

The City College
of New York



Office of Research
Grants and Sponsored Programs

Grants and Sponsored Programs Managing Research Effort

Research Seminar Series

Candice Baptiste-Sexton

May 11, 2023

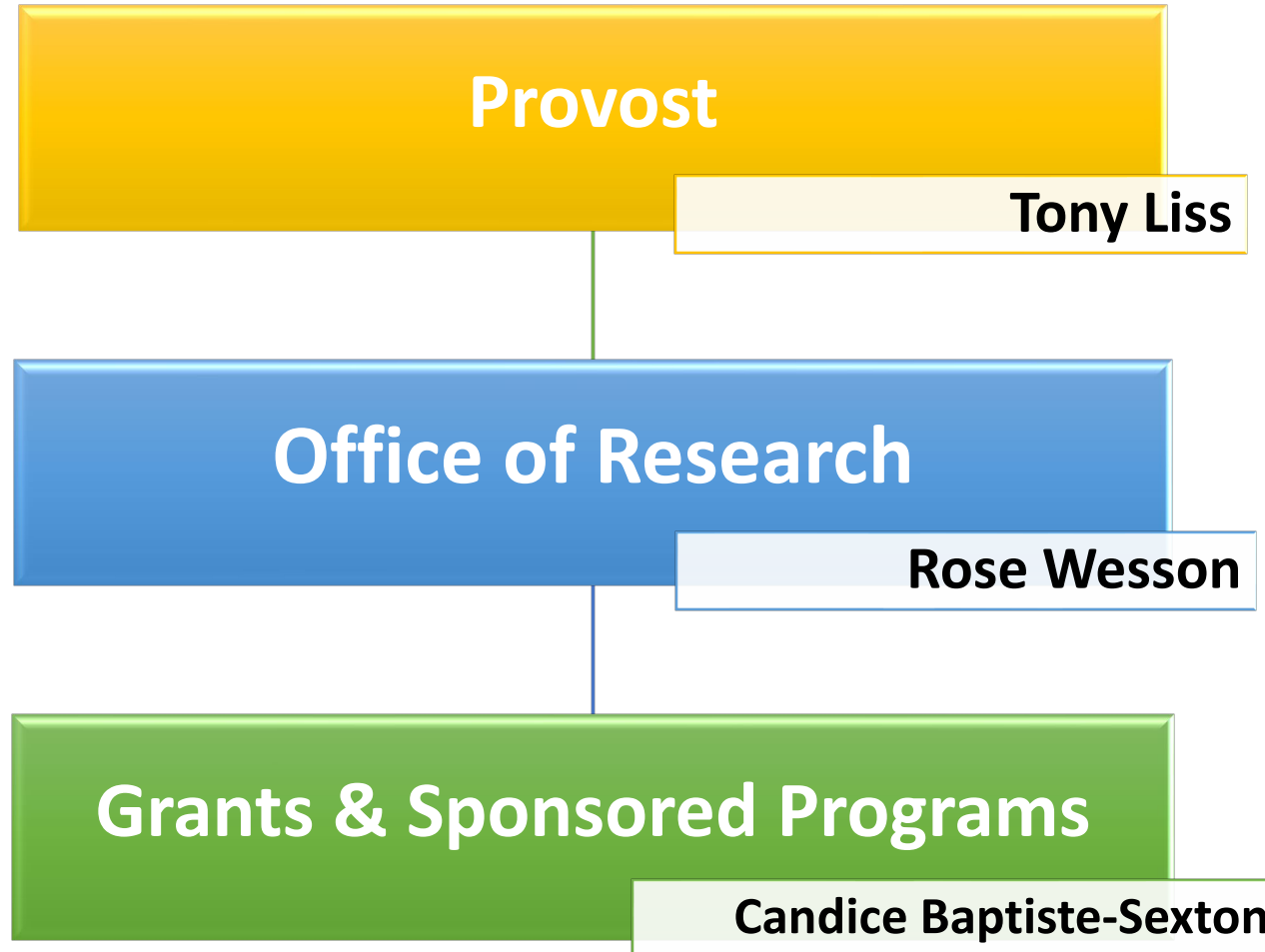
Introduction



Candice Baptiste-Sexton, Director



About GSP



GSP Responsibilities

- **Provides Pre-award services**
 - All proposal functions before an award is made (budget preparations, proposal submission, etc.)
- **Provides Post-award services**
 - All functions after an award is made (no cost extension, budget modifications, RPPR, etc.)
- **Human Resources services**
 - All HR functions relating to individuals on RFCUNY managed payroll (onboarding, PAF modifications, etc.)
- **Serves as a Liaison with Research Foundation of CUNY (RFCUNY)**
 - Legal; Grants and Contracts; Human Resources; Finance; Procurement and Payables



Sponsored Activity (External Funding)

- Research
- Programs or Projects
- Events or Conferences



Non-Sponsored Activity

- Internal Research or Projects
- Educational or Teaching Activities
- Service or Outreach Initiatives

Sponsored Vs. Non-Sponsored Activities

Sponsored	Non-Sponsored
Externally Funded	Internally Funded



Effort on Sponsored Programs



- Time devoted on **externally funded project**
- Commitment/Contribution to Project

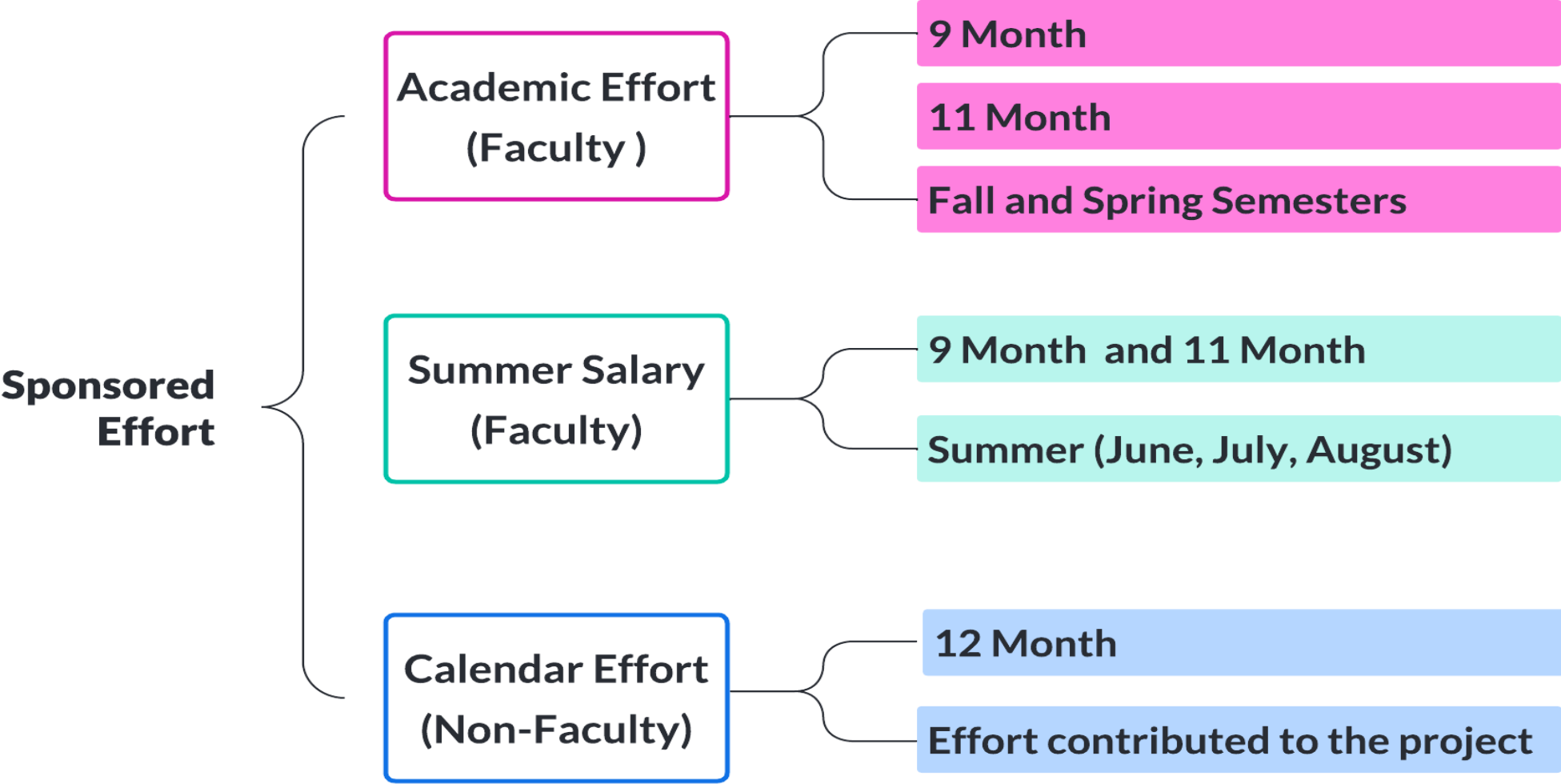


Effort on Sponsored Programs

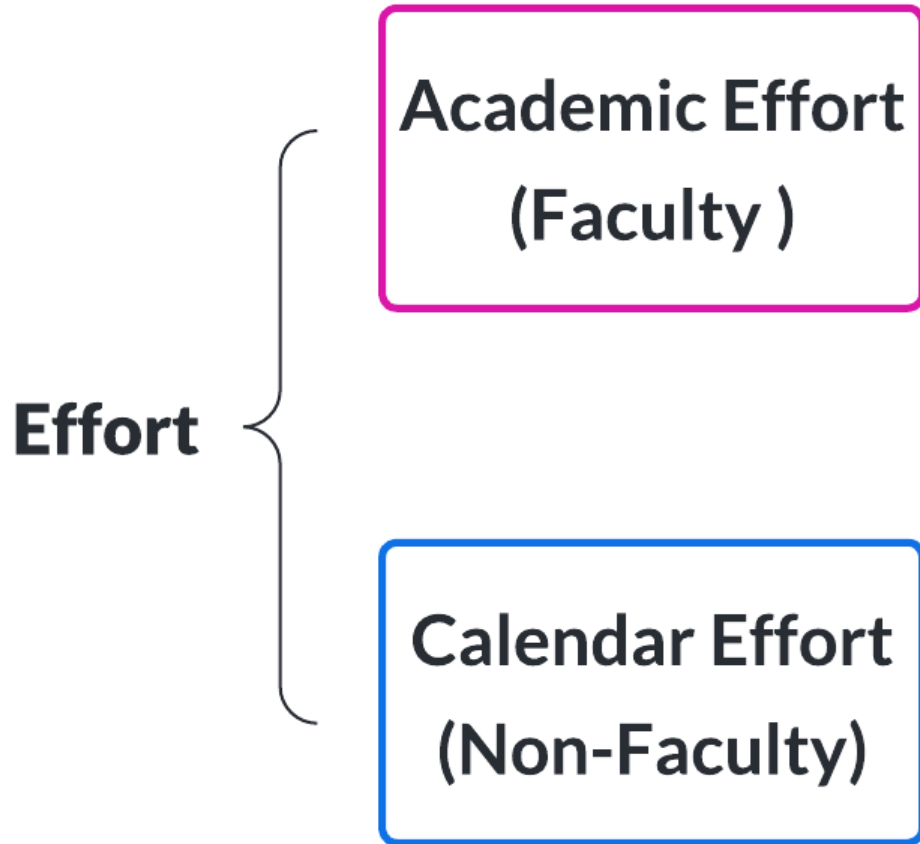
- Percentage (%) of Total Time
- Person Months (#)



Effort on Sponsored Programs



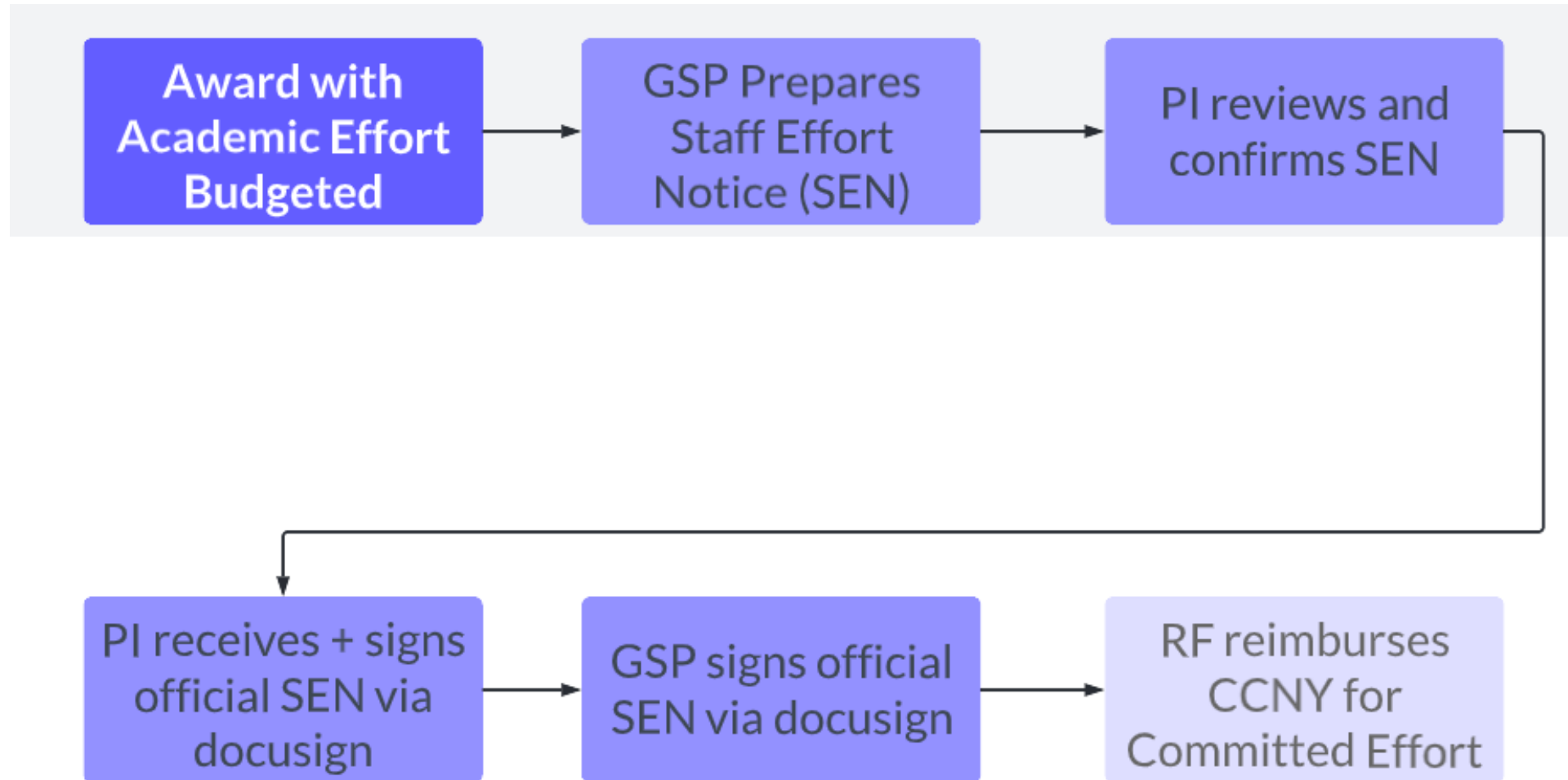
Academic/Calendar Effort Time



- Released Time
- Reassigned Time
- Course Release
- Course Buy Out



Staff Effort Notice (SEN)



Identifying Released Time on budget

Object Code	Description	Budget
5404	Coordinator #1	<u>110,000.00</u>
5422	Administrative Support	<u>48,000.00</u>
5423	Summer Salaries	<u>36,993.00</u>
5460	Sabbaticals	<u>21,557.80</u>
5800	Rel. Time Salary - Faculty & Staff	<u>13,908.00</u>
	<i>SubTotal Salary</i>	230,458.80
5920	F/B Expense Full Time @ 35.0%	<u>51,100.00</u>
5940	F/B Expense Part Time B @ 8.0%	<u>1,440.00</u>
5941	F/B Expense Sabbatical @ 8.0%	<u>1,724.62</u>
5950	F/B Expense Released Time @ 51.70%	<u>7,190.00</u>
5955	F/B Expense Summer Salary @ 27.3%	<u>10,100.58</u>
5999	MTA Payroll Tax	<u>610.00</u>
	<i>SubTotal Fringe Bnft and Payroll Costs</i>	72,165.20
	<i>Total Personnel Cost</i>	<u>302,624.00</u>

Document Type	Position#	Origin	Document Number	Detail Reference	Posting Date	GL Amount
BA	---	99	3941766	RT [REDACTED] 20%	9/27/2022	13,908.00
				TOTAL AMOUNT		13,908.00



CUNY STAFF EFFORT NOTICE

CUNY Staff Effort For RF Grant #. **45678-00-01**
Principal Investigator **CCNY Researcher**

Purpose of Project Organized Research
 Other Sponsored Activity

Please return the original completed copy of this notice for all awards to the Grant Accounting section of the Research Foundation within 10 days from the time you have received a RF project account number. The two copies may be retained by the college. If no CUNY staff effort is planned, write "NONE" in the following section. Compliance with this request will insure full and proper credit to the account of your school and provide the basis for maintaining a record of costs sharing.

Budget Period From **9/1/2022** To **8/30/2023**

Scheduled CUNY staff effort for this award is as follows

Employee Name	Project Position	% Effort	Salary	Cost Sharing			For The Time Period	
			Charge to Award	Unrecovered Cost	Mandatory	Voluntary Committed	From	To
1. CCNY Researcher	PI	15	7500				9/1/2022	1/15/2023
2. CCNY Researcher	PI	15	7500				1/16/2023	5/31/2023
3.								

4. Fringe benefits will be calculated at the standard rate. If a lower rate is used, insert rate **51.7** % and Please explain on the reverse side of this copy

5. Name of CUNY unit to receive credit **CCNY Department**

6. _____
Signature of Principal Investigator Date

7. _____
Signature of College Administrative Representative Date

In the space provided below show the annual salary rates of the employees named above, and computations of the CUNY staff effort to be allocated to the award. If the rates are scheduled to change during the period(s), show effect dates of each such change and the new amounts.

Name	Annual Salary	From	To
CCNY Researcher	100,000	1/1/2022	

SEMESTER	PERIOD
FALL	September 1 – January 15
SPRING	January 16 – May 31
SUMMER	June 1 – August 31

Fall: 4.5 months
Spring: 4.5 months
Effort 15%

$(4.5/9) * 15% * 100K$

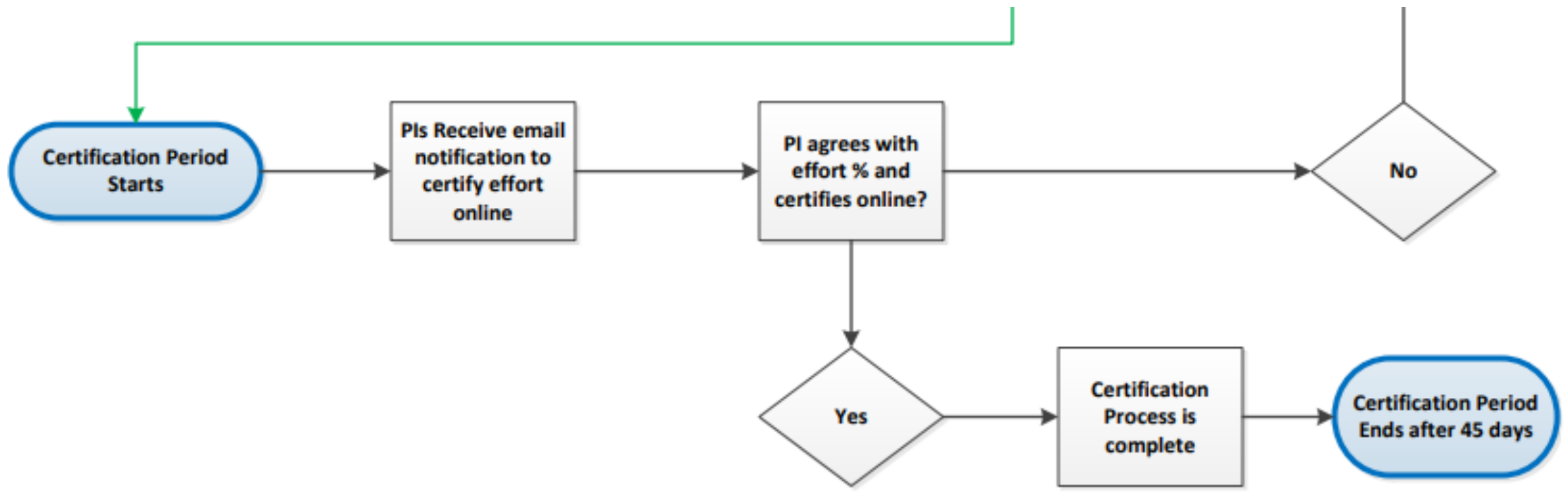


Processing Academic Effort

- SEN processed
- Award charged
- College reimbursed
- Funds routed to the department account
- **PI Certifies Effort**



Effort Certification Workflow



ABOUT	PRINCIPAL INVESTIGATORS	EMPLOYEES	PARTNERS	RESOURCES	ELECTRONIC TOOLS
<p>Make payments, process requests, and submit information instantly. Receive prompt receipt, services and responses in an electronic format.</p>	ACH File Management	FileShare		Time	
	Calendar	P-Card Reconciliation System		Admi	
	Compliance Training - (Important)	Payment Request		Web	
	Contract Manager	Personnel Action Form (PAF)/Calculator		Web 2013	
	Digital Mailbox (Human Resources)	Personnel Vacancy Notice (PVN)			
	Document Tracking - Legal	Property Management			
	<u>Effort Reporting</u>	PSC-CUNY Grants Proposal			
	Electronic I-9	RF Onboard			
	Employee Wage Title Designator	Space Utilization Survey			
	Event Payment	Summer Salary			





 HOME

 CERTIFICATION

 INQUIRIES

 REPORTS

 Effort Reporting


Certification


Inquiries


Reports

Notices





HOME



CERTIFICATION



INQUIRIES



REPORTS



Effort Reporting / Certification

Certification

Semester:

Fall Semester 2011



Select








- 1) **Certify Effort** for employees working on your projects. In order to confirm that the data from the Appointments module is correct, click on **Agree** in the **Confirm Effort %** column next to the effort percentages. Click on **Process** in the bottom left of the screen.

Employee: Smith, John | 1234566

Title: Professor

Payroll College: Hunter College

Period Released	Confirm Effort % 	Effort % 
12345-00 01 (PROJECT TO RESEARCH PROGAMS) 	<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	14.3%
23456-00 02 (TEACHER TRAINING INSTITUTE PROGRAM) 	<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	14.3%
34567-00 03 (HOURLY RESEARCH PROJECT PROGRAM) 	<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	14.3%
Sponsor Related Effort:		42.9%
Instruction		<input type="text" value="57.1 %"/>
Departmental Administration		<input type="text" value="0 %"/>
Other Institutional Activities		<input type="text" value="0 %"/>
University Research		<input type="text" value="0 %"/>
Non-Sponsor Related Effort:		57.1%
Grand Total:		100%



Employee: Smith, John | 1234566

Title: Professor

Payroll College: Hunter College

	Period Released	Confirm Effort %	Effort %
12345-00 01 (PROJECT TO RESEARCH PROGAMS)	9/1/2011 - 1/15/2012	<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	14.3%
23456-00 02 (TEACHER TRAINING INSTITUTE PROGRAM)	9/1/2011 - 1/15/2012	<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	14.3%
34567-00 03 (HOURLY RESEARCH PROJECT PROGRAM)	9/1/2011 - 1/15/2012	<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	14.3%
Sponsor Related Effort:			42.9%

Instruction	<input type="text" value="37.1%"/>
Departmental Administration	<input type="text" value="0%"/>
Other Institutional Activities	<input type="text" value="0%"/>
University Research	<input type="text" value="20%"/>
Non-Sponsor Related Effort: 57.1%	
Grand Total: 100%	

Back

Revoke



Summer Salary



Identifying Summer Salary on budget

Object Code	Description	Budget
5404	Coordinator #1	<u>110,000.00</u>
5422	Administrative Support	<u>48,000.00</u>
5423	Summer Salaries	<u>36,993.00</u>
5460	Sabbaticals	<u>21,557.80</u>
5800	Rel. Time Salary - Faculty & Staff	<u>13,908.00</u>
	<i>SubTotal Salary</i>	230,458.80
5920	F/B Expense Full Time @ 35.0%	<u>51,100.00</u>
5940	F/B Expense Part Time B @ 8.0%	<u>1,440.00</u>
5941	F/B Expense Sabbatical @ 8.0%	<u>1,724.62</u>
5950	F/B Expense Released Time @ 51.70%	<u>7,190.00</u>
5955	F/B Expense Summer Salary @ 27.3%	<u>10,100.58</u>
5999	MIA Payroll Tax	<u>610.00</u>
	<i>SubTotal Fringe Bnft and Payroll Costs</i>	72,165.20
	<i>Total Personnel Cost</i>	<u>302,624.00</u>



Identifying Summer Salary on budget

<u>Document Type</u>	<u>Position#</u>	<u>Origin</u>	<u>Document Number</u>	<u>Detail Reference</u>	<u>Posting Date</u>	<u>GL Amount</u>
BA	---	99	3941766	SS 1 Month	9/27/2022	11,742.00
BA	---	99	3941766	SS 2 Months	9/27/2022	31,004.00
BA	---	99	4104156	BUD.mod.from SS	3/6/2023	-5,753.00
TOTAL AMOUNT						36,993.00

- Summer Effort Reflected in Months



Summer Salary Appointment Workflow

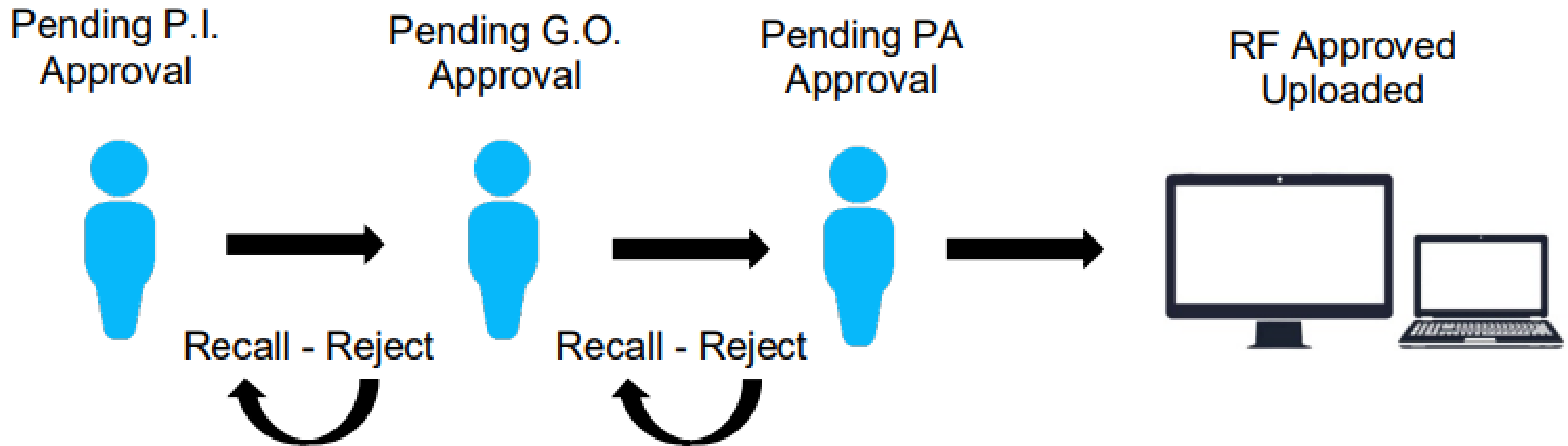


Figure 1

ABOUT

PRINCIPAL INVESTIGATORS

EMPLOYEES

PARTNERS

RESOURCES

ELECTRONIC TOOLS

TRAINING

FAVORITES

Make payments, process requests, and submit information instantly. Receive prompt receipt, services and responses in an electronic format.

ACH File Management

Calendar

Compliance Training - (Important)

Contract Manager

Digital Mailbox (Human Resources)

Document Tracking - Legal

Effort Reporting

Electronic I-9

Employee Wage Title Designator

Event Payment

FileShare

P-Card Reconciliation System

Payment Request

Personnel Action Form (PAF)/Calculator

Personnel Vacancy Notice (PVN)

Property Management

PSC-CUNY Grants Proposal

RF Onboard

Space Utilization Survey

Summer Salary

Time and Leave (Payroll Administration)

Web Reports

Web Reports (Legacy System Pre-2013)



HOME

APPOINTMENT

PAYMENT AUTHORIZATION

VIEW PENDING

EFFORT CERTIFICATION

REPORTS

Summer Salary System



Appointment



Payment Authorization



View Pending



Effort Certification



Reports

HOME

APPOINTMENT

PAYMENT AUTHORIZATION

VIEW PENDING

E

Summer Salary System / Appointment

Summer Salary Year 2023

Change Year

Add New Appointment



Add New Appointment

Project

PI Name

Employee

Annual Salary

Maximum Summer Salary

Salary Encumbrance

Notes: All fields are mandatory

Preview

Close

Add New Appointment

Project

40G25-00 12

PI Name

TesterPI, PI

Employee

AARONS, LESLIE | 10858925

Salary Encumbrance

\$5,000.00

1 Fringe (26.70%)

\$1,335.00

2 College

LAGUARDIA C. C.

3 Allowable Salary ?

19.9%

Indicates the percentage of the employee's allowable salary used by this appointment.

4 Total Allowable Sal. ?

19.9%

No Appointments For Other Projects

Indicates the cumulative percentage of the employee's allowable salary used across all appointments. For employees with single appointments, this number will be the same as the "Allowable Salary" figure. For a breakdown by project, please place your cursor over

Edit

Save

Approve

Close

Available Funds: \$991,000.00



Summer Salary – next steps

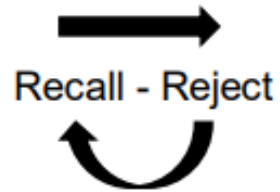
- PI created appointment
- GO approved appointment
- PA approved appointment
- Funds encumbered
- **Payment Authorization**



Payment Authorization Workflow

Payment Authorization

Pending P.I.
Approval



Pending G.O.
Approval



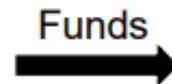
G.O.
Approved - Processed



Payment Processing



Summer Salary
Admin.





College Campus



Recipient




 HOME

 APPOINTMENT

 PAYMENT AUTHORIZATION

 VIEW PENDING

 EFFORT CERTIFICATION

 Summer Salary System



Appointment



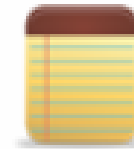
Payment
Authorization



View Pending



Effort
Certification



Reports

Employee ▲	Project No. ▲	College	Encumbrance	Amount Authorized (YTD)
		The CITY COLLEGE of NEW YORK	\$31,524.00 (History)	\$0.00 (History)
		The CITY COLLEGE of NEW YORK	\$15,762.00 (History)	\$0.00 (History)



Payment Authorizations

Employee:

Project:

Amount Encumbered(YTD): \$31,524.00

Payroll College: The CITY COLLEGE of NEW YORK

Annual Salary	\$141,858.00
Maximum Allowable Salary (Summer)	\$47,286.00
Maximum Allowable Salary (Monthly)	\$15,762.00
Maximum Allowable Salary (Pay Period)	\$7,881.00

<input type="checkbox"/>	Pay Period	Processed*	Pending(+/-)
<input type="checkbox"/>	6/1/2023 - 6/15/2023	\$0.00	7881
<input type="checkbox"/>	6/16/2023 - 6/30/2023	\$0.00	7881
<input type="checkbox"/>	7/1/2023 - 7/15/2023	\$0.00	7881
<input type="checkbox"/>	7/16/2023 - 7/31/2023	\$0.00	7881
<input type="checkbox"/>	8/1/2023 - 8/15/2023	\$0.00	0
<input type="checkbox"/>	8/16/2023 - 8/24/2023	\$0.00	0

* This is the total amount to be paid for a pay period. If the employee has more than one project, hover your cursor over the information 'I' to see a detailed list of projects and amounts processed for each pay period.

Save Selected

Submit Selected

- Timesheet
- Timeline driven
- Paid by CUNY

The City College
of New York



Office of Research
Grants and Sponsored Programs

**RF Summer Salaries
Semi-Monthly Certification and Paydate Deadlines
SUMMER 2023**

Senior College Schedule

Submission #	CUNY RF Certification Period		RF Submits Approved Spreadsheet	Payroll Close Date	Senior College Check Date
	From	To			
1	June 1, 2023	June 15, 2023	June 21, 2023	June 26, 2023	July 13, 2023
2	June 16, 2023	June 30, 2023	July 5, 2023	July 10, 2023	July 27, 2023
3	July 1, 2023	July 15, 2023	July 19, 2023	July 24, 2023	August 10, 2023
4	July 16, 2023	July 31, 2023	August 2, 2023	August 7 2023	August 24, 2023
5	August 1, 2023	August 15, 2023	August 17, 2023	August 21, 2023	September 7, 2023
6	August 16, 2023	August 24, 2023	August 30, 2023	September 5, 2023	September 21, 2023
7	na	na	September 13, 2023	September 20, 2023	October 5, 2023
8	na	na	September 27, 2023	October 4, 2023	October 19, 2023
9	na	na	November 21, 2023	November 28, 2023	December 14, 2023
Final Submission 10	na	na	February 15, 2024	February 20, 2024	March 7, 2024



Effort Certification

HOME APPOINTMENT PAYMENT AUTHORIZATION VIEW PENDING EFFORT CER

\$ Summer Salary System

Appointment Payment Authorization View Pending **Effort Certification** Reports

Contact Us

- gspclientservices@ccny.cuny.edu
- Postaward@ccny.cuny.edu



SPONSORED EFFORT JEOPARDY



Question: How many months are in each academic semester?

Answer: 4.5



Question: I see that my Staff Effort Notice has been processed, and the funds are now encumbered. When will I receive my check?

Answer: You won't. Released Time funds go to the PI's department.



Question: I'm in the Grove School of Engineering. How many months of summer salary am I allowed to have?

Answer: 3



Question: Help! How do I get started with Summer Salary again?

Answer: Submit an appointment.



Question: When does the Spring Semester Start?

Answer: January 16th



Question: Whew – thanks! I’ve got my summer salary **appointment**, and it looks like all approvals are in place. Is there anything else I need to do in order to get paid?

Answer: Submit payment authorization.



THANK YOU!

