

# November 2019

SPONSORED PROGRAMS ADMINISTRATION



## STUDENT NEW HIRES AND REHIRS

To maximize efficiencies, provide optimum service to our campus partners, and facilitate a seamless hiring experience, UEI Human Resources utilizes PeopleAdmin, the same recruiting system as the campus. UEI's online system at <http://ueijobs.com> gives you the ability to submit new hire or rehire paperwork electronically eliminating the need to complete an Employee Action Authorization form (EAA). This system minimizes follow-up, sends auto-generated emails to employees with instructions regarding the orientation, and avoids unnecessary delays with hiring.

Additional benefits of our online system include:

- An easy to use job posting template.
- The ability to include a note or instruction to UEI with each posting and hire.
- The ability to create guest users granting 'view only' access to the applicant pool.
- Automated emails notifying you when your job is posted, closed and filled.

For more information or assistance, contact UEI HR at 916-278-7003 or email us at [ueijobs@csus.edu](mailto:ueijobs@csus.edu).

## HOW SPA AND ORIED SUPPORT SPONSORED ACTIVITY

Sponsored Programs Administration (SPA), a department of University Enterprises, Inc. (UEI) and the Offices of Research, Innovation and Economic Development (ORIED), a unit of Academic Affairs, work closely together throughout the lifecycle of a sponsored program.

Within ORIED, the Office of Research and Proposal Development assists faculty and staff seeking external support for their research and scholarly activities through services providing research proposal, narrative, application and budget development. Research Integrity and Compliance assists faculty, students, and staff with research compliance in the areas of human and animal subjects research, financial conflict of interest, responsible conduct of research, export controls, and data use and material transfer agreements.

SPA supports the sponsored activity efforts of University faculty and staff through the administration of funded grants and contracts. We provide services such as account management, expenditure processing, and assist with compliance matters including program and financial audits.

As the campus designated sponsored programs administrator for grants and contracts in accordance with ICSUAM 11002.04, UEI reviews, negotiates and accepts sponsored program agreements on behalf of the university.

Contact information is available on our websites [here](#).

Additional Resources:

[Offices Supporting Sponsored Research and Scholarly Activity](#)

[Master Agreement between CSUS and UEI for Administration of Sponsored Programs](#)

## NEW POST-AWARD STAFF

Lily Chu and Kayla Ellis have joined Sponsored Programs Administration as Account Administration Analysts. Both Lily and Kayla come to UEI with previous grant administration experience. They will be working primarily with the College of Education.

Jin Kim is our newest Account Associate I, and will be assisting a team of Account Administration Analysts with activities such as account set up, expenditure review, and other accounting transactions.