

Research Administration Brown Bag Series

March 19, 2020

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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-upd>
- Includes guidance from Funding Agencies, FAQ's, Resources, NU-RES

Northeastern University
Research Enterprise Services

LifeCycle Management ▾ Compliance ▾ Resour



NU-RES COVID-19 Updates



Cost Share Template

- November 2019 outlined a new Cost Share Template to be included in 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/>

	Forms
Proposal Development Agreements/Contracts	Budget Templates Gift vs Sponsored Project NIH eraCommons Registration Sponsor Submission Resources Cost Share Approval Form

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

Reminder: Salary Support on Gra

- NU introduced a policy on Institutional Base Salary for the purposes of external projects, consistent with 2 CFR Part 200. Policy is effective July 1, 2019.
- Institutional Base Salary (IBS): means the annual compensation paid by NU for an individual's time is spent on research, teaching, administration, or other academic and administrative and endowed supplements for additional appointment(s) as a director.
- NU's policy states that compensation for personal services charged to sponsored projects shall not exceed an individual's IBS and not exceed any federally-mandated salary cap or other applicable limits.
- NU-RES will need IBS documentation (e.g. appointment letter) on file to coordinate salary support.
- 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 Appointment

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

EXAMPLE: Dr. X has an 8-month appointment at a salary of \$80,000. Dr. X also has a 12-month administrative appointment with an administrative supplement of \$12,000. Dr. X will devote 100% effort to 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
- $\$11,000 \times 2.5 \text{ person months} = \$27,500$

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.edu
- Do not send the same voucher as paper and electronically, subr duplicating payments

<https://finance.northeastern.edu/news-events/modified-processes/amex-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 category not straight forward
- Summer Salary calculator will be available shortly

Upcoming events

- Learn More: Cost Sharing & Northeastern's Research and Sponsored Programs – 03/24 (meeting)
- Brown Bag – 4/16/20 (440 Curry...stay tuned)
- Learn More: Research Compliance Monitoring (346 Curry...stay tuned)
- Satellite Office Hours - ISEC postponed for NU-RES via Teams

Thank You!
See you in April!

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VERITA
VIRTUS