



AWARD EXPENDITURES

If a project includes the use of Human and/or Animal subjects the appropriate approval (IRB and/or IACUC) must be in place before any related project expenditures are incurred.

The Principal Investigator (PI) must authorize all payments from PSC-CUNY grants. No alternative authorized signatory will be accepted without the permission of the University Committee on Research Awards.

Expenditures in excess of the awards are not allowed. Any commitment made by the PI resulting in an overdraft will be the Investigator's personal responsibility and obligation.

The Foundation should be notified of all liabilities incurred on a grant prior to termination. The Foundation will honor all allowable expenditures dated within the grant period; expenditures dated outside the budget period will not be accepted. No expenses will be accepted beyond ninety (90) days after the termination date of the grant. Such costs will become the responsibility of the Principal Investigator.

- Research Staff
- Clerical Staff
- Summer Salary
- Release Time
- Office supplies
- Research Supplies
- Travel – Domestic & Foreign
- Independent Contractors
- Subject Payments
- Laboratory Fees
- Equipment
- Publication Costs

Instruction for Payment from PSC-CUNY Research Awards

Research Foundation payment forms may be obtained from the Grants Office at your college. Please review forms carefully prior to submission. Include your signature, award number, and attach appropriate documentation, if needed. (Please note, certain links may require PI login.)

Salaries and Wages (for Research Staff, PI Summer Salary, etc.)

1. At the time of employment, several documents are required to place an employee on the Foundation's payroll.
2. To initiate salary payments upon appointment of staff, please submit the following documents:
 - Biweekly Salary Certifications for Full-time staff (e.g. Summer Salary).
 - Payroll Time Sheets for Part-time (hourly) staff.
3. Questions concerning payroll or personnel matters may be directed to Human Resources.
4. Faculty with released time in their budget must complete a Staff Effort Notice obtainable from the campus Grants Office.

Employees receive their pay on alternate Wednesdays. The two-week pay period ends on Sunday, ten days prior to the pay date.

Payment for Other than Personal Services (OTPS (Supplies, Equipment, Travel, etc.

- Requests for payment or reimbursement should be submitted through the RF's e-Procurement System which is available through the RF website after logging in as a PI. After successfully logging in, select 'Payment Request' from the 'E-Services' menu tab. The system will prompt the user for basic information about the purchase and provide an opportunity to upload supporting documentation. For information contact the Program Administrator at (212) 417-8464.
- The e-Procurement System should also be used to submit claims for travel reimbursement. In addition to completing the general information fields required by the e-Procurement System (e-Payment Request), a completed Travel Expense Voucher must be uploaded upon submission. The form is available through the e-Procurement System.
- Purchases over \$5,000 require a Purchase Requisition Form. Keep one copy for your records and send the original to the RF Purchasing Office. The RF will send out a Purchase Order (PO) and forward a receiving copy as well as a file copy to you. When the item arrives, use the receiving copy of the PO to certify its receipt. Attach the receiving copy and the original invoice to a completed Payment Request Form and forward the documents to Accounts Payable for payment.
- Payments under \$5,000 to independent contractors require an additional completed Memorandum of Understanding Form (RF-804), a list of clients, and an invoice. Independent Contractors paid \$5,000 and above (cumulative or otherwise) must be placed on an Independent Contract Agreement (ICA). An ICA Requisition Form (RF-803) initiates the process. Principal Investigators should not, under any circumstance, pay independent contractors in advance from their own funds. Please contact the Legal Department for additional information at (212) 417-8361.
- The Research Foundation is exempt from all sales tax, both federal and local. A statement to this effect is preprinted on all purchase orders. If you need a certificate of tax exemption, call (212) 417- 8481. Our Tax Exempt Number is 119218.