Internal Funding Opportunities

Office of Research Training Session
INTERNAL FUNDING OPPORTUNITIES

- Manuscript Publication Assistance Award (MPA)
- Book Subvention Award (BSA)
- Interdisciplinary Research Award
- Faculty Research Grant (FRG)

- *Summer FRG and First-year FRG have been discontinued*
All tenure and tenure-track faculty are eligible to apply for a manuscript publication assistance award for up to $1,000.

- To assist with fees associated with the preparation of books, article-length manuscripts or creative artwork for publication or presentation

- Page charges, indexing, digital or interactive content related to the publication, image/map reproduction rights, color plates/photos, permissions, cover art, poster presentations, or creative artwork.

- Applications will be reviewed until the budget is expended (First come - first serve basis)
BOOK SUBVENTION AWARD (BSA)

All tenure and tenure-track faculty are eligible to apply for a book subvention for up to $2,000.

- Covers expenses that are required by the press, which may include the author’s mandatory contribution to the cost of production, publishing subsidies, payment to offset the costs of paper, printing, binding, typesetting, professional indexing, and editorial work.

- Applications for subvention will only be accepted after the completed manuscript has been formally accepted by a publisher.

- Applications will be reviewed until the budget is expended (First come- first serve basis)
INTERDISCIPLINARY RESEARCH AWARD

- Provides pilot funds up to $12,000 over a maximum of two years to stimulate interdisciplinary research.

- Deadline for proposals: January 15, 2016

- The proposal should clearly indicate how the funding will achieve one or both of the goals of improving external visibility and external funding for interdisciplinary research at Fordham.

- Priority for funding will be given to projects that foster collaboration across departments, and/or across colleges and schools.
All tenured and tenure-track faculty are eligible to apply (cannot be awarded more than 3 times in 5 years)

Up to $6,500 toward expenses that will be incurred preparing an application for external support

Up to $4,000 toward expenses that will be incurred preparing a scholarly publication only

Application deadline: 11:59 p.m. Friday, January 15, 2016
How do I access the funds?

Please keep in mind a few common guidelines:

- It is always best for Fordham to pay the vendor or individual directly.

- Fordham will not reimburse you for paying an individual or student for services rendered.

- Payments must follow Fordham’s Purchasing Policies and Travel Policies.
How and where do I send in my paperwork?

1. Payment requests must be accompanied by the completed Accounts Payable / Purchasing or Human Resources form and a brief memo of expense justification.
2. On all forms, please note:
   • FRG Award Number
   • Description of charge as itemized on your FRG budget application
3. Leave the budget codes and authorizing signature blank.
4. Send documentation to:
   Tihana Sarlija
   Fordham University – Rose Hill
   Collins Hall B33
Faculty Research Grant (FRG) Accessing the Funds...

How do I pay an independent contractor?

To pay an independent contractor, provide:

1. Fordham check request form payable to the independent contractor noting FRG Award Number
2. Vendor’s invoice
3. W-9 form completed by contractor and provided with original signature
4. Contractor Check List filled out by Researcher

International vendors that are not residing in the United States can be paid directly off of their invoice. Payments to international vendors are best handled through wire transfer. For details on the information needed to request a wire transfer, please email research@fordham.edu
How do I order equipment or supplies?

Equipment purchases of any kind **must** go through Procurement.

For computer purchases, details of the computer purchase, including a link to the website, should be emailed to the Office of Research. A request for a quote will be submitted to Procurement on your behalf.

All other equipment of $1,000 or more should be submitted to the Office of Research with a quote under a purchase requisition form.

For supplies of less than $1,000, the vendor invoice can be paid directly upon receipt under a Fordham check request form.
How do I request an advance for study participants?

Any research project involving human subjects is subject to review and approval by the Institutional Review Board.

Submit a signed, hard copy memo with:
1. Reason for advance including specific reference to research supported through the FRG
2. Total dollar amount requested
3. Date funds will be needed
4. Confirmation that unused funds will be returned by check payable to Fordham University along with a reconciliation of funds used.
5. Fordham check request form payable to Researcher / Principal Investigator with FRG Award Number.

- If details of research participants are confidential, please note that complete detailed information on recipients of the funds will be securely filed with Principal Investigator.
Faculty research grant (FRG) Accessing the funds...

How do I pay a person by the hour?

Hourly personnel must be paid through Fordham’s payroll office and must be paid as work is performed.

*Payroll no longer permits one time payments to students.*

Electronic time sheets are submitted through the my.fordham.edu portal. You will receive an email asking you to confirm the number of hours submitted and the time sheet will be approved by Office of Research personnel.

HR forms are available through links on the Fordham HR Manager’s Toolkit web page.
NYC Earned Sick Time Act

On April 1, the NYC Earned Sick Time Act came into effect. Hourly Employees (including hourly student workers) who work more than 80 hours in a continuous 12 month period accrue sick time.

- Accrual of sick hours will be banked in Banner automatically as hours are logged.
- 1 hour is accrued for every 30 hours worked.
- A maximum of 40 hours of sick time can be taken within every 12 months of employment.

Sick time should be used for the employee’s own health needs, the care of family members, and for the closure of a place of employment for a health emergency as mandated by the Commissioner of Health and Human Hygiene or the Mayor of the City of New York.
What about travel expenses?

All travel must adhere to the University’s Travel Policy available through the Finance Department webpage.

Travel can be reimbursed under a Fordham Travel Expense form. The form with supporting documentation must be submitted no more than 30 days after you return.

Airfare can be purchased through Fordham’s travel agency, Omega Travel. Though online searches often turn up better fares, the tickets through Omega will be paid directly by Fordham. Note that a $38 fee is added to each ticket.

To discuss travel itineraries, contact Christine Hall at chall@owt.net

The agreed upon itinerary should be submitted to the Office of Research under a Travel Authorization Form.
What if my plans change?

Plans sometimes change. If you need to adjust how your budget items are allocated, you can request a Budget Adjustment Form or e-mail us the details of your request.

- Please send a memo addressed to the Chief Research Officer describing the budget changes requested and justifying the reason for the changes must accompany the Budget Adjustment Form. We need to know:
  - How your plans have changed
  - How this affects your budget
  - Why the change is necessary
How do I know how much is left on my FRG?

A report can always be requested by emailing the Office of Research staff to research@fordham.edu
FACULTY RESEARCH GRANT (FRG) BUDGET REPORT

Each award is given a number:
Last Name + Last 4 digits of FIDN + End Year of Award Period

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<th>Account</th>
<th>Description</th>
<th>Budget</th>
<th>Approved Adjustment</th>
<th>Revised Budget</th>
<th>Total Spent in FY15</th>
<th>Total Spent in FY16</th>
<th>Total Spent to Date</th>
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Budget Report lists:
- the line item description
- original budget amount
- any expenses charged
- balance remaining
Check Request Form
Use this for most invoices and reimbursements (not travel or equipment/supplies needing a PO). Must be filled out on hard copy.
**FORMS**

Travel and Expense Check Request
Use this for travel and associated costs (lodging, meals, transportation). Must be filled out on hard copy.
Travel Authorization Form
Use this if traveling with OMEGA, and the trip is to be paid directly by Fordham (not a reimbursement). Can be filled out electronically.
Limited Purchase Order Form
Use this if the vendor needs a PO number, but a PO is not required by Fordham. Must be filled out on hard copy.
OFFICE OF RESEARCH CONTACTS:

- Contact the Office of Research Support Staff via email: research@fordham.edu
- Via telephone: 718-817-0027
- All hard copy documentation should be sent to:
  Tihana Sarlija
  Fordham University-Rose Hill
  Collins Hall B33, Box 6
Questions & Answers