

Research Administration Bro wn Bag Series

March 19, 2020



Northeastern
University

Agenda

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

COVID-19: Updates and NU-RES Website

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

Northeastern University
Research Enterprise Services

LifeCycle Management ▾ Compliance ▾ Resources ▾ Policies & Guidelines ▾ About NU-RES Contact ▾

FAQS | GLOSSARY | RESEARCH

→ NU-RES COVID-19 Updates ←

Cost Share Template

- November 2019 outlined a new Cost Share Template to be included as an attachment for all proposals with Cost Share outlining the breakdown details of the cost share
- 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 missing/incomplete

Reminder: Salary Support on Grants (SSOG)

- NU introduced a policy on Institutional Base Salary for the purposes of extramurally-funded research and sponsored 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 appointment(s), whether that individual's time is spent on research, teaching, administration, or other activities. IBS includes regular salary as well as administrative and endowed supplements for additional appointment(s) such as dean, chair, and/or center or institute director.
- NU's policy states that compensation for personal services charged to sponsored projects will be based upon the individual's IBS and not exceed any federally-mandated salary cap or other limitations imposed by sponsor.
- NU-RES will need IBS documentation (e.g. appointment letter) on file to confirm salary calculations on proposals/awards.
- 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 (salary) by the number of months for that respective appointment term (base). For example, faculty academic appointment salary 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 appointment as Chair with an administrative supplement of \$12,000. Dr. X will devote 100% effort over 2.5 months during the summer 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
- $\$11,000 \times 2.5$ person months = \$27,500

Modified Process for AP

- Send scanned copies of Expense Vouchers and Dpays to Research_Finance@northeastern.edu that 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, submit through one process to prevent duplicating payments

<https://finance.northeastern.edu/news-events/modified-processes-for-invoices-reimbursements-and-amex-cards>

Summer Salary Calculations and Distributions

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

Upcoming events

- Learn More: Cost Sharing & Northeastern's Contributions to Research and Sponsored Programs – 03/24/2020 (TEAMS meeting)
- Brown Bag – 4/16/20 (440 Curry...stay tuned)
- Learn More: Research Compliance Monitoring – 04/28/2020 (346 Curry...stay tuned)
- Satellite Office Hours - ISEC postponed for now...contact NU-RES via Teams

Thank You!
See you in April!



LVX
VERITAS
VIRTUS