

**GUIDELINES FOR RECEIVING CSWS GRANTS FUNDS**  
(edited 8/23/07)

**Contact:** CSWS Accountant - Phone: 346-2262, Room 347 Hendricks, <peggy@uoregon.edu>

**NOTES:**

There is no automatic disbursement of funds. To initiate disbursement, follow the guidelines listed below. However, please feel free to call if you have questions about the procedures as outlined or need to request forms.

**The applicant is responsible for obtaining approval from UO Committee for the Protection of Human Subjects/Institutional Review Board.** Contact the Research Compliance Office, Suite 106, Riverfront Research Park or call 346-2510. **No funds will be released until CSWS has received a copy of the approval.**

**1. MATERIALS SUPPLIES, and COPIES**

If possible, have the vendor provide you with a written bill (invoice, statement). Send the original bill to CSWS and the accountant will pay the vendor directly.

Alternatively, you can make payment and be reimbursed. Send the original receipt(s) to CSWS, along with your name, phone number and UO department. If you would like the check to be sent somewhere other than your department, please include your home address.

Copies must be made at the University Copy Center and receipts sent to CSWS, or CSWS can reimburse your department if copies are made there. Outside copy services may not be used unless the UO Copy Center is unable to perform the service requested, or you are out-of-town or out of the country.

**2. SERVICES**

If a corporation provides a service to you, follow the same procedures as for materials and supplies (Item 1).

If an unincorporated business (sole proprietorship or partnership) provides a service to you, you must submit a UO Foundation Personal Services Agreement form along with the invoice or receipt. Obtain the form from the CSWS accountant.

If a person provides services to you who does not normally operate a business providing those services to the general public, he/she will probably have to be hired as an employee. (This is also true for any current UO employee, even though he/she may offer services to the public).

Students and temporary classified staff can be employed at your discretion, but pay rates must correspond to State salary schedules. These employees will need to submit a State of Oregon application form, an I9, and a W4 to the accountant. CSWS will generate payroll documents for their signatures. Students should submit time sheets to the CSWS accountant after approval by the grant recipient.

If you need a person to do academic-level research assistance (as defined by the University), it is usually done in cooperation with that person's department. Please contact the CSWS accountant as far in advance as possible in order to avoid potential pitfalls.

### 3. TRAVEL

You must submit a UO Foundation Travel and Entertainment Log form for all travel expenses. You can get the form from the CSWS accountant if it is not included in with these guidelines. It is also available on-line at <http://csws.uoregon.edu/grants/faq.shtml> near the bottom of the page.

Commercial travel costs can be paid directly to the vendor by CSWS (using either Away Travel, Journeys by Ambassador or Premier Travel) or reimbursed to the grant recipient (same procedure as Item 1). Remember that CSWS will need **original** documents, such as the original passenger receipt portion of airline or train tickets, if applicable. Use of your personal vehicle for grant purposes is reimbursed at the University rate. Be sure to keep accurate records of the miles traveled for transfer to the UO Foundation Travel and Entertainment Expense Log. For international car travel, gasoline, rather than mileage, is reimbursed. In this instance, receipts for rental cars and gasoline purchase should be turned in for reimbursement.

If included in your grant budget application, travel monies can also be used for conference fees (either direct payment or reimbursement) and accommodations and food (on a per diem basis or by receipt).

### 4. TRANSFERS

If you are associated with a UO department, you may sometimes wish to pay an expense out of your department account and have CSWS transfer funds into that account to cover it. If you want to do this, begin by talking to your department accounting staff to make sure they have systems in place to accept such a transfer. Then call the CSWS accountant and give the name of the person in your department with whom the transfer should be coordinated. (It is best if you make this call rather than having your department staff call our accountant, as there may be questions about the grant or your expense(s) that only you will be able to answer.)

### 5. AMENDING YOUR GRANT BUDGET REQUEST

We understand that it is not usually possible to anticipate your expenses with 100% accuracy. In general, we allow you to exceed your budget in any specific category by 25%. **(Please note that this will require an offsetting reduction in some other category of your budget.)**

If you need to make major changes to your budget, including the addition of new budget categories, you must submit a revised budget form to CSWS for approval. Address this written and signed request to: Judith Musick, Associate Director, CSWS (please do NOT use email). If the amount awarded is less than your original request, you will need to submit a revised budget reflecting line items, which total the new amount.

### 6. CSWS LAUREL AWARD

Scholarships are paid directly to the University cashier. Monies over and above the amount owed for tuition and fees will be distributed to you by the cashier's office. (You are responsible for taxes, which may be assessed on some scholarship funds.) **IRS Publication 520 gives more information about taxes on scholarships.**

To activate the tuition remission for one quarter, please contact the CSWS accountant and advise which quarter to apply the tuition remission (during fall-spring of the upcoming academic year).

**Mentor reimbursement:** For faculty member reimbursement of expenses up to \$250 incurred by the faculty member directly related to his/her mentoring or collaboration with the student (including but not limited to travel, meals, conference registration, supplies and books, photocopying, etc.). Please submit receipts as per items #1 and #3 above.

## **7. JANE GRANT DISSERTATION FELLOWSHIP**

Call the CSWS accountant to arrange for receipt of funds. (If you are a foreign student, funds must be paid to the UO cashier.) Your dissertation grant is considered a scholarship for tax purposes, and you are responsible for taxes, which may be assessed on these funds. **IRS Publication 520 gives more information about taxes on scholarships.**

## **8. RESEARCH GRANTS**

Research grants may be paid out as research expenses are incurred (direct method or reimbursement), allocated in a lump sum for living expenses, or paid using a combination of both methods. Please note that any amount awarded as a lump sum will be taxable. In addition, UO faculty can use research grant funds for course release if noted in the grant application. Contact the CSWS accountant for directions on how to coordinate this with your department

Please check our website <http://csws.uoregon.edu/> and go to the grants section for frequently asked questions.

**CSWS main number:** 541/346-5015

### **Mailing Address:**

CSWS  
340 Hendricks Hall  
University of Oregon  
Eugene, OR 97403-1201