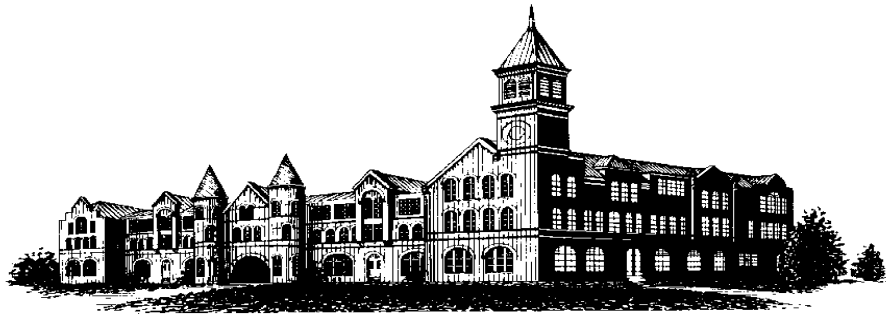


FACULTY RESEARCH COMMITTEE GUIDELINES FOR PROCESSING THE MINI-GRANT



NORTHEASTERN
STATE UNIVERSITY
TAHLEQUAH, OKLAHOMA

2017-2018

Note to the Faculty Researcher

The following guidelines have been provided to facilitate the conduct of your research project. Our purpose is to help ensure that your project is not impeded as a result of administrative error or inaction. Steps have been outlined for faculty research activities such as the employment of a student worker, the purchase of supplies, the processing of travel reimbursement claims, etc. If you have any questions concerning these guidelines or if there are other ways we might assist you in the administration of your project, please contact the Office of Research & Sponsored Programs Office, Kathi Schoonover, Administration, B19, Ext.2243, schoonok@nsuok.edu, fax-918-444-2077. Information regarding NSU's Faculty Research Committee Mission may be found at <https://offices.nsuok.edu/Portals/39/pdfs/Faculty%20Research%20Committee%20Information.03.03.15.pdf>.

The Office of Research and Sponsored Programs will provide consultation to all faculty researchers, upon request, to ensure understanding and compliance with these policies.

Dr. Tom Jackson
Assistant Vice President for Academic
Affairs Dean Graduate Studies/Research

FRC Guidelines for Employing a Student Worker

If you wish to employ a student but do not have a particular qualified student in mind, complete the Student Job Posting Request form which can be found at: <https://procedures.nsuok.edu/Portals/0/Forms/Student%20Job%20Posting%20Request%20Fillable.pdf>. Please submit the completed form to the Office of Research & Sponsored Programs at schoonok@nsuok.edu or send via interoffice mail to Kathi Schoonover, Administration building, B19. After obtaining approval of this employment search, the request is then sent to the Office of Student Financial Services. If a student is interested in the job you have available, he/she should contact you. If you do not wish to hire this candidate, you should refer that student back to the Office of Student Financial Services for further assistance with job placement.

When you have found a student to hire, you must contact the Office of Research and Sponsored Programs by email at schoonok@nsuok.edu, requesting an institutional student employee. This request must indicate the student's name, Banner number, number of hours per week they will be working, the wage you intend to pay, preferred start date and applicable job duties. An Institutional Student Employee Agreement will be requested from the Office of Student Financial Services by the Office of Research & Sponsored Programs. Once the agreement is received by Research and Sponsored Programs, you will be contacted for signatures (faculty researcher and student). Then, once account approval has been obtained, the agreement will be processed. **Students may not begin employment until all applicable employment paperwork has been finally processed and the student is established in NSU's payroll system.**

If the student has not ever worked for NSU, the student will be required to complete the following mandatory employment forms: Federal W-4 form, a Loyalty Oath, a Time Keeping Action Request Form, an Automatic Bank Deposit Form, and an Employee Eligibility Verification Form I-9 which must accompany the Institutional Student Worker Agreement. These may be found at <https://offices.nsuok.edu/humanresources/Forms/EmployeesNewHires.aspx>. The faculty researcher and the student are responsible for the completeness and correctness of these forms as well as submission of these forms to the Office of Research and Sponsored Programs. The I-9 form must be completed and signed with an attached copy of the student's driver's license and social security card. If assistance is needed in completing these forms, please contact the Office of Student Financial Services.

A record of student worker hours should be kept **DAILY** by completing an NSU Student Time Card in Banner. The faculty researcher's approval as immediate supervisor of the student will be verification that the number of hours worked is correct. The faculty researcher is responsible for ensuring hours are reported each pay period to the Office of Research and Sponsored Programs by submitting a copy of your student's time card to the schoonok@nsuok.edu after each time card submission.

Students are paid every two weeks. Timecard approvals are due in the Banner system by 5 p.m. on the Tuesday following the last Friday of the two week work period. The student worker's paycheck will be deposited electronically in his/her bank account on Friday, at the end of the next pay period.

FRC Guidelines for Purchasing Supplies & Equipment

Send an email to the Office of Research and Sponsored Programs at schoonok@nsuok.edu requesting the supplies/equipment. If possible, please include a link to the item in the website, preferably in the cart. Applicable shipping cost(s) must also be included.

If the purchase requires a purchase requisition and the vendor is one that has never been utilized by NSU before, a W-9 must be requested from the vendor so that the requisition can be entered into our system.

Merchandise purchased from off-campus vendors will be delivered to the Office of Research and Sponsored Programs, or to the faculty member. If any documentation is included with the merchandise (packing slip, invoice), please forward to the Office of Research and Sponsored Programs.

Please note that any item over \$5,000 must have a competitive shop form completed and submitted to the Office of Research and Sponsored Programs. Any item over \$25,000 will need to be submitted for bid which is processed by NSU's Purchasing Department. Please allow 20 to 30 days to complete.

All requests for supplies and equipment must be submitted to Research and Sponsored Programs no later than May 31, 2018.

FRC Guidelines for Postage

If you have a survey/questionnaire to be mailed as part of your research project, the following actions should be taken to ensure that the postage is charged to the Faculty Research Account. (1) Bundle your mailing and attach a memo to JD Young/NSU Mail Services, listing your name, department, contact information, stating that the postage should be charged to the Faculty Research account. (2) Include in the memo how many letters are included in the mailing. A copy of the memo with verification of the total expenditure should be immediately forwarded to Research and Sponsored Programs. Please note: If your mailing consists of more than 200 pieces, contact the JD Young/NSU Mail Department ahead of time. A reduced postage rate is possible, if the envelopes are printed with NSU's permit indicia and an excel sheet with names and addresses is provided to the department a week prior to the intended mailing date. This process involves the mail department applying the names and addresses to the envelopes. Contact the JD Young/ NSU Mail Services for specific instructions at extension 2610 for additional information. From NSU's website check out: <https://offices.nsuok.edu/dropzone/ContactUs.aspx>.

FRC Guidelines for Photocopying, Duplication, or Printing

If you need a small number of copies made of documents associated with your research project, and were approved for duplication expenses in your research proposal, you may use the JDY/NSU Copy Services. It is the researcher's responsibility to contact the JDY/NSU Copy Services and get exact quotes. Once you have determined your duplication/ printing needs the information must to be sent to the Office of Research and Sponsored Programs in the form of an email to schoonok@nsuok.edu for budgetary approval.

FRC Guidelines for Processing Travel

If you received funds for travel expenses in your grant, you must follow NSU's travel policy and procedures. All travel related to faculty research must be pre-approved by the Office of Research and Sponsored Programs to ensure budgetary compliance.

Pre-Approval Travel Request Form

Prior to making any travel arrangements, a Pre-Approval Travel Request Form (with proper documentation of expected expenditures) must be completed and approved by the Faculty Research Account Sponsor. This form can be found at: <https://offices.nsuok.edu/businessaffairs/ACCOUNTSPAYABLE/Forms.aspx>. Please submit the completed signed form and supporting documentation of expected expenditures to the Office of Research and Sponsored Programs for processing. Once this request is approved, travel arrangements may be made.

Traveling by University Vehicle

If traveling by University vehicle, you will need to request the vehicle and include the number of miles and destination to be traveled. In order to reserve the vehicle, you may do so by logging into <https://offices.nsuok.edu/motorpool/VehicleReservation.aspx> or by calling NSU Motor Pool (ext. 2419) and giving them this information. Please advise NSU Motor Pool that you are charging the vehicle to NSU Faculty Research. Documentation of this reservation and applicable costs must be submitted to the Office of Research and Sponsored Programs prior to traveling.

Traveling by Personal Car

If you are traveling by personal car, you will be reimbursed at the current state rate (currently \$0.47 per mile). This should be documented on the Travel Voucher with Mileage Tab which can be found at: <https://offices.nsuok.edu/businessaffairs/ACCOUNTSPAYABLE/Forms.aspx>. Both pages of this form must be completed. TIP: Begin with the Mileage Tab first as it will populate certain fields in the Travel Voucher. Submit Travel Voucher to the Office of Research & Sponsored Programs for processing.

Out-of-state transportation costs cannot exceed that of a coach airplane fare. If you use a personal vehicle for travel outside of Oklahoma, you must obtain an air fare comparison from <https://www.concursolutions.com/> prior to your travel.

Traveling by Air

If your travel is by air you must obtain a quote from <https://www.concursolutions.com/> and submit to the Office of Research and Sponsored Programs for approval. Once all mandatory travel approvals are acquired, purchase of the airline ticket will be done by the Office of Research and Sponsored Programs. Under state law, NSU cannot be responsible for any changes or cancellations that result in non-refundable charges.

Out-of-Pocket Expenses

For reimbursement of out-of-pocket expenses, please complete the Travel Voucher available at <https://offices.nsuok.edu/businessaffairs/ACCOUNTSPAYABLE/Forms.aspx>. Attach the required receipts (lodging, registration fees, etc.) to the form and submit to the Office of Research & Sponsored Programs for processing. All receipts should indicate a zero balance. TIP: Email the travel voucher to Kathi Schoonover at schoonok@nsuok.edu for review of the travel claim prior to signing. Once reviewed and possibly edited, the travel claim will be returned to you for review and your signature. Send the original signed travel claim via interoffice mail to Kathi Schoonover for processing.

NSU's Office of Business Affairs will check all calculations to ensure the claim conforms to state law. You can normally expect to receive your check in 2-3 weeks after the claim has been signed and processed.

Per Diem Rates

For travel outside of Oklahoma, per diem rates will vary depending on the location of travel as identified in the Government Services Administration's (GSA) continental United States (CONUS) rates for domestic locations, and OCONUS, for locations outside of the continental United States. A complete listing of the CONUS and OCONUS locations/rates can be obtained from the GSA per diem web site at <https://www.gsa.gov/portal/category/26429>.

Per Diem reimbursement cannot be claimed for periods less than 24 hours unless overnight stay is required during that period. For out of state travel check GSA rates for the appropriate state.

SUBSISTENCE (staying with friend or relative) Per Diem rate plus \$10.00.
(Cannot claim lodging)

Credit Card Purchases

All purchases must be processed by the Office of Research and Sponsored Programs including credit card purchases. Purchases must abide by University policy and procedures.

All purchases must be pre-approved by contacting the Office of Research and Sponsored Programs by email sent to schoonok@nsuok.edu. This email needs to include the items requested with any applicable information to include cost and the vendor from whom the faculty researcher desires to order. Once pre-approval has been obtained the Office of Research and Sponsored Programs will facilitate the purchase transaction and maintain all applicable documentation.

Contractual/Professional Services

All contractual services must have a fully executed contract with the contractor, faculty researcher and the University. A quote for these services must be obtained so that a purchase request may be made. Once the purchase request is approved, professional services may be rendered. The contractor must submit an invoice for payment after the services are rendered.

Salaries

Faculty researchers may be granted release time from their teaching load or summer salary. If you have been approved to receive release time or summer salary by the Faculty Research Committee, the Office of Research and Sponsored Programs will submit the necessary paperwork to facilitate this process.