MEMORANDUM

DATE: April 2019

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, and it is the primary goal of the Research Foundation administrative area is to provide you with the most efficient, highest quality service possible to assist you in managing that activity. Each year, we distribute this document to provide concise, focused information to aide in the timely and accurate processing of transactions on your sponsored program awards. It begins with a listing of functional areas and the contact names of staff that have direct responsibility for activity in those areas. Please feel free to contact the individuals listed if you have any questions.

This year, we have exciting news to share with you in regards to staffing:

- Congratulations to Joe Walker and Lynda Emmert on their recent retirement from our research administrative team. Joe and Lynda served the Research Foundation with distinction for many years and we wish them well in their new ventures.
- We are excited to welcome Julian Johnson as our new Director of Purchasing, Accounts Payable and Travel. Julian will be joining our team on May 6.
- Kelly Luce has joined the Purchasing, Accounts Payable and Travel area.
- Arielle Ortiz and Sandy Stickler have joined the Preaward staff as Grant and Contract Administrators.
- Linda Fox joins us as Administrative Assistant in Grants Management.
- Emily Hermanovitch has been promoted to Assistant Director of Human Resources and Payroll, Kendra Woods has been promoted to HR and Payroll Specialist, and Tammy Hickok has joined the HR and Payroll group as HR and Payroll Specialist II.

We encourage you to visit the Sponsored Funds website for additional information that will assist you in effectively managing your Research Foundation accounts. The website is located at http://research.binghamton.edu/SponsoredFunds/.

As always, please do 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.

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 (lhole@binghamton.edu)
Arielle Ortiz (aortiz@binghamton.edu)
Sandy Stickler (stickler@binghamton.edu)

Grants Management Staff
Don Miller (demiller@binghamton.edu)
Alexanderia Stebbins (stebbins@binghamton.edu)
Sherline Williams (sherwill@binghamton.edu)
Linda Fox (lfox@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
Julian Johnson, 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**
Julian Johnson, Chris Karl (ckarl@binghamton.edu)

**Refund/Reimbursement checks for deposit to Research Foundation Accounts**
Julian Johnson, Chris Karl, Tyler Whiting (twhiting@binghamton.edu), Marianne Cannon (macannon@binghamton.edu), Kelly Luce (kluce@binghamton.edu), Geri Ashley

**RF Human Resources and Payroll**
Appointments, benefits, check distribution, hourly payroll and leave records:
Tom Popielarski (tpopiela@binghamton.edu)
Emily Hermanovitch (ehermano@binghamton.edu)
Kendra Woods (kwoods@binghamton.edu)
Tammy Hickok

**RF Report Center/PI Dashboard Access**
Alexanderia Stebbins

**Summer Faculty Appointments/Calculations**
Tom Popielarski, Emily Hermanovitch

**Technical Reporting Requirements and Report Submission Dates**
Don Miller, Linda Fox

**Travel Assistance/Travel Advances/Travel Reimbursement Policy, Other Advances**
Tyler Whiting, Julian Johnson, Marianne Cannon, Chris Karl, Kelly Luce
New Policy for Faculty Involvement in SBIR and STTR Proposals
The Small Business Innovation Research (SBIR) and Small Business Technology Transfer Research (STTR) programs provide funding through twelve federal agencies to allow small businesses and research institutions to partner to promote the commercialization of innovative technologies. While involvement in these programs is encouraged, participation can create a conflict of interest when the University member holds an equity position with the small business concern. To reduce and manage possible conflicts of interest, Binghamton University has issued a policy in regards to faculty participation in SBIR and STTR programs. Any questions regarding this policy should be directed to x7-6136.

PACS: More Than Just Proposal Submission
While many have submitted a proposal (or several) using PACS, did you know that the same PACS portal provides information about the status of your pending awards and negotiated agreements? Find out more on the PACS website, or call x7-6136 to schedule a guided tour of PACS with your assigned grant and contract administrator.

Single Sign-On to InfoEd SPIN Funding Search Tool
Members of the campus community can now use their BU PODS user name and password to access InfoEd SPIN, a powerful funding opportunity search tool. Use SPIN to automate keyword-based searches delivered straight to your email on a daily or weekly basis! To log in using single sign-on, visit the SPIN website, click “Sign In,” and then choose “Sign In Using Institutional Credentials.” For more information about making SPIN work for you, contact your grant and contract administrator.

Managing Expenditures and Rate of Expenditures
Sponsors regularly conduct audits on the appropriate spending of sponsored programs. Recently, auditors have focused on the burn rate of award funds and the timing of expenditures as they relate to the performance period of the award. For example, if a twelve month award had relatively small expenditures in the first ten months of the project and then a large spike in spending in the remaining two months, an auditor would likely investigate further.

Appropriate fiscal management of a sponsored program begins when the award is first received and continues through project closeout. To avoid unbalanced spending, PIs should regularly monitor their awards and refer to the “Award Burn Rate” query on the My Grants tab of the Report Center PI Portal. If you are interested in Report Center training and an overview of those reports that will assist you with managing your sponsored program, please contact Sponsored Funds Administration.

Budget Modifications
During the life of a sponsored project, it may become necessary to modify the sponsor approved budget to better support the direction of the research and actual project needs. Many sponsors have delegated authority to approve these changes or modifications to the University. However, some sponsors require a formally submitted budget modification with explanation of the need and anticipated impact on the project. Therefore, when it becomes apparent that a change in budget allocations may become necessary, please contact your assigned grant and contract administrator to discuss allowability and sponsor requirements.
**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 transfer expenditures from one sponsored project to another. Federal and sponsor regulations prohibit transferring costs in order to “spend out” an award. Please refer to the Cost Transfer Policy for guidance as to when transfers are allowable.

**Award Closeout**
There are various activities associated with closing out a sponsored project or award, such as final financial reporting. Generally these closeout activities and tasks must be completed within 30 days of the award end date. Therefore, in order to be compliant with sponsor closeout deadlines, it is imperative that PIs timely submit all expenditures for reimbursement within the 30 day period. Late posting of expenditures to a sponsored program budget will not be included in the final financial report and will become the responsibility of the PI to cover those costs.

**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.

**2019-2020 Research Foundation Salary Plan**
The Research Foundation is currently developing the 2019-20 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 2019-20**
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 increase to 42% for fiscal year 2019-20. The proposed fringe benefit rate for graduate student appointments will be 16%. 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 24, 2019. Please contact Sponsored Funds or your grant and contract administrator for information on fringe benefit rate information for fiscal years beyond 2019-20. Please note, effective July 1, 2019 the fringe benefit rate for Post Doctoral Associates with be 25%. Please contact Paul Parker with any questions.
**Payroll Periods and Vacation Days**
For faculty, the Summer Salary payroll period begins May 20 and ends August 16. For RF funded undergraduate and graduate students, the summer payroll begins May 13 and ends August 17. If students are transferring from state appointments, RF Payroll start and ends dates are May 20 to August 16.

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 tax withholdings, direct deposit and address.

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 Emily Hermanovitch for the latest information on Graduate Student insurance eligibility.

Graduate Research Project Assistants whose appointments terminate after May 10, 2019 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. Documentation was sent in March for confirmation of summer insurance eligibility. If you have not responded to that email, please do so as soon as possible.
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 16, 2019 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 Tammy Hickok 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. If you have any questions regarding the P-card program, please contact Marianne Cannon or Chris Karl.

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.