

PI Orientation and Transfers: A Central Office and Regional Perspective

Presenters --->

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ERSO: Sarah Gaugler & Damon Hinson

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AGENDA

1. New PI Notification
2. PI Transfers to UCB
3. PI Orientation Process
4. Activity
5. Questions

New PI Notification

In an ideal world...

Notification 3-4 months before appt start date

Temp CalNet ID and CF2

2 Different processes: New PIs and Transferring PIs

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Tracking

AY 17-18 New CoE Faculty and RSO assignment worksheet

Faculty Name	Academic Dept	Start Date	Location	RSO	Manager	CF2	Email	Comment
NO NEW FACULTY AT THIS TIME FY17-18	IEOR							
NO NEW FACULTY AT THIS TIME FY17-18	CEE							
Andy Dong	ME	1/1/2018		Derek Johnson	Vonis Moore		andydong@berkeley.edu	Adjunct Prof. - Subaward xfer to UCB
Koushil Sreenath	ME	7/1/2017	5132 Etch.	Hasan Khalaf	Leslie Goldstein	EKSRE	koushils@berkeley.edu	
Somayah Sojoudi	ME (PIR)	1/1/2018		Angelica Gonzalez	Vonis Moore		sojoudi@berkeley.edu	
Hannah Stuart	ME	1/1/2018	5138 Etch.	Glenn Chan	Mary Cuison		hstuart@berkeley.edu	
Rebecca Abergel	NUC	1/1/2018	4109 Etch.	Sarah Runyon	Vonis Moore	ELABE	abergel@berkeley.edu	
NO NEW FACULTY AT THIS TIME FY17-18	BioE							
Shafi Goldwasser (Goldwater)	EECS (CS)	1/1/2018		Miriam Kader	Elise Mills	EHS2G	shafi@berkeley.edu	Moving grants from MIT; Will not arrive until Summer 2018
Moritz Hardt	EECS (CS)	7/1/2017	405 Soda	Hasan Khalaf	Leslie Goldstein	EHM1H	hardt@berkeley.edu	
Jennifer Listgarten	EECS (CS)	1/1/2018		Glenn Chan	Mary Cuison	EJH1L	jennl@berkeley.edu	
Yi Ma	EECS (CS)	1/1/2018		Sarah Lirio	Elise Mills	EHYXM	yima@eecs.berkeley.edu	
Robert Pilawa-Podgurski	EECS (EE)	1/1/2018		Reed Helgens	Elise Mills	EHR1P	pilawa@berkeley.edu	
Jonathan Ragan-Kelley	EECS (CS)	7/1/2017	525 Soda	Reed Helgens	Elise Mills	EHURK	jrk@berkeley.edu	
Gireeja Ranade	EECS(EE)- (L-PSOE)-(EE)	7/1/2017		Sarah Lirio	Elise Mills	EHGXR	gireeja@eecs.berkeley.edu	
Nir Shavit	EECS (CS)	1/1/2018		Hasan Khalaf	Leslie Goldstein	EHNXS		Visiting Prof.; Full appt July 2019
Alexandra von Meier	EECS	7/1/2017	406E Cory	Hasan Khalaf	Leslie Goldstein		vonmeier@berkeley.edu	Adjunct Prof.
Stella Yu	EECS (CS)	7/1/2017	329 Soda	Lauren Mitchell	Leslie Goldstein	EHSXY	stellayu@berkeley.edu	Lecturer receiving research gifts

NO NEW FACULTY AT THIS TIME FY17-18

I-Corp

NO NEW FACULTY AT THIS TIME FY17-18

MSE

CSS TEAM 2 ERSO Overview session

Moritz Hardt	10/10/2017
Jonathan Ragan-Kelley	10/10/2017
Gireeja Ranade	Email powerpoint
Koushil Sreenath	10/10/2017
Stella Yu	10/10/2017

Welcome

Faculty Name	Assigned RA	Assigned C&G Manager
Matthew De Jong	Anne Anderssen	Mary Cuison
Robert Kayen	Anne Anderssen	Mary Cuison

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PI Transfers to UC Berkeley

Once the PI's awards from her previous institution have been relinquished, the proposal process can be initiated at UC Berkeley. Transfer proposals are subject to the VCR Proposal Policy.



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What does SPO want?



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Complete Proposal

Phoebe proposal record should include all standard proposal requirements:

- Project Description
- Budget
- Budget Justification
- Any other sponsor-required documents
- Original RFP
- Conflict of Interest forms
- Documentation of any cost-sharing commitments
- Compliance issues noted on the Special Review/Questions tabs
- Documentation of the sponsor's Indirect Cost Policy, if applicable
- Complete Subrecipient packages (Subrecipient Commitment Form, statement of work, budget and budget justification)



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Additional Information for Transfer Proposals



- Note in the Phoebe record summarizing the history and plan for the transfer
- Any correspondence with PI's previous institution containing relevant background information
- Any correspondence with sponsor's instructions / guidance for submitting the proposal
- Contact information for the sponsor

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Things to Consider

Sponsor requirements vary

- NIH

https://grants.nih.gov/grants/policy/nihgps/HTML5/section_8/8.1.2_prior_approval_requirements.htm?Highlight=transfer#Change3

- NSF

https://www.nsf.gov/pubs/policydocs/pappg18_1/pappg_7.jsp#VIIB2f

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Things to Consider

Subcontracts back to previous institution

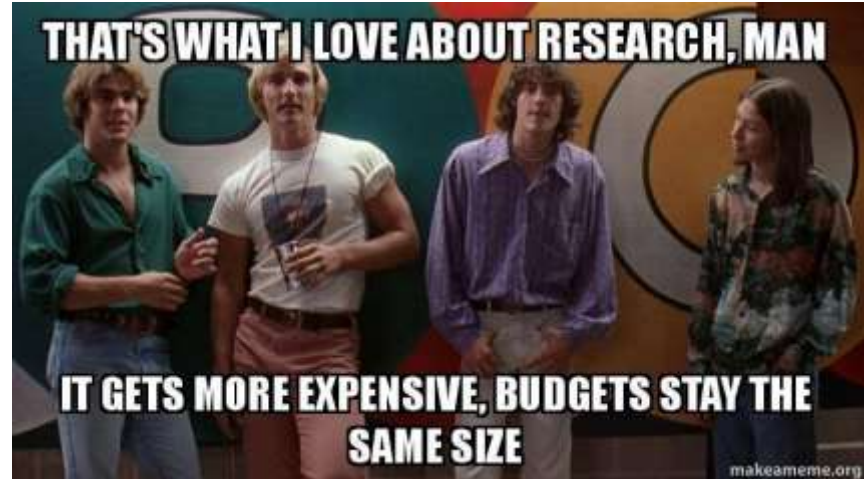
- Clear Scope of Work
- New PI to oversee the remaining work



Things to Consider

Indirect cost rate issues

- For federal proposals, UC Berkeley's federally negotiated rates should be applied to the budget. If a sponsor will not accept UCB's rates, SPO will negotiate as necessary.



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What happens next?



- SPO reviews and submits the final proposal to the sponsor
- At this point, a Fund Advance may be requested
- Sponsor issues a new award to UC Berkeley
- SPO negotiates terms, if necessary
- SPO signs and issues the award

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PI Orientation Process

Overview

For New Faculty and Staff

November 13, 2018

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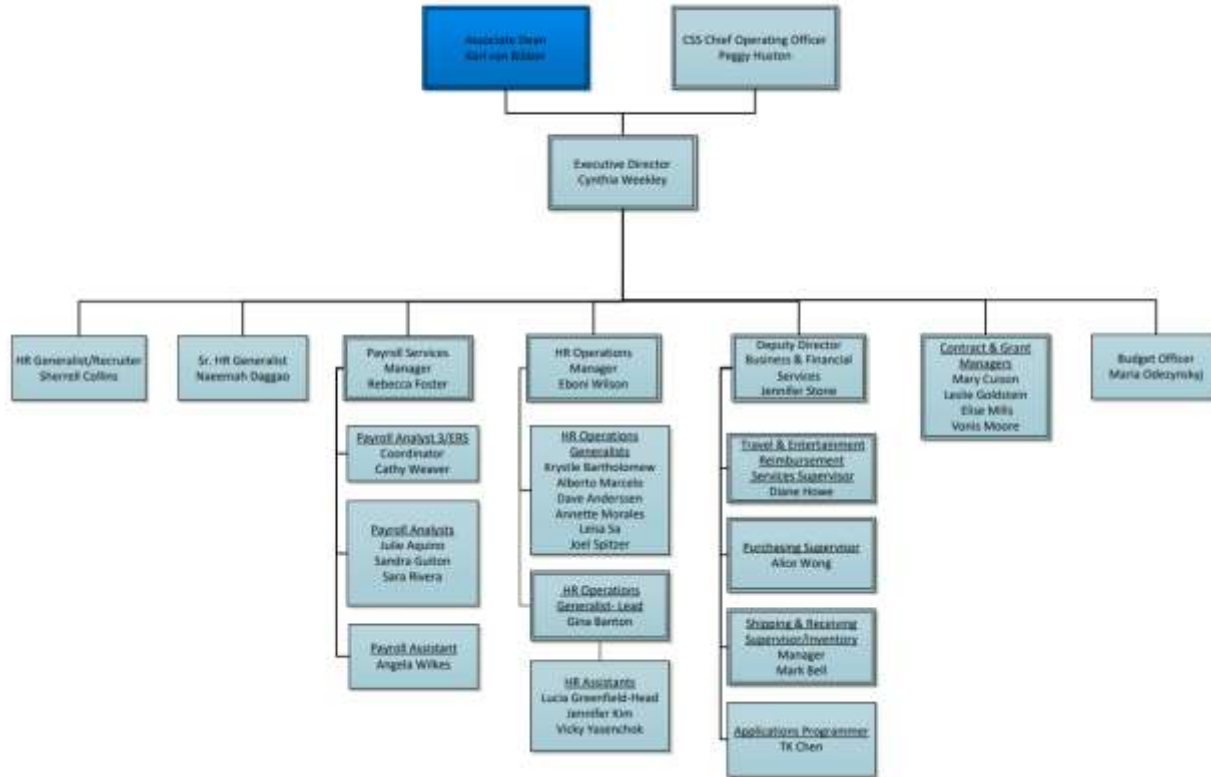
ERSO Community

ERSO (Engineering Research Support Organization) is a regional service unit within Campus Shared Services

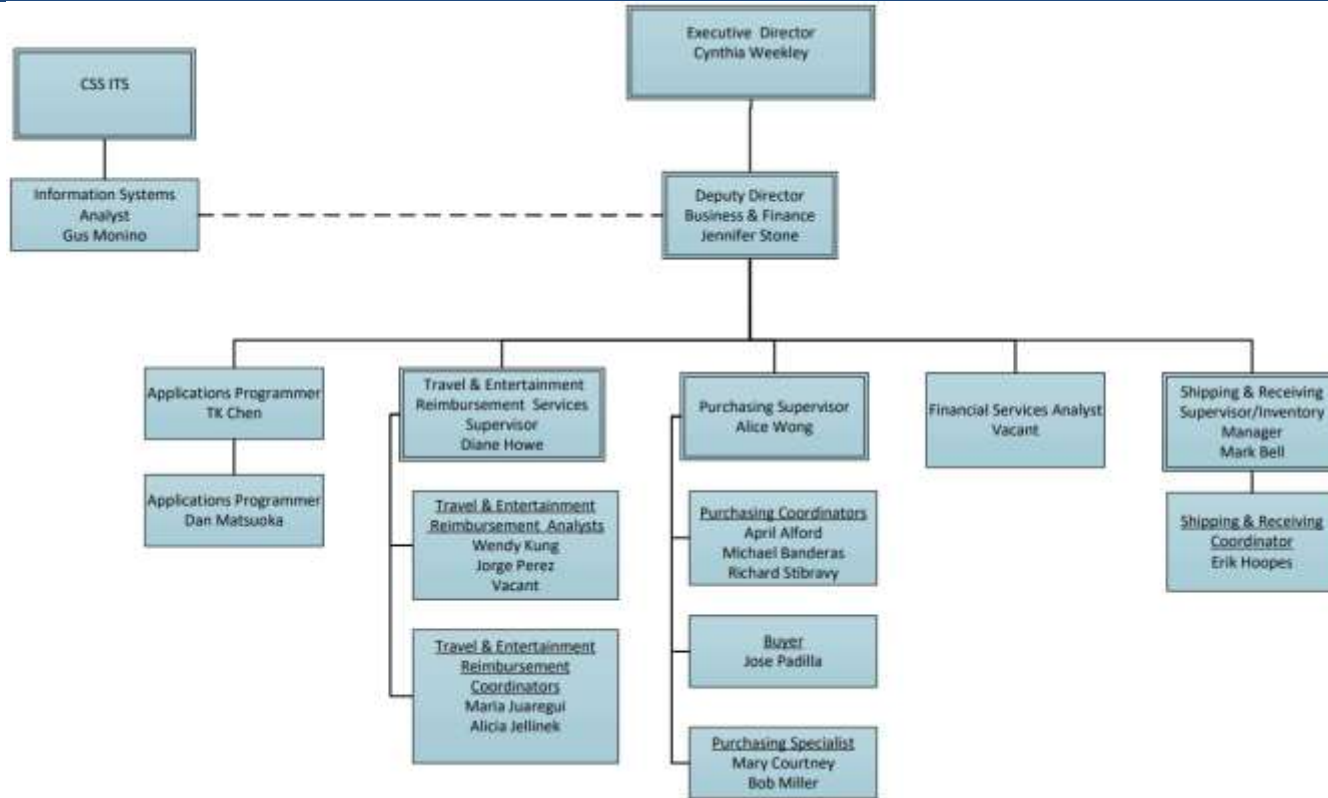
- College of Engineering
- CITRIS, BLUM, TBSI and the Simons Institute
- College of Environmental Design
- School of Information
- Multi-Campus Research Centers
- International Research Programs - Singapore, Philippines and China

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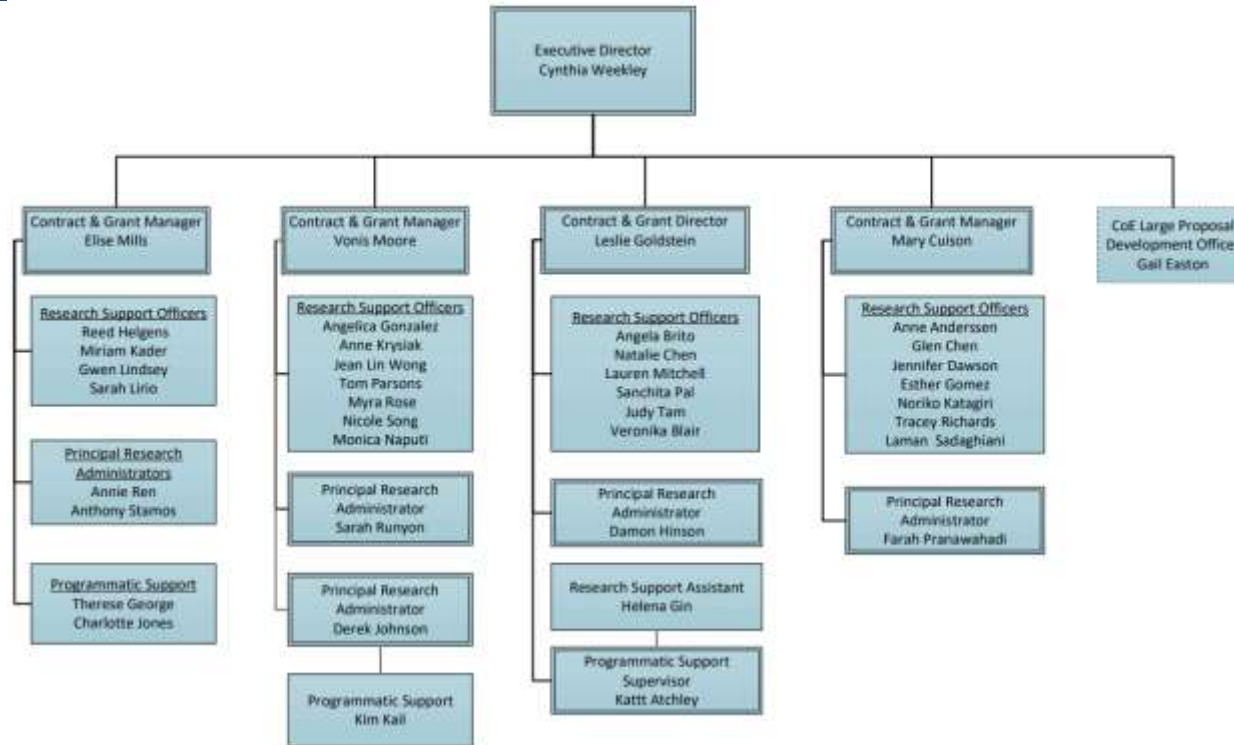
ERSO Organization



ERSO Organization- Business Services



ERSO Organization- Research Administration

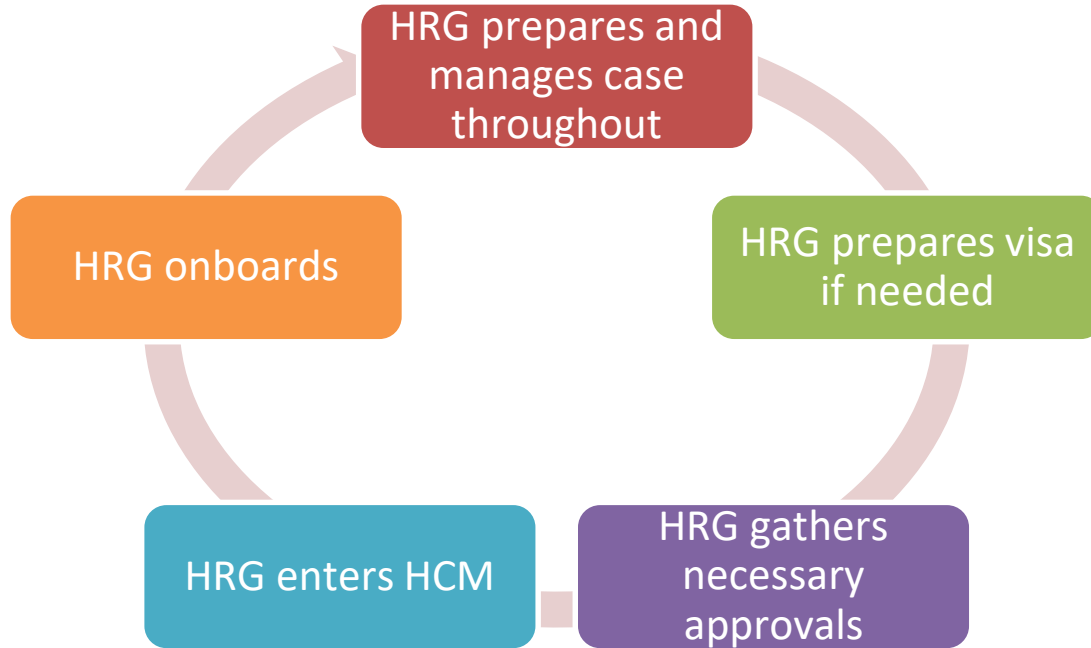


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Services

- Research administration (Pre & Post award grants mgmt.)
- Research gift administration
- Procurement of goods and services
- Shipping, Receiving and Delivery Services
- Property Management and Equipment Inventory
- Travel and Entertainment payment requests
- Human Resources Services (Staff & Academic Personnel)
- Payroll Services

HR Operations - Case Management



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Research Administration

- RA is faculty's primary point of contact
- Organized by teams in close proximity to faculty
- Faculty consider RA as part of the research team
- Metric driven workload distribution



Intranet Business System

- Intranet is a web-based system which serves as one stop business portal for faculty
- Dynamic Email management allows for target communication
- Business processes integrates with Intranet
- System drives efficiencies and provides transparency

Intranet Home Page

[Home](#)

[People](#)

[Services](#)

[Finance](#)

[GSR System](#)

[DCS](#)

Gaugler, Sarah, You have already been authorized for access!

Actions: [Logout](#) | [Edit Profile](#)

Training Resources

- [Intranet Training Guides](#)
- [Schedule a group training session](#)
- [BearBuy Help | Training](#)
- [More...](#)

Intranet Services

- [Entertainment](#)
- [Payment](#)
- [Purchase](#)
- [Travel](#)

Quick Links

- [First Gen Intranet \(Archive\)](#)
- [BearBuy](#)
- [ERSO Website](#)
- [Contact Us](#)
- [Distribution Change Request](#)
- [GSR Appt. Request](#)
- [GSI System](#)
- [Campus Shared Services](#)
- [At Your Service](#)
- [More...](#)

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ERSO Website

The screenshot displays the ERSO website interface. At the top left is the **erso** logo, followed by the text **Berkeley Campus Shared Services**. A search bar labeled "Search ERSO" is located at the top right, along with links for "Intranet" and "Contact Us". A horizontal navigation bar contains the following menu items: **About**, **Services**, **Systems**, **Resources**, and **ERSO Hub**. The **About** menu is expanded, showing a list of options: **Contact Us**, **People Finder**, **Org charts**, **News**, **Leadership & Mission**, **Who We Support**, **Feedback**, and **Staff Salute**. Both **Contact Us** and **Feedback** are circled in red. A mouse cursor is positioned over the **About** menu item. Below the navigation bar is a large banner image featuring a silhouette of a building against a sunset background. On the right side of the banner, there is a blue box titled **How Are We Doing?** containing the text: "ERSO is committed to continuous improvement and maintaining a high level of support. Please take a minute to tell us how we are doing." and a link for [Leave Feedback](#). At the bottom of the page, a dark blue footer contains four news snippets: "ERSO team enjoys Staff Salute!", "RAC Poster Session", "How Are We Doing?", and "Grants.gov is changing".

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ERSO Team Contacts

[About](#)[Services](#)[Systems](#)[Resources](#)[Home](#) » [About](#) » [Contact Us](#)

Contact Us

[ERSO Email Aliases](#)[ERSO Executive Director](#)[Human Resources](#)[Payroll Services](#)[Purchasing](#)[Travel and Entertainment](#)[Research Administration](#)[Shipping and Receiving](#)

ERSO Email Aliases

Services

Human Resources	ersohrops@erso.berkeley.edu
Payroll Services	ersopayroll@erso.berkeley.edu
Purchasing	ersopurchasing@erso.berkeley.edu
Travel and Entertainment Payment Services	ersotravelhelp@erso.berkeley.edu
Research Administration C&G Managers	team2cgmgrs@erso.berkeley.edu
Shipping and Receiving	erso-receiving@erso.berkeley.edu
Equipment Management	ersoinventory@erso.berkeley.edu
Webmaster	ersowebmaster@erso.berkeley.edu

Systems

Intranet Help	ersointranet@erso.berkeley.edu
GSR Help	ersogsrhelp@erso.berkeley.edu

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ERSO Website



Berkeley Campus Shared Services

Search ERSO



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HR Database

GSR Appointment Request

Campus Systems

We support over 4,100 customers in the Colleges of Engineering & Environmental Design and the School of Information.

More

Fall Student Hire / Rehire

Leadership & Mission

Our Customers

How Are We Doing?

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Activity!



Let's see!

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Activity!

What must be completed before the Phoebe proposal process can begin?

- a) Transfer balance finalized
- b) PI must arrive at UC Berkeley
- c) Previous institution must relinquish
- d) all of the above

Activity!

Which of the following should be included in Phoebe for awards being transferred to UC Berkeley?

- a) Note in the Phoebe record summarizing the history and plan for the transfer
- b) Any correspondence with previous institution containing relevant background information
- c) Any correspondence with sponsor's instructions / guidance for submitting the proposal
- d) Copy of the award document from the previous institution
- e) a, b, and c only

Activity!

True or False

When an award is transferred, the total transfer amount will be the unobligated direct cost balance.

Activity!

True or False

A fund advance can be requested once the proposal is submitted by UC Berkeley.

Activity!

True or False

IRB approval is required in order for SPO to set up a fund advance on an anticipated transferring award.

Activity!

What are the different term periods a new faculty may arrive?

- a) Summer
- b) Spring
- c) Winter
- d) Fall

Activity!

True or False

RA coordinates set up of CalNet ID for new faculty.

Activity!

_____ is responsible for maintaining and updating the People Finder and/or SmartSheet for PI-RA assignments

Activity!

How do you request to add a new PI to the Phoebe database to be able to add them to the Phoebe record?

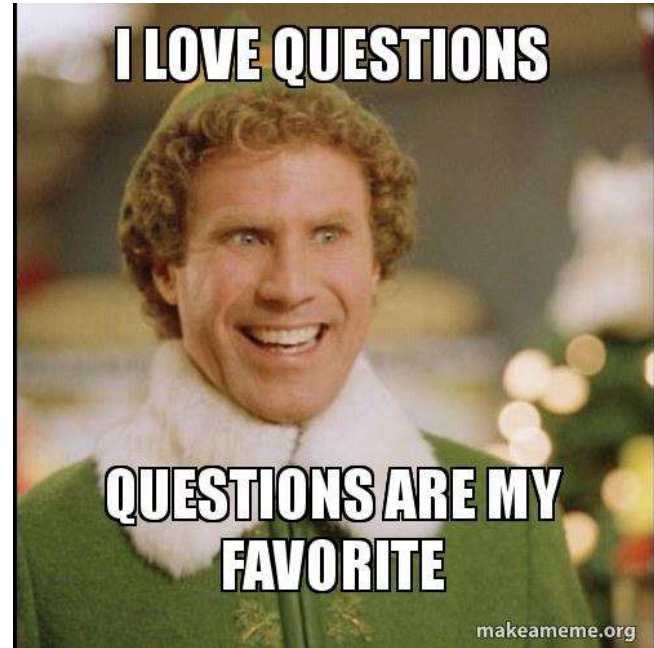
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Activity!

What are the different offices involved in PI transfers?

- a) SPO
- b) Research Administrators
- c) Business Contracts
- d) a & b

Questions ?



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