

# FACULTY UPDATE

## AUGUST 27, 2008

---

### General Updates and Reminders

#### ❖ Food Reimbursements

- When requesting food reimbursements please make sure to completely fill out both the Business Meals and Related Expenses and Request for Purchase/Reimbursement forms.
- Include a clear and detailed justification, detailed receipt, and meeting agenda or program when available.
- Food reimbursements from incentive accounts must demonstrate support of the PIs research.

#### ❖ Purchasing Cards

- The P-Card Restricted Purchases list has been updated. Please review Financial Services policy FIN 401-03 (<http://www.asu.edu/aad/manuals/fin/fin401-03.html>), for the updated list.

#### ❖ Defensive Driving is needed for anyone requesting car rental or mileage reimbursement on any account at ASU. This must be done prior to your trip.

- Go to <https://myasucourses.asu.edu/webapps/portal/frameset.jsp>
- Click on the "courses" tab at the top left.
- In the course search box type "defensive driving" and click "go".
- Click the "enroll" button on the right side of the screen.
- Watch the video and take the quiz.

#### ❖ New Psychology Department website will be launched next week.

- The new site will pull your information from your ASU directory page
  - Only you can change what is listed here, Krista cannot. Directions were emailed to everyone this morning on how to update your profile. If you did not get them, please email [Krista.Puruhito@asu.edu](mailto:Krista.Puruhito@asu.edu)
- If you have news you would like to add to the site, please email Krista the written story as you would like it posted. Please provide at least 4 sentences.
- If you have a lab page located on the website, they will be moved as well. You will be given access to edit these pages.

### Grant Related Items

#### ❖ Submitting any proposals between now and the end of December? Please alert Krista or Lillian.

- Please remember that ORSPA now has a 3 day guarantee for all proposals. Please go to <http://psychology.clas.asu.edu/files/orspa3dayguarantee.pdf> to read the email from Beth Isreal.

#### ❖ New Incentive Accounts

- Faculty with incentive accounts should have received new account and management information in July.

#### ❖ New Electronic Effort Reporting System

- Effort Reporting is now done online via PeopleSoft.
- All PIs will be responsible for certifying their time and RA's time on their grants.
- Review rules and training at <http://www.researchadmin.asu.edu/effortreporting/training/certifier.cfm>

#### ❖ NIH Publication policy (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html>)

- If you have research funded by NIH and are publishing data from that research, you must have your publications listed in the Library of Medicine's PubMed Central.
- Review APA's proposed policy regarding charges for publishing information <http://www.apa.org/journals/authors/pubmed-deposit.html>

#### ❖ Funding Opportunities

- Useful tools can be found at [http://pride.asu.edu/development/online\\_tools.shtml](http://pride.asu.edu/development/online_tools.shtml)
  - Register with community of science and you will receive emails about upcoming grant opportunities that match what your research interests.

---

#### ➤ For more information regarding the above information or grants please contact Krista or Lillian.

Krista Puruhito  
Research Advancement Administrator  
965-6315 / [Krista.Puruhito@asu.edu](mailto:Krista.Puruhito@asu.edu)

Lillian Buitenhuys  
Research Advancement Administrator  
965-8933 / [Lillian.Buitenhuys@asu.edu](mailto:Lillian.Buitenhuys@asu.edu)