

**UNIVERSITY FACILITATING FUND**  
**General Instructions**  
May 2008

**NOTE:** Funds are available as of July 1 this year. All expenditures must be processed and completed by June 30 of the following year. No funds may be carried over into the following fiscal year.

**1. Faculty Summer Salary**

Summer salary is processed through University Payroll and paid to you at the end of July and August following the same payment procedure as for academic-year salary. If only one month (or a partial month) of salary was awarded, it will be paid in July. Full UFF summer salary is \$4,000/month gross pay, regardless of what your usual salary may be. The fringe benefits are a cost to the University that was accounted for in your approved budget at the rate of 8.3%. If you have direct deposit, your summer salary will be deposited to your designated bank account.

**2. Research Aides**

Wages for hourly research assistants/aides require timekeeping through a new reporting telephone system. It is your responsibility to supervise research assistants/aides employed on your award and to ensure that each RA is keeping track of his/her time correctly. Timesheets are no longer accepted. The new system involves the RA calling into 202-994-2274 and designating when he/she arrives and leaves for the day by dialing 1 for arrival and 9 for departure. The CIS forms to hire research assistants/aides must be generated by the department and processed through the Office of the Chief Research Officer prior to starting work. Since this new timekeeping system has been implemented, we have noticed a few issues we would like to bring to your attention.

- Completing, approving, and entering the hiring paperwork for a student may take Student Employment several days to process. Therefore, please plan ahead and send a student as far in advance of their start date as possible. Otherwise, he/she will not be in the system when calling in for the first time. This may delay paychecks.
- Students may have some trouble when calling in for more than one job on campus. Therefore, we ask that they explicitly identify other jobs on campus so that the appropriate paperwork is completed and processed properly.
- Finally, while we process the hiring paperwork for UFF and REF research assistants, we do not have access to their hours in the payroll system, nor are we able to certify their time on a project (only you can). These students technically work within your home department and need to work with your departmental office if they have any problems calling in for timekeeping.
- Since we have experienced a bit of turnover in the RA personnel, please keep this office advised of terminations and new hires promptly so we may facilitate accurate payroll for the UFF grants.

Contact Kris Moen (kmoen@gwu.edu or 4-2220) when you have decided to hire someone or if someone has left your project. Please keep in mind that if a student RA is hired after June 1 to begin on July 1, the RA may not receive his/her first paycheck in a timely manner.

**3. IRB/IACUC Approval**

If your project requires either Institutional Review Board (human subjects) or Institutional Animal Care and Use Committee (animals) approval, a copy of the approval (or exemption) from the appropriate committee should be sent to Roxanne Alvarez in Rice 601 for inclusion in the OCRO file. See <http://www.gwumc.edu/research> for information.

#### 4. **Travel**

Please consult the University Travel Policy and Procedures prior to any travel, <http://www.gwu.edu/~supchn/travel.htm>.

*For Travel Tickets:* The following documentation is required by the University's travel policy for reimbursement: original, dated purchase receipts, such as a credit card bill and the ticket/boarding pass stubs.

*For Meals, lodging, incidentals:* Again, original, dated receipts are preferable for items of more than \$35, as well as a credit card bill from the credit card company. If approved in your award budget, the grant will pay for room, meals, and ground transportation in accordance with the GW travel policy. Entertainment charges (movies, gym use, etc.) are not allowable expenses. Fines, late payment fees or penalties also are not allowable expenses. Please discuss any unusual charges with Kris Moen in advance.

Per instructions from Supply Chain, all original receipts must be taped (not stapled) on a separate paper and accompany the travel and expense reimbursement forms. If this isn't done, it could delay your reimbursement.

#### 5. **Supplies/Equipment/Software**

All ordering, both to external vendors and interdepartmental procurements (IP), is now done through Oracle. Any item requiring a purchase order or IP must be ordered through Kris Moen.

After much thought, we have determined that the easiest way to deal with purchase of laboratory or office supplies is for individuals to use their departmental P-card. Your department will need to originate a Department Correction Form (DCF) to transfer those charges from the department to the UFF in a timely manner. The DCF with accompanying documentation will need to be forwarded to Kris for OCRO approval.

Reimbursement for purchases you make using cash require a dated, original bill showing amount paid. For purchases made with a personal credit card, the receipt and a copy of the credit card bill from your card company are required. As with travel, please tape original receipts to a separate paper from your payment request form.

For more information on travel reimbursement and payment requests, please see Supply Chain's website for electronic forms and relevant policies and procedures <http://eas.gwu.edu/home/forms/sc/sc.cfm>.

#### 6. **Services/Consultants**

If your awarded budget calls for a service agreement or hiring a consultant, instructions and appropriate forms are provided on the OCRO website to guide you:

<http://www.gwu.edu/%7Eresearch/preforms.htm>

These forms include a Supplier Registration, a Supplier Code of Conduct, a Taxpayer Identification Number Request and a 20 Factors Test. (refer to <http://my.gwu.edu/files/policies/SupplierRegistrationPolicyFINAL.pdf>)

The service provider or consultant must prepare an invoice with sufficient detail to satisfy accounts payable. If you pay for services out-of-pocket (such as photocopying), please obtain a receipt, detailing what was done and, if appropriate, rate basis.