

The logo for the IUP Research Institute features the letters 'IUP' in a large, bold, black, stylized font. The letters are interconnected, with the 'I' and 'U' sharing a vertical stroke and the 'U' and 'P' sharing a vertical stroke. The 'I' has a horizontal bar at the top, and the 'P' has a horizontal bar at the top and a vertical stem. The letters are set against a light gray background that is shaped like a triangle pointing upwards.

RESEARCH  
INSTITUTE



# The As to Zs of SRCs

## Senate Research Committee Awards

Tammy Hamilton – Director, IUP Grant Accounting

Jack Zimmer – Grant Accountant

# University Senate Research Committee Small Grants

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- What is it?
  - The University Senate Research Committee Small Grants Program helps faculty members complete small projects that arise throughout the year.
  - Last 7 years – 30 awards to 130 awards
  - Award Amount - Up to \$1,500
  - Eight times during the academic year
  - Funds are awarded in seven categories of research and scholarship

# University Senate Research Committee Small Grants

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- Categories of Research and Scholarship
  1. Cooperative Programs
  2. Research and Scholarship
  3. Innovative Teaching Projects
  4. Student / Faculty Research Awards
  5. New Investigator Awards
  6. International presentations
  7. Presentations within the United States
    - Maximum \$500
    - Require “Dollar for Dollar” match

# Pre-Award Process

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- USRC Website
  - [www.iup.edu/research](http://www.iup.edu/research)
- Application Deadlines
- Guidelines / Application
  - Required Format
- Senate Research Committee Members
- 7 Step Application Checklist
- Screening Process

# SRC Budget Summary

Provide summary totals for each budget category in the table below. Provide budget detail in the “Budget Notes” section. Round off all numbers to the nearest dollar; list only whole dollar amounts.

<b>Project Budget</b>	<b>Proposed Grant *</b>	<b>University Contribution</b>	<b>Other Rev Sources</b>	<b>Totals</b>
Student Wages				
Student Benefits				
Operating Expenses				
Travel:				
Transportation				
Per Diem				
Lodging				
Other (specify)				
<b>TOTALS *</b>				

**\* This figure is the total grant amount requested from the University Senate Research Committee and must be listed on the title page of the proposal.**

**Budget Notes** – Provide supporting detail for **all** budget items summarized above. Show how particular amounts were calculated. Identify source of all University Contributions and Other Revenue.

## **Budget Limitations**

- No funds may be used for an investigator's salary or for release time during the academic year.
- Student wages will be paid at the hourly rate currently authorized by IUP (\$7.25 an hour for undergraduates and \$8.25 an hour for graduate students).

# IUP Grant Accounting Office

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- Grant Accounting
  - Administration and Finance Division
  - Clark Hall (B10 & B16)
- Provides Post-award Services for IUP faculty members and award administrators
- Provides “other” accounting and oversight services to support IUP operations
- SAP support

# Grant Accounting Upon Award

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- OGSR notifies Grant Accounting of all new awards
- Grant Accounting establishes a new designated cost center
- New cost center is funded by SRC funding
- New cost center notifications are distributed via email

# IUP Grant Accounting - Services

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- Award Implementation & Facilitation
  - Procurement Services (IUP Purchasing Dept)
    - [www.iup.edu/procurement](http://www.iup.edu/procurement)
  - Travel Regulations & Reimbursements
    - [www.iup.edu/travel](http://www.iup.edu/travel)
    - Carol Ramer / B-6 Clark Hall / (724) 357-7999
- Fiscal/Account Management
  - [www.iup.edu/financialoperations](http://www.iup.edu/financialoperations)
    - Grants & Special Fund Accounting
    - SAP Finance
      - Training Offered – April 20, 2010
      - Training Suspended May 2010 - August 2010



# IUP Grant Accounting - Services

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- IUP Payroll Services
  - [www.iup.edu/payroll](http://www.iup.edu/payroll)
- Budget Implementation
- Award modifications, no-cost extensions, etc.
- Fiscal/Account Management – SAP

# Helping You Implement Your Award

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- How do I start?
  - Funding will be transferred into you newly established cost center
  - You will be notified of your designated cost center via email
- How do I access my money?
  - Use your cost center for
    - Travel Expenses
    - Purchase Orders
    - Student Employment

# Helping You Implement Your Award

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- My award is for “Travel”. What procedures do I follow?
  - Domestic Travel
    - Food
    - Lodging
    - Transportation
  - International Travel
    - (Same as Domestic)
    - Exchange Rates
    - Travel Advances

# Helping You Implement Your Award

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- What areas do I need to pay special attention to pertaining to travel?
  - Appropriate Signatures
  - Itemized “original” receipts
  - Per Diem – M & IE column on rate chart
  - Lodging - independent from Per Diem
  - Attach all receipts to travel voucher

# Helping You Implement Your Award

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- How do I buy supplies?
  - Purchasing Card (not issued for single use)
  - Department Purchasing Card
  - Co-op – charged directly to cost center
  - Reimbursement

# Helping You Implement Your Award

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- How do I hire a student employee?
  - Student can only be paid through IUP's Student Payroll System
  - TSO Number
  - Student Profile Form
    - University (state) Employment Only
  - Student Visit to Payroll Office
    - Picture ID
    - Social Security Card
    - Complete Additional Paperwork
  - Student Enters Time (hours)
  - Supervisor / PI / Financial Mgr– approve hours
  - Approval Deadlines
  - Back Hours

# Helping You Implement Your Award

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- Reporting
  - Final Programmatic Narrative / Report
  - Financial Reporting

# Questions

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# Contact Information

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- If you have additional questions:

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# THANKS!!!



Please contact us!