.edu)

Cathy Dixon (cdixon@binghamton.edu)

Theresa Hollister (theresa.hollister@binghamton.edu)

Beth Polzin (bpolzin@binghamton.edu)

Nicole Melville (melville@binghamton.edu)

Monique Reeser (mreeser@binghamton.edu)

Lisa Gilroy (lgilroy@binghamton.edu)

Don Miller (demiller@binghamton.edu)

Effort Reporting (Certification of Salary Distribution)

Monique Reeser, Don Miller

Financial Reports, Invoices to Sponsors

Alexandria Stebbins (Stebbins@binghamton.edu), Don Miller

Income Checks to be Deposited to Research Foundation Accounts

Geri Ashley (gashley@binghamton.edu), Paul Parker (pparker@binghamton.edu)

Income Fund Reimbursable (IFR) transactions

Don Miller, Monique Reeser, Paul Parker

Independent Contractor, Non-Resident Alien Payments

Joe Walker (jwalker@binghamton.edu), Don Miller, Paul Parker

No Cost Extensions

Grant and Contract Administrator, Lisa Gilroy, Don Miller, Paul Parker

Office Schedules

Brittany Whited (bwhited@binghamton.edu)

Policy and Contract Issues or Other Sponsored Project Problems

Paul Parker, Lisa Gilroy, Tanja deMauro, Don Miller

Project Terms and Conditions

Lisa Gilroy, Paul Parker, Tanja deMauro, Grant and Contract Administrators, Don Miller

Proposal Preparation and Submission

Grant and Contract Administrators

Property Control, Equipment Inventory, Equipment Insurance

Geri Ashley

Purchase Orders (confirming)

Brittany Whited, Joe Walker, Chris Karl, Tyler Whiting (twhiting@binghamton.edu),
Marianne Cannon (macannon@binghamton.edu), Chris Karl

Purchasing, Bid Preparation, Supplier and Human Subject Payments

Joe Walker, Chris Karl

Refund/Reimbursement Checks for Deposit to Research Foundation Accounts

Joe Walker, Chris Karl, Tyler Whiting, Marianne Cannon, Geri Ashley

RF Human Resources and Payroll

Tom Popielarski (tpopielarski@binghamton.edu)
Lynda Emmert (lemmert@binghamton.edu)
Emily Hermanovitch (ehermano@binghamton.edu)
Donna Starr (dstarr@binghamton.edu)
Carrie Taylor (cmtaylor@binghamton.edu)

RF Report Center/PI Dashboard Access

Alexandria Stebbins (Stebbins@binghamton.edu)

Monique Reeser (mreeser@binghamton.edu)

Summer Faculty Appointments/Calculations

Tom Popielarski, Lynda Emmert, Paul Parker

Technical Reporting Requirements and Report Submission Dates

Don Miller, Grant and Contract Administrators

Travel Assistance/Travel Advances/Travel Reimbursement Policy, Other Advances

Tyler Whiting, Marianne Cannon, Chris Karl

General Updates

RF Report Center/PI Dashboard

Principal Investigators and their administrative staff have access to their sponsored project information via the PI Dashboard on the RF Report Center. The PI Dashboard was created to provide access to view expenditure and award information in a quick and efficient manner.

Principal Investigators will quickly and easily see information such as:

- award and project balances
- employees supported
- awards and projects terming in the next 90 days
- reports due
- status of transactions and reimbursements

The Report Center is available seven days a week from 8am-10pm. Please refer to the [RF Report Center webpage](#) for information on how to access the system and user guidance documentation. The staff of Sponsored Funds is happy to meet one on one with principal investigators to provide an overview of the system and answer any questions you may have. If you are interested, please contact Brittany Whited at x7-6752.

PI Signature Delegation

The Principal Investigator (PI) is responsible for meeting the objectives of his/her sponsored research project, including financial management. The PI must comply with the financial and administrative policies, procedures, and regulations of each award, as well as those of Binghamton University and The Research Foundation for SUNY. The PI may delegate this authority to others to assist in the management of sponsored programs activity. Any individuals delegated signature authority should have direct knowledge of the needs of the project. While this authorization would allow designated individuals to initiate and authorize expenditures, the PI retains overall fiscal responsibility for the project.

If you would like to delegate signature authority for your sponsored program activity, please review and complete the [Signature Authorization Form](#) and return it via email to RFBUAP@binghamton.edu.

PREAWARD SERVICES

Unit Assignments

For guidance on reaching the Grant and Contract Administrator who handles proposal and award maintenance activity for your department/unit, please refer to the [Unit Assignment listing](#) on the website.

Funding Opportunities Searchable Database

We are pleased to announce the availability of a new funding opportunity search tool, InfoEd's SPIN (<http://spin.infoedglobal.com>). For more information about how to use SPIN to search for sponsors and funding opportunities appropriate to your work, please visit the [SPIN website](#).

National Science Foundation Update

The National Science Foundation (NSF) has issued an updated [Proposal & Award Policies & Procedures Guide \(PAPPG\)](#), (NSF 16-1). Some significant changes include:

- Enforcement of 5 p.m. submitter's local time across all NSF funding opportunities;
- Implementation of NSF's Public Access Policy;
- Provision of Collaborators and Other Affiliations information as a new single-copy document, instead of as part of the Biographical Sketch;
- Submission of Biographical Sketches and Current and Pending Support separately for each senior personnel;
- Electronic signature and submission of notifications and requests by the AOR only;

National Institutes of Health Update

Changes to National Institutes of Health policies and guidelines are being implemented in several phases this year. NIH recently released its updated application guide and supplemental instructions for use with grant applications due on or after May 25, 2016. Some significant changes include:

- Revisions to the Research Strategy section to address rigor and transparency in research;
- New section on the Authentication of Key Biological and/or Chemical Resources;
- Revised instructions for the vertebrate animals section;
- Redefining of the age of a child for the human subject research.

NIH has also dramatically simplified their [website](#), making it more user friendly. They provide two short but very helpful videos to highlight useful features of the website as well as a new web-based guide to completing NIH grant applications.

- [Redesigned NIH Website video](#)
- [Application Guide video](#)

Proposal Submission Deadline Policy

The careful and thorough review of a proposal is critical to ensuring the most competitive proposal, with the greatest opportunity for funding, is submitted to the sponsor. To allow for that review, proposals must be submitted for approval via the COEUS system three (3) business days prior to the stated sponsor deadline. Adherence to this deadline will greatly reduce the probability of a proposal being rejected for non-adherence to guidelines. Sponsored Programs can make no guarantee that proposals will be successfully submitted if this internal deadline is not met.

GRANTS MANAGEMENT

Effort Certification

Federal regulations require we certify effort of those SUNY and Research Foundation employees receiving compensation from federally sponsored projects. In addition, NYS funding agencies now require effort certification. This certification is accomplished by the Research Foundation's Effort Reporting and Certification Technology (ecrt) system. You will receive an alert when there are reports that require certification. Please contact Monique Reeser if you have questions or you need assistance with the ecrt system/process.

Technical/Progress Reporting Procedure

Due to heightened sponsor monitoring of technical and progress reports, we have updated our procedure to notify PI's on a monthly basis of outstanding reports. There will be an increased focus on reports that are greater than 30 days past due. If you have any questions, please refer to the [Sponsored Programs Reporting policy](#) or contact Don Miller.

IFR Process

At the start or renewal of an award, a notice is sent to PI's who have sponsor approved IFR in their award budget. The timely processing of IFR payments is critical to ensuring compliance with sponsor policy and federal regulations. If you have received this notice, please contact Don Miller to facilitate processing the payment.

Cost Transfers

Grants Management allows cost transfers involving sponsored projects only in special circumstances. Cost transfers should be completed within 90 days of when the transaction originally occurred and must be supported by documentation that fully explains how the error occurred and a valid reason for the transfer to another project. If you have identified a need for a cost transfer on your sponsored program, please refer to the [Cost Transfer policy](#) and contact Don Miller.

Preparing for Award/Project Close-out

Spending a considerable amount of award funds in the last 30-120 days of an award is counter to most sponsor guidelines, against sound business practices, and raises red flags with auditors. The timely submission of all personnel, purchasing and travel transactions are imperative to proper award closeout. **It may be necessary for us to contact you for further justification when spending funds at the end of an award.** If more time is needed to meet the deliverables of your award, please contact your Grant and Contract Administrator to discuss the possibility of a no cost extension. This should be done at least 90 days before the award termination date.

ACCOUNTS PAYABLE/PURCHASING/TRAVEL

Equipment Definition/Classification

The federal definition for equipment is a physical tangible item with a useful life of one year or more and an acquisition cost of \$5,000 or more. Please keep in mind that the item must meet both criteria to be considered equipment. If both criteria are not met, the item will be expended as a material/supply, unless sponsor guidelines dictate otherwise.

International Travel

Many sponsors prohibit or limit international travel unless it is specifically written into the proposal and approved as a condition of the award. If it is not, it will require prior approval of the sponsor. All travel must also be a direct benefit to the award. If you are unsure as to whether your award allows international travel, please contact the Accounts Payable/Purchasing staff for clarification.

Travelers going to any country indicated by the U.S. Department of State with a travel warning or designated as a “restricted country” **must** have advance written approval from the campus operations manager and the campus President. It is the responsibility of the traveler to check the [Current Travel Warnings list](#) before traveling to obtain the necessary authorization, and to read and abide by the information contained in the travel warning.

If your international travel has received approval from the sponsor and the campus administration, acquiring international travel insurance is mandatory. The Research provides blanket international travel assistance coverage, as well as emergency health insurance benefits, for all persons (other than independent contractors) traveling overseas on official Research Foundation business. Contact Joe Walker for additional information on this coverage.

HUMAN RESOURCES AND PAYROLL

Special Note on Building Access

Student ID access will be disabled shortly after the Commencement ceremony. If your student employees will be here during the summer months, project directors should contact authorized individuals in each department to coordinate summer access ID's. These are usually the SUNY HR Master or the Deans in Harpur College.

Faculty Summer Salary

Faculty who have funding from their sponsored projects for summer salary should contact Tom Popielarski as soon as possible to complete the necessary forms.

2016-2017 Tentative Research Foundation Salary Plan

The Research Foundation is currently developing the 2016-17 salary plan. We will provide further information once it is available. Please be aware that employees of sponsored projects are eligible to receive merit, equity and promotional increases with the approval of the Associate Vice President for Research Administration and RF Operations Manager. Student employee salary adjustments for graduate and undergraduate employees can usually be processed at any time and are not tied to the campus salary plan. Please process a Research Foundation Employee Appt/Change Form to initiate any salary change. Please contact Tom Popielarski or Paul Parker if there are questions.

Fringe Benefit Rates for 2016-2017

Fringe benefits are a mandatory charge for all employees. There is no waiver of fringe benefit costs. The fringe benefit rate for non-student employees will increase to 45% for fiscal year 2016-17. The fringe benefit rate for graduate student appointments will increase to 18%. Undergraduate students enrolled full-time during the spring term that will be enrolled full-time in the fall, the fringe benefit rate will continue at 5%. The fringe benefit rate for summer only appointments, including most faculty, will remain at 15%. All rate changes are expected to be effective with the July 8, 2016 pay date. Please contact Grant and Contract Administrator for information on fringe benefit rates for fiscal years beyond 2016-17.

Payroll Periods and Vacation Days

For faculty, the Summer Salary payroll period begins May 23 and ends August 19. For undergraduate and graduate students, the summer payroll begins May 16 and ends August 19. If funds are available and sponsor policy permits, faculty may remain on the Research Foundation payroll up to, but not more than, 65 business days regardless of the length of the summer period. When faculty work full time on their project(s) during the summer, sponsors expect full time effort during this period. **Any leave, with the exception of holidays, is leave without pay.** If a faculty member is involved in activities other than sponsor related project activity during their full time employment, there could be adverse actions.

Note: We do verify faculty receiving salary for summer teaching, involved in and receiving salary for new student orientation and, if necessary, will adjust their Research Foundation compensation. Since the Research Foundation is a private, non-profit employer separate from Binghamton University, faculty should contact Tom Popielarski as soon as possible to initiate the summer appointment process **before work begins.**

Appointment Forms

Due to heavy summer volume, submit appointment forms early to RF HR/Payroll to assure they are processed timely. **The deadline for appointment forms and any accompanying documents is payday, Friday, of the previous payroll.** If an employee was previously on the RF payroll, tax withholding forms and direct deposit forms will only be required if changes are necessary. We will require a voided check be included with direct deposit. Employee can make changes through self service on the RF Portal to change federal tax withholding and direct deposit. Employee appointment or change forms are available from the Research Foundation Human Resources/Payroll Office, located in Room 1214 of the Biotechnology Building in the Innovative Technologies Complex. Be sure that all required signatures have been obtained.

Social Security Withholding

All US and resident alien undergraduate and graduate student employees must pay Social Security through the summer unless enrolled full-time during the summer at Binghamton University. Graduate students must enroll in 1 credit hour of either thesis dissertation or independent study. Undergraduates must enroll in 3 credit hours to remain exempt from Social Security taxes. Students must produce a copy of their class schedule detailing the credits enrolled when asking for the student FICA exemption.

Graduate Student Health Insurance

Graduate student employees are eligible for the student health insurance plan during the summer if they meet certain criteria. Graduate Research Project Assistants whose appointments terminate after May 13, 2016 and who plan to be reappointed on the RF payroll in the fall, are eligible to continue their health insurance coverage through the summer by paying in advance the employee's share of insurance costs. Please call Lynda Emmert or Donna Starr for the latest information on Graduate Student insurance eligibility.

Retirement Contributions

The Research Foundation may contribute to an employee's TIAA account depending upon certain eligibility factors. Students, however, do not receive such contributions. Certain employees do not automatically receive Research Foundation contributions to their TIAA accounts. A Request for Retirement Service Credit based on Prior Employment must be completed in order to waive the one year vesting period. Eligible summer employees appointed to the Research Foundation payroll may make voluntary tax deferred retirement contributions through salary reduction to TIAA. Please notify Tom Popielarski in advance of an appointment start date on the Research Foundation payroll.

Drug Free Work Place Act

Employees appointed to the Research Foundation payroll, including summer faculty, are required by federal law to receive and adhere to the Research Foundation's policy on the Drug Free Work Place Act. The policy is a condition of employment. Please contact the RF HR/Payroll Office for a copy of the policy.

On-the-Job Injuries

Notify Emily Hermanovitch immediately at ext. 7-4264 of any on the job injury. For insurance purposes, notification should be made no matter how minor the injury may appear. We will assist employees and supervisors with completion of the necessary Worker's Compensation insurance forms and assist with issues that arise with hospitals, doctors and emergency rooms.