DGA Roundtable Minutes – April 1, 2019

**1:30 – 3:00 pm, IRIC 305 (above the Atrium)**

1. **Greetings and Introductions**

Ann-Marie announced that VERAS is going live on April 9th , EIPRS can be used for any proposals already in the system prior to VERAS go live, and that the UI Cayuse contract is ending on April 12th at 5pm.

The results of the DGA Mentor Survey are uploaded on the DGA page of the OSP website.

1. **International Programs Office and J-1 Visas: Laila Cornwall (IPO)**

IPO:

 MUST check into IPO before they do anything else on campus

 Working: Students can only work on-campus up to 20 hours a week

-After graduation: 1 year OPT visa, this is a good way to keep lab workers/research assistants, etc.

 J-1 Scholars: Main purpose is to research

 2 types:

1: Short Term

6 months, non-renewable (They must return to home country and reapply for a different visa to come back)

2: Long term

 3 months-6 years (Often 1 year, and then filing for extensions after that)

After 6 years you would need to switch to an H1B visa for them to maintain employment eligibility.

They have changed requests for J-1 Scholars to the online ivandal system.

Some notes for international workers: Exempt from background checks for J-1 Scholars only (students still need background checks).

1. **Onboarding**
	1. CNR will provide information on their process.

Eric Everett presented for CNR:

 The employment process will have delays at most points. Be prepared for the delays.

 Board Appointed -> Work with your hiring authority and HR Business Partner

Research Assistant -> Students working on research or sponsored project

 1: Student applies as a graduate student

 2: Then goes to department

 3: Then goes to professor

 (Notes: The percentage paid is the percentage the grant is paying)

Temp Help: See attached sheet

Options for remote 1-9s:

Have the supervisor trained on how to accept them, or send them to another university or state HR department

 Keeping all the steps straight, see the attached excel sheet.

Some problems: How do we differentiate work vs. being a student?

 1: Connecting the start date to the first day of mandatory trainings

 (Even to the point of not meeting supervisors or doing office tours before)

 2: Do all students complete this task?

 All international students need to take IPO’s orientation, so the orientation is not work

* 1. CALS has kindly provided handouts of their processes.
	2. Questions session with DGAs providing answers as appropriate.
1. **Summer Salary**
	1. Dan Noble will provide information on the summer salary and EPAF processes.

Dan instructed DGAs on the use of the EPAF decision tree and calculators.

* 1. DGA group will answer questions from the group regarding the necessary compliance checks for summer salary before the forms are completed and EPAFs entered.

Summer Salary:

1: Stipend to % of tuition fees

    -Stipend % = Tuition % is okay

    -Stipend % > tuition % is not okay

Mindi Wood is good for general HR/I-9 compliance questions

Noelle Simmons is a good contact for holiday pay questions.

Sticky Note Questions:

For IPO:

1:Can wording be included to indicate payroll lag? Status: Mikayla has followed up with Laila and sent her this information. Seems possible.

General Questions:

1:Who needs to sign what parts for summer session is still unclear? Status: Please direct this question to Noelle Simmons in the Provost’s office, or review the new summer salary contract and FAQs.

2: Will EIPRS still be available after 4/9 for running reports?  Status: Yes.

EPAF:

1: What time period does FTE need to match effort (Every day, every pay, every month)? The FTE is for the summer period; the percent of effort is for the summer period worked, per project.

NSF 2/9 Rule: Here is what the Feb. 2019 PAPPG says about the 2/9ths rule.

**a) Senior Personnel Salaries & Wages Policy**

NSF regards research as one of the normal functions of faculty members at institutions of higher education. Compensation for time normally spent on research within the term of appointment is deemed to be included within the faculty member’s regular organizational salary.

As a general policy, NSF limits the salary compensation requested in the proposal budget for senior personnel to no more than two months of their regular salary in any one year. (See [Exhibit II-7](https://www.nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#2ex7) for the definitions of Senior Personnel.) It is the organization's responsibility to define and consistently apply the term "year", and to specify this definition in the budget justification. This limit includes salary compensation received **from all NSF-funded grants**. This effort must be documented in accordance with 2 CFR § 200, Subpart E, including 2 CFR § 200.430(i). If anticipated, any compensation for such personnel in excess of two months must be disclosed in the proposal budget, justified in the budget justification, and must be specifically approved by NSF in the award notice budget.[16](https://www.nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#fn16)

Under normal rebudgeting authority, as described in Chapters [VII](https://www.nsf.gov/pubs/policydocs/pappg19_1/pappg_7.jsp) and [X](https://www.nsf.gov/pubs/policydocs/pappg19_1/pappg_10.jsp), a grantee can internally approve an increase or decrease in person months devoted to the project after an award is made, even if doing so results in salary support for senior personnel exceeding the two-month salary policy. No prior approval from NSF is necessary unless the rebudgeting would cause the objectives or scope of the project to change. NSF prior approval is necessary if the objectives or scope of the project change.

So the 2/9ths rule still exists. If it is not in the approved budget then OSP can approve going over the 2/9ths but it must be preapproved by post award and documented.