Finance E-Newsletter
April 2009

CFO's Message

Dear Colleague,

As we continue to take steps to face our current fiscal challenges, the School's senior administrative team feels that it is important that the whole community be a part of that effort. As a result in the next few weeks Diane Harwood, Director of Budget and Planning, will lead a school-wide initiative to generate cost-savings ideas. She will invite a working group of staff to gather recommendations from throughout SEAS, analyze those recommendations, and present them to the Senior Administrative Team, with the hope of beginning implementation of viable proposals in the new fiscal year.

We will aim to have as broad a representation of SEAS on the working group as possible, including ideally faculty members, researchers, and staff.

This is just one of the ways in which we are endeavoring to build a FY10 budget that adjusts to a significant income reduction while maintaining the School on the path to achieve its aspirations. Other activities include a revision of all expense categories by senior managers as well as considerations of other potential revenue sources.

Whether or not you serve on the cost-savings working group, I hope that you will contribute your ideas and initiatives to that community-wide effort.

Harry Dumay
Associate Dean for Finance and CFO

Going Green

You can voluntarily elect to no longer receive a paper copy of your pay advice. This will save the University money on paper, printing, and delivery costs. To learn more, please see the Viewing Direct Deposit PDF.
2009-2010 Graduate Student Re-appointment Process

It is time to start planning for SEAS graduate student support for the 2009-2010 academic year. In early May an email, with a re-appointment form attached, will be sent to each faculty member, administrative support person, and the grant and contract specialist who monitors the grants out of which students are supported. It will provide the student's name, the 33 digit string for the grant that currently supports the student, the award name, and the current level of the student.

Please collaborate with your respective grant and contract specialist regarding award available balances, make any necessary changes for upcoming months, sign the form, and return it to the payroll office by June 1st. This will ensure that students receive their July payment.

Federal sponsors and their auditors deem that principal investigators are best positioned to determine students' effort on specific grants and the corresponding support that they receive from such grants. As a result, administrators are required to maintain documentation of PIs' approval for the funding that students receive from grants.

On a related note, please notify Andy Chang and Susan Wieczorek of any student that should not get paid in June, July or August no later than Tuesday May 26th.

Procurement

Outgoing Packages Need "Request for Shipping" Form

If you are shipping a package using any of the various carriers (Fedex, Ups, DHL, USPS etc.) you MUST submit a completed "Request for Shipping" Form with your package. This form can be found on our Intranet site under Forms. The 33 digit internal coding you are using to pay for the shipment must be included on the form. Without a completed form your package cannot be processed by the Shipping and Receiving staff.

Reminder: Tagging Needed For ALL Government/Sponsored Furnished Equipment

If you receive equipment from any sponsor, you must notify the Procurement office and set up a tag to track the asset while it is in use at the University. When you send it back to the sponsor, you must notify the Procurement office so we can remove it from the University records.

Ways to Save $$$

OfficeMax, Harvard's preferred vendor, is reaching out to the Harvard community to help find ways to save by offering a "Best practices" presentation for office supply spend in your department. This includes how to utilize shopping lists to your advantage and information about how to choose the right products. Call or email Gail Bell 978-808-1247 to arrange for a 15 minute presentation for your group.

Attention Linde Helium Customers
Linde changed their name to Linde LLC. Please select Linde LLC as the vendor when creating iProcurement requisitions. The correct vendor site is:

88718 Expedite Way  
Chicago, IL 60695-1700

Note: this is a change from a previous communication regarding LINDE. We were notified this week that they have decided to use this naming convention. Please disregard previous communications. Linde Inc is now Linde LLC.

Research Administration

Training

If your job involves dealing with grants you are strongly encouraged to take advantage of training opportunities on campus. You will not regret getting a better understanding of (or even a refresher on) the world of sponsored research administration. We recommend the following two upcoming sessions:

- **Cost Principles** Online Course
  
  *Attention:* You could win a $50 gift certificate for The Harvard Coop if you complete the training by May 31st, 2009!

  **Recommended For:** Any staff involved in sponsored programs administration at Harvard  
  **Course Description:** This online course introduces OMB Circular A-21 cost principles, the rules governing how federal funds may be spent on sponsored projects.  
  **Course Length:** 1 Hour

- **Overview of Sponsored Research Administration** Workshop
  
  **Recommended For:** Administrators new to Harvard and/or sponsored research  
  **Workshop Description:** This one-day workshop is intended to give a baseline knowledge of Harvard research administration and provide networking opportunities.  
  **Date:** Monday, June 8th  
  **Time:** 9:15 AM - 3:30 PM  
  **Location:** Longfellow Hall, 13 Appian Way, Eliot Lyman Room, 2nd Fl.

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