GUIDE TO GRANT FORMS

Please contact Grant Accounting with questions regarding the below forms or your grant budget and IPSSP with any questions pertaining to the execution or management of your grant in general.

Contact Information:

- ➢ Malina Ray, Grant Accountant - msray@ship.edu, 477-1106 x3132
- ➢ Kim Taylor, Clerical Assistant - ktaylor@ship.edu, 477-1251
- ➢ Margaret Light, IPSSP Director - mflight@ship.edu, 477-1231 x3049

Please note:

- ➢ All forms must contain your grants fund center number (ie. cost center). Fund center number sample 65XXXXXXXX.
- ➢ All forms should be completed by the grant director
- ➢ Appropriate signatures obtained
- ➢ Entered into SAP, the universities accounting system
- ➢ SAP tracking number should be noted on all forms

All completed forms should be forwarded to the Grant Accounting Office, Old Main 209, (email Malina Ray).

FACULTY COMPENSATION

☐ Dual Employment:: The purpose of this form is to notify the Provost and Personnel Office that a faculty member is requesting approval from their dean and supervisor to be compensated for activities in addition to their regular duties. This form must be completed at the start of a grant. Do NOT include your social security number.

☐ Additional Compensation: This form certifies that all or a portion of the activities from the Dual Employment form submitted at the beginning of the grant has been completed. It authorizes payment from the grant budget to the faculty member. This form should be submitted when payment for work completed is being requested.

HIRING AND COMPENSATION FOR GRANT FUNDED STAFF AND STUDENTS

☐ Bi-weekly Certificate of Effort: This form certifies that work has been completed by grant-funded non-faculty staff or student. It authorizes bi-weekly payment. This form must be submitted for all salaried, non-faculty staff and students assigned to a grant. The form must be submitted to Grant Accounting on a bi-weekly basis.

☐ Staffing Requisition – When hiring for a grant funded staff position the IPSSP Director must sign off on the Request to Fill paperwork before the position is advertised.

☐ SHIP Career Connection is to be used to hire grant funded undergraduate and graduate (not graduate assistantship appointments) students.

☐ Grant-Funded Graduate Assistantship Appointment – The grant director is to complete this form when hiring a grant-funded graduate assistantship. Once this form is complete it is to be forwarded to the IPSSP Director for signature and processing.

☐ Student Employment Authorization Form – This form is to be completed by the grant PI and signed by the student being hired. F orward the completed form to the Grant Accounting office who will then forward it to Human Resources.

TRAVEL

☐ Travel Request: This form must be completed PRIOR to traveling by anyone traveling on grant or university related business. Please complete the form, obtain appropriate signatures, forward to the department secretary or grant support staff to create a funds reservation in SAP, and then forward to Grant Accounting, OM 209.

☐ Foreign Travel Disclosure: *Travel outside the United States must be approved by the University President PRIOR to your departure.* In addition to the Travel Request described above, foreign travel must be accompanied by a completed International Travel Disclosure Packet. These forms will identify faculty/staff destination AND any equipment which will be taken. This form is necessary to avoid violation of U.S. export control laws. In some instances, special export control licenses will be required for certain tools and equipment.

☐ Travel Voucher: This form is to be completed upon return to request reimbursement for expenses. The form should be completed by the person who is requesting reimbursement, the funds reservation number from the Travel Request

added to the form, signatures secured and forward to Grant Accounting OM 209. A check will be sent to your campus address. NOTE: you can only be reimbursed for your expenses. You cannot incur expenses for another person and be reimbursed for them.

PROCUREMENTS: Supplies Equipment, Services, Consultants and Speakers

> ❖ Note: Department procurement cards <u>cannot</u> be used to make grant purchases.

☐ Direct Payment: form is used for goods, services, and supplies already received up to $5,000. Include invoice and for services include W-9 of provider. A funds reservation should be entered in SAP.

☐ Request for Encumbrance: form is used to request supplies or equipment through the University's purchasing office. The grant director is responsible for completing the form and the department secretary or support staff will enter it on SAP. The form is to be submitted to Grant Accounting, OM 209

☐ Request for Service/Consultant/Speaker/Performer: form is used to initiate a contract for service (conference facilities, off-campus food services, or equipment maintenance) or a contract for consultant services with a non-university, non-commonwealth employee for grant programs. The grant director should complete and sign the request form, have their department secretary or support person enter the information in SAP. The completed form should be forwarded to Grant Accounting, Old Main 209. The attached W9 should be forwarded to the vendor or consultant for completion and returned to Accounts Payable, Old Main 209 (email to Denise Davidson).

Event Planning

☐ See Event Planning for information and forms on on-campus catering requests and room reservations. Off-campus food needs, please contact Grant Accounting at 477-1106 in advance of placing any food orders.

PRINTING/PUBLICATION

All printing and publication should be done in House. Forms and information available at Office of Communications & Marketing, Use grant fund center number when placing order.

POSTAGE

Campus mail services should be used for all grant related mailings. Place the grant fund center number on all mailings prior to being placed in campus mail.

GRANT RELATED POLICIES TO BE AWARE OF

☐ Responsible Conduct of Research

- o Human Subjects Research
- o Animal Welfare
- o RCR Training

☐ Financial Conflict of Interest Disclosure

☐ Intellectual Property Rights