

Priority Research Fund
Gallaudet Research Institute (GRI)
Gallaudet University

Procedures for recipients of a Priority Research Grant

Congratulations on receiving a Gallaudet Priority Research grant. In this document we will tell you about the administration of your research grant. To smoothly implement your study, we need to develop a working relationship your academic department, the Gallaudet Research Institute (GRI) and you. The spirit of that relationship can be captured as follows:

Based on a written agreement including a finalized plan and budget, you will proceed to conduct the study.

1) The handling of grant paperwork adheres to university policies.

The funds must be used according to normal Gallaudet policies and procedures. It is the responsibility of the grantee to learn about applicable policies relating to use of funds, such as for travel and so on, which can be found at <http://af.gallaudet.edu/man.html> .

2) Take primary responsibility for preparing grant paperwork.

In carrying out such high priority scholarship, often involving students, your department will provide you needed support. The grantee is principally responsible for the conduct of the grant, including initiating requests for disbursements or reimbursements. As the grant is given for research on an institutional priority, and conducting research is a part of the work of faculty members, it is expected that the administrators within the grantee's department will provide administrative support to the faculty member.

Paperwork is generated by the researcher and their department according to university guidelines, and then is sent to GRI for approval and processing. In your grant application you and your Chairperson affirmed that you will receive unequivocal support from your department, including,

- Secretarial assistance in meeting university regulations and paperwork.
- Necessary equipment and space (GRI has access to a studio for interviews and observations, and can often lend AV equipment.)

3) Provide timely progress reports and final report.

A progress report is required annually. Please submit no later than September 1, and provide detailed account of your progress towards your objectives and describe any major problems that you confront in implementation. Your report will be reviewed by GRI staff and the campus panel. Funding may not be continued if a report is not received or if progress is not judged to be satisfactory.

A final report should be sent to the Fund Officer no later than 30 days following the end of the grant. Your eligibility for a future Priority grant is contingent upon receipt of a final report.

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

4) Provide annual work plan and budgets that reflect the actual state of your work.

QUESTIONS?

For questions regarding the design of a study and its review, please contact Charles Reilly, Priority Research Fund Officer, Charles.Reilly@Gallaudet.edu (202) 651-5794.

For questions regarding the administrative policies of the grant, contact Senda Benaissa, Assistant Fund Officer, Senda.Benaissa@Gallaudet.edu (202) 651-5272 (VP).

For routine matters relating to processing of paperwork, contact GRI's Executive Secretary, Shirley Hack-McCafferty, Shirley.Hack-McCafferty@Gallaudet.edu at HMB S-439 or telephone (202) 651-5150 (V/TTY).

The Gallaudet Research Institute (GRI) is located on 4th floor HMB South.

For this document and updates on Priority Research Fund, see research.gallaudet.edu

PROCEDURES USED IN ADMINISTERING A PRIORITY RESEARCH GRANT

Foremost, the administration of the grant is governed by university regulations. It is the obligation of the grantee and their department to ensure that university procedures are followed. As the Gallaudet Research Institute (GRI) is the unit covering the expense of your study, our administrative officer for the Priority Research Fund will help ensure that we have the documentation needed to sign off on paperwork.

Budget

Once we agree on the amount allocated to your study, no changes can be made in the amount later.

Monies must be spent during the designated fiscal year. As this is a federal fund, unspent funding cannot be carried over beyond the time period of the grant. Remaining money will be returned to the Graduate School. We will consider your justified request to extend the use of monies to the next fiscal year, but this depends on availability of monies in that fiscal year.

We may be willing to make changes in allocation of the money to different categories in the budget. Please send a written memo with a rationale and specifics about what amount to move to which category in the budget. Please send a hard copy of your request to the administrative officer. If we agree, we will notify you in writing.

In order to be allowed to spend funds in September, you will need to submit a detailed spending plan to the Fund Officer by September 1st. Any spending that occurs in the month of September must be on this spending plan. On occasion, the university may call for you to submit a spending plan for earlier months.

Personnel

Reimbursement for course release and summer pay-- It is the responsibility of the grantee to initiate a request for his or her department to prepare the paperwork and submit it to GRI in timely manner.

Course release- hiring substitute teachers

- a. For planning only, the figure under the “course release” category is budgeted at the full professor rate including a preparation credit and benefits. You may hire a substitute at any level of pay grade. GRI will only cover the actual amount being paid to the substitute who is hired to teach the course. (The \$5,00 amount in your budget is a “ceiling” figure only.)
- b. The intent is to entirely release the grantee from obligation to teach a course so they can focus on their research objectives. These monies are not intended for teaching aides or for hiring guest or part-time instructors for the course. Again, we aim to free up some of the researcher’s time by hiring a substitute instructor.
- c. The grantee’s department should prepare the personnel action form (PAF) for the substitute instructor, obtain normal administrative approval, and then submit a interdepartmental invoice (I.I.) together with a copy of the PAF to GRI’s Executive Secretary. Per university policy, do not put the amount of benefits on the PAF; it will be added by Accounting. However, the I.I. should show the benefits amount so that GRI can fully reimburse the department.
- d. Please note that our funding for course releases is restricted to paying actual cost of a substitute instructor hired to teach an existing, active course that is being taught by

the researcher in that chosen semester. It cannot be used as compensation for an investigator, or for general department use.

Summer pay

- e. Summer pay for faculty members is calculated according to the GRI policy as printed in the Priority Research application. In essence, we reimburse up to 100% of salary for one month plus benefits, according to the approved grant budget.
- f. While the budget may contain a higher figure in anticipation of a possible salary raise for the faculty member, the grant pays only on the basis of the figures shown on an approved personnel action form (PAF).
- g. The grantee should initiate the paperwork for summer pay by asking their department to prepare a PAF with chosen dates of summer work. It is the department's duty to verify the grantee's actual and current salary and put the prorated amount of summer pay on the PAF. Do not include benefits (which are added by Accounting later). No need to put down an account number, as GRI will add it to the form. Bring the paperwork to GRI's administrative secretary for necessary signatures and processing through the personnel and accounting offices.

Student wages

The academic department of the researcher should approve and pay the students' wages out of their Department budget using the eTime payroll system. Since the students work for you on your research grant, it is appropriate that the approval of their electronic timecard be handled within your Department, rather than at GRI. GRI will reimburse the Department for the student wages upon receiving an Interdepartmental Invoice. We suggest submitting an I.I. every month or every other month; several students can be bundled together under one I.I. Please attach a print-out of each student's eTime records for that pay period and indicate the amount time devoted to the grant. GRI will keep records of the amount that you have paid your students against the 'research assistant' line in your grant budget.

To determine a student's rate of pay, see "Guidelines for Student Pay Rates" provided by the Career Center. Justify the rate of pay for students in terms of their role in the project.

Equipment

GRI loans computer and AV equipment for use by funded researchers. In general GRI does not provide funds directly to researchers for the purchase of new equipment. Instead, GRI attempts to secure, then lend, the equipment that is necessary for the conduct of the study. Such equipment should be returned at the end of the funding period, except for data storage devices.

FINANCIAL

Petty Cash

There is a \$100.00 limit on each petty cash reimbursement. The investigator submits receipts or other documentation to the GRI Executive Secretary and obtains a Petty Cash Receipt, which is then redeemed at the Cashier's office in College Hall (Gallaudet ID required).

Check Request

For requests exceeding \$100.00 the investigator will receive a check issued by the Accounting Office. All receipts or supporting documentation for items purchased are submitted to the GRI

Executive Secretary for processing. According to the Accounting Office, checks are usually processed the same day that paperwork is received from GRI and checks are printed several times per week. The check will be available for pick-up 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.

Subject Payments

There are four ways to pay subjects for service in your study:

- a. When the subject is either on campus or nearby, the investigator asks the GRI Executive Secretary for a Research Subject Payment Voucher for each subject to be paid. Each form is signed by the GRI Executive Secretary. Finally, for each subject, the investigator inserts the name of the subject and issues it to the subject for redemption at the Cashier's office.
- b. When the Cashier's office is not a convenient pick-up option for a subject, a check is sent. The investigator first submits the subject's name, address, social security number, and documentation of participation to the GRI Executive Secretary.
- c. If the investigator pays the subject(s) out of pocket, documentation (usually a subject's signature verifying their participation) is submitted to the GRI Executive Secretary and a reimbursement check will be issued.
- d. Grantee's Department pays subjects and then submits an (II) Interdepartmental Invoice to GRI for reimbursement of your Department for any subject payments. GRI will need some form of sign documentation from the subjects stating that they participated in the project. GRI will put the account number on the II and submit it to the Accounting Department for processing.

Travel Advance/Reimbursement

For travel under the grant, your Department will follow typical University procedures to get approval. GRI will reimburse your Department using an Interdepartmental Invoice (I.I.). Please submit copies of your approved travel order showing actual expenditures so that we have documentation to issue the I.I.

If the travel is international, a Travel Plan is required. Contact Center for International Programs and Services (CIPS) (<http://oips.gallaudet.edu>) for details. Please note that a number of high-level approvals are needed for international travel, so check to see how long in advance you should submit the paperwork.

PROGRESS REPORT

A progress report is due August 15. In the progress report you should:

1. Provide a complete and detailed narrative status report on the study for the current reporting period.
2. Include all progress made, problems encountered, resolution to those problems, as well as an update on the next steps for the study.
3. Address anticipated problems or concerns.
4. Attach any relevant photographs, charts or other documentation showing your progress.

FINAL REPORT

A final report is due for all funded studies. In the final report, you need to describe how the results will be disseminated and what specific impact the study may have. (We do not fund participation in conferences, as this is seen as a matter for academic departments.) There are three things that you need to be aware of the final report:

1. In order to support the University's annual report to the federal government on research activity, you are required to submit a study update when contacted to do so;
2. You are encouraged to agree to present information about your study in GRI First Wednesday Research Seminars (<http://research.gallaudet.edu/>) such presentations may address any aspect of the study, such as methodological challenges and strategies, theory, findings, and impact on practice, etc; and
3. Be sure to include an acknowledgment of the Gallaudet University Priority Research Fund in publications or presentations resulting from this grant.

Requests for new Priority grants will not be accepted if a researcher has failed to submit due reports.

Your support is appreciated on following matters:

Please include an acknowledgment of the Gallaudet Priority Research Fund in publications or presentations resulting from this grant. Please send the Fund Officer a copy for GRI's records.

You are encouraged to present information about your study in GRI First Wednesday Seminars (such presentations may address any aspect of the study, such as methodological challenges and strategies, theory, findings and impact on practice, etc.) In these ways GRI hopes to raise interest in the value of research and to assist students and faculty members to engage in priority research and to allow others be part of your study as well.) Contact Senda Benaissa who is responsible for making arrangements for the GRI seminars.

An abstract of your study will be posted at <http://gri.gallaudet.edu/Funding/>.

In the event that you seek funding from external sources, please be aware of the University's membership in the Community of Science, a resource of funding information. For more information, please contact the Office of Sponsored Programs at ext. 5945.