

## R&D Awards, Endowed Chair, Start-Up, or Dean's Faculty Research Fund (DFRF) Reimbursement Process

- Your responsibilities:
  - Track your own spending on R&D Awards, Endowed Chair funding, Start-Up funds, or DFRF balances. Some of the information may be available in Banner, but it is not always immediately up to date.
  - Complete and submit expense reports on time.
  - Where required, complete and submit narrative reports on time.
- **No** expenses should be directly coded to accounts for R&D, Start-Up Funds, Endowed Chair Funds, or DFRF.
- More detailed information on allowable expenses can be found on the R&D Website under [Expenses and Narrative Reports](#).
- When submitting expenses for reimbursement you **MUST** use an [R&D Expense form](#). Always download the most recent version of the expense form directly from the website. Be sure to open the Expense form in Excel and not another spreadsheet program. **Please note there is a separate form for expenses from the DFRF.** This should be used when the expenses are NOT related to an R&D award.
  - Expense reports should be submitted within **30 days** of completion of your project or travel.
  - **You only need to fill out the first tab labeled "Detailed Worksheet."** Additional detailed instructions can be found on the third tab labeled "Instructions."
  - If there are international purchases that are not in US Dollars, please enter the amount on the receipt (in the foreign currency) and use X-rates.com for the exchange rate for that day in the next column, this will automatically calculate the total in USD.
  - All receipts and invoices must be in **electronic format** and preferably saved as PDFs. Instructions on saving other types of files can be found [below](#). Information on smartphone apps to use your camera to create and save PDFs can be found [below](#). Paper copies will not be accepted.
  - If you are traveling in an area where paper or electronic receipts are not common, a detailed log of all expense must be kept and submitted. The following information must be included:
    - Date, Item or Service, Store/Person, Amount, Reason for no receipt
  - If there is reimbursement to an academic department. The **FOAPAL and amount due to the department MUST be on the Expense form**. Your ADC should be able to provide this number for you. If there are no funds due to the department, please mark the cell requesting the amount due to the department with "N/A".
  - The completed copy of the [R&D Expense form](#) (in Excel format **ONLY**), copies of all receipts as attachments, and a copy of your award letter (for R&D Awards) must be emailed to [RandD@dickinson.edu](mailto:RandD@dickinson.edu). Send all associated files in **ONE** email message.
  - Incomplete submissions will be returned, delaying processing.

## Creating and Savings files as PDFs.

- The simplest way to save files, emails, or images as a PDF is to use the “Print” function on your computer.
  - When you select “Print” you can select the printer you wish to use. There is normally an option called “Save as PDF”, “Microsoft Print to PDF”, “Adobe PDF”. This will allow you to save that item as a PDF in a desired location on your computer.
  - Programs such as Word, Excel, PowerPoint, and Outlook allow you to save items as a PDF as a type of document. Just as you would save a file as a “.docx” you can select “.PDF” from the same drop down menu. Newer versions even have an option under the File tab where you print, save or share documents.

## Savings receipts while on the go

- Smartphones have many options to save files as PDFs. This is great way to save receipts while traveling so that none are lost or damaged. While saving them as a PDF is best, taking a picture would also be helpful as they can later be converted to PDFs using the information above.
- Using the Adobe Scan App (<https://www.adobe.com/acrobat/mobile/scanner-app.html>)
  - This is a free app that can be found in the app store of your smart phone or tablet.
  - At the bottom of the screen there is an option to sign in with an Adobe account, select this option and enter your Dickinson credentials (Email and Password). This allows you to have full access to the app for free and will also automatically save your documents to your Adobe Cloud.
  - From your Dickinson computer you can then open Adobe Acrobat DC. In Acrobat select File > Open.
  - Under “Adobe cloud storage” on the left hand menu select the “Adobe Scan” folder. Here all of the documents from the app are stored and can be edited or combined before saving or sending.
- If you do not want to download this app other options include the following:
  - Using an iPhone using the Notes app (<https://support.apple.com/en-us/HT210336>)
    - The image can now be sent using the “Share” icon at the top right of the screen to email, text message, or share the PDF.
  - Using an Android phone using Google Drive (<https://support.google.com/drive/answer/3145835?hl=en&co=GENIE.Platform%3DAndroid>)

## GENERAL POLICIES GOVERNING USE OF R&D GRANTS

### **Advances:**

Employees who travel regularly on behalf of the College (or specific departments with employees who travel) will be issued a College credit card, which should be used whenever traveling on College-related business. Employees traveling on College business who do not hold College credit cards are encouraged to borrow a college credit card from Financial Operations or use personal credit cards. The use of cash advances is strongly discouraged. Under certain circumstances, travel advances may be arranged.

### **Reimbursements:**

Reimbursements will be paid upon submitting electronic receipts and a completed R&D Expense Form.

### **Compensation:**

Compensation for services rendered is taxable income. If you must compensate anyone for assistance, (s)he should be paid through the College. The College accounting system will issue the required Form 1099-MISC to the person receiving the payment. An employee or student of the College will receive this payment through the payroll system with the appropriate taxes withheld. A non-employee will receive a check through our Accounts Payable system so that a FORM 1099- MISC can be issued when appropriate. Taxes on stipends and honoraria processed by the College payroll system are withheld at the required IRS Federal tax rates, and other required tax withholding (state, local and social security) also apply.

### **Payments to Nonresident Aliens:**

Before making any payments to a nonresident alien (NRA), please consult the following web page: [http://www.dickinson.edu/info/20082/financial\\_operations/1576/visiting\\_international\\_scholars](http://www.dickinson.edu/info/20082/financial_operations/1576/visiting_international_scholars).

There are a number of Internal Revenue Service and U.S. Citizenship and Immigration Services (USCIS) regulations pertaining to payments to NRAs. If you need assistance or additional information please contact Financial Operations.

### **Books and Equipment:**

Books and equipment purchased with College funds are College property. Books purchased with R&D award funds are to be turned over to the College Library when your grant activity has been completed. Equipment purchased with R&D award funds should be inventoried in your department and should be made available for appropriate use by other members of the College when your grant period has ended. Inventory tags are available from Financial Operations (x1602) and should be attached to equipment when it is purchased. For inventory control, Financial Operations (x1602) should be notified if the equipment is moved from the original department. Contact either the College bookstore or Financial Operations before purchasing books or equipment, thus ensuring the tax exemption on the purchase and the proper record keeping by the College. Reason should prevail in determining who (you or one of these offices) can most economically and efficiently make the purchase. All payment for equipment and material must be accompanied by an original invoice.