CFO's Message

Dear Colleague,

The second issue of the SEAS Finance Newsletter comes after a couple of months that have seen much turbulence in global financial markets. Messages from University leaders have addressed what the global financial crisis means for Harvard.

Harvard is strong financially and will adapt to meet the challenges of these times. So is SEAS.

But each of us has a role to play in helping SEAS continue to achieve its objectives, even in these difficult times. As we utilize or manage the School's resources, it is important to be careful and to avoid waste. Each of our individual efforts to be prudent stewards of the School's assets will benefit everyone.

As usual, I look forward to receiving your comments and feedback concerning how the Finance team can serve you better as well as your suggestions on how we can manage our resources more efficiently.

Happy Thanksgiving!

Harry Dumay
Associate Dean for Finance and CFO

Research Administration

NSF Requirement - Mentoring Plan For Post-Doctoral Fellows

The National Science Foundation has recently announced important changes to the agency's grants policies. On October 1, 2008, NSF released a new Proposal and Award Policies and Procedures Guide.

Effective January 1st, 2009, each proposal that requests funding to support postdoctoral researchers must include, as a separate section within the 15-page Project Description, a description of the mentoring activities that will be provided for such individuals. Examples of mentoring activities include, but are not limited to, career counseling, training in preparation of grant proposals, publications and presentations, guidance on ways to improve teaching and mentoring skills, guidance on how to

Announcements / Reminders

- iProcurement will be down from 6:00PM on Thu, Dec 11, 2008 until 6:00AM on Mon Dec 15th due to a major Oracle system upgrade. Please enter all requisitions into iProcurement by Wed, Dec 10, 2008 at noon to allow sufficient time for requisitions to be approved and POs generated on Wed afternoon & Thur. Any requisitions submitted after Wed Dec 10, 2008 at noon will likely not be completely approved & processed until Mon, Dec 15th. Please view the Oracle Financials Outage link for a full explanation of all Oracle systems affected.

- SEAS Loading dock will be closed beginning at noon on Dec 24 through 8AM on Jan 4 for the holiday break. NO DELIVERIES will be accepted during this holiday break. Please plan your orders accordingly.

- Monette Salud will be out through mid Jan 2009. Questions that are usually addressed to Monette, including those about accounts that are in her portfolio list should be directed to Lipoi Finau.
effectively collaborate with researchers from diverse backgrounds and disciplinary areas and training in responsible professional practices. The proposed mentoring activities will be evaluated as part of the merit review process under the Foundation's broader impacts merit review criterion. Proposals that do not include a separate section on mentoring activities within the Project Description will be returned without review.

**Proposal and Award Policies and Procedures Guide**

Proposals that do NOT include a section on mentoring activities will be returned without review.

---

**Lodging Reimbursement From Sponsored Funds**

When travelers claim lodging reimbursement, SEAS requires that the original Hotel Folio be submitted with the travel expense vouchers. Hotel Folios are used to verify the dates and location for which official travel was approved and make our documentation clear and transparent in the eventuality of an audit.

Grants and Contract Office may require additional information, if needed.

**Guideline To Complete Business Purpose Section On Your Reimbursement Form**

---

**Training**

A one-day "Overview of Sponsored Research Administration" workshop will be held on February 2009. Date and Location to be announced. The workshop is intended to give a baseline knowledge of Harvard research administration and provide networking opportunities geared toward administrators new to Harvard and/or sponsored research.

Please see the [Overview website](http://www.people.fas.harvard.edu/~donnelli/finance/nov08.html) to register for the February 2009 workshop and for more information about this and future offerings.

**Procurement**

**HARVARD UNIVERSITY MAIL SERVICES (HUMS) Begins Service At SEAS – Program Is A BIG Success!**

On November 5th we began utilizing Harvard University Mail Services (HUMS) to handle our outgoing metered mail to improve SEAS outgoing metered mail service (and help us save a little money.) Outgoing metered mail is now picked up *twice per day* from the same location at Pierce Hall 2nd floor metered mail slot at 10AM and 2PM. To ensure the metered mail is charged to the correct billing code for each area, new yellow stickers were distributed to area administrative assistants or contacts. Each label has a code typed on it that tells HUMS the correct billing code to charge your postage. Simply affix a yellow sticker to your metered mail and deposit it into the outgoing metered mail slot. Carol Dale (ext.6-4408) of Procurement Services is our SEAS in-house contact to handle any questions or issues. She has additional sheets of labels on hand for each area should you run short of supply and need them in a hurry. HUMS will provide sheets as needed whenever we call them.

Thanks to all of you for the kind words of praise about this new process. We continue to look for ways to improve services to you.
iProcurement Vendor Update

When making an iProcurement purchase with HCOM vendor GovCONNECT the site displays the following generic Harvard message: "Harvard Billing Code Customers -- enter billing code with an example of our 33 digit code". This is meant for non iProcurement Harvard customers only. As an iProcurement customer you no longer need to enter your billing code. Simply skip this message and continue to check out as usual. When you complete checking out, GovCONNECT automatically gets the iProcurement purchase order number sent electronically to them - this is all the "Harvard billing code info" they need to process your order.

iProcurement Tip For Today

When ordering specialized gases and mixtures and when keeping the tank for more than one month, you must include an additional line on your requisition for the deposit on the tank. The vendor will quote you the "Tank-Deposit" rate also known as "Draw-Down Deposit" when you obtain the quote for the gas you are purchasing. This instruction does not apply to orders from Middlesex Gas for Liquid Nitrogen or Linde for Liquid Helium. In most cases IGO will not charge a deposit -- but ask their policy for your particular mixture when you call them for to discuss your mixture.

Ways To Personally Save $$$

Your Harvard ID is a ticket to discounts at many local performing arts organizations. Save money this holiday season when purchasing tickets to your favorite holiday performance. Click the Outings & Innings link to view for a complete listing.

Accounting

Understanding Your Paycheck

There is no time like the present to understand and reconcile your various deductions, taxes and the like. The Viewing Your Paycheck document covers your tax information, paycheck summary, paycheck earnings, taxes, and deductions, payable time detail, and net pay distribution.