



R&D CENTER CIRCULAR LETTER No. 1

September, 2012

To: All researchers from UPR-Mayaguez

From: Dr. Walter F. Silva, Director



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Dear Researchers:

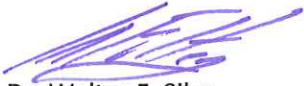
The following notes will help you increase your knowledge of the implementation of the Time and Effort and compliance policies during the academic semester. Please take note of these requirements to avoid complications with your proposals and projects, helping UPRM to keep in fully compliance with federal regulations:

1. Each UPRM employee receiving compensation from federal funds (direct or passed-through) must complete and submit the Form 125A. This form must include the account number of each project (UFIS Account), the percent effort and, must contain the required signatures. The signatures must be in the document before delivering it to the R&D Center.
2. In cases where you are key personnel in on-going projects funded by federal agencies, the no-submission of 125A could be a reason for non-compliance. It is imperative that the submission of Form 125A be performed in a timely manner complying with stipulated UPRM deadlines. Details on filling the 125A are provided in the document UNIVERSITY OF PUERTO RICO SYSTEM PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS dated May 2012 and available at the R&D website (<http://cid.uprm.edu/page.php?id=23>).
3. Full time administrative personnel of the UPR system cannot receive extra compensations (payment for overwork) to do administrative, clerical or other work related to a project supported by federal or passed-through funds. A contract for professional services or a special appointment of external personnel (non UPR employees) could be an alternative to hire such services. This limitation does not apply to private, local or institutional funds.
4. Keep in mind the previous statement when allocating funds especially if you plan to include the cost of administrative service in your budget request for future proposals of *Major Projects* to any federal agency or local agencies using pass-through funds.
5. Without exception, all of the required personnel action documentation must be submitted prior or within the project execution period. The R&D Center has stopped receiving and processing requests for payment of additional compensation for the 2012 summer period.



The R&D personnel are working hard to keep the UPR-Mayaguez fully compliant with Federal Regulations. However, we request the cooperation of researchers, administrators and administrative personnel of all the dependencies of the UPR-Mayaguez Campus to fulfill this objective. Do not hesitate to visit us at the R&D Center if you need more information.

Respectfully;



Dr. Walter F. Silva
Director