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Office of Research & Sponsored Programs Newsletter

Office of Research & Sponsored Program

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OFFICE OF RESEARCH & SPONSORED PROGRAMS

Bulletin

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In this Issue:

Things you might
have missed this
summer.....

- REMINDER: Paid Covid Leave for SPF Employees
- Last Call for Fall 2022 Release Time
- Another Record-Breaking Year!

Welcome Back!

Our office would like to welcome back our Principal Investigators (PI's) and their staff. We hope everyone is feeling rejuvenated and ready to tackle the new semester! Included in this bulletin is a recap of important updates you may have missed during the break...

NEW: Team Review Program for Proposal Development!

The Office of Research & Sponsored Programs Foundation is excited to launch a new [Team Review Program](#)! This program is designed to facilitate review and direct feedback on your grant proposal from an expert (or experts) in your field. You might choose someone who's successfully received this grant before, someone who is more advanced in the field than you, someone with necessary expertise outside of your field, or you may choose the person you think is your biggest detractor – because not only will they provide a ton of feedback, they will also be ineligible to serve on the review committee.

This program offers three options: 1) coordination of an informal Zoom discussion with your peers in the early stages of a grant idea; 2) formal review of a full proposal by an expert of your choice; or 3) formal review of a full proposal by a team of three experts of your choice (only for large, complex, institutional grants). Please note the deadline requirements for each level of review are 6-7 weeks prior to the application deadline.

The Team Review Program assists Cal Poly Humboldt faculty & research associates in developing innovative & impactful proposals to increase award success. The program offers three proposal review services, depending on individual needs.

PINK TEAM REVIEW

- Early Stage, Informal
- 2-3 Reviewers

RED TEAM REVIEW

- Late Stage, Formal
- 1 Reviewer

GOLD TEAM REVIEW

- Late Stage, Formal
- 2-3 Reviewers

Did you know...

During FY 2021/2022, the Office of Research & Sponsored Programs Foundation submitted over **\$132 million** in new proposals, and received over **\$61 million** in new awards; another record-breaking year for Cal Poly Humboldt!

If you have any questions/feedback regarding any of these updates, please feel free to give us a call

(707) 826-4189

We always appreciate your patience and understanding as we navigate through all these new changes.

Paid COVID Leave for SPF Employees

In February 2022, Governor Newsom signed Senate Bill 114 which requires employers to provide Supplemental Paid Sick Leave for specific COVID-19 related reasons. This can include if the employee or their family member tested positive, as well as other related reasons for absence. The CSU adopted the use of COVID-19 Supplemental Paid Sick Leave (SPSL) retroactively effective January 1, 2022 – December 31, 2022. The paid leave provisions in SPSL comply with and enhance the requirements prescribed in SB 114.

SPF Employees who need to claim SPSL in relation to COVID-19 should reach out to the SPF Front Office at hsuf@humboldt.edu for assistance. Both the employee & their approved project signer will be sent the 'SPF COVID-19 Emergency Admin Leave Request form' via DocuSign in order to process compensation. Please note - Employees looking to claim this benefit cannot add COVID Leave to their KRONOS timesheet on their own; this is an internal process done by Payroll. Submitting these forms in a timely manner will result in payment on the next upcoming pay day.

Tech Tip: DocuSign Envelopes

Anytime you use one of our DocuSign 'PowerForms' from the [SPF Forms Library](#), it redirects you to a new page to enter signer(s) information. Once you click the yellow 'BEGIN SIGNING' button, that action charges our account \$2.50 per envelope initiated. If you get to the next screen and determine you don't have all the information needed to complete the form, you can click 'Other Actions' in the top right corner and then select 'Finish Later'. This will email you a *draft* of that PowerForm to complete at a later time. But if you close the browser window or disregard the form once started, it will *still charge SPF for a voided envelope*. Please help conserve resources or reach out to our Front Office if you have difficulty with this step.



Last Call to Add/Modify Fall 2022 Release Time

Faculty release time (aka salaries reimbursed or buyout) is an approved workload assignment that releases faculty members from a portion of their regular assignment, in order to engage in research, scholarship, or creative activities. The 'Request for Release Time Form' is typically completed at the time of the grant proposal, as a part of the Institutional Routing process.

There may be instances when agreed upon release time needs to be revised and even added after the grant has been awarded. In these instances, it is critically important that the PI contact their SPF Post-Award Grant Analyst as soon as possible to complete a new Request for Release Time Form and a Post-Award Modification. Both forms must be completed before the first day of the semester (**Monday, August 22, 2022**). SPF cannot reimburse your department for release time that has not been confirmed before the first day of each semester.

Grant News...

Congratulations to Dr. Nievita Bueno-Watts & Dr. Mary Gonzalez on their recent award of the [Ronald E. McNair Postbaccalaureate Achievement Program](#)! McNair is one of eight TRiO programs funded by the Department of Education and it is the first time Cal Poly Humboldt has hosted this particular program.