



October 26, 2015

Re: News from the Contracts & Grants Office

To: All – Academic Listserv

Welcome to the new academic year! There are a few points that we wanted to bring to your attention regarding policy updates, important information and the services that the GGSE Contracts & Grants Office offers.

Improvements to the Contracts & Grants webpage

Check out our webpage: <http://education.ucsb.edu/contracts-grants>. We have recently added new content on the FAQs page and an announcement archive with links to past notices that our office has circulated. We hope these will be a useful resource for you. Check back often as we continue to add new content.

New Salary Rates

As you are likely aware, all academic titles (except students) received a pay increase effective 7/1/15. You will notice this on the financial recaps of your accounts.

A new salary scale was released for GSRs effective 10/1/15. Please feel free to let your GSRs know. You will see the new projections on the financial recaps that you will receive in the coming weeks.

Hiring Requests

Please note that appointments for all students and others must be in the payroll system prior to any work being performed. This is MANDATORY. This step allows us to ensure that there is funding available, the individual is eligible to work, will be hired in the correct employment category and any needed exceptions are in place.

Proposal Review Timeline

Reminder that proposals must be submitted to Office of Research 7 business days prior to the required agency deadline date. In addition, our office requires a few days to complete our processes. Note that if proposals are not submitted with enough lead time, OR will complete an expedited review. If this occurs, you will be responsible for ensuring that your proposal meets agency guidelines.

Signature Authority

Please remember that if a contract or other document requests an authorized signature from a “Senior Official”, “Approving Authority”, “Officer” or something similar, this is not you. Get in touch with us so we can ensure that your documents and requests are routed correctly for signature.

Lodging rates

If your travel reimbursement request includes a lodging rate over 200% of the federally allowable rate, an exception memo from our Dean will need to be provided to Accounting in order for your reimbursement to be processed. Rates are available at: www.gsa.gov/portal/category/100120. Please be mindful when booking your accommodations.

We look forward to working with you this year and thank you for your cooperation!

Kelly Hayton
Manager
kelly@education.ucsb.edu

Everly Manes
Contracts & Grants Analyst, Education
everly@education.ucsb.edu

Lupe Gonzalez
Contracts & Grants Analyst, CCSP
lupe@education.ucsb.edu

--

Kelly Hayton
Manager, Finance & Administration
Gevirtz Graduate School of Education
University of California
4101 Education Building
Santa Barbara, CA 93106-9490
(805) 893-5922