



R&D CENTER CIRCULAR LETTER No. 2

March 11, 2013

To: All UPR-Mayaguez community

From: Dr. Walter F. Silva, Director

Dear Researcher:

This letters update you in the preparation of the R&D Center for the NSF visit during this month and Time and Effort reports.

The date for the visit of NSF personnel has been established from March 20 to 21, 2013. We are expecting personnel from the Division of Institution and Award Support and Division of Grants and Agreements. At the R&D Center we already have forms 125A and 125B from Fall Semester 2012-13 signed. The 125A's for Spring Semester are already collected too.

Summer 125A's and 125B's were prepared on-time. NSF reviewed a sample from this period and did not send any specific comments on compliance issues from this sample. On a conference call in December 20, 2012 the R&D Center answered NSF all questions with respect to the Summer 2012 sample. Dr. Thomas Walsh, Director of Sponsored Research Office from University of Florida with experience in T&E reporting, witnessed this conversation and commented: *1. The teleconferences went outstandingly well, 2. Both teleconferences demonstrated a thorough command of the documentation and of the processes, 3. The NSF review team comes from a "two decimal place" culture and you met their standard.*

Also, on the **UPR Summer Effort Review** from NSF, which is part of the letter dated February 1, 2013, NSF specifically mentions: *"At the Mayaguez campus, summer 125A's were prepared mostly at the beginning of June and the 125B's were completed within 60 days after the summer period ended"*. This is a clear statement of compliance according to OMB A21 J.10.c (2) and according to our own policies written in Circular R-1112-35 *"Procedures for the Preparation and Submission of Time and Effort Reports"* dated May 2012.

Even though these are positive comments, the R&D Center is reviewing details of the Corrective Action Plan corresponding to UPR-Mayaguez, improving our web-site and meeting with personnel from R&D, Human Resources, Finance and Payroll, among others, to be prepared for any request from NSF personnel. In addition, this week we will have Dr. Walsh and personnel from University of Florida visiting the R&D Center to check on our documentation and provide advice for the NSF visit.

For you as researcher, I must insist that correct and timely preparation of Form 125A is extremely important to comply with the "After the Fact" method of Time and Effort Reporting.



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We will start collecting 125A's for Summer 2013 on **April 1st** and stop receiving on **May 15, 2013, without extensions**. Circular R-1112-35 "*Procedures for the Preparation and Submission of Time and Effort Reports*" has been available at the R&D Center website since May 2012 (<http://cid.uprm.edu/page.php?id=23>) and at the website of the Vice-president for Research and Technology (<http://acweb.upr.edu/vpit/researchd/policies.html#comp>). At these places there are examples of how to fill up this form. I urge you to read this Circular and direct any question you might have to the R&D Center Blog. I also refer you to my R&D Circular Letter N. 1, dated September 2012.

As always, we appreciate the cooperation of researchers, administrators and administrative personnel of all the dependencies of the UPR-Mayaguez Campus.

Respectfully;



Dr. Walter F. Silva Araya
Director