School of Public Health: Faculty Salary Research Exchange Program (FSREP)

**SPH Academic Personnel**
- Sends annual announcement to eligible faculty and RAs (in May before new fiscal/academic year)

**Faculty Member/PI**
- **Wants to participate?**
  - Yes: Contacts RA to initiate request and discuss details (at least 5 business days before 1st of FSREP month)
  - No: End

**Research Administrator (RA)**
- Completes FSREP Request Form; sends to PI for review & signature
- Submits completed and signed Form to sph_acad@berkeley.edu; keeps copy for records (by 1st of the month in which the FSREP starts)
- Reviews for policy, and accurate salary and over-the-cap amounts; sends to Dean for review & signature
- If revisions are needed, notifies RA

**Dean**
- Reviews & signs form; returns to SPH Academic Personnel

**Campus Shared Services (CSS)**
- Submits request to CSS via ServiceNow; updates internal Smartsheet tracking tool (by monthly HCM deadline)
- Confirms transfer is reflected in PI Portfolio

**SPH Finance**
- Performs salary calculations, confirms fund availability and allowability, addresses NIH salary cap compliance, etc.
- Completes FSREP Request Form; sends to PI for review & signature
- Submits completed and signed Form to sph_acad@berkeley.edu; keeps copy for records (by 1st of the month in which the FSREP starts)
- Reviews for policy, and accurate salary and over-the-cap amounts; sends to Dean for review & signature
- If revisions are needed, notifies RA
- If revisions are needed, notifies RA
- Reviews & signs form; returns to SPH Academic Personnel
- Processes request in HCM system; closes ServiceNow ticket
- Processes fund transfer to PI's research fund; sends email communication to PI and RA (twice a year, following the fall semester and the spring semester)

**Note:** FSREP requests must be made in advance (i.e., retroactive requests and adjustments are not permitted). If you have a severely delayed new award/sub-award (i.e., the SPO issuance date is several months into the project period), please notify Seana Van Buren, Asst. Dean for Admin. An exceptional request can be submitted on your behalf to campus, if necessary.