

Faculty Research Scholarly/Creative Activity Grant (Faculty S/CA)

Budget Guidelines

Managing and monitoring a Faculty S/CA budget is important for ensuring proper allocation of resources and compliance with budget and procurement guidelines.

Below are key tips to guide you through the process.

- **Faculty S/CA Project:** The Faculty S/CA grant funding will be used for the allowable expenses outlined by the university guidelines and policies.
- **Compliance:** Ensure your budget aligns with institutional policies and sponsor expectations.
- **Deadlines:** Please note budget and fiscal year timelines/deadlines.

Commonly requested items include:

- Supplies or materials needed for the project not currently available on campus through other resources.
- Computer software or programs, laptops for the project not currently available on campus.
- Equipment needed to perform the scholarly or creative activity for the project and/or equipment requested as a result of the project.
- Miscellaneous items such as duplication, photographic work, interlibrary loans, etc.

Please note that grant funds cannot be used for the following:

- Salaries for any person working on the project except for student research assistants.
- Supplemental and overload pay to faculty.
- Incentives for human subjects.
- Statistical analysis or self-publication.

Faculty S/CA Grant Budget: [Faculty S/CA Grant Budget Form](#)

- The budget account number (*referred to as the FOAP: Fund-Organization-Account-Program*) will be assigned by the Controller's Office in this format: 10000-302xx-72012-20. The faculty member and the departmental administrative assistant will have access to the budget.
- The administrative assistant can enter requisitions for purchase orders and assist with the use of a purchasing card (approved by the college Dean).
- Please monitor the budget throughout the duration of the research grant in awarded fiscal year. If the budget expenses exceed the allotted award amount, the excess will be deducted from the department and/or dean's budget.
- **August 31** is the annual deadline to spend the Faculty S/CA grant funds and to obtain a purchase order by this date.
- If products or supplies have been ordered and received but the invoice has not been received by September 30th, write "accrual" on the receiving copy of the purchase order and scan it to Accounts Payable (accountspayable@jsu.edu) so that expense will be charged to the current fiscal year of the grant.

Travel:

Please review JSU's Travel Policy that applies to all Faculty S/CA grants.

- Please note when booking airfare and hotels that cost above the award amount will not be covered.
- Submit a travel preapproval using your grant budget number and include only your expenses (no student expenses). For approved student travel by the Committee, submit a paper travel reimbursement form located after the trip and attach all receipts. Car mileage reimbursement is available to the students. A computer-generated map to support the mileage claimed is required.
- Although referred to as a "Faculty S/CA grant", this award is not a federal or state grant; the terminology is for internal use only. On the Chrome River travel pre-approval form, select "No" in response to the question "Is this a grant?" The department administrative assistant can assist with Chrome River travel submission.
- For more travel information and forms: <https://www.jsu.edu/controller/travel.html>

Supplies/Equipment:

Please review JSU's Purchasing Policy that applies to all Faculty S/CA grants. Please note that any furniture purchases must be purchased from our current approved vendors. For assistance, please contact the Procurement Office at purchasing@jsu.edu.

- The last day to request a purchase order is August 31. This date applies to all expenses for which a purchase card will be used.
- Supplies include expendable items with a useful life of less than one year or a unit cost under \$5,000.

Student Pay:

- Student research assistants will be paid standard University rates. Please work with the Human Resources Department to determine the hourly pay rate for an undergraduate student assistant for the project. For assistance, please contact HR at hrconfidential@jsu.edu.
- If the undergraduate student is enrolled for less than 6 hours, FICA taxes are deducted from the pay. Full time students do not have FICA deducted from the pay. Please verify the current fringe rate with the Payroll Office (payroll@jsu.edu) prior to calculating your budget.
- Student pay account code is 62020. The student pay will need to be deducted from the allotted expense budget in order to reflect the current available funds balance.
 - The department administrative assistant will need to complete a Budget Transfer Form – (*example: move funds of \$450 from 10000-302xx-72012-20 to 10000-302xx-62020-20*).

Graduate Research Assistant (GRA):

Please review the graduate research assistant information on The Graduate School's webpage.

If faculty are requesting a new GRA position, the request must be included in the academic department fiscal year budget requests – see the budget development timeline on the Controller's webpage.

The request for a new GRA must be accompanied by a scholarship that is funded from sources other than these grant funds.

Gift Cards:

Gift cards, cash equivalent awards to employees are not allowed with state funds – foundation funds only.

Appreciation gifts to employees (including student workers) by departments are not allowed with state funds.

Tokens of appreciation to employees for assisting the University with the evaluation of a program or other activity are not allowed.

Tokens of appreciation (low cost; not cash or cash equivalent items) to non-employees for assisting with the University with the evaluation of a program or other activity are allowed but must be submitted with a purchase order.

Gift Certificate or Vouchers:

Gifts not readily convertible to cash and less than \$50.00 in amount are not considered taxable. Any other gift, including cash or checks of any amount, are considered as taxable income.