Research Administration Brown Bag Series

March 19, 2020



Agenda

- COVID-19: Updates and NU-RES Website
- Cost Share Template
- Salary Support on Grants (SSOG)
- Modified process for AP
- Summer Salary Calculations and Distribution
- Upcoming events



COVID-19: Updates and NU-R

- NU-RES COVID-19 website:
 - https://research.northeastern.edu/nu-res/nu-res-covid-19-upda
- Includes guidance from Funding Agencies, FAQ's, Resources, NU-RES

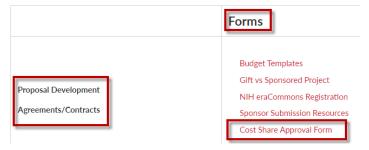
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Cost Share Template

- November 2019 outlined a new Cost Share Template to be included all proposals with Cost Share outlining the breakdown details
- · Revised template to highlight which minimal fields to fill in
 - https://research.northeastern.edu/nu-res/all-resources/



- Provost Office is requesting this information
- Grant Officer will contact proposal submitter if template is mis



Reminder: Salary Support on Gra

- NU introduced a policy on Institutional Base Salary for the purposes of ext projects, consistent with 2 CFR Part 200. Policy is effective July 1, 2019.
- Institutional Base Salary (IBS): means the annual compensation paid by NU individual's time is spent on research, teaching, administration, or other a administrative and endowed supplements for additional appointment(s) s director.
- NU's policy states that compensation for personal services charged to spo individual's IBS and not exceed any federally-mandated salary cap or othe
- NU-RES will need IBS documentation (e.g. appointment letter) on file to contact.
- Policy and resources can be found on the NU-RES IBS website: https://research.northeastern.edu/nu-res/institute-base-salary-policy



Calculating SSOG

•STEP #1

- Establish the individual's IBS
- •Calculate the Corresponding IBS Per Month Rate

•STEP #2

- Establish the Proposed Level of Commitment (Effort)
- Convert % Proposed Level of Effort into Person Months
- Academic Year Period and, if any,
- Outside-Academic Year (OAY)/Summer Period

•STEP #3

Multiple the PMs x IBS Per Month Rate = SSOG

•STEP #4

•Identify any issues that may complicate Steps 1-3



Calculating SSOG - Example

8-Month Faculty Appointment + Supplemental Administrative Appointme

A faculty member with an 8-month faculty appointment who also has a 1 department chair, center director, etc.) divides each appointment's comp that respective appointment term (base). For example, faculty academic administrative appointment is divided by 12.

EXAMPLE: Dr. X has an 8-month appointment at a salary of \$80,000. Dr. X with an administrative supplement of \$12,000. Dr. X will devote 100% eff conducting grant-funded research.

- \$80,000/8 = \$10,000 monthly salary +
- \$12,000/12 = \$1,000 stipend salary
- Total of \$11,000 compensation per month
- \$11,000 x 2.5 person months = \$27,500



Modified Process for AP

- Send scanned copies of Expense Vouchers and Dpays to Research related to ledger 5, we will send to analyst for review
- Make sure all the same relevant back up is attached
- Obtain all appropriate levels of approval
- Once approved, we will send to AP at invoice@northeastern.ed
- Do not send the same voucher as paper and electronically, subr duplicating payments

https://finance.northeastern.edu/news-events/modified-processesamex-cards



Summer Salary Calculations a

- •Review how the new IBS policy has changed our calculation method
- •Majority of Faculty will remain the same, only those who hold both appointments are affected, 2 forms are required: Extra Compensation
- •Speak with us early for those faculty that you know are in this categories not straight forward
- Summer Salary calculator will be available shortly

Northeastern University
Research Enterprise Services

Upcoming events

- Learn More: Cost Sharing & Northeastern' Research and Sponsored Programs – 03/2/ meeting)
- Brown Bag 4/16/20 (440 Curry...stay tun
- Learn More: Research Compliance Monito (346 Curry...stay tuned)
- Satellite Office Hours ISEC postponed for NU-RES via Teams



Thank You! See you in April!

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