MLFTC Internal Grant Budget Frequently Asked Questions
2019-20 Grant Cycle

1. **What is the timeline for spending my budget?**
   You have 12 months to spend the grant funding. If you require an extension, please notify the Office of Scholarship & Innovation ([Clarin.Collins@asu.edu](mailto:Clarin.Collins@asu.edu)) AND Fiscal & Business Operations ([Billie.j.Cruz@asu.edu](mailto:Billie.j.Cruz@asu.edu)) as soon as possible to discuss options. Budgets will be available at the start of summer 2019 or the 2019-20 academic year, depending on need and justification.

2. **How can I use grant funding to support a graduate student research assistant that I have already identified, or is currently working with me?**
   The best way to compensate a graduate student who is working for you as a research assistant is to hire them as a Graduate Service Assistant (GSA). If you already have identified the student(s) who will be working with you, the Business & Fiscal team can enter the student(s) into the payroll system as a GSA and they will receive compensation on a bi-weekly basis. To remain eligible, the student must be enrolled for at least one graduate credit hour during the semester. The GSA can be compensated for summer research as long as they were enrolled for at least one graduate credit hour the spring semester prior. Please contact Rachel Hayes for additional information.

3. **How can I use grant funding to support an hourly student research assistant?**
   To start the process, please email Billie Cruz ([Billie.j.Cruz@asu.edu](mailto:Billie.j.Cruz@asu.edu)) with a job description which includes the following:
   - Amount paid per hour
   - Number of hours expected to work per week
   - Essential Duties
   - Minimum Qualifications
   - Desired Qualification
   - Campus Location of Work
   Additional instruction will follow as the search and hiring process advances.
   *Please note: students working as Research Assistants receiving tuition remission, in addition to their salary, may only work a maximum of 25 hours per week during the academic year.*

4. **How can I use grant funding to support a co-PI or someone external to MLFTC?**
   If you will be working with someone that is associated with another college or outside of ASU, please contact Billie Cruz ([Billie.j.Cruz@asu.edu](mailto:Billie.j.Cruz@asu.edu)) directly. Each situation varies depending on a number of factors.

5. **How can I purchase software?**
   Hardware and software purchases are routed through University Technology Offices (UTO) and standard time for delivery and installation is 3-4 weeks. Contact Billie Cruz ([Billie.j.Cruz@asu.edu](mailto:Billie.j.Cruz@asu.edu)) to begin the process as these items need college approval before orders can be completed.
6. **What items/services cannot be covered by internal grant funds?**
Membership fees or dues, conference travel, scanners and printers, textbooks (if for some reason, this is critical for data collection or your research, justification must be explicit).

7. **What is the difference between Human Subject Pay and Participant Pay?**
*Human Subject pay* is defined as someone who is providing personal information, bodily fluids, or data for compensation of a monetary or non-monetary value. If a person will only receive funds by completing the task, they are considered a human subject. A human subject is to provide a deliverable and receive nothing in return but the funds for providing that deliverable.

*Participant pay*, found under federal guideline 2 CFR § 200.75, defines participant pay in the following way: *Participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.* A participant is not required to perform for payment.