Letter from the Vice President for Research

Dear colleagues,

It’s been an eventful summer for Stony Brook researchers as well as the research administration that supports these activities. In July we received the good news that our FY18 sponsored research expenditures again increased—the second year running. Although modest, at just under 7%, this reflects the continued success of efforts across the campus to grow research. The number of proposals submitted by faculty in FY18 also showed a marked increase of greater than 14% compared to the previous year. Of particular interest to all is the new Research Metrics Dashboard that has been developed to provide current expenditure and proposal submission data. Thanks to the considerable efforts of the Office of Institutional Research and the Research IT team, this new online system uses the Tableau platform to provide monthly expenditure updates and quarterly proposal numbers. Look for the article detailing the new Research Metrics Dashboard in this newsletter.

I am pleased to announce two additions to the OVPR senior staff.

-- OVPR welcomed a new Director for Administrative and Research Systems in July. Robert Davidson, formerly Assistant Director of Financial Systems for Stony Brook Medicine, will now head up the IT team that develops and supports IT infrastructure for research across the University. One of Rob’s main goals will be to complete the implementation of the myResearch suite of modules from Huron Consulting.

-- We will soon be welcoming on board Dr. Rebecca Dahl as the new Assistant Vice President for the Office of Research Compliance. Rebecca is currently serving as Director of Regulatory Affairs at the Children’s Hospital Los Angeles, where she also served as Director of the Human Subjects Protection Program. Rebecca is in the process of preparing for a coast to coast move and will start with us on September 24, 2018.

By now most investigators are aware of the successful launch of the new myResearch Grants module, which replaced Coeus for submitting proposals. By all accounts this was a near seamless transition, and the feedback from users confirms that the myResearch Grants system is both simple and intuitive to use. Thanks go to the Research IT team and the Office of Sponsored Programs for shepherding the implementation of this module. The myResearch Agreements module, which supports contracts, will go live by September. Next up will be the IRB module, which will eventually replace IRBNet. Further details are provided elsewhere in this newsletter.

Our Office of Research Compliance, under the interim leadership of Dr. Margaret McNurlan, has been especially busy this summer. ORC hosted site visits from both AAHRPP (the human research protections accreditation
agency) and AAALAC (the animal research accreditation agency). Both sites visits required major preparation efforts beforehand, and my thanks go to all who assisted. The preliminary reports from both site visit teams identified no major findings, and we anticipate full accreditation after the final reports are reviewed later in the year.

In previous newsletters we noted a major initiative to grow funding from agencies in the Department of Defense. In June Stony Brook faculty participated in a “DoD Day” in Alexandria, VA. They joined faculty from several other SUNY campuses who met individually with program managers from a number of DoD agencies. At Stony Brook, this effort was led by Associate VP for Research Dr. Nina Maung and supported by the Office of Proposal Development and the Office of Government Relations as part of a larger SUNY/RF planning committee. Look for the article providing a more detailed description of this event, as well as a similar event that connected Stony Brook engineers with NSF program managers. The Office of Proposal Development will continue to explore this approach for introducing investigators to new funding opportunities.

In closing, some exciting developments to share. Most will already know of the exciting news that two SBU teams have won DOE Energy Frontier Research Center awards. Congrats to Esther Takeuchi and John Parise and their teams! Also exciting is the DOE award to NYSERDA to create an Offshore Wind Energy Center, housed in AERTC, which should enable some new research opportunities across campus. Finally, in the next few weeks we will be releasing a new OVPR seed grant program with two competitions in the 2018-2019 academic year; so look out for that as well.

As always, I look forward to hearing any suggestions or concerns that you may have.

Regards,

Richard J. Reeder
Vice President for Research
News from Research IT
DoIT EAI (Research)

myResearch Project Updates

As of July 1, 2018, myResearch Grants went live and is now the sole active research proposal routing system. COEUS ceased operation on June 30th and is no longer accessible to the campus. The project team is currently working on developing System to System functionality and hope to have this completed and ready for testing in the coming weeks.

Also on July 1, 2018, the myResearch Agreements module went live for internal processes within the Office of Sponsored Programs. A pilot of the module within the Cancer Center commenced the week of August 13th and will continue for the next month, at which time, a plan will be in place to make the module available to other areas on campus.

Preliminary talks and planning is underway to start ramping up the implementation of IRB. The current plan is to roll out IRB the 1st quarter of 2019.

Research Metrics Dashboard for Expenditure and Proposal Data

In July, a new interactive dashboard was introduced to our website to present current and historical expenditure and proposal data. You are encouraged explore the visualizations presented by trend, detail and year-over-year change. We hope you will find this new data presentation useful and insightful.

This information can be accessed by clicking on the metrics section of the research website home page or directly with the following link: https://research.stonybrook.edu/Research_Metrics

You can move among data areas by clicking on the desired section of the red navigation bar, then select your visualization by clicking on one of the tabs below the bar. See the circled areas in the following screen snapshot:
Filtering of the data is done by using the drop down menus for each visualization. For some of the graphs, an additional level of refinement is provided by clicking on one of the legends, as shown in the circled areas:

This customized information can be made into a PDF printable report. Instructions to do so are provided by clicking the red link at the bottom of the page.

General PDF reports of our historical data are also available under the “PDF Reports” section of the red navigation bar.

Special thanks to the Office of Institutional Research (especially Sean Hoffman and Braden Hosch) and the Research-IT team (especially Monique Blakeley), who developed the new dashboard.

If you have questions about the new dashboard, please contact us at ovpr-it@stonybrook.edu.

Welcome to our new Director of Administrative and Research Systems

Please join us in welcoming Robert Davidson as our new Director of Administrative and Research Systems for the Office of the Vice President for Research and Enterprise Applications and Integrations (EAI). Robert will head up the Research IT team previously overseen by Adnan Rangwala.

Robert comes to us with over 25 years of IT experience, and most recently served as Assistant Director of Financial Systems for Stony Brook Medicine. In his new role, Robert will jointly report to Rich Reeder and Jim Gonzales, Senior Director of EAI, and will lead the teams responsible for the Financial, HR, and Research Enterprise Systems.

Also special thanks to Ray Chan for leading the Research IT team for the past eight months. Ray played a critical role to ensure the continued implementation of Huron Click modules. He also worked closely with RF Central Office's IT team.

NSF/NIH Grant Writing Workshop – “Write Winning Grant Proposals”

The Office of Proposal Development along with Grant Writers Seminars and Workshops, LLC (GWSW) will once again be hosting a one-day seminar conducted by Dr. Lauren M. Broyle, Ph.D. for Stony Brook faculty, research scientists and postdocs writing NIH and NSF proposals. This seminar has continually earned rave reviews from its participants, citing both the breadth of information and high quality of the presentation.
This year’s workshop will take place on Tuesday, September 4, 2018 at the Hilton Garden Inn from 9:30am – 5:00pm. This highly successful event has been registered to capacity for the past four years. We have extended the registration deadline to Friday, August 24th and moved the start time to 9:30 am to accommodate the first day of school for local school districts. Please register by clicking on the link within the flyer and contact us if you have any questions or need any other information. Priority will be given to first time attendees and confirmation emails will be sent out by August 17, 2018. To register, click here.

Special thanks to the Deans of the School of Medicine, College of Engineering and Applied Sciences, College of Arts and Sciences, School of Marine and Atmospheric Sciences and College of Business for covering the expense of the required book for their participants.

**News from OPD**

**Office of Proposal Development**

**2018 NSF CAREER Award Submissions**

Congratulations to all 26 faculty who submitted CAREER Award proposals for the July 2018 deadlines! The Office of Proposal Development has been providing support services to faculty developing NSF CAREER Award for the past three years. As part of our services, we offer workshops, panel discussions, and a comprehensive overview of the components of the application as well as individualized support for budgets, internal and sponsor requirements, and developing Education Plans and proofreading final documents. If you are thinking about submitting a CAREER Award proposal in 2019, look out for emails about our kick-off event in Spring 2019 and check out the materials available on our SharePoint site including examples of successful proposals, access to previous workshop presentations and more!

**PIVOT - Funding Opportunities Database**

The Office of the Vice President for Research has recently launched a university-wide subscription to PIVOT, by ProQuest. PIVOT is a comprehensive web-based funding opportunity database that encompasses opportunities and fellowships from government agencies and philanthropic foundations, as well as industry that span over 80 countries. The subscription will be available to anyone with a stonybrook.edu or stonybrookmedicine.edu email address and offers unlimited search criteria. The Office of Proposal Development is happy to present a brief tutorial on how best to take advantage of this database. Please contact Maureen Piekos, Research Development Specialist, in the Office of Proposal Development to schedule a brief presentation at an upcoming faculty meeting or to schedule a one-on-one training session. Our goal is to make the transition from our current Faculty Funding Database to PIVOT seamless so that faculty are able to find new and exciting funding opportunities right away.
SUNY DoD DC Day

On June 27, 2018, 21 Stony Brook researchers from the College of Engineering and Applied Sciences and College of Arts and Sciences attended SUNY DoD DC DAY, an exclusive and interactive networking event that brought together 75 outstanding researchers across eight campuses of The State University of New York (SUNY) to meet with Department of Defense (DoD) leadership and program management. Together they represented expertise in Artificial Intelligence, Autonomous Systems, Big Data, Bioengineering, Cybersecurity, Electronics & Photonics, Materials Science, Quantum Computing and Specialty Sensors.

During the late morning, researchers attended an Artificial Intelligence & Autonomous Systems roundtable and then participated in a full afternoon of speed networking with program directors representing Army Research Laboratory, ONR, DARPA, and AFOSR to name a few. Faculty were also able to meet with other SUNY Colleagues in productive collaboration sessions throughout the day. Please read more about this event in a recent SBU Happenings article.

U.S. Department of Energy (DOE) Energy Frontier Research Centers (EFRCs) Awards

Two proposals by Stony Brook University faculty were recently awarded DOE EFRC awards with funding totaling $21.74 million as detailed in the recent SBU Happenings article.

“The two Stony Brook EFRCs are the Center for Mesoscale Transport Properties (m2M), led by renowned energy storage researcher, Esther Takeuchi, PhD, which will receive a four-year $12 million grant for the existing center; and the creation of a new EFRC, A Next Generation Synthesis Center (GENESIS) led by John Parise, PhD, which will receive a four-year $9.75 million grant.”

Congratulations to Dr. Esther Takeuchi and Dr. John Parise on the receipt of your awards! The Office of Proposal Development is pleased to have provided support to Dr. John Parise and his team on the development of his proposal.

Exclusive Option Executed with Blood Cell Technologies, Inc

Blood Cell Technology, a New York State startup company, executed an option to negotiate an exclusive license agreement to develop and commercialize compounds for the treatment of blood platelet disorders, such as thrombocytopenia. The core technology focuses on targeting biliverdin IX beta reductase, an enzyme that has recently been shown to be involved in hematopoietic stem cell lineage determination.
News from the OTLIR
Office of Technology Licensing and Industry Relations

Exclusive License Executed with Xanthic17, Inc.

X17, Inc., a start-up corporation in the US, has executed an exclusive license agreement to develop and commercialize a NanoSulf™ catalyst for removing hydrogen sulfide from methane gas produced from landfills and wastewater treatment plants. This creates an opportunity for methane-to-energy projects such as energy production and transportation fuels, as well as improves air quality due to the offsetting of non-renewable energy sources.

Exclusive License Executed with Qunnect, LLC.

Qunnect, LLC., a New York State start-up company, has executed an exclusive license agreement to develop and commercialize an ultra-secure and long-distance quantum communication network technology which could significantly reduce cybercrime associated with cyberattacks on national security communications, power grid infrastructure, financial data centers, and military drones. The core technology is portable, operates at room-temperature, and extends the strictest limit on currently available quantum communication technology -- the distance of operation -- by using quantum “amplifiers” which enable transmission of information carried in photons over much greater distances.

News from ORC
Office of Research Compliance

Outcome of the AAHRPP Accreditation Site Visit in June

SBU has completed the five year re-accreditation process of our HRPP, conducted by the Association for the Accreditation of Human Research Protection Programs (AAHRPP). This extensive review included a substantive application process as well as a two-day site visit. We want to thank all of you who participated in interviews with the site visitors, who were impressed by your clear dedication to the safe and compliant conduct of research at our University. The report from the site visitors was extremely complimentary, with only minor issues noted.

At the close-out visit, the site-visitors identified 4 major strengths:

1) The initiation of scientific review committees in some departments prior to the submission of studies to CORIHS. These committees can improve the science of studies and quality of submissions which will streamlining the timing to IRB approval.
2) The Office of Research Compliance staff was complimented regarding the respect with which they are held by the research community.

3) The site visitors were impressed with the broad range of quality improvement programs within the Office of Research Compliance including the innovative program of monitoring consent conducted by Mary O’Neill.

4) The commitment of the institution to resourcing the HRPP including the recruitment of a new Assistant VP for Research Compliance and two additional staff despite a university hiring freeze.

Again, thanks to everyone who works so hard to maintain our great program for our research subjects, our investigators, CORIHS members and the staff of the Office of Research Compliance.

Requests for an Amendment to Approved Protocols for Research Involving rsNAM

There is now a ‘Request for an Amendment of Approved Protocol for Research Involving rsNAM’ in IRBNet. The form for rsNAM is for the Institutional Biosafety Committee (IBC). Any amendment requests, e.g. addition of personnel or grants, should use this new form and include the requested documents in a new package in IRBNet.

It’s Official: The New Common Rule will become Effective January 21, 2019

What does it mean to you as an investigator conducting human research? It means:
• A new definition of research; specifically a new section that speaks to activities that are specifically not deemed research
• New exemption criteria, including one involving ‘benign behavioral interventions’
• Removal of a continuing review requirement for certain research (with the caveat that a progress report will still need to be submitted for administrative reasons)
• New consent process and consent form template (beginning with a ‘concise and focused presentation of the key information that is most likely to assist a prospective subject or LAR in understanding the reasons why one might or might not want to participate in the research’. A ‘reasonable person’ standard is required for the consent process.

We will be sending you educational updates to explain these, and other, changes so that you are set to go on 1/21/19. We will also be working to ensure that our SOPs, our applications and other documents are also updated to comply with the new rule.

If you have any questions or comments about any aspect of our HRPP, please feel free to contact Margaret McNurlan, Interim AVP for Research Compliance, 2-9036, Margaret.mcnurlan@stonybrookmedicine.edu.
ResearchMatch now Available in Spanish

ResearchMatch (RM) is the national online recruitment tool that matches people interested in research with investigators throughout the U.S. ResearchMatch has just launched a Spanish version of the website inviting Spanish speakers to sign-up in Spanish, while Researchers from Stony brook University are now able to connect with and recruit Spanish-speaking volunteers for their studies.

RM is a not-for-profit activity and is funded through the NIH’s CTSA program. With more than 131,000 registered volunteers and over 6,100 investigators at 154 participating institutions, ResearchMatch hopes to increase the pool of Spanish-speaking volunteers and to increase the recruitment of underrepresented groups in research.

Are you a Stony Brook University Researcher interested in learning more about ResearchMatch? Register now or attend an online training!

If a Researcher would like to use ResearchMatch for recruitment, simply follow the easy step by step template available in the forms and templates library in IRBNet.

Every initial submission to the IRB should include for approval:

1. The use of ResearchMatch as a recruitment strategy*
2. Your ResearchMatch contact message**
3. Your REDCap prescreening (eligibility) survey - if desired.

* If not included on an initial submission, ResearchMatch should be added as a recruitment strategy in an amendment submission.

**Your RM contact message cannot contain study team contact information or survey links and must be less than 2,000 characters.

Already registered with ResearchMatch and wanting to recruit Spanish-speaking volunteers? Submit any Spanish contact messages to your IRB for approval (including any other participant-facing materials, such as consent forms) and ensure you are prepared for inquiries from Spanish-speaking volunteers.

Share ResearchMatch with people you know that are interested in finding out about research studies, and help us grow the number of volunteers in the Long Island area!
News from OSP
Office of Sponsored Programs

Proposal and Award Policy Newsletter

The fifth edition of NSF’s Proposal & Award Policy Newsletter can be found here.

Topics in this Latest NSF Newsletter Issue

• A draft of the next, yet to be approved Proposal and Award Policies and Procedures Guide (PAPPG) and where to find it;

• An article on NSF’s new Research.gov Proposal Preparation and Submission Site

• A summary of NSF’s new Account Management System and how these changes impact the research community;

• Revisions of NSF Award Terms and Conditions;

• Expansion to the National Science Foundation’s Public Access Repository for publications jointly funded by NSF and Department of Energy;

• A reminder on Faculty Compensation been increased from three pages to five pages.

eRA Information: Human Subjects System Launches June 9th; Submit Any Enrollment Updates in IMS by June 8th

On June 9th, 2018, eRA launched the Human Subjects System (HSS). This system replaced the Inclusion Management System (IMS), which was retired on the same day. HSS is a shared system that will enable grant applicants and recipients to electronically report and update their data on human subjects and clinical trials to NIH; and NIH agency staff to monitor and manage the data. eRA planned to migrate enrollment records currently in IMS to HSS before the launch. However, incomplete records will not be migrated. If inclusion data has not been completed in IMS on or before June 8th, the PIs will need to reenter the inclusion data in HSS on or after June 9th.

For more information on this transition, please see Guide Notice NOT-OD-18-179. A growing number of HSS tutorial videos can be found in the Human Subjects section of the eRA Videos Tutorials page.
National Research Service Award (NRSA) Stipend Levels Increase for FY18

Stipend levels for fiscal year (FY) 2018 Kirschstein-NRSA awards for undergraduate, predoctoral, and postdoctoral trainees and fellows, the Training Related Expenses and the Institutional Allowance for postdoctoral trainees and fellows have been increased. The Training Related Expenses and Institutional Allowances for predoctoral trainees and fellows and the Tuition and Fees for all educational levels remain unchanged. For more information, click here.

NIH Now Allows Decimals in Effort Reporting Field in Research Performance Progress Reports (RPPR) (NOT-OD-18-202)

Effective immediately NIH has changed its RPPR format to allow effort reported in progress reports to include decimals. Until now, the system only allowed whole numbers and rounded up or down accordingly. The lack of the ability to include decimals contributed to significant inaccurate reporting when a PD/PI has contributed 20% effort or 2.4 calendar months, and the previous system feature rounded effort down to 2 calendar months. Visit the NIH website to read the entire notice (NOT-OD-18-202).

American Heart Association (AHA) Institutes Paid Membership Requirement

Beginning this summer, AHA will require payment of a membership fee by Applicants (individuals) for programs with due dates June 1, 2018 and after. Membership options are available here. AHA has identified a 3-5 day waiting period before membership can be completed, therefore it is important to join well in advance of the proposal due date. If the proposal is successfully reviewed, Awardees are required to maintain their AHA membership throughout the period of performance. This requirement goes into effect for awards beginning July 1, 2018 or later. The cost of membership is an allowable cost on the grant award. Applicants may include this fee in their proposal budgets. No other membership fees are considered allowable by AHA.

myResearch Grants

As of July 1, 2018, myResearch Grants has been the sole active research proposal routing system.

COEUS ceased operation on June 30th and is no longer accessible to the campus.

Training

Please join the Office of Sponsored Programs training team as they guide you through the myResearch Grants proposal creation process and more!

To sign up for training classes, click here.
Livestream Sessions

In addition to the in-person training, the Office of Sponsored Programs offered during the month of May, two livestream sessions of the myResearch Grants training. The link to the presentation can be accessed here.

Helpful reference training guides are posted here.

Selected Enhancement

• A matrix outlining the intended uses for myResearch now and in the future is posted here. If you are expecting a modification to an award, such as a continuation, supplement, etc, please contact your OSP grant or contracts specialist to learn if and how it can be processed through myResearch.

• In myResearch Grants, the Facilities Statement for clinical trial submissions is no longer mandatory.

• For all proposals, Co-Investigators will no longer certify or approve an application. Instead, they will receive a notification once the proposal is submitted by the Principal Investigator which they can review. Chairs and Deans will approve for all investigators and key personnel listed on an application.

• The Researchers web page has been modified to include up to date information regarding the system status. If you would like to subscribe to email notifications on future system statuses, please visit: https://itstatus.stonybrook.edu.

• Designated members of a proposal team have the authority to submit applications on behalf of principal investigators. On the Certifications and Representations page, one of two options must be selected. Once proposals are routed, the principal investigators will receive an email notifying them of a submission on their behalf. If they feel that the submission was done in error or if they do not authorize the submission, they must notify OSP within 24 hours.

• Additional changes and enhancements can be found in the monthly OSP Bulletin.

myResearch Agreements

myResearch Agreements has been designed to streamline management of agreements by maintaining a single repository for all types, including research, data use and clinical trial agreements. Investigators will have the opportunity to effortlessly track and log third party and internal communications, and also gain insight into process bottlenecks with real-time turn-around reporting throughout every step. For full future and benefits, read more.

Training will be offered through online manuals, work instructions as well as videos. The module is expected to go live mid-September.
OSP Monthly Bulletin Registration

We encourage the research community to follow our monthly Bulletin which is used as a tool to communicate OSP news, reminders and updates. The Bulletin is disseminated on an opt-in basis through subscription to our listserv.

Anyone interested can register at any time. Earlier releases can be viewed here.

Updated Fringe Benefit Rates Effective July 1, 2018

The U.S. Department of Health and Human Services (DHHS) approved the RF’s fringe benefit rates for fiscal years 2019 and 2020. The rates, effective July 1, 2018, must be used in all applications that request salary support. Please keep in mind that SBU's policy is to use the approved fixed and provisional rates only; excluding the projected/not approved rates. The following rates are now reflected on the Oracle business system, OSP's budget worksheets on the website as well as myResearch Grants, and should be used on all new proposals:

<table>
<thead>
<tr>
<th>Period</th>
<th>Regular RF Employees</th>
<th>Graduate Students</th>
<th>Undergrad Students</th>
<th>Summer only</th>
<th>SUNY-IRF</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/18-6/30/19</td>
<td>40%</td>
<td>16%</td>
<td>5%</td>
<td>14%</td>
<td>62.48%</td>
</tr>
<tr>
<td>7/1/19-6/30/20</td>
<td>42%</td>
<td>18%</td>
<td>5%</td>
<td>14%</td>
<td>63.02%</td>
</tr>
</tbody>
</table>

The NYS rate applied to our IFR process has also been updated with the FY 2019 rates. Please see the NYS Office of the State Controller Fringe Benefit and Indirect Costs webpage for detailed components of the SUNY IFR fringe rate.

Updated Graduate Student Tuition Rates

The Fall 2018 tuition rates have been very recently posted. The new tuition rate to be charged to new and renewal proposals submitted to sponsors on or after August 1, 2018 is $5,544/year/student. This rate will be held constant throughout the lifetime of the award if funded. Current rates can be found here.

Who’s New in OSP?

Join us in welcoming Dawn Alomar to the OSP family. Dawn joined our team as our Assistant Director for Contracts in mid-June. Many of you may have met or worked with Dawn during her 17 years tenure in the Office of Grants Management as a Grants Management Specialist, followed by 2 years in the Department of Surgery as the Departmental Research Administrator. Her in-depth administrative experience, knowledge of regulations and university policies, as well her advanced education in Business Administration make her a valuable asset to our office.
Additional OSP Staff Changes

Claire Foley retired as of June 1, 2018. Claire held a position in the Account Establishment & Maintenance Unit since 2005.

It is with regret that we announce the departure of Deborah (Debbie) Chalmers as Contracts Administrator effective mid-June. Her strong presence as well as administrative experience and customer service skills will be missed. It is with warmest regards that we wish Debbie success as she assumes a new position at SBU.

News from HRS

Human Resource Services

Post Doc Ad

Post Doc Hiring - Human Resource Services (HRS) receives a number of questions about the search and selection of post-doctoral associates and senior post-doctoral associates. These are unique positions and we recognize the need for a streamlined hiring process and the importance of providing options for PI's.

To accelerate the hiring process, assist in outreach and to provide an immediate applicant pool, Human Resource Services places a Post Doc Omnibus Ad twice a year. Scheduled to run in the Spring post doc edition of Science and Fall post doc editions of Science and Nature, the omnibus ad promotes post doc opportunities while directing applicants to postings listed on the University's JOBS page. Cost free to departments, the ad eliminates delays in hiring by providing a mechanism to continuously collect resumes, ensuring a ready and immediate applicant pool.

The Fall ad in Science will appear in the August 31st print issue and for 8 weeks on the Science careers website, as well as the September 27th print issue of Nature, with 60 days on the naturejobs.com careers website. All departments are encouraged to post their post-doctoral opportunities to the University website whether or not they have secured specific funding at this time. For immediate assistance contact Donna Kossack in HRS recruitment at (631) 632-1702 or Donna.Kossack@stonybrook.edu.

Talent Management System Reminder

Offers of Employment

Human Resource Services has created Offer Guides to assist you when creating electronic offers of employment within the Talent Management System (TMS). An e-offer provides a quick and efficient way to reach your chosen candidate.
Please refer to the Research Foundation Offer Guide to ensure offers are accurate, contain all required information, and candidates receive offers of employment that are compliant with applicable employment policies and related laws.

**Extending E-Offer**

The E-Offer enhancement allows candidates to accept the offers electronically, by logging into StonyBrook.edu/jobs or Stonybrook.edu/employeejobs (for internal applicants).

The requisition owners will receive an immediate notification once the candidate accepts or declines the e-offer. This notification also prompts the recruiter to initiate the Criminal Background Check, when required.

**Essential Pre-Employment Checks - a reminder**

Candidates must pass a Criminal Background Check, Credentialing, and a Pre-Employment Physical Examination when applicable, before they can begin employment at Stony Brook University.

**Tuition Assistance Benefit**

The State University of New York has a tuition assistance policy that supports employee initiatives to acquire and maintain career-related knowledge, skills and abilities. The following gives you eligibility information and instructions about the tuition waiver program. This waiver program is subject to the availability of State funding.

You may choose to enroll in the course and submit this waiver to Student Accounts, however, please note if the program does not receive State funding, your waiver will be voided and you will be responsible for the full cost of the course.

**Eligibility**

- You must be a full-time State or Research Foundation employee.
- The course must be taken at a SUNY-operated campus (not applicable for Community Colleges).
- The course must be credit-bearing (up to 3 credits per semester), cost may be waived at approximately 30-50%.
- The course must be career-related or working towards a degree.

**Application Procedure**

- Return the completed application to Human Resource Services/Benefits, Z=0751 on or before Friday August 24, 2018 for review. Applications received after this date will be placed on a waiting list.
- Once your waiver is reviewed and processed, you will receive an email indicating the approved waiver amount by Friday September 7, 2018.
- HRS-Benefits will submit your approved waiver to Student Accounts if you are taking the course at Stony Brook University. If you are attending a different SUNY school you will receive the approved waiver via email and you must bring the B140W to the Student Accounts office of the SUNY school that you are attending.
- According to IRS Regulations, you may be taxed on the amount of tuition assistance received.
Funds are limited, so it is very important that individuals not using approved waivers return them to HRS Benefits immediately. Employees who drop courses after the University’s “drop/add” period will be fully responsible for tuition liability incurred. You may print the Application for Tuition and Fee Assistance from the HRS website. If you have any questions please call HRS Benefits at 631-632-6180.

**New Leave Benefit- Cancer Screening**

Effective July 1, 2018, the Research Foundation allows employees to take up to a maximum of four hours of paid leave, including travel time, per calendar year to undertake screening for any type of cancer without deducting any other leave time (e.g., sick, personal or vacation). For further leave information contact HRS RF Appointments and Payroll at 632-6162.

**Applications Now Being Accepted for Fall 2018 Professional Development Programs**

**Research Administrators Virtual Academy** – Designed by research administrators for research administrators, this new opportunity expands and replaces the Leadership Academy bringing core research administration curriculum to the masses. The 12-month program, which was developed in partnership with the SUNY SAIL Institute, offers ten two-hour virtual sessions with an in-person learning and networking opportunity at the RF Symposium in Albany on April 3 and 4, 2019. Virtual kick-off is September 17. Apply here if you are interested in this program.

**Mentoring Program** – Now in its 8th iteration, the 10-month program focuses on increasing business acumen as well as discovering and leveraging personal strengths. Protégés select, and are supported by, a mentor and participate in a series of interactive workshops. Kick-off is September 14, in Albany. If you are interested in becoming a mentor, apply here.

For more information contact the Research Foundation for SUNY:

Laurel McAdoo, 518-434-7060

Kathleen Caggiano-Siino, 518-434-7132

**Important Reminders for H-1B Employees and J-1 Exchange Visitors**

It’s imperative that H-1B employees and J-1 Exchange Visitors are engaged only in approved employment/activities.

- H-1B employees must remain employed in the job title and at the required wage rate for the period of time and under conditions noted in the Labor Condition Application. **Any material changes to terms of employment MUST be reported to the university’s Visa and Immigration Services (VIS) in advance.** This includes changes to title, work locations, FTE adjustments, etc.
Likewise, please notify VIS in advance of any changes intended to the terms or conditions of J-1 Exchange Visitors’ programs. This includes materials changes to activity, sites of activity, and employment or payment not clearly listed on the Form DS-2019.

If a J Exchange Visitor or J-2 dependent family member is the victim or perpetrator of a serious crime, is seriously injured, suffers sexual abuse, or dies, contact VIS promptly, as such occurrences are required to be reported to U.S. Department of State. In addition, if the university, RF or Exchange Visitor have the potential to be named in litigation related to the Exchange Visitor Program, VIS and University Counsel should be notified immediately.

USCIS and Department of State may conduct site visits at any time, requesting details and documentation related to H-1B employment or J-1 Exchange Visitor programs. These government agents should be directed to Visa and Immigration Services or the Office of General Counsel.

When employment is terminated prior to expiration of the H-1B petition, return transportation must be offered to the worker’s home country. Contact VIS and the university’s Department of Labor Relations for instruction and assistance. The cessation of a J Exchange Visitor’s activities is to be reported to VIS promptly, but does not require an offer of return transportation.

J-1 Exchange Visitors are mandated by Department of State to have health insurance & medical evacuation insurance for the full duration of the J-1 program. Effective August 15, 2018, SUNY is under contract for Health Insurance with United Healthcare. All Exchange Visitors must obtain coverage under the new company and will receive communication from Visa and Immigration Services. J-1 Exchange Visitors should have no gap in health insurance coverage at any point.

If you have any questions, please contact Visa and Immigration Services at 631-632-4385.

Contact
To connect with a member of the OVPR Communications team, please email ovpr_communications@stonybrook.edu

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