

# ESSENTIAL NEWS FOR RF EMPLOYEES / RESEARCHERS



February 2017

**Essential News for RF  
Employees/Researchers**  
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## **New Mileage Reimbursement Rates Effective 1/1/2017**

Please be advised that the IRS has released new mileage rates effective January 1, 2017. The new rate for business miles will be 53.5¢ per mile.

When submitting RF travel reimbursement requests for travel that occurred on or after 1/1/17, please use the above rate.

Be sure to reference the [RF Travel Handbook](#) when planning your research related travel or completing your reimbursement requests. The Handbook contains the policies and processes pertaining to research related travel as well as links to the IRS mileage reimbursement rate pages and the federal per diem rates.

## **Sponsored Program Forms**

Remember to check the Forms Sections on the [Sponsored Programs](#) and the [Pre-Award and Contract Services](#) web sites to ensure that you are utilizing the most current version of our forms. Forms are frequently revised to include new information required for audit or to reflect revised rates.

## **Proposed Fringe Benefit Rates Effective 7/1/2017**

The annual Research Foundation Fringe Benefit rate proposal has been submitted to DHHS for approval. Upon approval, the 17/18 rates will become effective July 1, 2017. Two changes from the 16/17 rate is a drop of 5.5% in the regular employee fringe rate and an increase in the SUNY IFR rate of 5.36%. All other rates remain unchanged.

These projected rates should be used in all applications that request salary support beyond July 1, 2018.

<b><u>Type of Employee</u></b>	<b><u>FY 17/18</u></b>	<b><u>FY 18/19</u></b>	<b><u>FY 19/20</u></b>	<b><u>FY 20/21</u></b>
Regular	40.00%	41.00%	42.50%	43.50%
Summer - Only	14.00%	14.00%	15.00%	15.00%
Graduate Student	14.00%	14.00%	17.00%	17.50%
Undergraduate Student	5.00%	5.00%	5.00%	5.00%
SUNY Employee (IFR)	59.97%	60.75%	62.52%	64.29%

## Important News for RF Employees cont'd

### New IRB Module Now Available

The new SUNY RF PACS IRB module is now available for use by Buffalo State researchers and administrators. The IRB module provides a streamlined way for researchers to create and submit protocols for studies involving human subjects, and provides support for initial submissions, modifications, reportable new information, and continuing reviews.

Researchers and administrators should access the [SUNY RF PACS IRB module](#) to submit their protocols. For additional information regarding the IRB process and requirements, researchers can refer to the [Research Compliance section of the Sponsored Programs website](#) and select the SUNY RF PACS IRB module. The user-friendly SmartForms will guide you through the submission process. Researchers may need additional forms that can be accessed on the Sponsored Programs website and/or the SUNY RF PACS IRB Library contained within the module.

You will be required to log-in with your existing RF Portal account user-id and password. If you have forgotten your RF Portal password, click the link titled "Forgot your password?" on the right hand side of the login page. If you do not have an RF Portal Account, you may request one by clicking on the system link and then [request one here](#).

Although SUNY RF PACS is intuitive and easy to use, the Sponsored Programs Office will provide training and support for researchers and administrators. The training schedule will be announced shortly. If you have questions regarding SUNY RF PACS IRB, contact Gina Game at [gameg@buffalostate.edu](mailto:gameg@buffalostate.edu).

### Call for Applications: Research Incentive Program

The Research and Creativity Council is accepting [applications](#) for Incentive Program Funds until 4:00 p.m. Tuesday, February 28. Submit completed applications to the Sponsored Programs Pre-Award and Contract Services Office in Bishop Hall, Rm. 24 or electronically to [scutodl@buffalostate.edu](mailto:scutodl@buffalostate.edu). Submitted documents must contain all of the appropriate signatures.

Incentive funds administered by the Research and Creativity Council are intended to promote faculty creativity and research. Their ultimate goal is to generate new sponsor funded programs. Recipients are required to:

- submit a grant proposal to an outside sponsoring agency through the Sponsored Programs Pre-Award and Contract Services Office within the following year;
- submit a final report documenting the use of the funds;
- participate in the Faculty and Staff Fall Forum, which takes place in October.

Expenditures considered for support under this program include travel to consult with an external funding source, secretarial assistance, student assistance, consultation with grant specialists, preparation of specialized support materials for a proposal (e.g., graphs, drawings, and resource books), release time, and any other expense that can be justified. Funds cannot be requested for the purchase of computers, laptops, or other items of equipment. Also, it is not the council's intention to directly pay an individual for writing a proposal.

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Please contact Sponsored Program Operations with any questions regarding the items above. If you have suggestions for future articles, contact me at [ScutoDL@buffalostate.edu](mailto:ScutoDL@buffalostate.edu). Thank you.

Donna Scuto