



OFFICE OF RESEARCH SUPPORT  
AND INTERNATIONAL AFFAIRS

# Selected Policies and Procedures for Research Support and International Affairs (RSIA) Research Grant Funds (*Small Research Grants & Priority Research Funds*)

## Procedures for recipients of RSIA Research Grant Funds

Congratulations on receiving an RSIA Research Grant! To smoothly implement your study, a good working relationship needs to be established among you and those who will support you on your project your academic department and RSIA. The spirit of that positive relationship can be ensured by following these guidelines:

**1) Expenditure of funds must be made by the annual deadline.**

Funds are for use during the current fiscal year, which ends on **September 30**. Documentation for all expenditures should be submitted by September 7 at the latest. Expenses submitted after this date may not be covered. Funding cannot be “carried over” to the next fiscal year, so please bear in mind that any expenses you submit after September 7 may not be covered. Although there have been occasions when RSIA has agreed to a written request for a “no cost extension” of an award if it felt the request was justified allowing grantees to proceed with their project into the next fiscal year, there is no guarantee. The point of contact for this matter is [rsia.grants@gallaudet.edu](mailto:rsia.grants@gallaudet.edu).

**2) For Priority Research Fund Grantees only (faculty and Staff):**

**a. Reimbursement for substitute teachers:**

RSIA reimburses grantees’ departments only for the actual amount paid to the substitute who is hired to teach the course upon submission of an approved Special Personnel Action Form (SPAF).

**b. Providing timely progress reports and final report:**

- i MidYear Budget Report** is required and due by **March 30**. Grantees must provide a work plan and budget that reflects the actual state of their work and a work plan for the upcoming summer.
- ii Progress Report** is required and due by **March 30**. Grantees must provide a detailed account of their progress towards objectives and describe any major problems that they confront in the implementation of these objectives. The reports will be reviewed by RSIA staff and a campus panel. Funding may not be continued if a report is not received or if progress is not judged to be satisfactory.
- iii Revised Budget Report** for the next fiscal year is due by **September 15**.
- iv Final Report** should be sent to the Fund Officer no later than 30 days following the end of the grant.
- v Eligibility for future Priority Grants** is contingent upon receipt of a final report.

In order to support the University's *Annual Report of Achievements* to the federal government in the section on research activity, you are required to submit a project update when asked. The notice usually comes from the Provost's Office in August.

**3) Use of funds must adhere to University policies.**

Funds must be used according to established Gallaudet policies and procedures. It is the responsibility of the grantee to learn about applicable policies relating to the use of these funds, such as for travel. The policies and procedures can be found at <http://www.gallaudet.edu/af/aando-manual.html>.

**4) Take primary responsibility for preparing grant paperwork**

Because research is an institutional priority, it is expected that staff within the grantee's academic department will provide them with administrative support. Please keep in mind, however, that it is ultimately the responsibility of the grantee for following the correct protocol in the use of grant funds, including initiating requests for disbursements or reimbursements. In your grant application, you and your Chairperson affirmed that you will receive unequivocal support from your department, including:

- a. Secretarial assistance in meeting University regulations and paperwork.
- b. Necessary equipment and space. (RSIA has access to a studio for interviews and observations, and can often lend audio/visual equipment.)

The University's process calls for paperwork to be generated by the grantee and his or her department according to University guidelines, and then sent to RSIA for approval and processing.

**5) Steps to follow in being reimbursed for out-of-pocket expenses.**

- a. *Petty Cash*. There is a \$100.00 limit on each petty cash reimbursement. The grantee submits receipts or other documentation to the RSIA Executive Secretary and obtains a Petty Cash Receipt, which is then redeemed at the Cashier's Office in College Hall (Gallaudet ID required).
- b. *Check Request*. For requests exceeding \$100.00, all receipts or supporting documentation for items purchased are submitted to the RSIA Executive Secretary for processing. A check request will be submitted to the Accounting Office. According to the Accounting Office, checks are usually processed the same day that a submission is received from RSIA, and checks are printed several times per week. The check will be available to the grantee for pickup at the Cashier's Office in College Hall. (Direct deposit is also an option if the investigator normally receives a Gallaudet paycheck in this manner.)

**6) How to pay research subjects.**

There are three alternatives for making payments:

1. The grantee asks the RSIA Executive Secretary for a Research Subject Payment Voucher for each subject to be paid. Each form is signed by the RSIA Executive Secretary and the grantee adds the dates and names for each subject. The vouchers are then issued to the subjects for redemption at the Cashiers Office.
2. When the Cashier's Office is not a convenient option for a subject, a check is sent. The grantee first submits the subject's name, address, social security number, and documentation of participation to the RSIA Executive Secretary. A check request is submitted to the Accounting Office. According to the Accounting Office, checks are usually processed the same day that a submission is received. The check is mailed to the subject.
3. If the grantee pays a subject out of pocket, documentation (usually each subject's signature verifying participation) is submitted to the RSIA Executive Secretary. A check request is then submitted to the Accounting Office, and a reimbursement check will be issued for pickup at the Cashier's Office.

4. Special exceptions in compensating research participants - The Office of Finance at Gallaudet University prefers that participants in research studies be compensated in one of three ways:
  - i The participant takes a cash voucher to the Cashier's Office
  - ii The researcher pays out of pocket and seeks check reimbursement afterwards.
  - iii The university can prepare checks and send them to the participant afterwards.

These three methods satisfy an accounting requirement that the university have documentation to the effect that a named individual did actually receive the money. All researchers are expected to endeavor to use these methods for paying compensation to participants in their research studies.

An exception may be made when the research participants are off-site and participates in a remote manner as in filling out a research survey. However, prior approval must first be given by the Institutional Review Board and the research advisor and budget unit head. In such circumstances, it may be acceptable to use gift cards purchased from an online vendor. However, documentation must be provided to ensure that the gift cards are going directly to the participants without the researcher having actually touched the card (hence, the advantage of online gift card vendors). The researcher should choose a vendor of gift cards that provides a standard invoice showing that the cards went directly to the participants (shown by name and/or email address). Amazon does provide the necessary information on their gift card invoices. It is the full responsibility of the researcher to ensure that the generated invoice will be acceptable to the Office of Finance. As a side note, the researcher should be aware that some gift card vendors charge substantially more in handling fees than other vendors. Another exception may be permitted when, for protection of anonymity, the identity of the research participant is not to be documented on financial paperwork that is given to the administration. The rationale for maintaining anonymity must be stated explicitly in the research design and approved by the Institutional Review Board (IRB) which is charged with protecting human subjects in research. In this case, it would be acceptable to black out the names and/or email addresses whether on cash voucher, check request, or gift card invoice. As such, Finance at least sees an individual records of each payment to a distinct individual. However, it is required that the researcher or research group themselves maintain a list of the names and contact information for the research participants in the event that the university's auditor should request additional information. Additional information on this policy can be provided by the Office of Finance, Division of Administration and Finance, Gallaudet University.

#### **7) How to pay wages for work related to research projects.**

Some studies call for the payment of wages for work that researchers cannot complete themselves. RSIA will transfer funds to cover these wages via Interdepartmental Invoice to the researcher's department where the work is being done, supervised, and documented in the eTime payroll system. Each month, the department is asked to submit to the RSIA Executive secretary a copy of hours submitted to the Payroll Office, either using eTime or a paper time card.

#### **8) Procedures to follow for travel.**

If a grantee is approved to use grant funds for travel, he or she will be required to follow the normal procedures for making arrangements (<http://www.gallaudet.edu/af/section-2-fiscal-and-physical-resources/205-travel.html>), including preparing and getting approval for a Travel Order (See Gallaudet's Finance Office webpage for form) well in advance of the travel date, and providing documentation afterward of related expenses.

- c. *Local Travel.* If a grantee is approved to use grant funds for travel by any means of transportation, he or she will be required to follow the normal procedures for making arrangements. If a grantee is traveling by car only, the simpler Local Transportation form, available from the department secretary, may be used. If not, the grantee will need to prepare and get approval of a Travel Order. Either method requires documentation of expenses afterwards.
- d. *International Travel.* International travel clearance must be sought starting three months before the anticipated travel date. The researcher must fill out the International Travel Plan form at

[http://www.gallaudet.edu/rsia/international-travel-forms/applications-and-forms-\(including-travel\).html](http://www.gallaudet.edu/rsia/international-travel-forms/applications-and-forms-(including-travel).html). University administration approval for travel cannot be assured by RSIA.

When the trip is completed, the Travel Form, showing itemized expenditures, is submitted to the RSIA Executive Secretary, and funds budgeted for the travel will be transferred to the account of the researcher's department. If the funds must be transferred prior to the travel, the researcher or his/her department's secretary should submit a copy of the Travel Form showing expected expenditures, and an Interdepartmental Invoice will be used to transfer the funds to the department's account. Documentation of expenses is submitted to the RSIA Executive Secretary when the trip is completed.

**9) Gallaudet's policy on requests for food and drink reimbursement.**

All purchases of food and drink fall under the "entertainment" policy of the University, which states in part: "All entertainment expenditures [within your Division] must be approved in advance by the budget head [Dean of the Graduate School and Professional Programs]." Failure to do so means that any later attempts to obtain reimbursement will not be accepted. The department secretary can help with making the request for entertainment through a memo with the attached award letter.

**10) Use of software packages and equipment.**

The fund doesn't cover the cost of software that may be considered a general work tool, such as Statistical Package for the Social Sciences (SPSS), as this is considered a personal obligation of the research scholar. RSIA has a list of software packages that are well suited to the needs of researchers and students for their data collection method at Gallaudet. Many of them are available at no cost and unencumbered by proprietary licensing restrictions. The software list is shown at <http://www.gallaudet.edu/rsia/research-support/research-resources.html>.

If a researcher needs to borrow software or equipment, and RSIA has agreed to lend it, please contact Senda Benaissa at [rsia.grants@gallaudet.edu](mailto:rsia.grants@gallaudet.edu).

**FOR MORE INFORMATION**

If there are questions regarding the design of a study and its review, please contact Dr. Charles Reilly, Priority Research Fund Officer, [charles.reilly@gallaudet.edu](mailto:charles.reilly@gallaudet.edu), (202) 6515794 (V).

For questions regarding administrative policies of the grant, contact Senda Benaissa, Assistant Fund Officer, [rsia.grants@gallaudet.edu](mailto:rsia.grants@gallaudet.edu) or (202) 250 2429 (VP).

For routine matters relating to processing paperwork, contact Oluyinka Fakunle, RSIA's Executive Secretary, [oluyinka.fakunle@gallaudet.edu](mailto:oluyinka.fakunle@gallaudet.edu) or (202) 651 5150 (V).