



MEMORANDUM

DATE: April 2018

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.

The following information is provided to answer frequently asked questions and to help facilitate the accurate and timely processing of transactions on your Research Foundation awards.

This update begins with a listing of major functional areas and the contact names of staff that have direct responsibility for the activity. 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 website is located at <http://research.binghamton.edu/SponsoredFunds/>.

The role of the Research Foundation administrative area is to provide quality service and support to assist you in managing your sponsored programs. Do not hesitate to contact our offices for assistance or 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)

Katie McDonald Blaine (kblaine@binghamton.edu)

Jennifer Flanagan (jflanaga@binghamton.edu)

Linda Hoke (lhoke@binghamton.edu)

Ashlee Prewitt-Crosby (aprewitt@binghamton.edu)

Grants Management Staff

Don Miller (demiller@binghamton.edu)

Alexandria Stebbins (stebbins@binghamton.edu)

Sherline Williams (sherwill@binghamton.edu)

Effort Reporting (Certification of Salary Distribution Forms)

Alexandria Stebbins, Don Miller

Financial Reports, Invoices to Sponsors

Sherline Williams (sherwill@binghamton.edu), Don Miller

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, Paul Parker, Alexandria Stebbins

Independent Contractor, Non-Resident Alien Payments

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

No Cost Extensions

Grant and Contract Administrators, Lisa Gilroy (lgilroy@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, Grant and Contract Administrators, Don Miller

Proposal Preparation and Submission

Grant and Contract Administrators

Property Control, Equipment Inventory, Equipment Insurance

Geri Ashley

Purchasing, Bid Preparation, Supplier and Human Subject Payments

Joe Walker, Chris Karl (ckarl@binghamton.edu)

Refund/Reimbursement checks for deposit to Research Foundation Accounts

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

RF Human Resources and Payroll

Appointments, benefits, check distribution, hourly payroll and leave records:

Tom Popielarski (tpopiela@binghamton.edu)

Lynda Emmert (lemmert@binghamton.edu)

Emily Hermanovitch (ehermano@binghamton.edu)

Sarah Campbell (scampbel@binghamton.edu)

Kendra Woods (kwoods@binghamton.edu)

RF Report Center/PI Dashboard Access

Alexandria Stebbins

Summer Faculty Appointments/Calculations

Tom Popielarski, Lynda Emmert

Technical Reporting Requirements and Report Submission Dates

Don Miller, Sarah Calderone

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

Tyler Whiting, Joe Walker, Marianne Cannon, Chris Karl

UPDATES

New Staff

We are happy to announce four new staff members have joined our team:

Katie McDonald Blaine and Linda Hoke have joined the preaward staff as grant and contract administrators. In this role, they will work directly with investigators to identify funding opportunities and submit proposals to sponsors, as well as serve as the liaison between the PI and their sponsors in the negotiation and acceptance of sponsored awards.

Sarah Campbell and Kendra Woods have joined the human resources staff. As an HR specialist, Sarah will be responsible for non-exempt time sheets, workers compensation and onboarding of new hires. Kendra is the office administrative assistant and will be assisting with the new hire onboarding as well as employee recruiting and job postings.

PREAWARD/SPONSORED PROGRAMS

PACS Grants to Go Live July 1

Phase I of the SUNY-wide Pre-Award and Compliance System (PACS) implementation has been successfully completed. Since July 1, 2017, PACS has provided a single, web-based, integrated portal for Binghamton faculty, students, and administrators to more effectively manage over 600 research compliance protocols and sponsored programs agreements.

Phase II implementation, which is in its final stages, brings the release of PACS Grants, the proposal development and submission module. PACS Grants automates, streamlines and improves the sponsored programs proposal creation, campus approval and submission processes. The module also has a system-to-system feature that allows for the electronic submission of most federal proposals directly from PACS to the sponsoring agency.

PACS Grants will go live on July 1, 2018. The current COEUS system will be decommissioned. All proposals with a sponsor deadline date of July 1 or after will need to be processed, submitted and reviewed via PACS Grants. Please refer to the [PACS Grants website](#) for additional information.

New NIH Clinical Trial Requirements

NIH is launching a series of initiatives to enhance the accountability and transparency of clinical research. These initiatives target key points along the clinical trial lifecycle, from concept to results reporting. One of critical importance is the release of clinical trial specific funding opportunities and new review criteria. Click [here](#) to learn more about these changes and how they might affect your research and proposal development plans.

NSF Single Sign-On for FastLane and Research.gov

The National Science Foundation has consolidated the login process for the FastLane proposal submission system and Research.gov, which is used for reporting and other functions. After logging in via a single sign-on, users will be directed to the appropriate system based on the functionality they wish to use. Beginning April 30, 2018, users will be able to prepare and submit non-collaborative research proposals via either FastLane or Research.gov (the Research.gov proposal submission function is currently in preview). Please contact your assigned [Grant and Contract](#)

[Administrator](#) if you intend to create a funding proposal via Research.gov, as proposals initiated in one system cannot be accessed in the other.

GRANTS MANAGEMENT

Cost Principles

Costs charged to sponsored projects must be reasonable, allocable and consistently treated. These principles must be used to determine whether the costs are allowable on a sponsored project. Therefore, consider the following before charging your sponsored program:

- Is the cost **allowable** – is it an expense approved by the sponsor and is it necessary for the performance of the award?
- Is the cost **reasonable** – based on the nature and amount of the expense, would a prudent person purchase the item at that price?
- Is the cost **allocable** – does the cost charged to the project have a direct benefit and can it be directly attributable to the project or activity being performed
- Is the cost treated **consistently** – is the cost treated consistently with policies and procedures that apply uniformly to both federal and non-federal awards.

Cost Transfers

Costs should always be charged to the appropriate sponsored project when first occurred. However, there are circumstances in which it may be necessary to initiate a cost transfer, which is a reassignment of costs from one award/project to another. Please refer to the [Cost Transfer Policy](#) for guidance as to when transfers are allowable.

Research Foundation Report Center

Principal Investigators have access to their sponsored project information via the RF Report Center. The Report Center is a powerful online tool created to provide account information in a quick and efficient manner. Principal Investigators can quickly and easily see information such as:

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

If you are interested in receiving training on the RF Report Center tool, please contact Sarah Calderone at (x7-6752) to schedule a personalized training session.

RF HUMAN RESOURCES AND PAYROLL

Student Building Access

Student ID access will be disabled shortly after commencement. 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 Office in Harpur College.

Faculty Summer Salary

Faculty who have funding from their sponsored projects for summer salary should contact RF Human Resources and Payroll (x7-4264) as soon as possible to complete the necessary forms.

2018-2019 Research Foundation Salary Plan

The Research Foundation is currently developing the 2018-19 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. Please contact Tom Popielarski or Paul Parker if there are any questions.

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 Appointment/Change Form to initiate any salary change. Contact Tom Popielarski if there are questions.

Fringe Benefit Rates for 2018-2019

Fringe benefits are charged for all employees. There is no waiver of fringe benefit costs. The proposed fringe benefit rate for non-student employees will remain at 40% for fiscal year 2018-19. The proposed fringe benefit rate for graduate student appointments will remain 14%. 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 14%. All rate changes are expected to be effective with the pay period beginning June 25, 2018. Please contact Sponsored Funds or your grant and contract administrator for information on fringe benefit rate information for fiscal years beyond 2018-19.

Payroll Periods and Vacation Days

For faculty, the Summer Salary payroll period begins May 21 and ends August 17. For RF funded undergraduate and graduate students, the summer payroll begins May 14 and ends August 17. If students are transferring from state appointments, RF Payroll start and ends dates are May 21 to August 17.

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 RF Payroll as soon as possible to initiate the summer appointment process **before work begins.**

Appointment Forms

Due to heavy summer volume, appointment forms should be submitted early to the RF HR/Payroll Office to assure they are processed timely. **The deadline for appointment forms and any accompanying documents is payday, Friday, of the previous payroll.** New hires must complete a Form I-9 and present original documents supporting that they are eligible to work in the United States after an offer has been made and **before the start date.** Additional new hire paperwork will also be completed in RF HR/Payroll to include tax withholding forms and direct deposit authorization. We will require a voided check be included with direct deposit.

If an employee was previously on the RF payroll, tax withholding forms and direct deposit forms will only be required if changes are necessary. Existing employees may access self-service on the RF Portal to change federal tax withholding and direct deposit.

Employee appointment or change forms are available from the RF HR/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. Please call Lynda Emmert or Emily Hermanovitch for the latest information on Graduate Student insurance eligibility.

Graduate Research Project Assistants whose appointments terminate after May 12, 2017 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.

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 and returned no later than August 17, 2018 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. Summer employees must re-enroll annually for recurring deductions.

Drug Free Workplace 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 Workplace Act. The policy is a condition of employment. The policy is linked here: http://www.rfsuny.org/media/RFSUNY/Policies/per_drug-free-workplace_pol.htm

On-The-Job Injuries

Notify Sarah Campbell immediately at ext. 7-2319 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 Workers Compensation insurance forms and assist with issues that arise with hospitals, doctors and emergency rooms.

ACCOUNTS PAYABLE/PURCHASING

Monthly Bank of America Procurement Card Reconciliation

The reconciliation of procurement card statements must be completed monthly and submitted to Sponsored Funds by the end of the following billed month. Please remember to provide all backup documentation tied to the month's P-card charges. If you are paying for business meeting expense, please provide purpose of the meeting and names of attendees. Please review the [procurement card guidelines](#) for the listing of allowable and unallowable purchases.

Computing Device Purchases for Sponsored Projects

Computing devices such as desktops, laptops, printers and printer cartridges are generally viewed as general purpose items. In order to charge these types of expenses to a sponsored award, the items must have been approved in the sponsor budget proposal and essential to the project. Since computers are generally used for various activities such as instruction, research, email and personal use, a statement detailing the project specific usage of the item must be included with either purchase requisition or payment voucher.

Documentation Requirements for Meeting Meal Expenses

Reimbursement from the Research Foundation for hosting expenses (meals, gatherings) must include an itemized receipt of all expenses, purpose of the event and who participated. This includes reimbursement for working lunches and dinners. The allowance rate is 150% of the location per diem. The gratuity allowance is capped at 20%. If this information is not included, reimbursements will not be processed. This type of expense is generally charged to non-sponsored project types such as infrastructure and fixed price balance account. Alcoholic beverages consumed during business meals and or meetings should be reasonable. As a reminder, reimbursement for alcohol is not allowed on sponsored awards unless specifically necessary for the aim and scope of the project and has received prior sponsor approval.