

# February/March 2017

SPONSORED PROGRAMS ADMINISTRATION



## THE TIME TO SUBMIT IS NOW

UEI will soon enter the fourth and final quarter of fiscal year 2017/2018. Fiscal year end is June 30. To ensure proper financial accounting of project funds, all hours worked through February 28, 2017 should have been submitted to UEI Payroll for processing. If for some reason you have not submitted all hours worked through February 28, please do so immediately. If you have expenditures that need reimbursement, please submit them as soon as possible so that they can be processed well before year end. Please do not hold timesheets or receipts – submit them now.

## UEI STAFFING UPDATE

University Enterprises, Inc. is currently recruiting for several full-time, benefited positions including a SPA Account Administration Analyst and Payroll Manager.

The SPA Analyst will fill the position vacated by Connie Shamphan who retired in February. Many of you may remember Donna McLeod, she will assist Payroll Services as a retired annuitant until the Payroll Manager position is filled.

Student assistant positions are available on-campus as well as off-campus through UEI's California Intern Network. If you know of students looking for a job, please direct them to UEI's website.

UEI job postings are available at <https://ueijobs.peopleadmin.com/>

## RESPONSIBLE CONDUCT OF RESEARCH (RCR) SERIES

The Office of Research Affairs and the Student Research Center are piloting a new Responsible Conduct of Research Series. This series of one-hour sessions aims to introduce faculty, students, and staff to various underlying ethical issues of research.

Plagiarism	March 15, 2017	12:00-1:00pm	Library 2022
Authorship	April 5, 2017	12:00-1:00pm	Library 2022
Peer Review	April 19, 2017	12:00-1:00pm	Library 2022

If you are interested in attending one of the upcoming sessions, please RSVP to [leah.vargas@csus.edu](mailto:leah.vargas@csus.edu). Space is still available for the session on plagiarism.

To learn more about this series, please visit: <http://www.csus.edu/research/irb/rcr.html>. Lunch will be provided, or you may bring your own.