

AIM

Academic Innovation Mini-grant Expenditure Guidelines for 2010-2011

The following spending and administrative guidelines apply to all faculty mini-grants awarded through the Center for Academic Excellences. Due to restrictions imposed by the University and by other funding sources, all expenditures from these awards must be made according to the guidelines outlined below. *Please read carefully before using your grant funds.* Below you will find detailed information about how to spend your grant funds. **Grant funds can be used for professional development, but cannot be paid as salary, stipend, or bonus pay to grantee.** The items listed below are the most commonly requested expense categories. If you have an expenditure that is not addressed in these guidelines, or for additional information or questions, **contact Sally Brauckmiller (x5-5568) brauckmillers@pdx.edu.**

GRANT FUNDS MUST BE SPENT BY MAY 27, 2011

PUBLICATIONS, MATERIALS, AND/OR EQUIPMENT PURCHASES

Complete a PSU *Reimbursement Request*. Receipts are required; no personal charge slips can be accepted unless itemized. If ordering online, the items must be shipped to PSU.

Reimbursements can only be processed after items have been received by PSU. *All requests for reimbursement must be made within 60 days of the date of purchase, and before May 27, 2011, and include a "business purpose" indicating the reason for the purchase and how PSU benefits from this purchase.* Please remember that all items purchased with CAE funds remain the property of PSU. Submit completed forms to Sally.

If the vendor is willing to invoice PSU, you may submit the invoice to Sally for payment. If you are making purchases from the PSU Bookstore, Clean Copy, or other vendors who accept PSU Index Codes, please contact Sally about using the correct index code to make your purchase and submit the receipt to Sally.

Please remember that CAE mini-grant awards are not compensation to the faculty member but funds to support professional development; all equipment and supplies purchased with these funds remain the property of PSU.

TRAVEL

For all PSU travel, *Travel Authorization* and *Travel Reimbursement* forms are required. You are permitted to use your grant funds to pay for travel, but must complete the *Travel Authorization* and *Travel Reimbursement* forms. The preparation of these forms is the responsibility of the faculty member and/or the faculty member's department and should include in the purpose adequate explanation of how the travel is related to your work at PSU or to your professional development. *Travel Reimbursements must be turned in to the business office within 60 days after completion of trip.* Forward the completed forms to Sally once the traveler and department head/chair have signed so that she can authorize the charge to the CAE Index Code.

HIRING OF STUDENT ASSISTANTS (hourly student wages)

Hire student assistants as you normally would through your existing departmental procedures. At the end of the pay period, your student employee must go online to submit hours for approval. **CRITICAL STEPS--your student must:**

- 1) print a copy of the timesheet and then submit it electronically;
- 2) bring the printed copy to the faculty grantee for an approval signature for the hours claimed; and
- 3) deliver the timesheet to Sally via campus mail: OAA, or deliver to MCB 850. She will authorize payment from CAE.

Be sure to indicate the name of the faculty grantee to be charged for the hours. It is important to expedite this process as soon as the timesheet is submitted electronically. If payroll does not receive the written authorization to charge CAE in a timely manner, the student hours will be charged to the departmental Index Code.

HIRING CONSULTANTS/SPEAKERS

PSU rules require us to complete a *Personal/Professional Services Contract* for people doing work for the University who are not employees of the University. **Prior to** agreeing to pay an individual or entity outside the University for personal/professional services, call Sally for information on *Personal/Professional Services Contracts*.

Please note that these funds may not be used to purchase refreshments or meals.

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