Integrated Financial Management – Business Community Onboarding
Understanding the Business Community
Roles within the Business Community include:

- Portfolio Business Leaders
- Business Administrators
- Business Coordinators

All portfolios have a slightly different structure and different titles, however they are all a part of Integrated Financial Management at Rensselaer.

This training can be applied to all roles in some way. There may be some concepts that apply only to a specific level, however it is important that everyone know the information exists.
Training will provide information in the following areas:

1. General Institute information
2. Systems
3. Financial Planning and Budget
4. Procurement
5. Travel
6. Accounts Payable
7. Payroll
8. Human Resources
9. Gifts and Endowments
10. Research (VPR)
11. Research Accounting and Finance (RAF)
General Institute Information
Rensselaer Strategic Plan

**Institute-wide Highest Priorities**

<table>
<thead>
<tr>
<th>University Positioning</th>
<th>Process and Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Pedagogical Innovation</td>
<td>2. Hiring, Promotion and Tenure</td>
</tr>
<tr>
<td></td>
<td>Implementation</td>
</tr>
<tr>
<td>4. Student Experience</td>
<td></td>
</tr>
<tr>
<td>5. Diversity and Inclusion</td>
<td></td>
</tr>
</tbody>
</table>
Enterprise Risk Management

Institutional Risk Management
- Adoption of a risk framework (COSO)
- Comprehensive assessment of institutional risks
- Periodic reports to board on institutional risks

Controllable
(Strategy and Organizational Factors)

Institutional Risks
- Idiosyncratic risks, generally risks are related to an inability to meet strategic objectives
- Best addressed by president's cabinet

Uncontrollable
(Contextual Factors)

Unit Level Risks
- Idiosyncratic risks, generally risk is related to an existing, broken process
- Best addressed by divisional head

Systemic and Existential Risks
- Risks impacting all of higher education
- Unable to directly control

ERM Unit Level Risk Categories

<table>
<thead>
<tr>
<th>Affinity and External Relationships</th>
<th>Funding Allocation and Revenue Generation Challenges</th>
<th>Institutional Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Communication and Collaboration</td>
<td>Maintenance and Lifecycle</td>
<td>Policies and Procedures</td>
</tr>
<tr>
<td>Research and Academic Programs</td>
<td>Regulatory Requirements</td>
<td>Safety and Security</td>
</tr>
</tbody>
</table>
Performance planning links the Institute strategic plan priorities, the Portfolio goals and strategies, the ERM risk categories, and the budget development together.

ERM Categories = Research and Academic Programs, Internal Communication and Collaboration, Funding Allocation and Revenue Generation Challenges, and Maintenance and Lifecycle
Business Continuity and Disaster Recovery

Each Portfolio has a BCDR plan that is part of the overall Institute’s Comprehensive Emergency Management Plan (CEMP.) You should familiarize yourself with both plans.

Rensselaer’s Incident Severity System is color-coded so that response measures and protective measures can be coordinated and implemented as quickly and seamlessly as possible.

- **High Severity: RED Severity Incident**
- **Moderate Severity: YELLOW Severity Incident**
- **Limited Severity: GREEN Severity Incident**

---

Division of Finance

Business Continuity and Disaster Recovery Plan
Institute Policy

The policies of the Institute are held in this repository. This is a work-in-progress. It is neither complete nor authoritative at this time.

Portfolios

Administration
- Responsible for encompasses a wide range of activities for the Rensselaer campus; and includes Conference Services, Procurement, Property Administration, and Public Safety policies.

Division of the CIO
- Responsible for information technology, information security, and related technologies; and includes Email, Web, Information Security, Data Warehouse, Library, and Procurement Standards policies.

Enrollment Management
- Rensselaer Polytechnic Institute is America's oldest technological research university, offering bachelor's, master's, and doctoral degrees in engineering, the sciences, IT & web science, architecture, management, and the humanities, arts, and social sciences. It also includes Admissions and Financial Aid policies.

Finance Division
- Responsible for financial and accounting practices.

General Counsel
- Responsible for compliance with regulatory and legislative requirements.

Graduate Education
- Responsible for providing graduate students with administrative, academic, and curricular guidance.

Hartford Campus
- A branch of the Rensselaer campus responsible for providing a dynamic learning experience.

Human Resources Division
- Responsible for personnel, employment, and employment benefits matters, for environmental health and safety, and for Title IX compliance.

Institute Advancement
- Responsible for planning, coordinating, and implementing fundraising and relationship building programs.

Office of Technology Commercialization
- Responsible for supporting researchers in protecting intellectual property and bringing inventions into the commercial marketplace.

Office of the Provost
- Responsible for vision and guidance in ensuring excellence in academic programs, standards, and processes.

Research Division
- Responsible for breakthrough biotech research and development; and includes Core facility and Compliance policies.

Strategic Communications and External Relations
- Responsible for ensuring that all schools and portfolios adhere to standards that promote and protect Institute identity; and includes policies regarding Government Relations.

Schools of Architecture, Engineering, HAASS, Management, and Science

Student Life Division
- Responsible for providing students with a variety of outlets to stretch themselves creatively, physically, and intellectually through programs in the arts, sports and recreation, culture, and science and technology; and includes Registrar, Greek Life, Dean of Students, Student Experience, CCPD, Student Living and Learning, Athletics, and Rensselaer Union policies.
Organization Structure

Each one of these areas represents a Portfolio. Within each of the Portfolio’s there are Orgs.

For example, within Finance we have the following Orgs:

- VP Office
- Controller
- Budget
- RAF
- Disbursements
- Financial Reporting
- Treasury
- Bursar
- E-Business
# FOAPAL Structure

## Accounting String Elements

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Fund 6 Characters to identify funding source (Where is the funding coming from?)</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Org 4 Characters to identify a department/unit (Who is making the purchase?)</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Account 3-4 Characters to identify an expense type (What item or service is being purchased?)</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Program 5 Characters to identify function or purpose of transaction (How does the expense benefit the mission of Rensselaer?)</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Activity 6 Characters to identify mission of transaction (How does the expense benefit the Institute Wide Highest Priorities?)</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Location Always will be 09 for Troy Campus</td>
<td></td>
</tr>
</tbody>
</table>
GAAP and Representation Letter

The Institute follows Generally Accepted Accounting Principals (GAAP) for financial reporting. We have our financial statements audited by an external accounting firm on an annual basis.

Portfolio Business Leaders are required to provide the Financial Reporting Office a representation letter each year attesting to the fact that the information they have processed or reviewed is materially accurate, fairly presented and in accordance with Institute policies.

Certificate for Certification
Portfolio Business Manager

I am providing this certification with respect to the year-end closing process for the fiscal year ended June 30, 2017. I confirm that I am responsible for the fair presentation in Rensselaer’s Polytechnic Institute’s (the “Institute”) Science Portfolio general ledger for the systems which support the results of operations in accordance with the Institute’s financial policies.
Rensselaer has a number of financial systems that you should understand and may be required to utilize on a daily basis.

The main Enterprise Information Services (EIS, formerly IACS) Systems supported by DotCIO include:
The **RPI Info link** at the bottom of the main website will take you most places you need to go.
RPI Info from the main website will take you most places you need to go.

### Faculty and Staff Resources

<table>
<thead>
<tr>
<th>Administration Division</th>
<th>Event Planning Resources</th>
<th>Procurement Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td>Faculty Directory</td>
<td>Rensselaer Self Service Information System</td>
</tr>
<tr>
<td>Campus Card Office</td>
<td>Faculty Senate</td>
<td>Skillport</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Finance</td>
<td>Staff Holidays</td>
</tr>
<tr>
<td>Credit Union</td>
<td>Human Resources</td>
<td></td>
</tr>
<tr>
<td>Digital Measures</td>
<td>Payroll</td>
<td></td>
</tr>
<tr>
<td>Employee Parking Options</td>
<td>President's Cabinet &amp; Deans</td>
<td></td>
</tr>
</tbody>
</table>

### Support Services

<table>
<thead>
<tr>
<th>Academic &amp; Research Computing</th>
<th>Help Desk</th>
<th>Networking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Computing</td>
<td>Mail Services</td>
<td>Respite</td>
</tr>
<tr>
<td>Campus Card Office</td>
<td>Media Services</td>
<td>Telephones</td>
</tr>
<tr>
<td>Facilities Work Requests (FIXX)</td>
<td>Mobile Computing Program (Laptops)</td>
<td>Travel &amp; Expenses</td>
</tr>
<tr>
<td>System Name</td>
<td>Purpose</td>
<td>Contact</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Banner</td>
<td>ERP System</td>
<td>EIS</td>
</tr>
<tr>
<td>Automic (UC4)</td>
<td>Runs jobs in ERP</td>
<td>EIS</td>
</tr>
<tr>
<td>Data Warehouse</td>
<td>Data requests and information</td>
<td>EIS</td>
</tr>
<tr>
<td>(BRIO/OBIEE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget App</td>
<td>Budget</td>
<td>Budget Office</td>
</tr>
<tr>
<td>Nolij (Onbase)</td>
<td>Document retention</td>
<td>EIS</td>
</tr>
<tr>
<td>Self-Service (RSS)</td>
<td>HR and Payroll info</td>
<td>HR</td>
</tr>
<tr>
<td>People Admin</td>
<td>Hiring</td>
<td>HR</td>
</tr>
<tr>
<td>OSCAR</td>
<td>Procurement</td>
<td>E-Business</td>
</tr>
<tr>
<td>Concur</td>
<td>Travel and Expense</td>
<td>E-Business</td>
</tr>
<tr>
<td>Cayuse</td>
<td>Research Proposals and Awards</td>
<td>RAF</td>
</tr>
<tr>
<td>SLAGFAR</td>
<td>Graduate Student</td>
<td>Graduate Ed</td>
</tr>
<tr>
<td>Equifax</td>
<td>I-9 Management</td>
<td>Payroll</td>
</tr>
</tbody>
</table>
Financial Planning and Budget
Portfolio Business Leaders have a direct reporting relationship with the AVP for Finance and Budget, as well as the Portfolio leader in your area.

Financial planning items that you should understand and may be responsible for include:

- Budgeting
- Forecasting
- Capital Requests
- Attendance at monthly Business Community meetings
- Ad hoc financial analysis
- Financial Transaction Request (FTR)
The Finance Website – finance.rpi.edu
resource for Policies, Procedures, Calendars and Forms.
Budgeting and Forecasting are done through an Access program (referred to as the Budget App):
Budget is done annually
The budget app opens in December and zero based budgets are due in January.

Forecasting is done quarterly
- 1st quarter (July – Sept) - through the budget app
- 2nd quarter (Oct – Dec) – through requests from Budget Office
- 3rd quarter (Jan – Mar) – through the budget app

Capital Funding Requests
Forms and instructions are distributed in October

Financial Analysis
Ongoing throughout the year
Finance/Budget Office Contacts

Helen Grzymala, AVP for Finance and Budget
grzymh@rpi.edu, x 6034

Susan Proskine, Senior Treasury Officer
prosks@rpi.edu, x 6119

Lou Ann Griffin, Financial Analyst
griffl2@rpi.edu, x6197
Procurement
Procurement items that you should understand and may be responsible for include:

- Policy compliance and Approvals
  - Required documents attached
  - Special approvers selected
  - Using Marketplace Suppliers
  - Sourcing Justifications
  - Independent Contractor review
  - Understanding commodity code usage

- New user requests
- Request and approval of workflow routing steps – who should be at what approval steps
- Relieving Encumbrances
The Procurement Website –
www.rpi.edu/dept/procurement/
resource for Policies, Procedures, Suppliers and Forms
Procurement functions are done through OSCAR (Online Shopping Cart at Rensselaer):

OSCAR is sometimes referred to as:
1. SciQuest
2. Jaggaer
3. Marketplace
To purchase from a supplier you need the following:

Requisition, Purchase Order, Invoice

Others concepts to understand include:

1. PO vs. Non-PO
2. Approved Direct Pays
There are three main roles in OSCAR:

1. Approver Role
   - Approve requisitions & invoices in OSCAR
   - You cannot enter requisitions or be an invoice owner
   - Must understand spending and contractual authority

*When approving you are reviewing for:*
   - Purchase is appropriate
   - Funding is correct
   - Special Approvers are checked
   - Required documentation is attached
2. Requisitioner Role

- Requests goods or services needed by the department online through OSCAR
- Obtains multiple quotes if the good/service is over a certain dollar amount and attaches all required documentation
- Must remember to select the special approvers

3. Shop Only Role

- Shops for items in Rensselaer’s marketplace; limited to browse and add items from punch-out catalogs only
- Does not have access to OSCAR’s requisition form
Procurement Office Contacts

All general questions should be sent to: procurement_support@rpi.edu

Ron Moraski, Director of Procurement Services
morasr@rpi.edu, x 8439

Rachael Capo, Associate Director Procurement Services
kruser@rpi.edu, x 8327

Meaghan Kraft, Director of E-Business
kraftm2@rpi.edu, x 3992
Travel and Expense Reimbursement
Travel and Expense items that you should understand and may be responsible for include:

- Policy compliance and Approvals
- Audit of Concur users and travel supervisors
- New user set-up
- Follow-up on aging travel not submitted, money owed to Rensselaer and 120 day tax compliance
- Approving debit cards and/or cash advances if allowed within your Portfolio
- Adding workflow approval step if funding is sponsored research and needs to be approved by PI
The Travel website – finance.rpi.edu/update.do?catcenterkey=174 resource for Policies, Procedures, Training and Forms
Travel and Expense functions are done through Concur (in partnership with our travel agency, Direct Travel):
Travel 101

• Rensselaer has a managed travel program – all travel is required to be booked through Concur or with Direct Travel and all expenses are required to be submitted in Concur, exceptions must be reviewed with AVP for Finance and Controller

• Direct Travel is our travel management company (TMC).

• AirPlus is a virtual credit card product embedded into the system used to pay for air and rail expenses.

• Wright Express (PLOG) is a virtual credit card product used for hotel expenses and car rentals.

• Institute Credit Cards/Debit Cards are only available for certain groups on campus.
Concur Expense Reports

Expense reports require the approval of a financial approver and a supervisor approver. In most cases, your role will be that of a financial approver.

The main areas of focus when reviewing an expense report are:

- Report header – contains basic information about the report and defines account codes to be used
- Policy Exceptions – policy guidelines are embedded into Concur whenever possible
- Individual Expense Item Detail - including receipt attachments and allocations

Reports should be returned for correction, if necessary.
Non-Travel Purchase Reimbursement

All personal reimbursement requests are required to be submitted through Concur as well.

- Most items purchased out-of-pocket require prior approval from the department and Procurement Services
- Out-of-pocket requests are submitted using the Personal Reimbursement Request form in OSCAR
- Once approved by Procurement, the expense report can be submitted in Concur
- Some items do not require Procurement approval, and can be purchased out-of-pocket with advance approval from your department, refer to the travel website for the listing
Travel and Expense Contacts  - part of E-Business

All general questions should be sent to:

travel-expense_support@rpi.edu

Meaghan Kraft, Director of E-Business
kraftm2@rpi.edu , x 3992

Vacant, Manager, E-Business
xxxxx@rpi.edu , x 6330

Christopher Thorne, Travel Compliance Specialist
thornec3@rpi.edu , x 2395
Accounts Payable
Accounts Payable items that you should understand and may be responsible for include:

- Ensuring invoices are accurate and paid on a timely basis
- Understanding approved Direct Pays
- Understanding payment options for Suppliers
- Operating/Change Funds
- Gift Card purchases
- Collegiate Store purchases
- Human Subjects
- REU (Research Experience for Undergrads)
The Accounts Payable Website –
finance.rpi.edu/update.do?catcenterkey=57
resource for Policies, Procedures, and Forms
Important Procedural Items through AP

- Only certain purchases are approved to be a “Direct Pay” instead of following the more common requisition to purchase order process.
- Operating and Change Funds must be approved and are only available in certain instances. Petty cash funds are not allowed.
- If you receive a deposit in your portfolio it should be taken to the Bursars office in Academy Hall. A copy of the Deposit Transmittal form should accompany each deposit.
- Reviews others procedures on the website.
Rensselaer Invoices - Digital Mailroom (DMR)

All Rensselaer invoices are sent to a digital mailroom located off campus for processing. They are then fed electronically into OSCAR.

Suppliers are instructed to send invoices to the attention of a Rensselaer employee to the following:

- By email: rpi@divintech.com
- By fax: 855-262-2710
- Address for mail: PO Box 4199 Scranton, PA 18505

If an invoice makes it to campus instead, it should be scanned to the email above.
Rensselaer Payment Vehicles

Rensselaer pays suppliers in a number of different ways. As a business manager you do not need to select a method but you should understand the terminology.

- Check
- ACH
- BIP – Buyer Initiated Payment
- Vpay – Virtual credit card payment embedded in PO
- Wire Payment
- Credit Card
Accounts Payable Contacts  - part of Disbursements

All general questions should be sent to: invoices@rpi.edu

Susie Palluti, Manager, Accounts Payable
pallus@rpi.edu, x 6923

Becky Greene, Operations Specialist
greenr7@rpi.edu, x 8696
Payroll
Payroll items that you should understand and may be responsible for include:

- Types of employees
- Student employment
- Payroll cycles
- Web time entry
- Labor redistribution
- Planned labor changes
- Summer supplemental pay
- Non-Resident Aliens (NRA)
- Form I-9, Employment Verification Form
The Payroll Website – finance.rpi.edu/update.do?catcenterkey=57 resource for Policies, Procedures, and Forms

Payroll can be found by scrolling down on this page
The Student Employment Website – finance.rpi.edu/update.do?catcenterkey=175
resource for Policies, Procedures, and Forms
Rensselaer has several employee types and payroll categories

- **Confidential Payroll**
  - Executives, Vice Presidents, and Deans
  - HR manages confidential payroll

- **Semi-monthly Payroll (SM)**
  - Pay date is the 15th and last day of the month
  - Faculty – majority are paid over a 9 month period
  - Exempt staff paid a salary

- **Bi-weekly (BW)**
  - Pay date is every other Tuesday
  - Non-Exempt staff paid hourly

- **Student Payroll (ST)**
  - Pay date is every other Friday
Employees report their time on an electronic time sheet through Web-time entry. Timesheets are routed to the employee’s supervisor for approval.

- Exempt staff record exception hours only
- Non-exempt staff record both hours worked and exception hours
- Hourly student workers report hours worked

There are no timesheet requirements for executives, faculty or salaried graduate students.
Labor expenditures must be monitored closely to ensure the accurate FOAPA is being charged. Changes to the FOAPA must be addressed in a timely manner.

- **Labor Redistribution Change Form** – to change the FOAPA for pay periods in the past (form is accessed through a BRIO query in the Payroll data mart)

- **Labor Distribution Change Form** – to request changes to FOAPA for future pay periods. Form is accessible from the Finance web-site.
Faculty with a 9 month (academic year) contract may be eligible for compensation during the summer months for the following reasons:

- Teaching summer courses
- Administrative appointments
- Sponsor funded research

A Supplemental Pay Authorization Form must be prepared and submitted to the Provost Office by May 1 to request summer supplemental pay for a faculty member.
Non-Resident Aliens

All Non-Resident Aliens, regardless of employee type, must be referred to the Payroll Office to complete the necessary paperwork to be paid as an employee in the United States.

Employment Eligibility Verification, Form I-9

Federal regulations require that every employee have a valid I-9 on file within three days of the first day of their employment.

- HR certifies the I-9 for executives, faculty and staff.
- Student employment liaisons certify the I-9 for student workers, with the exception of NRAs.
- Payroll certifies the I-9 for NRA student workers.
Payroll Contacts - part of Disbursements

All general questions should be sent to:

payroll@rpi.edu

Michael Jackstadt, Manager, Payroll
jacksm7@rpi.edu, x 6926

Mark Moran, Payroll Administrator
moranm6@rpi.edu, x 8696
Human Resources
Human Resources items that you should understand and may be responsible for include:

- Staff Hiring
- Faculty Hiring
- Faculty and Staff Supplemental Payments
- Equity and Merit
- Performance Management
The Human Resource Website – hr.rpi.edu
resource for Policies, Procedures, and Forms

Hiring Overview

The hiring process at Rensselaer is a collaborative effort with each portfolio in the achievement of the initiatives laid in their Performance Plans. In addition, hiring at Rensselaer supports the strategic focus of the Rensselaer Plan by striving to achieve the true intellectual, geographic, gender, and ethnic diversity in our faculty, and staff in order to draw upon the best talent available, and to prepare our students to work and lead in a global economy. Finally, the hiring processes at Rensselaer ensure compliance with applicable employment and labor laws and regulations.

The Employment Operations team stands ready to assist:

- Manager, Employment Operations: Kathy McNamara, 518-276-6426, mcnamka@rpi.edu
- Human Resources Recruiter: Elias Cox, 518-276-4124, coxe4@rpi.edu

Last modified: May 16, 2017
The Staff Hiring Process/Vacancy Management

- Complete Staff Attrition Management (SAM) Form and position justification
- Portfolio owner attends SAM meeting
- Once approval is received, work with Human Resources (HR) on the position description and posting into People Admin/Applicant Tracking System (ATS) Recruiting Tool
- HR will screen candidates before releasing them to your candidate pool
- Select candidates and schedule interviews in accordance with HR guidelines
- Identify final candidate and submit hiring proposal in ATS
- HR completes background checks, offer letters and salary negotiations
- Once candidate accepts offer from HR, complete the Employee Transaction Form
The Faculty Hiring Process

• Submit **Position Approval Form (PAF)**, draft advertisement and initial start-up spreadsheet to Provost’s Office
• Once approved, coordinate with HR for recruitment
• Selection process for candidates will vary based on Portfolio
• Submit Hiring Packet to Provost’s Office which includes:
  – Dean Recommendation
  – Search Committee Recommendation
  – Letters of Recommendation
  – Cover letter & CV
  – Affirmative Action Form
  – Start-up spreadsheet
  – Signed PAF
  – Recruitment Advertisement
  – Offer Letter
• Offer is extended through Dean’s Office, if approved
• After signed offer letter is received, complete the **Employee Transaction Form**
Faculty Supplemental Pay Authorization

• Faculty may receive a maximum of 1/3 of their academic year salary as a summer supplemental payment for Research/Start-up, Administrative, Summer Instruction or Base Overload.

• Authorizations for Summer Supplemental Payments must be sent the Provost’s Office before May 1.

• Academic Year supplemental for Administrative Appointments must be sent to the Provost’s Office by July 1.
Human Resource Contacts

All general questions should be sent to:
hrmail@rpi.edu

Anne Bilynisky, Director of Compensation and Employment
bilyna@rpi.edu, x 2774

Lou Padula, Director of Retirement, Benefits and HRIS
padull@rpi.edu, x 6164

Larry Hardy, Director Human Resources
hardyl2@rpi.edu, x 6163
Gifts and Endowment
Gift and Endowment items that you should understand and may be responsible for include:

- Understanding the difference between gifts and endowments
- Understanding the difference between gifts and grants
- Ensure spending is within the required restriction
- Provide information for stewardship reporting
- Fund Balance monitoring
- Requesting fund set-up
- Understand surcharge policy
The Gift and Endowment Website –
finance.rpi.edu/update.do?catcenterkey=83
resource for Policies, Procedures, and Forms
Gift Funds

- Charitable gifts received from donors restricted for a specific purpose (i.e., scholarships; departmental initiatives; research support). These funds must be expended in accordance with the restriction stated by the donor.
- The Institute assesses an administrative surcharge on all expenditures posted to a gift fund. The administrative surcharge amount varies based on the restriction category of the gift and the expense type.
- Gift funds have the fund structure Hxxxxxx.
Endowment Funds

- Established when a gift is invested in perpetuity and only the income earned on the gift amount is expendable.
- When a donor makes this stipulation, the fund is referred to as a true endowment.
- In situations where the Board of Trustees makes the directive, the endowment is called a quasi endowment.
- Typically, the income earned is restricted for a specific purpose (i.e., scholarships; faculty chair; departmental support). The restriction is stated in an Endowed Fund Agreement signed by the Institute and the donor.
Endowment Funds, con’t

- The gift amount is referred to as the corpus or principal and is managed by Finance in a fund indicated by 5xxxxx (quasi endowment) or 6xxxxx (true endowment).
- All gifts designated to the endowment are comingled in the Institute’s Endowment Investment Pool. The investments are managed by the Investment Department in Finance.
- The income earnings on the corpus are allocated to endowment income funds. These funds are identified as 23xxxx (quasi) or 24xxxx (true) and are managed by the department.
Spending on Endowment Funds

• The spending formula determines the annual income earnings allocated to each share in the Pool. Each share earns roughly 5% of the 20 quarter rolling average of the market value of the Endowment Investment Pool. The annual endowment income allocation is communicated by Finance during the budget planning process.

• Income is assessed a 10% administrative surcharge.
Gift and Endowment Contacts

Accounting@rpi.edu

Finance
Niels Hansen, Manager, Accounting
hansen3@rpi.edu, x 6197

Institute Advancement (stewardship)
Marianne Senneca, Senior Donor Relations Officer
sennem@rpi.edu, x 8545
Research:
Vice President for Research (VPR)
Research items that you should understand and may be responsible for include:

- Understanding service and recharge centers
- Over-the-cap tuition and salary monitoring and requests
- Requesting and tracking cost share requirements
Signature Research Thrusts

ENERGY, ENVIRONMENT, AND SMART SYSTEMS
In Energy, Environment, and Smart Systems, we explore renewable technologies, energy efficiency, and the understanding of global environmental change to preserve the bio-diversity of the planet.

BIOTECHNOLOGY AND THE LIFE SCIENCES
In Biotechnology and the Life Sciences, we are creating new routes to drug discovery and development, and understanding the fundamental mechanisms of disease, from Alzheimer's and diabetes to cancer.

MEDIA, ARTS, SCIENCE AND TECHNOLOGY
Research in Media, Arts, Science, and Technology facilitates new approaches to networking, advanced visualization, sensor design, haptics, and multiscale modeling and simulation, which are supported by the core capabilities of EMPAC.

COMPUTATIONAL SCIENCE AND ENGINEERING
Enabled by the capabilities of the CCI, Rensselaer has developed important programs in Computational Science and Engineering focused on high performance computing, big data, and data analytics, which supports research and innovation across a broad front.

NANOTECHNOLOGY AND ADVANCED MATERIALS
Our excellence in Nanotechnology and Advanced Materials builds from the fundamental understanding—experimental, theoretical, and computational—of the underlying atomic and molecular properties of a wide range of nanostructured materials. We now are developing robust, affordable, and sustainable methods for manufacturing new
Rensselaer has over $100M in research expenditures and 32 Research Centers

- A **service center** is usually a high dollar volume center that provides services to other departments that do not necessarily include F&A costs in the rate charged.

- A **recharge center** is usually organized for the convenience of a department and may have a very low dollar volume.

- A **specialized service center** is usually a highly complex or specialized facility that does a large volume of business and has a material effect on the F&A rate.

- Service Center Procedures can be found: https://www.rpi.edu/dept/finance/docs/research/ServiceAndRechargeCenterProcedures.pdf
An Institutional Cost Sharing Request should be submitted to the Office of VPR.
For Research Awards with “Capped’ Stipend/Tuition the following form should be sent to VPR.

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Sponsor</th>
<th>PI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Student ID</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>Grade</td>
<td>Cost</td>
</tr>
</tbody>
</table>

- **Tuition FOAPALs:**
  - Requester FOAPAL
  - Fund Org Acct Prog Activity
  - Amount

- **Stipend FOAPALs:**
  - Requester FOAPAL
  - Fund Org Acct Prog Activity
  - Percent

Expense Period:
- Tuition Awarded: From Year To Year
- Stipend Awarded: From Month To Month

Signature: Printed Name | Phone

11/29/2018
Vice President Research (VPR) Contacts

Nick Viggiani, AVP for Research
viggin@rpi.edu, x 3400

Tanya Rautine, Lead Business Manager
struzt@rpi.edu, x 3010
Research Administration and Finance (RAF)
Research Administration and Finance (RAF) items that you should understand and may be responsible for include:

- Policy compliance
- Financial reporting and award management
- Budget development
- Follow-up on establishment of fund set-up
- Understand the process for sub-award set-up
- Ensuring PI approval
- Understanding labor verification process
The RAF Website –
finance.rpi.edu/update.do?catcenterkey=35
resource for Policies, Procedures, and Forms
RAF functions are done through Cayuse SP for proposals and award management:
Reference Materials

Proposals
Creating a Proposal in SP
Creating a Paired 424 Proposal in SP
Investigators/Research Team
Routing a Proposal in SP
Certifying a Proposal (PIs)
Approving a Proposal (Administrators)
Adding a Proposal Editor

Reference Quick Start guides

Cayuse SP Submission Timelines
The timeline below allows adequate time for proposal development assistance and thorough review for content readability, proposal completeness per RFP, budget, budget justification, cost sharing approvals, and other critical components of proposal development. The PI's will receive the ultimate potential for a successful proposal.

Start a new proposal file in Cayuse SP as soon as you begin writing a Proposal. Initiating the new proposal file in Cayuse SP is the first indication RAF has that you are preparing a proposal. That information is important for planning and to balance workloads.

10 days PI - Start Proposal record in Cayuse SP
PI - Draft Proposal Budget
PI - Cost Share Request

7 days PI - Form pages (Bio sketch, Current/Pending, etc.)

6 days RAF - Review Budget, provide PI feedback

5 days PI - Finalize Budget and Budget Justification
RAF Contacts

All Cayuse related questions should be sent to:
rafsupport@lists.rpi.edu

Specific questions relating to the following should be sent to:
Proposals – proposals@lists.rpi.edu
Awards – awards@lists.rpi.edu
Subcontracts – subawards@lists.rpi.edu
Research Accounting - Postaward_raf@rpi.edu

David Schultz, AVP for RAF
schuld@rpi.edu, x 2161
Annual Space Survey

Rensselaer begins its annual update to the campus space inventory in early February. The deadline for return of the survey information by individual orgs will be end of May.

As a Portfolio Business Leader you will need to help identify who should be completing the space survey in your Portfolio and may need to assist with completing it.

You will use a web application, a link to which will be embedded in your email kicking off the survey in February, to report changes/updates/additions/deletions for your orgs space and research data.

For more info please contact Kevin Smith at Smithk@rpi.edu or X8402