Important Dates:

5/17  Please submit one spreadsheet per department, sorted by category, for all carryover requests to Kristen Wolf (kristen-wolf@uiowa.edu). All carry over requests must be approved by the CLAS Budget Officer. We will notify departments of which carry over requests have been approved by June 30, 2020.

5/22  Monthly payroll cut-off.

Course Enrollment and Planning

With the end of Fall 2020 Early Registration, May is an ideal time to review enrollments. Upper-level undergraduate courses that are low (and won’t be of interest to incoming graduate students) should be cancelled. Teaching staff can be redeployed in many cases to assist with relieving waitlisted courses.

COVID-19 Funding

Stay up-to-date with COVID-19 funding opportunities using this Pivot* search (https://pivot.proquest.com/funding/results?alertId=2439640&runId=true), which updates as new opportunities are announced. *Must be using University of Iowa IP address range (i.e., on campus or using VPN).

COVID-19 Rapid Response Grant Program

This is a program that aims to catalyze and energize small-scale research projects designed to address and mitigate the risk associated with the coronavirus pandemic, including cascading impacts in communities. The primary focus of the grants is to fund research that informs near real-time decision making for professionals tasked with making operational response decisions. (https://research.umn.edu/news/ovpr-covid-19-rapid-response-grant-program)

Open Grants

Open Grants (https://www.ogrants.org/) is a free resource started in 2012 that currently contains 202 examples of both funded and unfunded proposals from various agencies to serve as examples to researchers.

Preparation for 2020-2021 Budget Planning

Meliza Wise, Jeff Donoghue, or CLAS HR will be following up on faculty forms that need to be processed (Terminations, Change to Emeritus, New Appointments, DEO changes, Retentions, Phased Retirements, Extension of Visitors/Lecturers, LWOPs, return from fellowships, and Changes to % Appointments).

Summer Support forms should also be submitted as soon as possible.
Summer Session 2020 Reminder

Appointment information, including instructions have been sent out. Summer session appointments should be made to 050-11-xxxx-xxxx-54170000-xxxx-000-00000-10-0000. The following schedule represents the standard appointment periods for Summer 2020:

- 4 Week session: 5/19/20-6/12/20: pay prorated by calendar days and issued on 6/1/20 and 7/1/20.
- 6 Week I session: 5/19/20-6/26/20: pay prorated by calendar days and issued on 6/1/20 and 7/1/20.
- 8 Week session: 6/15/20-8/7/20: pay prorated by calendar days and issued on 7/1/20, 8/1/20 and 9/1/20.
- 6 Week II session: 6/29/20-8/7/20: pay prorated by calendar days and issued on 7/1/20, 8/1/20 and 9/1/20.
- 12 Week session: 5/19/20-8/7/20: pay prorated by calendar days and issued on 6/1/20, 7/1/20, 8/1/20 and 9/1/20.

The system should automatically calculate the amounts.

TA payment calculations should be handled as stated below.

- 4 Week and 12 Week session: Do not click the exception button. Let the form calculate based on the number of days in the appointment.
- 6 Week I session: Click on the exception button and pay in 2 equal installments on 6/1/20 and 7/1/20.
- 6 Week II and 8 Week session: First, let the form do the standard calculation. Then, take the sum of the amounts for the 7/1/20 and 8/1/20 payments and divide by 2. Click the exception button and then distribute that amount equally on 7/1/20 and 8/1/20. The 9/1/20 payment will remain the same as what the system calculated.

May and June salary/fringe will be “funded” during closing (Period 13). Accounts may have a negative free balance until the allocation is made. After the Period 13 allocation, the summer session accounts should have a free balance of zero for year end. July and August salary/fringe will be funded within the September/October time frame.

Please contact Jeff Donoghue (jeff-donoghue@uiowa.edu, 335-2605) with any questions.

Grad Reappointment System

The anticipated date for the reappointment system to open to process grad appointments for the fall 20 semester is May 29, 2020. It will close on August 14, 2020. Once it opens, you will have the ability to change all active grad appointments. You will be able to change MFKs, % pay, job code, position numbers, etc. for all grad assistants without having to do a workflow form.
SPOT Performance Awards Reminder

The Board of Regents has approved temporary changes to the staff Spot Award program that will remain in effect until June 30, 2020. The changes include:

- An increase in the maximum net payment from $150 to $300;
- An employee may receive up to 8 awards this fiscal year;
- No restriction on how often an employee may receive an award.

If you would like to nominate someone for a SPOT award in May, please contact your departmental HR representative by no later than May 20, 2020, so that this can be processed and paid on the employee’s June 1, 2020 pay check.

As usual, SPOT Performance Awards will be processed with the regular monthly payroll and paid as a separate check. Please contact your CLAS HR Rep to initiate transactions for SPOT awards. Once approved, your HR Rep will then provide you with a SPOT Performance Award certificate that can be presented to the recipient, as it will be your responsibility to notify them of the award. If you have any questions, please contact your CLAS HR Rep.

CLAS Policy and Procedures Website

We are pleased to announce a preliminary launch of the new CLAS Policies and Procedures website: https://policy.clas.uiowa.edu.

This new site includes the FY2021 CLAS Budget Rules (also found here: https://clas.uiowa.edu/finance/current-clas-budget-rules) and other high-priority policies and procedures that are necessary for departmental planning and decisions. You may find individual policies and procedures by using the Table of Contents or clicking on a category below each home page icon. In the coming days, a search bar will be added to the home page.

The original launch date was to be January 1, but was then adjusted to launch this summer. However, it was decided to launch the site now, with the understanding that work will continue on it, when it came to our attention that some of the information was needed right away for FY2021 planning. Some things to keep in mind:

- Please note that in the coming days, some of the “look and feel” of the site will change, as our Web Services team makes changes behind the scenes. This includes the addition of a search bar on the home page.
- With that in mind, please use the link to clas-policyprocedure@uiowa.edu on the home page any time to send feedback about site structure, navigation, and content. We need your feedback to ensure that we are delivering a product that meets your needs.
- There are policies and procedures that are not yet on the site; they will be added as they are approved. Please feel free to suggest policies for inclusion.
- Many policies and procedures pages include a “Key Contact.” This is the person to contact with routine questions or clarifications about a given policy or procedure. Further, each policy and procedure has an “owner” listed at the top of its page; this person is the ultimate authority for that policy or procedure, and is the person to contact with more substantive questions about it.
- We are working to consolidate all CLAS policy and procedure documentation into this single site—a one-stop policies and procedures site for CLAS. We are in the process of removing duplicative and/or outdated policy/procedure content from the CLAS website.
- Please check this new CLAS Policies and Procedures website first when looking for a policy or procedure.
- In cases where CLAS simply enforces policy made by other UI entities (Office of the Provost, Office of the Registrar, etc.), the page on the new CLAS Policies and Procedures website links to that unit’s policy.
FY2020 & FY2021 Approved Fringe Benefit Rates

Accounting & Financial Reporting is pleased to inform you that the FY2020 and FY2021 fringe benefit rates are approved and final. The charge rates for FY2022 and FY2023 are estimates which will be negotiated in future years. The fringe benefits website is located at https://afr.fo.uiowa.edu/fringe-benefit-accounting/currentprojected-fringe-benefit-rates. The current F&A and FB rate agreement is located at https://fa.fo.uiowa.edu/facilities-administrationi-fa-rate.

FY2020 & FY2021 (Approved Rates):

<table>
<thead>
<tr>
<th>Rate Pool</th>
<th>FY2020 Fringe Benefit Pool Rate</th>
<th>FY2021 Fringe Benefit Pool Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Faculty</td>
<td>23.34%</td>
<td>22.00%</td>
</tr>
<tr>
<td>Non-Clinical Faculty</td>
<td>31.38%</td>
<td>30.30%</td>
</tr>
<tr>
<td>Professional &amp; Scientific (includes Merit Exempt)</td>
<td>41.25%</td>
<td>41.09%</td>
</tr>
<tr>
<td>SEIU</td>
<td>42.60%</td>
<td>42.60%</td>
</tr>
<tr>
<td>Merit</td>
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<td>53.50%</td>
</tr>
<tr>
<td>House Staff</td>
<td>25.00%</td>
<td>25.25%</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>16.20%</td>
<td>22.00%</td>
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<tr>
<td>Fellowships</td>
<td>9.60%</td>
<td>10.70%</td>
</tr>
<tr>
<td>Post Docs</td>
<td>16.20%</td>
<td>22.00%</td>
</tr>
<tr>
<td>Temporary</td>
<td>11.84%</td>
<td>11.10%</td>
</tr>
<tr>
<td>Bi-Weekly Students</td>
<td>6.50%</td>
<td>6.80%</td>
</tr>
<tr>
<td>Miscellaneous &amp; Extra Compensation</td>
<td>4.25%</td>
<td>4.40%</td>
</tr>
</tbody>
</table>

Contacts:

Erin Herting – 384-0559 (Financial oversight & budgeting)
Jeff Donoghue – 335-2605 (Staff & Visitor Budget)
Meliza Wise – 353-2639 (Faculty Budget)
Kristen Wolf – 335-2616 (Startup & RA budget, Renovation/Instructional Equipment)
Kristina Swanson – 335-0459 (TA Budget)
Ronna Mayberry – 335-0577 (Old Gold Budget)
Rachel Vrchoticky – 467-0104 (Computer Replacement)
Ryan Kirkey – 384-3489 (Book & Music Subvention)
Sherry Roe – 335-1449 (Workflow & Security/System Access)

http://clas.uiowa.edu/finance
Please share with DEO’s and appropriate staff within your departments
http://clas.uiowa.edu/human-resources

Please remind your faculty that assistance is available to them for grant proposals, including:
- Identifying appropriate external funding opportunities;
- Preparing budgets and other proposal documents; and
- Navigating internal processes and compliance requirements.

If you are not sure who to contact for assistance, please refer to the Grant Support Office list of Departmental Contacts: https://clas.uiowa.edu/grant-support-office/departmental-contacts. You may visit the Iowa Social Science Research Center: http://ppc.uiowa.edu/isrc for additional information about support for research in the Social Science departments and the Office of the Vice President for Research: https://research.uiowa.edu/grant-resources-arts-humanities for grant support for Arts & Humanities departments.