Guidelines For Receiving Grants Funds
CENTER FOR THE STUDY OF WOMEN IN SOCIETY

Contact: CSWS Accountant - Phone: 541-346-2262, Room 347 Hendricks, peggym@uoregon.edu

NOTE: 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). 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. This form is available on-line at http://csws.uoregon.edu/?page_id=1202.

   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 see the CSWS 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 with these guidelines. It is also available on-line at http://csws.uoregon.edu/?page_id=1202.

   Commercial travel costs can be paid directly to the vendor by CSWS (using either Away Travel, Journeys by Ambassador, Premier Travel, or River City 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 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 and accommodations (either direct payment or reimbursement) and food (on a per diem basis or by receipt).

4. PARTIAL EXPENSES
If you are associated with a UO department, you may sometimes wish to pay an expense out of your department account such as a travel reimbursement that is partially funded by a CSWS grant. The CSWS accountant should be notified that you wish to do this. The CSWS accountant and your department accounting staff can then work out the details.

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% but this will require an offsetting reduction in some other category of your budget. It must be approved, first.

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: Carol Stabile, director, CSWS and copy Peggy McConnell, accountant, CSWS. 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, winter or 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, books, and photocopying, etc.). Please submit receipts as per items #1 and #3 above.

7. JANE GRANT DISSERTATION FELLOWSHIP
Please contact the CSWS accountant to activate the tuition remission for the year and to arrange for receipt of funds. 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.

8. RESEARCH GRANTS (faculty or graduate students)
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. Living expenses paid to faculty must be paid through payroll and will be reduced by accompanying OPE charges. Living expenses paid to graduate students are paid directly to the University cashier. 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.