

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

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 <https://www.rfcuny.org/WebProcurement/paymentrequest/>. The system will prompt the user for basic information about the purchase and provide an opportunity to upload supporting documentation.

▪ When submitting 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 Travel Expense Voucher, and all other RF forms, may be found here <https://www.rfcuny.org/rfwebsite/resources/find-documents-forms/>. For assistance, please contact the Program Administrator at (212) 417-8464.

▪ Purchases over \$5,000 require a Purchase Requisition Form. After completing the form, email it to PO@rfcuny.org. The RF will send out the signed Purchase Order (PO) to the vendor and copy you. When the item arrives, use the copy of the PO to certify its receipt. Create a payment request and attach a copy of the PO and the original invoice.

▪ Payments under \$5,000 to independent contractors require an additional completed Memorandum of Understanding. Independent Contractors paid \$5,000 and above (cumulative or otherwise) must be placed on an Independent Contract Agreement (ICA). To pay an independent contractor you will need to create an MOU/ICA with our Contract Manager system <https://www.rfcuny.org/rfwebsite/electronic-tools/contract-manager/>. You will need to provide a Scope of Work, the vendors W-8 or W-9 and Website Advertisement/Client List/Resume. After this is fully executed (after the vendor signs and RFCUNY reviews), you will then need to create a Contract Manger Payment request <https://www.rfcuny.org/rfwebsite/electronic-tools/payment-request/> to pay the vendor with an invoice.

Principal Investigators should not, under any circumstance, pay independent contractors in advance from their own funds.

▪ 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.