



# **IUP Research Institute Fiscal Support Services**

**May, 2009**

***IUP Research Institute  
University Square  
1179 Grant Street, Suite One  
Indiana, PA 15701***

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**“Quality is everyone’s business.”**

*W. Edwards Deming*

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# Flexible Service

- The Research Institute's fiscal support capabilities provides the flexibility to support the complete fiscal administration or designated portions of your sponsored research project.
- This approach allows for the greatest level of support to the Principal Investigator by providing the level of service most conducive to successful project completion.

# RI Purchasing Support Services

- Faster purchase / quicker delivery service on all directed equipment & material orders
- Less stringent purchasing requirements allows greater flexibility
- Faster requisition processing – typically 2 business days
- Allowable, out-of-pocket project expenses reimbursed quickly (with necessary receipts)

# RI Travel Support Services

## Externally sponsored project travel support includes:

- Flight arrangements
- Rental cars
- Hotels
- Cash advances, if needed & allowable
- Travel expense reimbursement
  - Per diem
  - Mileage
  - Parking fees
  - Public transportation

# RI Sponsored Projects Accounting Support

## Externally sponsored fiscal support includes:

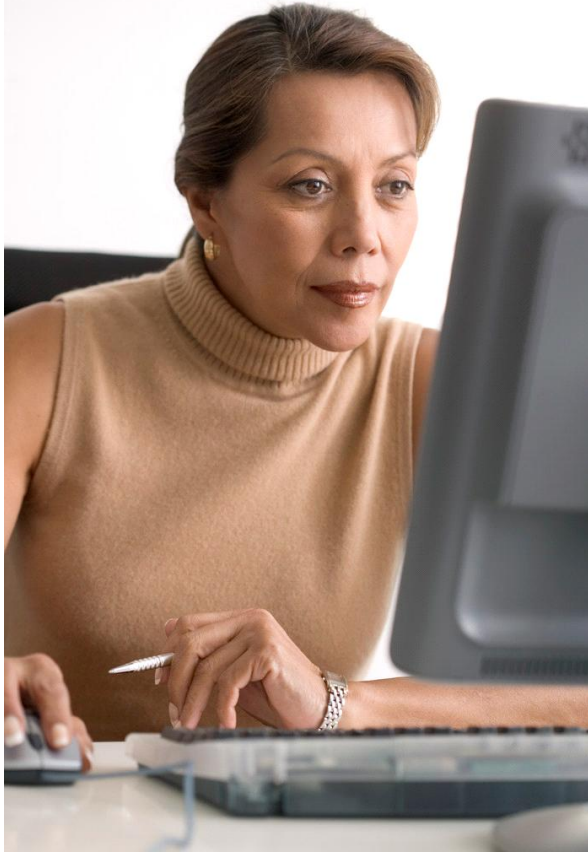
- Capability to view Banner budget & account
- Signature authority
- Invoice processing
- Service agreement payments
- Project close-out services



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# Revolving Account Administration



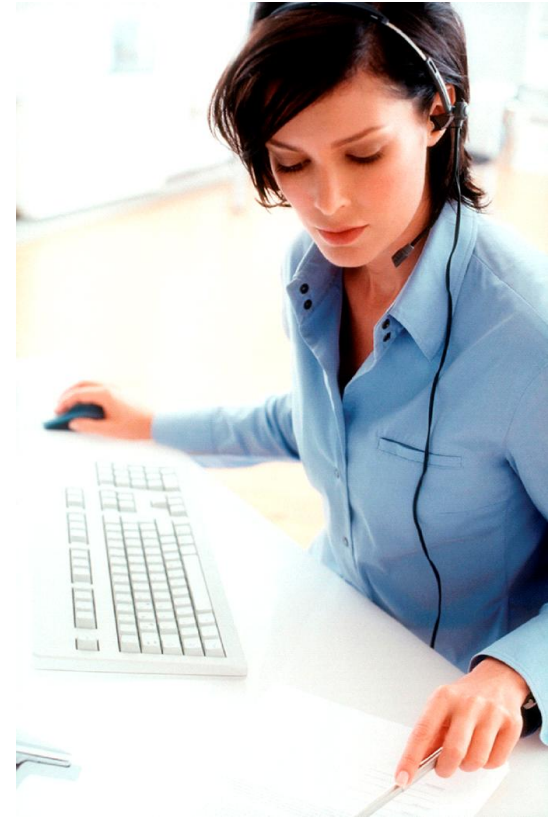
- Discretionary accounts established for IUP to support academic activities.
- Provides mechanism to make purchases in support of centers and appropriate academic activities.

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# Administrative Support

- Special event and classroom reservations
- Poster printing
  - The RI has one of the few plotting printers on campus that is capable of printing large posters.





# Thank You!

Please contact your  
**IUP Research Institute**  
for assistance with your  
sponsored research project!

**724/357-2223 or**  
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