CFO's Message

Dear Colleagues,

I am taking advantage of this month’s issue of the newsletter to provide an update on our collective efforts to manage the current fiscal challenges.

Dean Spaepen’s December 15 letter to the SEAS community outlined broadly the measures that we plan to take in this fiscal year and the next. Following the letter, the Budget Director, Diane Harwood, met with budget managers throughout the School. The purpose of the meetings was to agree with each manager on a revised budget that allows SEAS to reach its goal of reducing FY09 overall expenses by $1 million.

Those meetings have happened and the new targets are set. The School is expecting each unit to fall within those agreed-upon targets. Budget managers are ultimately accountable for monitoring their spending plans. However, all of us SEAS citizens have a responsibility in these difficult times to use resources prudently and to be creative about saving.

In the meantime, the work for setting the fiscal year 2010 is well under way. It is no news that the fiscal climate will continue to be an extremely challenging one through the next year. Efforts that we make at reducing expenses now will help towards balancing the School’s budget, while achieving our priorities in fiscal year 2010. During the first week of February, budget managers will receive specific guidelines to help them in their planning.

As Dean Spaepen’s letter stated, SEAS’s aspirations remain high despite the challenging times. Efficient resource management is just one of the ways in which we can help to achieve them.

Harry Dumay
Associate Dean for Finance and CFO

Announcements

- **Applying for a PCard now resides with Procurement:** Applications and discussions about getting a SEAS PCard should now be directed to Susan Jones, Director of Procurement. Watch for announcements in upcoming Finance Newsletters with information regarding the SEAS PCard program.

- **Staffing Changes in Shipping and Receiving:** Matt Toomey resigned this week from our Shipping and Receiving team. Our thanks to Matt for his long service to the SEAS community. Along with Irais Brito, temporary help will continue to support you in your shipping and receiving needs for the immediate short term. We will announce the temporary support person once s/he is brought onboard. We appreciate your cooperation as we work through this time of transition.

Accounting

**2008 W-2 Form Information**

All Harvard employees should have received their 2008 W-2 Forms by now.
If you haven’t received your 2008 W-2 via mail, you must wait until February 11th and then request a copy by visiting the Harvard University Payroll Department’s website.

If the information on your W-2 is incorrect, please call 5-3001.

To find additional information, visit the IRS website or the Massachusetts Department of Revenue website.

Mileage Rate as of January 1, 2009

The standard business mileage rate for transportation expenses paid or incurred beginning January 1, 2009 is 55 cents per mile.

If the trip was taken before January 1, 2009, the rate of 58.5 cents per mile should be used.

To find additional information on mileage, exchange and per diem rates, visit the Harvard Travel & Reimbursement website.

Budget

Work continues on the fiscal year 2010 budget. The challenging economic times means that we need to be very thoughtful from a budget perspective to meet the strategic goals for the school and balance next year’s budget.

There will be a group budget meeting for Budget Managers – Monday, February 2nd. The meeting will include comments from Fawwaz on SEAS’ strategic direction, Harry will provide context around the FY10 budget and Diane will guide Budget managers through the FY10 budget process including deliverables needed from Managers.

Procurement

Warning: Beware the Toner Pirates

Recently, a number of Harvard staff members have been contacted by vendors offering to provide a “special deal” on toner for their copy machines. Toner is free for almost every copy machine at Harvard using Harvard’s preferred vendor IKON. This scam leaves the staff member stuck with unnecessary product and excessive bills. Since the prices charged are typically 4 to 5 times the commercial value, these callers have been nicknamed “Toner Pirates” in the office equipment industry. “Toner Pirates” will place an initial call asking for your copier make, model, or serial number, then follow-up days or weeks later with additional calls offering a toner “special” or a compelling opportunity if you place an immediate order. Never provide account or copier information other than the machine ID number to a caller. IKON and other vendors do not need to ask you for this information and will not call you to do so.

If you have been contacted by a Toner Pirate, please contact Central Procurement at 5-4441.

Committed Funds report is available in CREW

Wondering what orders have been placed but have not yet been paid? A report is now available in CREW that allows you to see all outstanding encumbered expenses. Select Committed Funds from your CREW report list to run your report for your area.
iProcurement Tip For Today

Need to see the approved account coding string used for your purchase?
You should be able to see the approved account coding string when you look at your requisition details. To see the coding 1) click on the requisition number, 2) click on the "details" icon to see the coding for a particular line, and 3) expand the "Show Additional Information" link on the Line details page. The coding string will be displayed under the "Charge Account" header.

Ways To Save $$$

Want to save when using Federal Express? If your shipment doesn't need to arrive by early morning, consider these less expensive alternatives:

- **Standard Overnight** -- arrives by 3PM Next Day - *5-10% Less* depending on location
- **2ndDay** -- arrives by 4:30PM in most areas -- *10-40% Less*
- **Express Saver** -- arrives by 4:30PM in 3 business days -- *15-60% Less*
- **Ground** -- For shipments within 150 miles (Zone 2) consider using Ground services. They arrive in 1-2 days and a much lower rate than any of the above. In some instances you *save as much as 60%* on shipping costs using Ground.

Harvard has our own FEDEX Corporate Account Executive: Call Tasia Halloran at **617-361-3954** or email her at **tmhalloran@fedex.com**. Tell her you are calling/emailing from Harvard University and she will be happy to help recommend the most cost effective way to ship your package or answer any other shipping questions you may have.

Research Administration

Update on NIH

**New Salary CAP for NIH** - Effective January 1, 2009, the Executive Level I salary level increased to $196,700.

**New NIH Policy on Resubmission (Amended) Applications** -- Beginning with applications intended for the January 25, 2009 due date, all original new applications (i.e., never submitted) and competing renewal applications will be permitted only a single amendment (A1). Original new and competing renewal applications that were submitted prior to January 25, 2009 will be permitted two amendments (A1 and A2). For these "grandfathered" applications, NIH expects that any A2 will be submitted no later than January 7, 2011, and NIH will not accept A2 applications after that date.

Update on NSF

NSF has issued a new version of **Proposal and Award Policies and Procedures Guide (PAPPG)**. All new funding opportunities with target/deadline after January 5th 2009 will be subject to the new requirements. Please note the following significant changes:

- Entirely new guidance that addresses and implements the mentoring requirement of the America COMPETES Act.
- A major revision of NSF's faculty salary reimbursement policy, to limit compensation for senior personnel to no more than two months of their regular salary in any one year from all NSF-funded grants.
Debut of the Grants for Rapid Response Research (RAPID) and EArly-concept Grants for Exploratory Research (EAGER) mechanisms, which replace the Small Grants for Exploratory Research (SGER) program.

Revision of the definition of co-PI for greater consistency with guidance issued by the Office of Science & Technology Policy (OSTP).

Training at Harvard

**Overview of Sponsored Projects Administration**
Wednesday February 4th from 9:30 am - 3:00 pm in Cambridge

**Sponsored System Workshops**
- Budgeting for Proposals and Awards using the Excel budget template - 2/18
- GMAS - 2/25
- Introduction to FASPAR – 3/4
- CREW Sponsored Basics – 3/11
- CREW beyond the PER – 3/18
- FASPAR Projections – 3/25

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