Dear Colleagues,

It is hard not to be mindful of privacy and security issues in our daily lives, given the many notices and reminders we receive from financial institutions or e-commerce organizations. On December 6, SEAS’ Information Security Office held a well-attended luncheon to update the community on the Office’s efforts over the past 6 months and share some basic security awareness information. More information on how to remain secure during the busy holiday travel season can be found in the Information Security section of this issue.

Please be aware of the power outage that will make email and other major IT services unavailable on December 28 from 6am to 6pm.

We leave for the holiday break, while planning for the new year in more ways than one. The Budget season is in full swing. Managers have been asked to look for ways to reduce non-salary expenses with the guidance of their senior administrators.

The re-organization in some of the finance offices continues. The managers for Procurement and Reimbursement & Card Services, respectively, are now in place. Meanwhile, the search for the Controller who will oversee Accounting, Payroll, Procurement, and Reimbursement/Card Services is in process.

New Research Management Specialists have been hired to support the largest research groups in the School. These positions, essentially functioning as lab administrators and work closely with faculty members and area administrators. They are already making a difference for several faculty members. In addition to the information security information mentioned above, this issue of the newsletter contains NSF and ARRA updates for Principal Investigators in the Research Administration section, as well as some important reminders and updates on gift processing in the Accounting section, on Procurement, and on documentation needed for reimbursements in the Card Services & Reimbursements section.

We wish everyone a wonderful holiday season.
Staying Secure Online While Traveling

Many of us plan to travel over the incoming holidays. Going online has become universal. We expect Internet access wherever we are for whatever we need. However, when you are on the road or on vacation, accessing the Internet can be challenging. Connections may be not only slower but also at a greater risk, especially when connecting to public networks or using a public computer. Do not take your online safety lightly when it comes to your vacation. Internet safety does not stop once you leave your home or office. The key to using the Internet securely while traveling is to understand these additional risks, use caution, and plan ahead by taking the following preventive steps:

- Update your laptop and mobile device operating systems, applications, and anti-virus software to the latest version to reduce their vulnerability to attack.
- Do not disable security features (firewall, anti-virus…) on your laptop.
- Laptops and mobile devices are targets for thieves and easy to lose. Enable automatic screen lock with a strong password on your laptop and mobile device. Run an application that can remotely lock, wipe the data, or disable your mobile device if it becomes lost, stolen, or compromised.
- If your laptop or mobile device has personal or confidential information stored on it, make sure that you encrypt the information or your entire hard drive before you leave. Harvard policy also requires that no high risk confidential information (HRCI) be stored on a user computer, including portable devices such as laptops, even if the device is encrypted.
- If you set an out-of-the-office message at work, identify a colleague as an alternate point of contact while you are gone. In addition, do not provide specific details about your trip.
- If you need to connect to your office computer or any other system at Harvard make sure to use VPN. If you need a VPN account please send email to help@seas.harvard.edu.
- When using public business center machines never log into anything important. You never know how many keyloggers or any other malicious programs have been installed.
- Keep your laptop disconnected from the wireless or hotel Internet connection when not in use. On public Wi-Fi limit email, social networking, and online shopping and banking.

International Travelers: Register Your Itinerary

Harvard students, faculty, and staff who are traveling abroad are strongly encouraged to register their travel itineraries in the Harvard Travel Registry, so that Harvard may contact travelers quickly in an emergency. To register, visit www.traveltools.harvard.edu.

For more information visit Harvard’s “Advisory for Travelers” at: http://www.security.harvard.edu/advisory-travelers.

To subscribe to SEAS information security tips mailing list and receive tips how to protect your office computer, avoid phishing scams, encryption, etc. go to: https://lists.seas.harvard.edu/mailman/listinfo/infosec-tips.

If you have any questions please contact SEAS Information Security Office at security@seas.harvard.edu.
Accounting

The School of Engineering and Applied Sciences (SEAS) Gift Processing Guidelines

SEAS faculty are often supported in their research with a gift from generous external donors. Gift donors generally send a check to SEAS or Harvard’s Recording Secretary’s Office or a wire directly to the Recording Secretary’s Office. In an effort to have gift checks for faculty processed efficiently and in a timely manner, please read the following suggestions listed below:

- Gift checks should be accompanied by a letter from the donor. The letter should state clearly that the gift is an unrestricted gift for the support of a particular faculty member/research.
- Donor checks, letter(s) and other documentation can be sent to the SEAS Accounting unit in the North West Building, B1 level, located at 52 Oxford Street, Cambridge, MA 02138. Mail can be sent to the attention of Rebecca Hegarty-B162 and/or Diane Harwood-B161.
- A letter of acknowledgment signed by Harry Dumay, SEAS Chief Financial Officer/Associate Dean for Finance and IT Operations will be sent to the donor and a copy of the letter is sent to the School’s Office of Resource Development as well.
- For new gift accounts, a request for a new gift fund will be sent to Harvard’s Recording Secretary’s Office for review and approval. It takes approximately 5-7 business days to create a new gift fund. After the fund is set up, the new account will be activated and will be ready for use. The faculty member will be notified when the account is available for use and monthly financial reports will be provided.
- If the funding is for an installment on an existing account, indicate in the documentation, if possible, which account the new gift funds should be applied to. It is always helpful to include the name of the faculty member and the title of the project.
- Electronic correspondence received regarding gifts can be forwarded to rhegarty@seas.harvard.edu and/or dharwood@seas.harvard.edu. Again, be sure to reference the name of the faculty member and title of the project.
- If the funding is to be sent via wire, please have a reference to the project included in the wire transfer and also include that in any email correspondence.
- SEAS generally assesses a 15% administrative gift fee on gift expenses as expenses are incurred.
- For further information related to gifts, please feel free to contact Rebecca Hegarty (617/496-4407) and/or Diane Harwood (617/495-2859) in SEAS Accounting unit.

Payroll

The payroll calendars on the SEAS intranet site have been updated for calendar year 2012.

Included in this update:

- The 2012 biweekly paycheck calendar that displays the pay periods, paydays and holidays.
- The university payroll processing schedule for Q1 2012
- The SEAS distribution change deadlines for Q1 2012*

*The dates for 2012 distribution changes regarding Faculty, Associates & Fellows has been extended about 10 days beyond the 2011 deadlines.
Budget

SEAS has officially begun the fiscal year 2013 budget planning process. The SEAS Budget Managers’ Kickoff Meeting was held on December 8th. The budget process, timeline, and methodology for gathering and inputting data was presented.

Budget Managers have also been asked to review their planned fiscal year 2012 spending and forecast their year-end financial position for June 30, 2012.

November budget reports for all budget managers are scheduled to be completed and distributed by December 19th. Please contact Matt Preston at 495-2830 with any budget related questions.

Card Services and Reimbursements

Airfare

Supporting documentation for airfare receipts cannot be a confirmation or reservation. The minimum requirements for an airfare receipt to be acceptable as proof of purchase needs to include the following:

- Passenger name
- Issue date
- Ticket number or other**proof of payment
- Total payment
- Itinerary or routing
- Payment Type

Note: Purchasing a First Class ticket is not an allowable expense.
** A ticket number on the receipt indicates that a ticket has been purchased.

Hotel Folios

Documentation for hotel folios to be acceptable as proof of purchase needs to include the following:

- Name and address of hotel
- Check in and out dates
- Number of nights
- Total Payment
- Proof of payment (credit card statement, receipt or cancelled check)
- Guest name
- Number of guests
- Number of rooms
- Price per night

If you have any questions regarding acceptable forms of receipts of any kind please contact Noemis Ortiz (617/496-3625) or Hera Daldalian (617/495-4429).

Procurement
VWR to Release Updated Punchout 12/1/2011

VWR will launch their new punchout platform on December 1, 2011. Please note that the VWR catalog will not change.

What are the benefits of the new VWR punchout?

- Improved ease of use and user interface
- Enhanced search capabilities
- Redesigned look and feel
- Expanded/enhanced functionality

If you have questions or comments about VWR's new punchout, please contact them directly at b2b@vwr.com.

VWR MARKETSOURCE Items May Incur Shipping Charges

While the majority of VWR's products are delivered next-day and free of charge, it is good to know when comparing items in the Marketplace catalog that MARKET SOURCE labeled items are distributed by VWR as a convenience to shoppers, and the originating supplier may pass on a shipping charge through VWR.

Office Environments (OE) New Quote Functionality

OE is one of Harvard's preferred vendors for office furniture. OE has enabled new punchout functionality that allows for the use of custom quotes. This makes the PO generation process much more efficient for large and complicated furniture orders. For more information on using a quote to purchase products from OE, please email our OE representative Jeff Milne Milne@oene.com.

Vendors with Minimum Order Requirements

These vendors are labeled with a “MIN ORDER” icon. The minimum required varies by vendor. To see specific information, click on the supplier's name as a link either in the item field or from the main shopping page by using “browse by supplier”.

Research Administration

NSF Update

NSF will revise its General Grants Conditions (GC-1) effective Feb 2012. One area of interest is the change in the article on the circumstances in which the use of a foreign air-carrier is allowable, which reflects recent modifications to the U.S.-E.U. “Open Skies” agreement. More information on this and other revisions may be found at http://www.nsf.gov/pubs/policydocs/gc1/sigchg_feb12.pdf.

Participation Agreement – The Office of Technology Development recently rolled out a new version of the University Participation Agreement, which will be effective February 29, 2012. A University-level
annoucnement on the roll-out and implementation of the new PA is forthcoming; please stay tuned.

ARRA Update

NSF and NIH have issued a notice of intent to amend the terms of active ARRA awards with the goal of accelerating spending. These amendments will eliminate the ability of awardees to extend the expiration date beyond September 30, 2013 without prior sponsor approval. More details on this change may be found here: http://nsf.gov/recovery/acceleration.pdf.

Training Update

Beginning in 2012, the SEAS Research Administration Office will launch a series of quarterly brown-bag sessions on sponsored research administration. These sessions are open to the SEAS community, and will provide an informal setting for participants to hear policy and sponsor updates, learn about research administration systems and tools, discuss best practices and helpful hints, and ask any questions you may have on a particular topic. Beverages and baked goods will be provided. The series will kick off on Wednesday, January 25 at 12:30 in Maxwell Dworkin 223, with “Ask Us Anything- An Overview” as the initial topic. Please contact Eric Asetta (easetta@seas.harvard.edu) if you are interested in attending.