

# ESSENTIAL NEWS FOR RF EMPLOYEES / RESEARCHERS



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## *Essential News for RF Employees/Researchers*

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## Academic Year-End Announcement

As the 2015-16 academic year draws to a close we reflect on the accomplishments and extend our thanks to everyone for their work with Sponsored Programs (SPO) this past year. Some key achievements include:

- More than \$22,542,971 (total campus and CDHS) was awarded in sponsored funding. We look forward to growing that figure next year.
- Streamlined revisions to a number of SPO electronic forms to improve processing.
- Congratulations to Dr. Tomas Henriques on his invention of the Haptic Controller that is featured on pages 12-13 in the 2015 SUNY RF annual report ([read here](#)). His invention is moving rapidly through the technology transfer process with promising opportunities to launch into commercialization.

In this issue of *Essential News*, look for announcements of exciting enhancements that are planned for SPO this Fall. Enjoy your summer!

## SUNY Pre-Award and Compliance System (PACS)

Through a combined effort with faculty and staff at SUNY campuses, the Research Foundation (RF) launched a long-term project to automate the management of major aspects of research administration and compliance. Buffalo State will implement the six module system using a phased-in approach. **The first phase will be implementation of the Institutional Review Board Module, which is scheduled for fall of 2016. This module supports the electronic submission, routing and approval of research protocols involving human subject participants.**

The SUNY PACS will automate the submission, review, approval, and ongoing management of all major aspects of the research administration and compliance lifecycle – from proposal development and submission through compliance checks, negotiations, award set up and management. There are six modules within the system: Institutional Review Board (IRB), Conflicts of Interest (COI), Agreements, Grants, Institutional Animal Care/Use Committee (IACUC), and Safety.

The system is intended to:

- Reduce the administrative burden on our researchers so they can devote their time to research.
- Assist the campus with generating a higher volume of quality, compliant, collaborative, and multi-disciplinary grant proposals.
- Provide a new level of uniformity and efficiency, while producing valuable data analytics.

## Essential News for RF Employees and Researchers cont'd

### Email Alerts

In an effort to assist principal investigators (PI's) in completing required sponsored reporting and to be aware when certain time critical actions occur, we will be activating a feature in the RF Report Center that will send email alerts to PIs. The email will alert PI's of time sensitive changes or actions that need to be handled. **In order to assist you with tracking your account activity during the summer months, you can expect these alerts to appear in your email box in the very near future.**

The alerts topics include:

- employees terminating in the next 45 days
- new person(s) assigned in the last 30 days
- new award or projects created in the last 30 days
- past due reports
- awards terming in the next 90 days
- projects terming in the next 90 days
- reports coming due in the next 90 days

### E-Time Reporting

Beginning in July the Buffalo State Sponsored Programs Operations will start utilizing the new RF e-Time Reporting System. Implementation will start with a select group of employees and gradually will have all RF employees using the system. Human Resources will be working closely with employees and supervisors for a smooth transition. E-Time Reporting allows for employees to enter their time and attendance online. The online timesheet or exception report will then be electronically routed to their supervisor for approval. E-Time reporting will increase efficiency and reduce risk by automating workflows and eliminating the need to re-key data.

### New Website

The Research and Sponsored Programs webpage is being updated to incorporate the campus web design standards. By fall 2016 the content, policy links and electronic forms will be refreshed and available on the new website at [www.buffalostate.edu](http://www.buffalostate.edu). Information will be easily located using key words in the search feature.

### Fringe Benefit Rates

The Fringe Benefit/Indirect Cost rate schedule is available on the Research and Sponsored Programs Website. The updated chart can be viewed at this [link](#) on the website. Effective immediately, these new rates should be utilized in all proposal budgets. The new rates will be charged on your grants effective 7/1/2016. The NYS rate applied to our IFR process has also been updated with the FY 2017 rates. Please see the [NYS Office of the State Comptroller Fringe Benefit and Indirect Costs](#) webpage for detailed components of the SUNY IFR fringe rate. Annually, standardized rates are established and approved by the US Department of Health and Human Services for the Research Foundation for SUNY.

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*We hope you find this information helpful.*

*Please contact Sponsored Program Operations with any questions regarding the items above.*

*If you have suggestions for future articles contact [Mary Kren](#) or myself. Thank you, [Donna Scuto](#).*