

Operations Handbook:

Centers of Research, Policy, & Practice

Office for the Advancement of Research



2011

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Introduction

The purpose of this handbook is to provide information to the Centers and Institutes on basic protocols, procedures and logistical issues at the College. As much of this information is dynamic, we will continually work to update the manual and encourage you to provide feedback.

I would like to thank those who helped compile this information, including Diana Rickard (Manager of Research Operations, OAR), Nicole Parrilla (Event Coordinator, OAR), Nancy Jacobs, Rebecca Balletto and Kathleen Anderson (Research and Evaluation Center), and Susy Mendes (Office of Sponsored Programs).

Karen Terry, Associate Provost and Dean of Research (Interim)

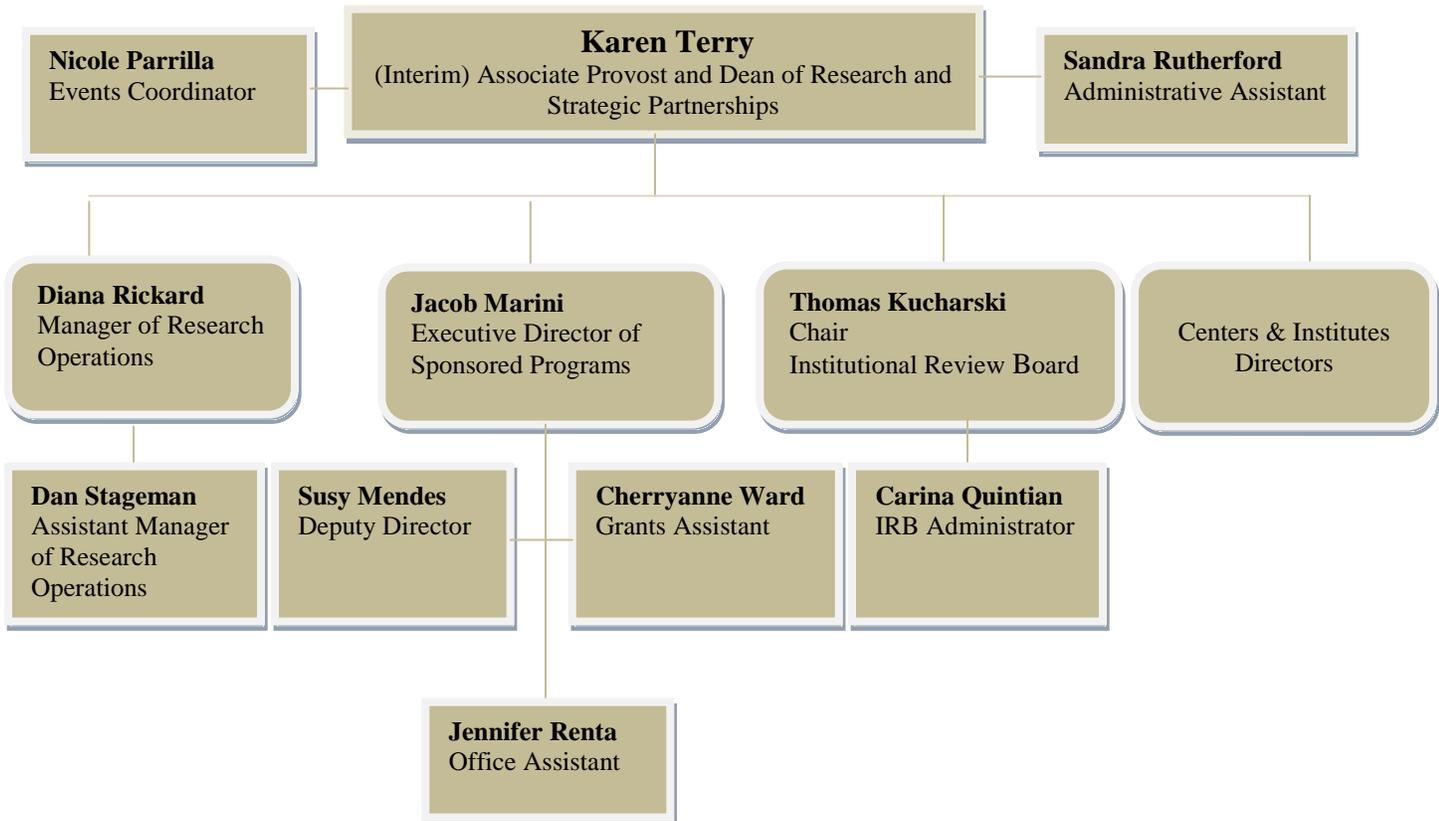
I. CENTERS, INSTITUTES AND ACADEMIES: MISSION STATEMENT

The John Jay College Centers for Research, Policy and Practice influence criminal and social justice policy and practice in New York, our nation and the world. Drawing on the expertise of the College's preeminent faculty, the Centers bring together the world of scholarship and the world of practice for the benefit of society. They engage students and faculty in collaborative and cutting-edge research; design and deliver transformative executive leadership and professional training programs; sponsor ground-breaking conferences and lectures; and partner with community organizations, policy-making bodies, and criminal justice entities.

II. STRUCTURE OF ORGANIZATION

The John Jay Centers are a part of the College's Division of Academic Affairs, and are overseen by the Office for the Advancement of Research. The organizational placement of John Jay Centers of Research, Policy, and Practice is as follows:

OFFICE FOR THE ADVANCEMENT OF RESEARCH



The Office for the Advancement of Research (OAR): OAR was created in Fall 2004 by President Jeremy Travis. It encourages, shepherds and supports scholarly activity at the College. In addition to overseeing John Jay's Centers and Institutes OAR supervises the Office of Sponsored Programs, the Institutional Review Board, and Responsible Conduct of Research.

Office for the Advancement of Research

899 Tenth Avenue, Suite 632

Karen Terry, Associate Provost and Dean of Research and Strategic Partnerships (Interim), 212.237.8040, kterry@jjay.cuny.edu. Karen oversees all activities in furtherance of John Jay scholarship, research and grants.

Diana Rickard, Manager of Research Operations, 212.484.1367, drickard@jjay.cuny.edu. Diana is the OAR liaison, facilitating publication and research goals of the faculty and Centers and Institutes. Many questions regarding Centers may be directed to her.

Dan Stageman, Assistant Manager of Research Operations, 212.237.8914, dstageman@jjay.cuny.edu. Dan manages OAR information pertaining to scholarship, publishing and grant activities.

Nicole Parrilla, Event Coordinator, 212.237.8914, nparrilla@jjay.cuny.edu. Nicole coordinates all aspects of Center and College event planning.

Sandra Rutherford, Administrative Assistant to the Dean of Research, 212.484.1366, srutherford@jjay.cuny.edu.

Office of Sponsored Programs

Location: 899 Tenth Avenue, Room 632B

Jacob Marini, Executive Director, 212.237.8449, jmarini@jjay.cuny.edu. Jacob focuses on pre-grant assistance with faculty, students and Center directors.

Susy Mendes, Deputy Director, 212.237.8447, smendes@jjay.cuny.edu. Susy's primary role is to assist faculty with grant submission and questions throughout the award process, including post award management.

Cherryanne Ward, Grants Assistant, 212.237.8448, cward@jjay.cuny.edu. Cherryanne is the point person for managing grants post-award.

Jennifer Renta, Administrative Assistant for the Director of Sponsored Programs 212.237.8448, jerenta@jjay.cuny.edu.

Institutional Review Board (IRB): The John Jay College Institutional Review Board consists of 14 members, 12 of whom are full-time faculty at John Jay. The IRB Office is charged with administering the College's IRB operations. IRB forms are available at: <http://www.jjay.cuny.edu/academics/1440.php>.

Thomas Kucharski, Chair, 212.237.8783, tkucharski@jjay.cuny.edu.

Carina M. Quintian, Administrator, 212.237.8961, jj-irb@jjay.cuny.edu.

The Responsible Conduct of Research: OAR oversees matters pertaining to research compliance and the responsible conduct of research.

Mark Fondacaro, Research Integrity Officer, mfondacaro@jjay.cuny.edu

The John Jay College Centers of Research, Policy, and Practice:

The Academy for Critical Incident Analysis promotes and disseminates scholarly research relating to the emergence, management and consequences of critical incidents. ACIA sponsors scholarship and research, hosts conferences and symposiums, and maintains research archives of incident records. ACIA also supports the development and dissemination of course curricula and supporting media for the teaching of critical incident analysis. Director: Victor Herbert (vherbert@jjay.cuny.edu); <http://aciajj.org>.

The Center for Crime Prevention and Control fosters innovative crime reduction strategies through hands-on fieldwork, action research, and operational partnerships with law enforcement, communities, social service providers, and other practitioners. The Center is particularly focused on issues affecting our most vulnerable communities: gangs and other violent groups, gun violence and gun trafficking, overt drug markets, and domestic violence. It also aims to strengthen communities and reduce arrest and incarceration. Director: David Kennedy (dakennedy@jjay.cuny.edu); <http://www.jjay.cuny.edu/ccpc>.

The Center for Cybercrime Studies is dedicated to developing and disseminating the expertise needed to understand, detect, and deter computer-related criminal activity. Center activities bring together academic researchers, computer security experts, and law enforcement practitioners to share information and develop new ways to protect users, information systems, and information infrastructures. Of particular concern is the impact of proposed solutions on civil liberties, privacy, information system costs, and infrastructure capability to support innovation. Director: Douglas Salane (dsalane@jjay.cuny.edu); <http://www.jjay.cuny.edu/cybercrime>.

The Center for International Human Rights addresses the main challenges to the promotion and protection of internationally recognized human rights norms. Center activities focus on analyzing and assessing the intersections between human rights violations and international crimes; investigating genocide historically and in the contemporary world; and devising educational programs to increase public awareness of these norms. Director: George Andreopoulos (gandreopoulos@jjay.cuny.edu); <http://www.jjay.cuny.edu/cihr>.

The Center on Media, Crime and Justice is the nation's only practice- and research-oriented think tank devoted to encouraging and developing high-quality reporting on criminal justice, and to promoting better-informed public debate on the complex 21st-century challenges of law enforcement, public security and justice in a globalized urban society. The Center acts as a key link between the media and the criminal justice community both in the U.S. and abroad. Director: Steve Handelman (shandelman@jjay.cuny.edu); <http://www.jjay.cuny.edu/cmjc>.

The Center on Race, Crime and Justice is a multidisciplinary entity for exploring critical issues at the intersection of race/ethnicity, crime and justice. Through a visiting scholars program, community partnerships and collaborative efforts within the College and across the University, Center participants conduct funded research that addresses many of the problems that plague our understanding of crime and justice in a diverse society. Director: Delores Jones-Brown (djonesbr@jjay.cuny.edu); <http://www.jjay.cuny.edu/crcj>.

The Center on Terrorism was established in late 2001 to study terrorism conceptually and academically, and to identify the practical applications of that knowledge in the search for alternative forms of homeland security. The Center supports research and scholarship on a range of topics from individual attitudes and behavior to global terrorist networks. The Center offers a Master's-level certificate program in the critical study of terrorism. Director: Charles B. Strozier (charlesbstrozier@yahoo.com); <http://www.jjay.cuny.edu/terrorism>.

The Christian Regenhard Center for Emergency Response Studies is an applied research center focused on the development of a mix of grounded theory and traditional empirical analysis in the areas of emergency response, coordination of first responders, and the dynamics of large-scale incident management and response. Director: Charles Jennings (cjennings@jjay.cuny.edu); <http://www.jjay.cuny.edu/regenhard>.

The City University of New York Dispute Resolution Consortium is a university-based academic center that serves as a comprehensive coordinating mechanism to advance conflict resolution research and innovative program development throughout the City University and the New York City metropolitan area. Director: Maria Volpe (mvolpe@jjay.cuny.edu); <http://johnjay.jjay.cuny.edu/dispute>.

The Criminal Justice Research and Evaluation Center is an applied research organization established so that members of the academic community can respond to the needs of criminal justice practitioners. The Center assists communities, agencies, and decisionmakers by producing accurate and accessible studies on crime prevention strategies, the effectiveness of justice interventions on individual behavior, and efforts to improve the impact and efficiency of justice systems. Director: Jeffrey Butts (jbutts@jjay.cuny.edu); <http://www.jjay.cuny.edu/cjrec>.

The Institute for Criminal Justice Ethics, the only nonprofit, university-based center of its kind in the United States, was established to foster greater concern for ethical issues among practitioners and scholars in the criminal justice field. Through its diverse programs it serves both as a national clearinghouse for information and as a stimulus to research and publication. Director: Jon Jacobs. <http://www.lib.jjay.cuny.edu/cje>.

The Prisoner Reentry Institute fosters innovation and improves practice in the field of reentry by advancing knowledge; translating research into effective policy and service delivery; and fostering effective partnerships between criminal justice and non-criminal justice disciplines. Director: Ali Knight (alknight@jjay.cuny.edu); <http://www.jjay.cuny.edu/pri>.

III. OBTAINING A GRANT

Center Directors are responsible for obtaining external funding to support programmatic activities. Below is basic information on how to obtain a grant and how to manage a grant that has been obtained. For a more detailed discussion about submitting grant proposals, please contact Diana Rickard (drickard@jjay.cuny.edu) in the Office for the Advancement of Research. Federal grant applications must be processed through the Office of Sponsored Programs (Jacob Marini, jmarini@jjay.cuny.edu).

Listing of Available Grants Opportunities.

The Office of Sponsored Programs maintains a list of granting agencies and current grant opportunities – see <http://www.jjay.cuny.edu/academics/1431.php>.

Full-time faculty and staff can access the RF web pages on award opportunities, searchable databases, funding agency websites, and grant writing at <http://www.rfcuny.org>. A user ID and password is required in order to access some of these services and features. To obtain a user ID and password send an e-mail to weblogonid@rfcuny.org with your name, title, department, room number, phone number and e-mail address.

Another useful site is <http://www.grants.gov>. Registration for access to this website is not required. Announcements can be tailored so that only grants in interest areas will be emailed to you. The College is already registered with grants.gov and Central Contractor Registration (CCR).

The Foundation Center is an external resource. The Center's library is open to the public, and it also offers free or modestly priced workshops on fundraising and grantsmanship, in addition to web-based resources. The Foundation Center is located at 79 Fifth Avenue, 2nd Floor, (212.630.4230) and more information is available at their website: www.foundationcenter.org/newyork.

CUNY/College Support and Start Up Support.

There are numerous sources of financial support within John Jay and CUNY. Among these are PSC-CUNY research awards provided by CUNY and available to full-time faculty; and the Scholarly Excellence Award, and the John Jay Research Assistance Program, both provided by OAR. For more information, see: Karen Terry, Associate Provost and Dean of Research and Strategic Partnerships (Interim) or Jacob Marini, Executive Director, Office of Sponsored Programs.

IV. MANAGING FUNDS

The Research Foundation of CUNY (RF): The primary mission of the Research Foundation is to provide essential administrative support to enable CUNY faculty to successfully carry out grant activities. The Foundation provides direct support to Principal Investigators by providing them with the latest award funding, staff management, transaction processing, account maintenance, and sponsor liaison services.

Once a grant is awarded, if the sponsor is a governmental agency, an account will be created at the Research Foundation of CUNY. The PI will be the signatory on the grant, and can hire staff and make purchases as needed from the grant (per procedures described below). Donations by individual donors and in some cases by foundations may be deposited in the John Jay College Foundation. (Note that the College Foundation payroll does not include a benefits package.)

Comprehensive information regarding managing a grant through the Research Foundation is available at their website: www.rfcuny.org. Once you are logged in, you will see a tab on the top of the main page titled "Guides and Forms." Here you will find the Project Director/Employee Guide.

The John Jay College Foundation: The John Jay College Foundation was established to act as fiduciary for private donations. Monies collected in Foundation accounts may be used to fund scholarships, faculty development activities, and special projects.

Contact: **Helen Cedeno**, Business Office, 212.237.8485, hcedeno@jjay.cuny.edu.

Setting Up a Research Foundation Account

When a federal, state, local agency or private sponsor grant or contract is awarded, the Research Foundation of CUNY (RF) acts as the official, legal sponsor on the College's behalf. RF is responsible for administering all grant funds, rendering all financial reports, and undergoing audits as necessary. The Research Foundation acts as the "bank" for all external grants and contracts awarded to CUNY colleges. Once a grant or contract is awarded, the RF sets up an account with a dedicated account number for that award. The Principal Investigator is the primary signatory to sponsor, federal, state, and local grants. A specific project administrator at the RF is assigned to that account to oversee expenditures and assist in the process of managing the grant or contract related expenditures.

The forms used to utilize grant/contract funds are housed at the College's Office of Sponsored Programs, located in room 632B in the T Building.

In order to set up an account with the John Jay College Foundation for private monies, contact the John Jay College Business Office (**Helen Cedeno**, 212.237.8485, hcedeno@jjay.cuny.edu).

Purchasing Cards (Research Foundation Accounts)

The P-card is a non-revolving credit card issued by a bank that allows projects to acquire authorized goods and supplies in a timely manner, increase vendor satisfaction (less bookkeeping, faster payment), reduce personal outlay, replace the need for petty cash maintenance, and reduce reimbursement transactions. It works as a debit card with a fixed dollar amount that is reduced by the amount of each purchase transaction. Within prescribed limits, P-card transactions do not require the use of requisition/purchase orders, small order form or payment request reimbursement, although all original and itemized receipts and supporting documentation must be submitted to reconcile all expenses on the card. Use of the card is not intended to replace the bid process where that process is obligatory for all items \$5,000 and above and must comply with RF Other Than Personnel Services (OTPS) Guidelines and Purchasing Policy 501.D which are available at www.rfcuny.org in the Project Director/Employee Guide under “Purchasing and Payables OTPS”.

The number of purchases is limited to 8 per day and the limit for any single transaction is \$5,000. The card may be replenished as it is depleted, given that all documentation has been submitted to reconcile previous transactions.

P-card applications are available from the Office of Sponsored Programs, Room 632B-T. The application process takes approximately three weeks.

V. PERSONNEL

Hiring

Research Foundation: To hire a Full-time or Part-time A employee (a person scheduled for 20 or more hours per week) through the Research Foundation, the PI must submit a Personnel Vacancy Notice (PVN) on the Research Foundation website. Prospective employees must apply through the PVN and the PI must hire the employee via the PVN as well. More information on the PVN process can be found in the Project Director’s Guide on the Research Foundation website (www.rfcuny.org). Part-time B employees (those scheduled to work for 19 hours or less per week) need not apply through the PVN system at this time.

Once an employee has been offered the position, he/she must be E-Verified. The RF participates in E-Verify, which is an online system operated jointly by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). The E-Verify system electronically compares information entered on the I-9 Form with records contained in SSA and DHS databases to help employers verify the identity and employment eligibility of hired employees. Compliance with the regulations of E-Verify requires that employees' new hire documents be processed through E-Verify within three business days of the actual start date of employment. Next, the employee will need to complete a New Hire Package. You may contact the Office of Sponsored Programs (x8448) to set up an E-Verification appointment.

Employees must complete an Employee Wage Title designator before they begin working.; this form is available through the Office of Sponsored Programs. (RM 632B-T). The new hire package is available at <http://jjay.cuny.edu/academics/1435.php> or in the Office of Sponsored Programs. All new hire forms must be completed and returned to the Sponsored Programs Office. The following documents are required:

- A copy of the new hire’s Social Security Card for payroll purposes
- A copy of the new hire’s documentation outlined on the I-9 form
- A voided check from their bank if “Direct Deposit” is desired.

John Jay Foundation Employees: A John Jay Foundation new hire package must be completed by the employee. Forms and packets are available at <http://insidejjay.cuny.edu> in the Employee Center, under “New Employee Services”. The Foundation does not provide a benefits package to employees. Completed papers are submitted to Helen Cedeno (x8485) in the Business Office along with the following documents:

- A copy of the new hire’s Social Security Card
- A copy of the new hire’s documentation outlined on the I-9 form
- A voided check from their bank if “Direct Deposit” is desired.

Tax Levy Payroll: Some employees are on the college’s tax levy payroll, either as higher education officers or college assistants. The Office for the Advancement of Research can provide guidance on how to effectuate this process.

Submitting a New Research Foundation e-PAF (electronic -Personnel Action Form)

A new e-PAF will need to be submitted to RF legal for all hires who will become RF employees by virtue of their designation for a position on a funded project, housed at RF CUNY. A hire may be assigned to more than one project, provided the total hours to be worked do not exceed 40 hours weekly. It is also important to note that sick leave and vacation time accrue on each individual project assignment, not collectively.

A new e-PAF must be submitted when a current RF employee’s end date, pay, or hours are changed.

To submit a new e-PAF for an RF employee:

- Log in to www.rfcuny.org
- Select “PAF” under “E-Services”
- Select “Create”
- Select the Project number from the list
- Choose “PAF Additions”
- Enter employee name
- Follow prompts through completion of form
- Be sure to add employee schedule
- Click “Preview” to run the PAF and ensure the form is filled out properly
- Click “Approve”; a system-generated email will be sent to the Project Manager, the PI(s) and the Project Administrator for approval

These steps should also be followed if an employee’s PAF is to be renewed or modified. If you have questions about this process, contact the Office of Sponsored Programs (x8448). Please note: on the e-PAF homepage the Help tab has a PAF user manual.

Note that funds will be “locked” in place for the duration of the appointment and cannot be redistributed without a termination. This means that if your grant or contractual funds are paid quarterly, you may not want to make an annual appointment.

Hours

The Research Foundation classifies employees into three categories. Employees are classified as full-time if they work 70 or more hours per two-week pay period. Full-time employees are entitled to a comprehensive benefits package that includes health insurance for self and immediate family. Employees working more than 38 but fewer than 70 hours per two-week pay period are classified as Part-time A and are entitled to fringe benefits such as health insurance for self. A fringe benefits rate of 37% will be charged to each grant for Full-time and Part-time A

employees (however, this will change to 37.5% on 1/1/11, and to 38% on 7/31/11). Employees working fewer than 38 hours per two-week pay period are classified as Part-time B and entitled to statutory benefits, and a fringe benefits rate of 9.5% will be charged to the grant. (Please note that a new 0.34% MTA tax is included in these rates).

Timesheets

John Jay Foundation Employees: Timesheets are processed every two weeks, at the beginning of the new pay period. Contact Helen Cedeno (x8485) for a detailed list of pay periods and timesheet submission dates.

To pay John Jay Foundation Employees:

- Collect time cards and total all hours for each employee – each employee must have a time card completed for each pay period.
- Transfer the hours to a timesheet
- Have employees review and sign their timesheets
- Each timesheet must then be approved and signed by a project PI
- Make two copies of the timesheet: one for Center files and one for employee
- Original timesheets are then submitted to Helen Cedeno in the Business Office (room 606B, x8485) by the Thursday of the week prior to payday.

CUNY Research Foundation Employees: Timesheets are processed every two weeks at the beginning of the new pay period and are submitted online. Dates are noted at www.rf.cuny.org in the calendar under “Timesheets.”

To pay CUNY RF employees:

- Log in to www.rf.cuny.org
- Select “Time and Leave” under “My E-Services” to access the calendar. The CUNY RF generates payroll biweekly. Timesheets are due the Monday following the pay period’s end date, which is indicated on the online calendar.
- The default display tab is “Manage Timesheets” and this is where the PI can select a pay period and enter, edit, and approve an employee’s timesheet.
- Select a period to view the “Employee Timesheet Summary Page”
- Click on each employee to “Approve” their timesheet.

Annual/Sick/Personal/Holiday Time

Full time CUNY Research Foundation employees accrue annual and sick leave every two weeks on *every* project they work on. PIs should discuss accrual and sick leave with their employees in advance. Accrual rates depend on how long the employee has worked for the RF. Accrual rates can be found at the RF website (www.rf.cuny.org), in the Project Director’s/Employee Guide in under Benefits in the Human Resources section.

Full time employees are paid for all legal holidays as well. See www.rf.cuny.org for a full list. Keep in mind that an employee working on several projects will accrue sick time and annual leave at the rates above for *each* project, something to be considered when assigning employees to projects.

John Jay Foundation employees DO NOT accrue annual leave, sick time or unscheduled holidays.

Termination of an Employee

Each employee must be given written notice of termination for reasons acceptable to the NYS Department of Labor. To the extent that a supervisor has doubts about an employee's job performance, a written evaluation citing performance/attitudinal concerns should address shortcomings and should be discussed with and signed by the employee and the supervisor. This should be done within three months of the first performance concerns.

To terminate a John Jay Foundation employee: In the cases where termination is linked to unsatisfactory job performance, Donald Gray, The Dean of Human Resources (x8512, dgray@jjay.cuny.edu), should be alerted and a discussion of the evaluation should be held in the presence of Human Resources personnel. In all termination cases, Helen Cedeneno (x8485, hcedeno@jjay.cuny.edu) should be notified in writing of the employee's end date.

To terminate a CUNY Research Foundation employee: For routine terminations, such as end of appointment or completed assignments, follow the e-PAF process for submitting a PAF, using the termination selection. Be sure to check vacation accruals prior to submitting a termination date. In the cases where termination is linked to unsatisfactory job performance, the PI should contact Wendy Patitucci (212.417.8601, wendy_patitucci@rfcuny.org) at the RF's Department of Employment Policy and Practice before any action is taken.

Work Study Students

Students may be paid through their financial aid package to work while studying. Work study students do not have to be paid by the Center. To sign up to hire a student, go to the John Jay College home page and:

- Click on Faculty/Staff
- Click on Employment Resources
- Click on Enroll and Request to Hire FWS Students
- Set up an account
- Complete the form

Contact: **Sylvia Lopez**, 212.237.8897, sylopez@jjay.cuny.edu; Room 1247, North Hall Building

Interns

Interns are not paid but they may receive academic credit. The minimum requirement for fieldwork is 8-10 hours per week. The student will be given credit for a maximum of 10 hours per week. Ninety-six hours must be completed for course credit. If you would like a student intern, fill out the following form at: <http://johnjay.jjay.cuny.edu/internships/internships.asp>.

Contact: Internships and Cooperative Information, 212.237.8438; Room 3235 North Hall Building

Research Assistants and College Assistants

Centers may be eligible to work with Criminal Justice doctoral students as research assistants. Doctoral students may be assigned to a Center by the Executive Officer of the doctoral program who should be contacted directly about these opportunities at least six months in advance. Centers do not have to pay the doctoral students as they receive stipends for up to nine hours of work a week. However, additional time must be paid for by the Center.

Contact: **Joshua D. Freilich**, Acting Executive Officer, Program of Doctoral Studies in Criminal Justice, 212.237.8668, jfreilich@jjay.cuny.edu.

Obtaining a New John Jay Email Account

The process of obtaining a College email account begins after a new John Jay College Foundation employee completes their HR packet; this process can take up to 10 days. The employee must check to see if their account is activated. If the account does not seem active, you can contact the Helpdesk at 212.237.8200, helpdesk@jjay.cuny.edu.

To set up an email account for an RF employee Faina Fradkin in Human Resources is available to facilitate this process. (Faina Fradkin, Human Resources, 212.237.8315, ffradkin@jjay.cuny.edu)

Obtaining a New John Jay Identification Card

ID Cards are issued every Tuesday and Wednesday, when classes are in session, from 11:00 a.m. to 2:00 p.m. and 5:00 p.m. to 7:00 p.m. in Room 535T. To obtain an ID card, faculty and staff must present a current pay stub or a letter from the Department of Human Resources. Although there is no charge for obtaining your first ID card, there is a \$5.00 fee for a replacement ID card.

VI. PAYING CONSULTANTS

John Jay Foundation Consultants: These appointments are not covered by a line item on funded grant or project housed at the CUNY Research Foundation. The following documents need to be created for a new consultant:

- A Memorandum of Understanding (MOU) – signed by both the Center Director and Consultant.
- A Scope of Work statement
- A W-9 Form

Please note: for any major project requiring a contract for significant amounts of money, these documents need to be reviewed by the College's General Council Office (Rosemarie Madonado). Further, no college person other than the President or his designee is authorized to sign contracts. For more information, on large contracts, you may contact Helen Cedeno, Business Office, hcedeno@jjay.cuny.edu.

To pay a John Jay Foundation consultant submit the following documents:

- An invoice for time spent and tasks/products completed – submitted and signed by the Consultant
- A copy of the MOU
- A copy of their Scope of Work statement
- A copy of their W-9 form
- A White John Jay Foundation Payment Request Form – filled out and signed by the Center Director

These documents are to be submitted to Vivien Hoexter, Vice President for Development, in the Office of Marketing and Development (room 623T). Once approved by VP Hoexter, the invoice will be forwarded to the Business Office (room 606B) for preparation of the paycheck. Business Office staff will call when the check(s) are ready to be picked up.

All checks should be copied and attached to the Center's copy of the payment request form before they are dispersed. These payments should be logged against the appropriate project under the appropriate John Jay Foundation account number.

Research Foundation New Consultants (up to \$5,000) (but covered by a line item on a funded project housed at RF CUNY): The following documents need to be created for a new consultant to be paid up to \$5,000 on an RF CUNY project budget:

- An RF specific MOU form – signed by both Director and Consultant (can be downloaded from www.rfcuny.org under “Guides and Forms”, “Purchasing & Payables (OTPS)”, “Independent Contractor Agreement Under \$5,000”, Form “RF-804”
- A Scope of Work statement – created by and agreed to by the project PI and Consultatn)
- A Client List – generated by the Consultant which demonstrates that the Consultant is in business for themselves.
- The Original signed invoice
- A complete Payment Request Form (RF-021) (instructions are available under “Guides and Forms”, “Purchasing and Payables (OTPS)”, “RF-021 Payment Request Instructions”)
- An RF specific W-9 Form (can be downloaded from www.rfcuny.org under “Guides and Forms”, “Purchasing & Payables (OTPS)”, “Independent Contractor Agreement Under \$5,000”, Form “W-9”).

Research Foundation New Consultants (over \$5000): The RF Project administrator needs to be contacted to determine the appropriate procedure to pay new Consultants over \$5,000 from a designated line item in the approved budget. An Independent Contractor may not begin work nor may any payments be issued until an Independent Contractor Agreement between the contractor and the Research Foundation has been fully executed. Please refer to RF Policy 518-C (in the Project Director/Employee Guide, under “Purchasing and Payables (OTPS)”, “Independent Contractor Agreement \$5,000 and Over”). A Request for Authorization must be completed and is available on this page as well. In addition, the same documents must be provided as outlined above for Consultants to be paid up to \$5,000.

These documents should be mailed to the Research Foundation of CUNY at 230 West 41st Street, 7th Floor, New York, NY 10036. The Research Foundation will mail checks directly to the Consultants.

(Please note: consultants fall under the OTPS category, not Personnel)

VII. JOHN JAY STOCKROOM AND PRINTING SERVICES

When purchasing and charging to a grant, save all receipts, invoices, packing slips, etc. Sponsors are required to submit proof of purchase and receipts for external vendors and reimbursements, as well as proof of payment for reimbursements. In order to pay/reimburse vendors/individuals from funds housed at the Research Foundation, submit the above referenced documentation with a Payment Request Form, available in the Office of Sponsored Programs. More information about purchases/reimbursements using RF funds is available at: <http://www.rfcuny.org> under “Guides and Forms.” Select “Forms” and then “OTPS/Purchasing”.

Please note: small bills for postage and photocopying are covered by OAR and should be brought to the office's attention.

Print Shop

Director: Irene O'Donnell, Finance and Business Office, Campus Office Services (Mail Room, Print Shop, Stock Room, Central Receiving, Office Copiers) 212.237.8540, iodonnell@jjay.cuny.edu. Printing, duplicating,

reprographics and mail delivery are all services that fall under this office's purview. Centers will be billed for the services by the print shop. Print Shop policies are available in the "Policies and Procedures" section in "Inside John Jay" on the college website. Alternatively, private businesses can be used.

Office Supplies

Director: Irene O'Donnell, Finance and Business Office, Campus Office Services (Mail Room, Print Shop, Stock Room, Central Receiving, Office Copiers) 212.237.8540, iodonnell@jjay.cuny.edu.) Supply and inventory order forms are on the JJ Intranet.

Stationery

To create customized stationery using Word or PDF, please access <http://inside.jjay.cuny.edu/apps/printShop/stationery.asp>.

Business Cards

Business cards can be created online on the John Jay intranet at: <http://inside.jjay.cuny.edu/apps/printShop/index2.asp> A Business Card Requisition Form, which is printed with the template, must be signed by the Chairperson/Director of the department/center and brought to the print shop with the business card template.

VII. TRAVEL

Faculty Travel

Research Foundation travel advance requests and travel reimbursement request forms are available in the Office of Sponsored Programs, Room 632B-T. For faculty travel not associated with RF grants, please see the forms and guidelines available from the Office of Academic Affairs at www.jjay.cuny.edu/3481.php.

Before Travel: Travel confirmations for airfare/transportation, hotel, etc. Keep in mind that all travel must be economy class. All flights must be booked in economy class on U.S. Flag air carriers, per the Fly America Act.

While You Travel: All receipts from trip must be saved.

- *Airfare and other forms of transportation* – original boarding passes or tickets must be submitted for reimbursement of airfare/train/etc.
- *Hotel/Lodging receipt upon checkout* – this receipt will show proof of payment and stay, and should indicate a balance due and method of payment.
- *Meals* – Two options: (1) Itemized receipts for personal meals must be saved (*alcohol is not a reimbursable expense under any circumstance*), or (2) Current federal or foreign per diem rates may be used (no need to save receipts for meals)
 - Federal Domestic Per Diem Rates: <http://www.gsa.gov/>. Select "Travel" and choose "Domestic Per Diem Rates."
 - Foreign Per Diem Rates: <http://aoprals.state.gov/>. Choose "Foreign Per Diem Rates."
- *Local Travel* – save taxi/metrocard/subway/etc. receipts indicating proof of payment; for each trip, describe origin, destination, and reason for travel
- *Automobile Usage* – 55¢ per mile is the current reimbursable rate for use of a personal vehicle. Use of a Rental Car must be reasonable and justifiable to be reimbursed. Receipt showing proof of rental and proof of payment must be submitted.

- *Other*—Other miscellaneous expenses including registration fees for conferences, business meals with other attendees, etc can be listed here, and should be accompanied by proof of payment.
- *Agenda/Itinerary/Invitation*—Travel should be associated with a particular purpose such as a conference, research, etc. An agenda, itinerary, flyer, invitation or other similar material from the conference/event/etc. must be attached.
- *A Note on Package Deals*—The bundling of services is becoming increasingly common. When booking a package deal (e.g. airfare and hotel together at one rate), make sure to save the package confirmation, boarding passes/tickets, and hotel checkout receipt, etc.

After Travel: An RF CUNY Travel Expense Voucher and Request for Payment form available in the Office of Sponsored Programs must be completed. Attach all original receipts/tickets/boarding passes/agenda/etc. (Please tape all receipts to 8 x 11 ½ paper to ease processing.) If the College booked airfare and/or hotel, forward boarding passes and/or hotel check out receipt with agenda/itinerary to the JJC Business Office. A memo outlining all expenses will help expedite processing. For each expense, make sure to show proof of travel/purchase AND proof of payment. Submit (1) RF CUNY Travel Expense Voucher and Request for Payment form, and (2) all original receipts/agenda/etc with memo to the PI for approval.

After Completing Paperwork: Submit completed paperwork to the Office of Sponsored Programs, Room 632B-T for review of documentation. (If proper documentation is missing, a notification will be sent via e-mail to submit the supplemental documentation needed in order for the request to be processed.) OSP hand delivers requests to Research Foundation for processing once a week. To expedite payment you may forward requests for reimbursement directly to Research Foundation of CUNY, Attn: OTPS Department, 230 West 41st St., 7th Floor, NY, NY 10036.

Processing should take approximately two weeks from the time paperwork is submitted to RF. Some requests may take longer depending on their complexity, completeness, etc.

Administrative Travel

Prior to travel, the administrative staff member must complete a Travel Approval Form and obtain approval from their area Vice President. The Vice President shall indicate his/her approval and submit the request to the Senior Vice President for Finance and Administration (Robert Pignatello) for approval and processing.

For Travel Approval Form go to <http://inside.jjay.cuny.edu/>. Select “Policies and Procedures;” then “Compendium,” “Business Services,” “Travel Procedures,” and “Travel Approval Form.” HEO reimbursement for travel may be through either tax-levy or RF sources. For more information, please contact OAR or Helen Cedeno in the Business Office (212.237.8486; hcedeno@jjay.cuny.edu).

Speaker Travel

Generally reimbursement for guest speakers, as well as honoraria, can be paid through the Research Foundation. Procedures for this can be found under “Guides and Forms,” “Project Director’s/Employee Guide,” “Purchasing and Payables (OTPS)”.

For speaker travel and reimbursement under John Jay College Foundation accounts, contact the John Jay College Business Office (**Helen Cedeno**, 212.237.8485, hcedeno@jjay.cuny.edu).

In instances where the OAR has agreed to reimburse travel expenses for visitors who were invited to the college for presentations at events and conference, the visitor is required to make their own flight reservation on US

carriers; hotel reservations will be made by OAR. All original receipts and boarding passes must be submitted to the OAR.

IX. MARKETING AND PUBLIC RELATIONS

Promotional Items

The Office of Marketing and Development, 212.237.8676. Items such as pens, key chains, memo pads, and holders can be obtained through the Office of Marketing and Development.

<http://74.205.89.34/newstock/login.aspx>.

Graphic Design

Graphic designs of invitations, announcements, event programs, posters and the like are handled by the Office of Marketing and Development.

The Office of Marketing and Development has issued a style guide that includes instructions for using the John Jay College logo. It can be accessed at <http://inside.jjay.cuny.edu/docs/communications/graphicsstyleguide.pdf>. This style manual establishes John Jay College's visual identity guidelines to create a "brand awareness" that clearly identifies printed or electronic materials as John Jay College publications

Contact: **Chris Godek**, 212.237.2628, cgodek@jjay.cuny.edu.

Media

Please send all press release information pertaining to research, scholarship and grant activities to Karen Terry, Associate Provost and Dean of Research and Strategic Partnerships, kterry@jjay.cuny.edu. All other publicity via the media should be directed to the Office of Marketing and Development. Please CC Diana Rickard in OAR (drickard@jjay.cuny.edu) on these matters.

Contact: **Chris Godek**, 212.237.2628, cgodek@jjay.cuny.edu.

Website

All centers should have a website that outlines their activities. For information on how to obtain, construct and maintain a website, please contact the JJC website manager, Johnny Taveras on x8625, jtaveras@jjay.cuny.edu. General information on website policies can be found on <http://www.jjay.cuny.edu/1141.php>.

Everyone involved in maintaining a college website will be using a system called RedDot. All users must receive RedDot training. The training occurs once a month. To sign up for the RedDot training call ITTS at ex. 8047. Please see the schedule at <http://www.jjay.cuny.edu/academics/1553.php>.

X. ANNOUNCEMENTS

There are a number of different ways to reach the college and send out announcements. For all announcements, please cc: Diana Rickard in OAR (drickard@jjay.cuny.edu)

- To add an event to the college calendar, please send information to Johnny Taveras at 212.237.8625, jtaveras@jjay.cuny.edu (cc: drickard@jjay.cuny.edu). The event will be listed on the calendar within 2-3 business days.

- To have a recent or upcoming event published in the @*John Jay* newsletter; please contact Peter Dodenhoff at 212.237.8446, or email at pdodenhoff@jjay.cuny.edu (cc: drickard@jjay.cuny.edu). @*John Jay* is published every three weeks during the academic year, and you may submit items at any time. They will be published in the first available issue.
- To submit information regarding research, scholarship and grants to *Research@JohnJay*, contact drickard@jjay.cuny.edu.
- To have your event published in the Alumni Newsletter, please contact Marie Rosen at 212.237.8444, or by email at mrosen@jjay.cuny.edu (cc: drickard@jjay.cuny.edu). Items should be sent to her no later than that four days before the first of the month to be included in the next newsletter.
- To send announcements via email to all members of the college, simply send an email to the list on general-announcements@jjay.cuny.edu. It will then go to the listserve manager who will check the message, and then send it on to the rest of the college. Announcements for students can be emailed to general-announcements-students@jjay.cuny.edu. For more information, go to <http://inside.jjay.cuny.edu/announce.asp>.
- To set up a listserve that reaches only specified groups of people – i.e., people who have signed up for the list (e.g. members of the center, or members of the community), contact the Helpdesk at x8200 or helpdesk@jjay.cuny.edu. Please provide both a name and a short description of the email list. For information about listserve services, go to <http://listserver.jjay.cuny.edu/cgi-bin/wa.exe>.
- OAR manages a listserve for Centers and Institutes Directors. To be added to the listserve, please contact Diana Rickard, drickard@jjay.cuny.edu. To send a message to the entire list, you may email: JJCENTERS_INSTITUTES@LISTSERVER.JJAY.CUNY.EDU

XI. EVENT PLANNING

Conference Planning

Planning of conferences and symposia at the college requires the completion of the Conference Planning Form which includes a request for budget information. The Conference Planning Form is available online at <http://www.jjay.cuny.edu/facilitiesManagement/conferenceform.pdf>. Please note: because space is limited, these requests should be submitted as far in advance as possible. Nicole Parrilla, Event Coordinator, can assist you in reserving rooms and requesting other event resources. (**Nicole Parrilla**, Event Coordinator, 212.237.8914, nparrilla@jjay.cuny.edu.)

Lectures and Panel Discussions

An Event Request Form is required for lectures and panel discussion that use no more than one room, do not last for more than a couple of hours, and require no special support from the college. This will be available online at <http://jjay.edu/facilitiesManagement> or can be obtained from Nicole Parrilla .

Small Meetings

These do not require approval and can be booked as per below.

Reserving a Space (e.g., rooms, cafeterias, and the theater)

Space requests should be directed to the Office of Facilities Management and Planning. Space request should be made 2-6 weeks in advance and depend upon what space is requested. After the event has been approved and the space availability verified, a confirmation email will be sent. The event cannot be advertised or announced until this confirmation email has been issued. Telephone inquiries as to availability of space will not be accepted until a completed and approved form has been received. Please note that rooms for conferences will not be assigned until the conference planning form is approved by Office for the Advancement of Research.

Guidelines for scheduling space can be found at: <http://www.jjay.cuny.edu/facilitiesmanagement/guidelines.html>. The guidelines include space layout, space capacity, when the space is available etc. The space request form must be filled out on the JJ intranet.

Contact: **Office of Facilities Management and Planning**, 212.237.1393, facilities@jjay.cuny.edu.

Catering

MBJ Food Services is the primary vendor for catering. Call Ph. 212.582.1629, Ph 212.237.8294, Fax 212.582.0032. Email: mbjfoodservices@aol.com

Orders to MBJ must be placed no later than 2:00P.M. the day before the event or by Friday 2:00P.M. (if the order is on Monday). There is a 24-hour change notice (for any adjustments to your order). There is a 48-hour cancellation policy (otherwise 50% of the order will be charged to the account). If catering costs are above \$750, then approval is required from Senior Vice President Robert Pignatello, 212.237.8616.

Please note that the appropriate Departmental Food request form must be filled out. To obtain the catering menu go to: <http://inside.jjay.cuny.edu/>. Choose the "Resource Center" tab and select the "MBJ Catering Menu" from the list.

Audio Visual Services (e.g., projector, microphone, camcorder, podium, etc.)

All audio/visual services require 5 business days notification. This will be honored if there are staff and equipment available to fulfill the request. Also, provide a diagram of the room layout and suggested position of the audio visual equipment. Be as specific as possible. The diagram can be pasted into the comments section. Send to Paul Brenner at pbrenner@jjay.cuny.edu or a hard copy can be mailed to Audio Visual Services, 331T. The form is located Inside JJ at <http://inside.jjay.cuny.edu/apps/avs/default.php>.

Security

A list of attendees and event flyer should be sent to Security by 2pm the day before an event with a request that the RSVP list be shared with the front desk security guard. Contact: **Isabelle L. Curro**, Director, 212-237-8529, icurro@jjay.cuny.edu.

Getting the President to Speak at Your Event

Requests to have the President speak at events should be directed to the Office of the Provost. If the President agrees to speak, provide talking points and an attendance list at least 48 hours prior to the event.

Key Contacts for Event Planning

Department	Name	Extension/Fax	Email
Office for the Advancement of Research	Nicole Pamilla	8914	npamilla@jjay.cuny.edu
AVS	Paul Brenner	8652	pbrenner@jjay.cuny.edu
Facilities		8611/ 582-0032	facilities@jjay.cuny.edu
MBJ Food Services	Ely/Johnny	8294/ 582-0032	mbjfoodservices@aol.com
Security	Isabelle Curro	8529	icuro@jjay.cuny.edu
JJC Website Manager	Johnny Taveras	8625	jtaveras@jjay.cuny.edu