

September 2017

SPONSORED PROGRAMS ADMINISTRATION



FACULTY TIME ON GRANTS & CONTRACTS WORKSHOP

The Office of Research Affairs and UEI Sponsored Programs Administration will host a workshop on grant and contract related faculty time and effort Tuesday, September 26 from 2:00 p.m. – 3:00 p.m. in the UEI Board Room on the third floor of the Hornet Bookstore. The workshop will cover topics such as types of effort, proposal budgeting considerations, post-award forms and procedures, and effort reporting.

To register for the workshop, please email sponsoredprograms@uei.csus.edu. Space is limited. For more information about this workshop, please contact your account administrator or call 916-278-7565.

FALL 2017 FACULTY RELEASE TIME FORMS DUE

Friday, September 8, 2017 is the deadline for all Assigned/Reimbursed Time forms to be submitted to the Office of Institutional Research. If your UEI account is budgeted to reimburse the University for a portion of your fall semester time, please contact your Department Coordinator to ensure a form is completed.

The most up-to-date form is available on the Academic Affairs website at <http://www.csus.edu/acaf/forms.html>. The form was updated on 08/02/16. Forms will be returned if they are handwritten, missing information, or on an old form. The form is designed to provide instructions and warnings when completed electronically.

Timely submission will ensure that funds are encumbered at the start of the semester for reimbursed time costs. If UEI receives a copy of the request later in the semester, grant or contract funds may not be available to cover reimbursed time.

Questions regarding submission timelines should be directed to your department or college administrative staff. Please contact your SPA account administrator regarding your grant or contract budget.

SPA FORMS UPDATED

All forms for Sponsored Programs Administration, from Account Establishment and Maintenance to Personnel and Expenditures are available at <https://uei-sp.uei.csus.edu/about/forms/>. Forms updated in 2017 include those for additional employment (Faculty/Chair Agreement and MPP/Exempt Staff Agreement), consultants (Independent Contractor/Consultant Agreement and Invoice and Certification), and the Purchase Order Request.

Our forms are updated periodically, therefore, always use forms available from our website instead of those saved locally to your computer as new information may be required on the document. To prevent delays in processing, please ensure you are using the most current version of the form. Revision dates are indicated on our website next to the form information and on the bottom of each form.