Please choose a seat next to someone you don’t know.
Introduce yourself!
Account Managers Group

Welcome

Dr. Marilyn Fowle’
Account Managers Group

Office of the Associate Vice President for Academic Affairs

Dr. Deborah R. Garrison
Dean of the Billie Doris McAda Graduate School
Graduate School

Dean, Deborah R. Garrison – Hardin 113
Assistant, Lucy Davis – Hardin 114
Coordinator, Amanda Walton – Hardin South 146
Secretary, Tyeshia Stewart - Hardin South 146
Naming of the Graduate School

- Dr. Billie Doris McAda
- 1957 Alumna from MSU
- $2 Million gift
- Supporting consultation with Noel-Levitz for enrollment management and Recruitment
- Publicity for Graduate School – materials, brochures, advertising, mailing, etc.
Graduate School Enrollment

• Fall 2014 graduate degree-seeking enrollment is the highest since the founding of the Graduate School in 1952.
• 672 degree-seeking students (11% increase)
• 730 post-baccalaureate + degree seeking (730 7.8% increase)
• 4200 credit hours produced (18% increase)
Graduate School Initiatives

• New website: http://www.mwsu.edu/academics/graduateschool/index

• Graduate Programs’ websites will all be enhanced by the end of the academic year

• Centralization of applications, graduate reviews, and communication with students

• Channel graduate inquiries to Amanda Walton at amanda.walton@mwsu.edu for tracking
Graduate Assistantships

• Three types of assistantships:
  – Graduate Teaching Assistants
  – Graduate Research Assistants
  – Graduate Instructional Assistants

  – MSU Policy 3.131 details these requirements and responsibilities
Graduate Teaching Assistants

– Graduate Teaching Assistants must have 18 graduate hours completed and are approved to teach up to two sections.
  • Each section represents 25% of a full-time equivalent (FTE)
  • Two sections = 50%
  • This makes them benefit-eligible
  • MSU is required to offer benefits for employees holding a position of 50% or greater.
Graduate Research/Instructional Assistants

- Graduate Research Assistants use program code “14”
- Graduate Teaching Assistants use program code “12”
- Full assistantship
  - 19 hours per week
  - $8,000 stipend ($4,000 each semester)
  - 47.5% FTE
- Half assistantship
  - 10 hours per week
  - $4,000 stipend ($2,000 each semester)
  - 25% FTE
Electronic Personnel Action Forms

- Required for new or returning Graduate Assistants
- Use Percent of Time as indicated on previous slides
- Include Lucy Davis and Deborah Garrison in the approval process
- Note: does not apply to Graduate Teaching Assistants. They will continue to be submitted on an employment recommendation with no change at this time.
Thank you ~ Questions?
Account Managers Group

Office of Sponsored Programs and Research

Deborah R. Garrison, Director OSPR
McAllister & Quinn

• McAllister & Quinn is a Washington, DC consulting firm that provides a comprehensive range of services to a diverse group of clients with issues before the federal government. John McAllister and Andy Quinn founded the firm in 2004.

• MSU is in a two year agreement for support in writing four grants per year.
Benefits of Consultation

- Over 125 grant writers, one of whom is assigned to each of our grants
- Ongoing consultation
- Careful matching of federal and foundation grant opportunities with MSU strengths
- Two grants submitted: National Science Foundation and National Institutes of Health
- Two grants under development: Health Resources Services Administration and National Endowment for the Humanities
Grant Life Cycle

Shane Comer, Coordinator OSPR
Funding Sources

• Extramural Funding: External Organizations
  – Federal Funding: National Science Foundation, National Institutes of Health, etc.
  – State Funding: The Higher Education Coordinating Board
  – Foundations:
    • National - such as the Gates Foundation
    • Local - such as the Priddy Foundation

• Intramural Funding
  – MSU University-Wide Grants
  – MSU College Grants
External Proposals

- Communicate Early with OSPR
  - Requirements will depend upon the nature of the funding source
  - Submit concept paper to OSPR with MSU Intent to Apply form
    - Plan for submission – electronic or paper
    - Director of OSPR may need to authorize faculty to submit electronic materials
  - Engage with OSPR and Grants Budget Officer, Hayley Laughlin, to prepare budget
  - Two weeks prior to due date, submit final proposal with Grant Cover Sheet
Managing Grant Awards: Internal and External

- Assure that expenses match proposal budget
- If the grant awardee needs to change the types of expenditures, these must be approved through OSPR ahead of time: for example exchanging travel funds for equipment changes the nature of funding.
- Assure that grant expenses are correctly matched with account numbers as specified by OSPR and the budget office
- All grants expenses must comply with MSU policies
Amplifund

• MSU has acquired grant management software through Streamlink software
• Purpose: to better manage grant awards, both Internal and External
  – Amplifund will be implemented with the 2014-15 Internal MSU grant awards
  – Training sessions will be offered for those using the program
  – OSPR and the MSU Budget Office are working together with this implementation
• Both internal and external awards often include funds for dissemination
  – Research is of limited value if it is not communicated with colleagues
  – Dissemination typically must be addressed in proposals, as those agencies funding the research want to make sure findings are published and or presented.
Thank you for your time...

Questions?
Account Managers Group

EPAF Update

Kathy Rice
New EPAFs
Effective November 17th

- Hire Benefit Eligible Employees
- Terminate Benefit Eligible Job
- Title Change
- Benefit Eligible Stipend
- Reactivate Benefit Eligible Stipend
- Hire Graduate Assistant
- Rehire or Change Graduate Assistant
- Hire Temporary Monthly Employee
- Rehire or Change Temporary Monthly Employee
- Communication Stipend
- Hire Part Time Hourly Temp
- Rehire or Change Part Time Hourly Temp
- Hire Full Time Hourly Temp
- Rehire or Change Full Time Hourly Temp
- Non Benefit Eligible Stipend
- Reactivate Non Benefit Eligible Stipend
- Terminate Non Benefit Eligible Job
Training Session For GA EPAFs
January 7\textsuperscript{th} – 1:30

Change To Annual Salary Field and Added Pay Factors

Changes To EPAFs
FOAPAL (account number) added for viewing only

EPAF Reminders
All Lump Sum/Stipend payments need the following in the comments:

- Reason for payment
- Date duty was performed

This will replace the justification form!
Account Managers Group

Budget Pools:
Non-Student Wages vs.
Faculty & Staff Salaries

Debbie Vaughn
<table>
<thead>
<tr>
<th>Account</th>
<th>Title</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
<th>Pending Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>Faculty Salaries Bud Pool</td>
<td>32,622.00</td>
<td>32,622.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6100</td>
<td>Staff Salaries Budget Pool</td>
<td>100,036.91</td>
<td>100,036.91</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6400</td>
<td>Non-Student Wages and All</td>
<td>7,500.00</td>
<td>7,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6500</td>
<td>Fringe Benefits Budget Pool</td>
<td>29,364.80</td>
<td>29,364.80</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>7000</td>
<td>Travel Budget Pool</td>
<td>3,595.11</td>
<td></td>
<td>0.00</td>
<td>3,595.11</td>
<td></td>
</tr>
<tr>
<td>7200</td>
<td>Maint And Oper Budget Poo</td>
<td>3,000.00</td>
<td>481.52</td>
<td>0.00</td>
<td>2,518.48</td>
<td></td>
</tr>
<tr>
<td>7400</td>
<td>Utilities Budget Pool</td>
<td>1,150.00</td>
<td>840.95</td>
<td>0.00</td>
<td>309.05</td>
<td></td>
</tr>
</tbody>
</table>

Total: 177,258.82  170,846.18  0.00  6,422.64
## Budget Pools

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty Salaries:</strong></td>
<td>Base salary of benefit eligible faculty</td>
</tr>
<tr>
<td>(6000)</td>
<td>Adjuncts</td>
</tr>
<tr>
<td><strong>Staff Salaries:</strong></td>
<td>Base salary of benefit eligible employees</td>
</tr>
<tr>
<td>(6100)</td>
<td>Longevity</td>
</tr>
<tr>
<td><strong>Non-Student Wages:</strong></td>
<td>Any payments other than those listed (Event Staff, designing online courses, stipends, etc.)</td>
</tr>
</tbody>
</table>
Account Managers Group

Software Tips of the Month

Outlook
- How to keep meeting requests in your inbox after responding
- How to create a note

Banner
- Customized links in Banner
Outlook – Save Appointment Notification

1. Click on the 'File' tab in the Outlook navigation pane.
2. Click on 'Options' to access the Outlook Options dialog box.
3. Click on 'Mail' to select the Mail settings.
4. In the 'Save messages' section, check the box for 'Automatically save items that have not been sent after this many minutes:' and set the desired time interval.
5. In the 'Send messages' section, adjust the settings as needed for message importance and sensitivity levels.
Outlook – Creating a “Sticky” note
Order hot chocolate for Account Managers Meeting.

11/19/2014 6:03 PM
Banner – Customizing Links
<table>
<thead>
<tr>
<th>Block 1</th>
<th>Block 2</th>
<th>Block 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> Enter the URL for the &quot;My Institution&quot; link.</td>
<td><strong>Description:</strong> Enter the description for the &quot;My Personal Link 1&quot; link.</td>
<td><strong>Description:</strong> Enter the URL or Banner object for the &quot;My Personal Link 1&quot; link.</td>
</tr>
<tr>
<td><strong>Default Value:</strong> <a href="http://www.mwsu.edu/">http://www.mwsu.edu/</a></td>
<td><strong>Default Value:</strong> Your first personal link description</td>
<td><strong>Default Value:</strong> Your first personal link URL</td>
</tr>
<tr>
<td><strong>User Value:</strong> <a href="http://www.mwsu.edu/">http://www.mwsu.edu/</a></td>
<td><strong>User Value:</strong> SFAREGQ</td>
<td><strong>User Value:</strong> SFAREGQ</td>
</tr>
<tr>
<td><strong>Description:</strong> Enter the description for the &quot;My Personal Link 2&quot; link.</td>
<td></td>
<td><strong>Description:</strong> Enter the URL or Banner object for the &quot;My Personal Link 2&quot; link.</td>
</tr>
<tr>
<td><strong>Default Value:</strong> Your second personal link description</td>
<td></td>
<td><strong>Default Value:</strong> Your second personal link URL</td>
</tr>
<tr>
<td><strong>User Value:</strong> SHATERM</td>
<td></td>
<td><strong>User Value:</strong> SHATERM</td>
</tr>
</tbody>
</table>

- Scroll down and repeat the process
- Click the *Save button*
- Hit the *OK* button
- Exit out of Banner and log back in

*Note: You have to type in the command in two different blocks so that the command will work*
Account Managers Group

Next meetings:

- No December Meeting
- January 22nd – 10:00 am
- February 26th – AMG “Review”
- March 26, 2015 – 10:00 am
Account Managers Group

Open For
Questions and Answers
Thank you!

mwsu.edu