

# October 2019

SPONSORED PROGRAMS ADMINISTRATION



## SPA COMING TO A COLLEGE NEAR YOU

SPA is happy to announce that staff representatives will be available once or twice each month during the academic year at college site locations to answer questions or receive paperwork related to your UEI accounts. Visits have already been scheduled for the following locations starting this month (October):

**Arts & Letters** - Mariposa 5000

*Third Thursday, 9:30am – 11:30am*

**SSIS** - Amador 256

*Second Wednesday, 2:00pm – 4:00pm*

*Fourth Tuesday, 8:00am – 9:00am*

**Education** - Eureka 221

*Second Monday, 10:00am – 12:00pm*

*Fourth Thursday, 2:00pm – 4:00pm*

Please mark your calendars or check out our website at <https://uei-sp.uei.csus.edu/> for our upcoming locations and times and stop by to see our team members whether you'd like assistance with items related to your grants or contracts or just to say "hi" and enjoy a snack. We hope you will find this service helpful. We'd like to thank College Resource Analysts and the Deans for coordinating these visits and making space available to us. We look forward to scheduling visits with the other colleges later this year.

## WORKING WITH INDEPENDENT CONTRACTORS

Many of you may have heard of recent court cases and legislation related to independent contractors, including Dynamex Operations West, Inc. v. Superior Court of Los Angeles and Assembly Bill 5. UEI has been following these legal updates and is implementing additional processes in the review of requests for independent contractors/consultants. To assist us with these reviews, please be aware of the following:

- Start early. Work with your account administrator either at the time your grant/contract is awarded or as soon as a determination is made that outside assistance on the project is required. UEI will need to determine if the entity can be classified as an independent contractor or needs to be hired as an employee.
- Submit a scope of work. The detailed proposed scope of work and related budget for the contractor should be submitted with the independent contractor/consultant agreement.
- You may be contacted for additional information regarding the request.

An independent contractor should not begin work until after the agreement has been reviewed and approved by UEI. Late submission of paperwork or after work has been performed may delay payment and processing. Revisions will be coming to the Independent Contractor/Consultant Agreement form this fall.

## **NEW POST-AWARD CONTRACT ANALYST**

Danielle Lawrence, a licensed attorney, has joined the Sponsored Programs Administration team as a Contract Analyst. Danielle is responsible for various post-award functions including reviewing sponsored programs awards for UEI acceptance, preparing subaward agreements, reviewing independent contractor agreements, and assisting with audits. Please join us in welcoming Danielle.

Also see Offices of Research, Innovation and Economic Development updates:

[Research Funding Update](#)

[Research Integrity Newsletter](#)