

AIM

Academic Innovation Mini-grant Expenditure Guidelines for 2011-2012

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.** After you have completed the requirements for the minigrant, funds will be JV'd into the department index code which you provided on your AIM application (signed by your department chair).

PLEASE SPEND GRANT FUNDS BY MAY 25, 2012

The items listed below are the most commonly requested expense categories.

PUBLICATIONS, MATERIALS, AND/OR EQUIPMENT PURCHASES

Complete a PSU *Reimbursement Request*, available at <http://www.pdx.edu/bao/forms.html>. Receipts are required; no personal charge slips can be accepted unless itemized. If ordering online, the items must be shipped to your department at 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. [Your department fiscal officer will provide department deadline; we suggest spending before May 25, 2012.] When completing your reimbursement request, include a "business purpose" indicating the reason for the purchase and how PSU benefits from this purchase.* Please remember that all items purchased with these funds remain the property of PSU. Completed reimbursement forms should be submitted to your department fiscal officer for reimbursement.

If the vendor is willing to invoice PSU, you may submit the invoice to your department for payment. If you are making purchases from a vendor who accepts PSU Index Codes, please contact your department fiscal manager about using the correct index code to make your purchase. **Remember:** *Your minigrant funds will be JV'd into the department index code you provided on your AIM application (signed by your department chair).*

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.* Submit the completed forms to your department fiscal manager once the traveler and department head/chair have signed so that s/he can authorize the charge to the correct 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 your department fiscal manager so s/he can authorize payment.

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.

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. This form, available at <http://www.pdx.edu/bao/forms.html>, must be completed *Prior to* agreeing to pay an individual or entity outside the University for personal/professional services.

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

GRANT FUNDS SHOULD BE SPENT BY MAY 25, 2012

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.