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) and Fiscal & Business Operations (Rachel.Hayes@asu.edu) as soon as possible to discuss options. Budgets will be available at the start of the 2018-19 academic year unless otherwise required.

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 a graduate student research assistant that I need to identify and hire?**
To start the process, please email Rachel Hayes 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.

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 Rachel Hayes 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 Rachel Hayes 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).