Dear Colleagues,

As we write the summer issue of this e-newsletter, we have begun the process of closing Fiscal Year 2011 and are putting the last touches to the Fiscal Year 2012 budgets.

We have also launched a series of Information Technology infrastructure upgrade summer projects, as we continue to recruit the next Director of Information Technology.

Also, with the hire of Indir Advagic, SEAS is launching an Office of Information Security. Besides assessing the general state of information security at SEAS, one of Indir’s first tasks will be to revive the cross-School Information Security task force. Read more about the role of this new office in the Info Security section.

All of this translates into a busy summer schedule after what was quite an active fiscal year. Indeed, Fiscal Year 2011 was the first installment in SEAS’ implementation of its five-year plan. As you may know, the five-year plan is predicated upon using reserves that SEAS accumulated in previous years to maintain the momentum of the new School and invest into the faculty and our teaching mission. SEAS’ leadership worked closely with the University’s Central Administration in the first year of this implementation.

The challenge for SEAS remains to continue optimizing and stretching the use of our reserves. A big thanks to all SEAS’ budget managers who took to heart their responsibilities for monitoring expenses during Fiscal Year 11.

Please keep letting us know how we can serve you better and have a great summer.

Harry Dumay, PhD MBA
Chief Financial Officer/
Associate Dean for Finance and IT Operations

Staffing Announcement

Indir Advagic joined SEAS on June 20th as SEAS’ Security Officer. Indir’s office is located in NW B-158 and he can be reached via email at iadvagic@seas.harvard.edu or by phone at 6-3502.

Research Admin Reminder

Summer time means staff (both at SEAS and OSP) taking their well-deserved time off.

Please make sure you let us know about submitting your proposal early in the process and well in advance of the 5-day proposal submission deadline. It will allow us to plan your proposal development appropriately and provide you with an adequate support.

Please remember that the 5-day proposal submission deadline means we need to have your full and final proposal five business days prior to the Sponsor’s due date.
Information Security

The new SEAS Information Security Office

The University and SEAS continually develop, maintain, and improve our information technology infrastructure and applications to support the creation, storage, modification, and sharing of data. These information technology systems are essential to the efficient and effective operations of SEAS. Therefore, we have a responsibility to institute appropriate safeguards to keep IT systems and information assets secure. Because information security is critical to the privacy and integrity of SEAS’ community members and our traditional teaching, research, and service missions, SEAS has created the Information Security Office. Indir Avdagic has been appointed as an Information Security Officer.

The Security Officer is responsible for information and data security policy and the coordination of information security efforts across the School. The position is responsible for ensuring that SEAS operates in full compliance with Harvard’s Enterprise Information Security Policies and Risk Management and Audit Services (RMAS)’ guidelines and procedures.

Moreover, SEAS’ Information Security Office is responsible for ensuring that adequate security controls exist to safeguard the confidentiality, integrity, and availability of SEAS electronic and physical assets. To that end, SEAS’ IS Office will work closely with the University’s security office, RMAS, and the Office of the General Counsel (OGC) to create processes to help implement Harvard Enterprise Information Security Policy and establish SEAS security risk and compliance priorities.

Please remember that the security of IT systems and information assets is dependent on the individuals managing, as well as individuals utilizing such resources. Information Security is the responsibility of the entire SEAS community – individuals and heads of units.

In SEAS, the Information Security Officer will work closely with SEAS senior management, an Information Security Advisory Committee, and the cross-School Information Security Task Force with members from most SEAS units. This Task Force will act as an advisory and compliance management group regarding SEAS Information Privacy and Security Risk management. The members of this group will be expected to serve as the security compliance liaisons for their unit.

Indir can be reached by telephone at 617-496-3502 or by email at security@seas.harvard.edu.

Look for more information from the SEAS Information Security Office soon on the SEAS intranet.

IT Operations

Summer Projects

SEAS IT is taking advantage of the summer to complete a number of IT upgrade or refresh projects.

The UIS-mandated 60 Oxford St. power shutdown along with the migration of the shared data stored on the two servers vfiler1 and vfiler2 constituted the first two projects. Other planned projects include:

- The migration of equipment along with the application that they host from SEAS’ server room in Maxwell Dworkin to leased facilities in 60 Oxford and Summer St. The MD server room will be used to accommodate the consolidation of academic and research computing and the projected expansion of the Institute for Applied Computational Sciences.
• The expansion of our backup system commensurate with the growth in the amount of data that we store.
• Various security-related tasks addressing the network, account management, and authentication.

One of IT’s goals is to ensure that these projects are completed with minimal disruption to the SEAS community. While the completion of some of this work may require system downtime, it will be performed during weekends, at the normal window that IT has set to perform system upgrades.

If you experience difficulties after any of our system maintenance or upgrade work, please do not hesitate to contact SEAS IT via Email at help@seas.harvard.edu or by phone at 617-495-9050.

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**Harvard IT Summit**

On Thursday June 23, 2011 the first Harvard IT Summit took place at the initiative of Harvard University CIO, Anne Margulies. The Summit was sponsored by the University CIO Council and brought together the close to 1,000 IT professionals who work in the Central Harvard University IT group and in the Schools.

Technology professionals from across Harvard presented on more than 30 topics during three concurrent sessions, including one session by SEAS’ Rob Parrott.

During their opening remarks, both Harvard’s President, Drew Faust, and UCIO, Anne Margulies, noted the importance that technology must play in the Harvard of the future. Related to that, they pointed out, is an increasing need for greater coordination of technology solutions and services across the University.

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**Accounting**

**FY11 Financial Year-End Close**

Prior to the end of fiscal year 2011 on June 30th and even in the weeks after that date, Accounting staff are working to close out the fiscal year. Please do not hesitate to contact the accounting staff with year-end questions or to seek advice on processing financial transactions.

To see the detailed FY11 Financial Year-End Close Information that was sent out via e-mail on June 8th, please open the [FY11 Financial Year-End Close Information document (PDF)](#).

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**Payroll**

Please see key details/dates about paychecks below:

• July 1st salary increases will be reflected over the course of 2 paychecks.
• The July 15th paycheck will include 4 days (6/26-6/30 or 40%) at the old rate & 6 days (7/1-7/9 or 60%) at the new rate.
• The July 29th paycheck will be the first full check at the new rate.
• The total compensation summary for staff has been updated for July 1, 2011.
• The compensation summary is great for new employees and a good refresher for existing employees to reacquaint themselves with total pay, benefits and services provided to Harvard staff. This summary is available in the links section of the "Your Total Compensation" section of
Budget

SEAS Budget Office recently conducted a FY12 Budget de-brief meeting for Budget Managers on June 16th. The meeting’s topics included a look at FY11 financials and a comparison of next year’s FY12 budget to this year’s FY11 budget.

Suggestions for improvements to the budget process were requested at the meeting and many helpful comments were received. The official version of the FY12 budgets will be given to Budget Managers and spending against these budgets will begin as of July 1st.

May budget reports are in progress and a notice that the reports are available for review will be sent shortly. As part of our year-end process, we will be working with budget managers to ensure that all expenses are properly represented in their respective budgets as we close the fiscal year.

Procurement & Payables

New functionality available in HCOM/iProcurement

HCOM/iProcurement has been enhanced. Highlights include:

- Requisition description now defaults to blank and is a required field
- Shoppers are able to change and cancel non-catalog requisitions
- Line item descriptions can now be edited before/after checking out
- Users can copy existing non-catalog requisitions into shopping cart to duplicate future orders
- The “Bill-to” address on Standing Purchase Orders for services can now be edited (this allows vendor to mail invoices to your office address instead of the Central AP location for your review and approval for services provided before the invoice is paid)

Please visit our intranet site for more information and helpful tutorials on how to use the new enhancements: https://intranet.seas.harvard.edu/finance/Procurement

ALL GAS orders must now be placed with Airgas East - the preferred vendor at Harvard

Airgas East, the preferred vendor partner of SEAS and Harvard University, is now available as a punch-out vendor in the HCOM marketplace in iProcurement. All of the gases and mixtures you need are listed on their site along with pricing. Airgas orders can be placed up until 4PM for next day delivery. For useful tips on using this new punch-out site and tips for ordering at Airgas, visit our intranet site: https://intranet.seas.harvard.edu/finance/Procurement

All gas orders placed with any other vendors will be rejected back to you unapproved unless your particular need has been discussed and approved by Susan Jones, Director of Procurement prior to submitting your requisition.

Purchasing gift cards and gift certificates is not allowed
Gift cards and gift certificates are restricted purchases and should not be purchased. Please refrain from this activity. The need to purchase gift cards and gift certificates arise sometimes when managers want to recognize staff or students who were particularly helpful, especially in volunteer situations. Please consult the Procure to Pay Office about appropriate substitutes to gift cares and gift certificates in these instances.

Reminder: Signing for another is not permitted

Signing the signature of another person is not permitted. Please ensure that all documents submitted have the signature of the person approving the contents of the document. Tip: For reimbursements, use the Universal Expense form and obtain the signature of the person submitting reimbursement receipts prior to the start of a trip or expense period. The form lets you itemize and attach all receipts for all expenses incurred during travel. Visit our intranet site/forms: https://intranet.seas.harvard.edu/finance/forms

Research Administration

Wish to find funding for your/PI’s research? Check out the Community of Science free database!

Community of Science (COS), established in 1989, was created to develop tools that researchers and research managers can use to find funding sources, collaborators and other information essential to their work. It contains more than 25,000 records worth over $33 billion.

To use this free online database, simply register at http://www.cos.com. If you are interested in learning on how to more effectively use this tool, please contact your Grants and Contracts Specialist. Short for meeting time? You may refer to webinars posted on the Refworks WebEx Enterprise Site.

FY12 fringe benefits and vacation assessment rates

As of July 1, 2011, the following fringe benefit and vacation assessment rates for FY12 and FY13 and beyond will be in effect:

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<thead>
<tr>
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<th>Harvard Fiscal Years</th>
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<tbody>
<tr>
<td></td>
<td>FY12</td>
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<tr>
<td>Faculty</td>
<td>27.6%</td>
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<tr>
<td>Exempt staff*</td>
<td>44.2%</td>
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<tr>
<td>Non-exempt*</td>
<td>56.4%</td>
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<tr>
<td>Temporary</td>
<td>10.4%</td>
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<tr>
<td>HU Postdoc (object code 6150)</td>
<td>25.2%</td>
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*rate includes vacation assessment

New overhead rates

Effective July 1, the new overhead rate for research that takes place on-campus is 69%, in accordance with
the negotiated contract with the Department of Health and Human Services dated December 20, 2010. For other sponsored activities (e.g. conference or travel awards), the effective overhead rate will be 34%. The off-campus rate remains at 26%.

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**Policy Updates**

_The Statement of Harvard University Principles for the Application of Indirect Costs to Non-Federal Sponsored Awards_ addresses the recovery of indirect costs especially when non-federal sponsors impose a limit for overhead recovery that is below Harvard's full overhead rate.