

## GUIDELINES AND SPENDING REGULATIONS

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## **INTRODUCTION**

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*The following guidelines are intended to assist the CHBS faculty as they plan budgets associated with Collaboration Grants, Teaching and Research Grants, and Mini-Grants. These guidelines address regulations regarding hiring, expenditures allowed, policies and forms, and deadlines for purchases.*

*All expenditures from award funds must adhere to the University finance and procurement compliance guidelines. According to compliance guidelines, expenditures from award funds must be necessary, reasonable, and directly related to the goals and mission of the College and University.*

*All award funds must be spent during a determined timeframe or fiscal year. We are not allowed to roll funds over from one fiscal year to another, thus the deadlines by which all award funds must be spent. Spending deadlines will be provided in the recipient's award letter as well as being addressed in these guidelines.*

*Unless otherwise agreed upon, all awarded funds will be expended through the CHBS Dean's Office budget.*

[CHBS Mission, Vision and Values](#)

## **HIRING, WAGES AND SALARIES, PAYMENTS**

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- **THE AFFORDABLE CARE ACT** - Includes a requirement that employers offer Health Insurance coverage for employees who work an average of 30 hours or more per week during the “measurement period.” For the Commonwealth of Virginia, the measurement period is May 1 through April 30. Cumulative hours worked during the measurement period will be evaluated (May-June) to determine if the 30 hour per week average has been exceeded. According to the recently implemented Manpower Control Act, by law, all Commonwealth of Virginia state agencies are required to stay below the 30 hour per week average limit due to funding limitations. These work hours may include any combination of hours associated with the following job classifications: Part-time non-teaching (PNT), Part-time wage (1500 hour positions), Student wage (Federal Work Study is exempt), Graduate Assistants/Teaching Assistants and Adjunct Instruction. *Note: tracking part-time work hours for a full-time employee working in a part-time role will be necessary for administrative and eligibility purposes. Should the FT employee choose to leave their FT position and retain any part-time roles they might already have, the ability to measure health insurance eligibility remains in place. This tracking requirement will be reviewed once the ePAR has been fully implemented.* A separate, but related, legislative action by the VA General Assembly requires that certain part-time non-teaching (PNT) roles scheduled for 20 or more hours per week may be eligible for Virginia Retirement System benefits.
  
- **FACULTY ADDITIONAL PAY** – If the award funds are used to pay you or other faculty members, an ePAR must be processed. Award funds must also be used to pay FICA (7.65%) with the faculty pay. All faculty payrolls for this award must be completed no later than *May 30, 2017*.
  - *Faculty 10 month* - may receive additional pay for awards or research as long as they are within the university guidelines of additional pay not to exceed 33.3% of their salary within a calendar year (Jan-Dec).
  
  - *Faculty 12 month or A/P* - may receive additional pay as long as the duties of the assignment are considered an overload and performed outside of the normal working hours (overload does not have to be teaching). The supervisor of the 12 month employee must approve the additional assignment and pay.
  
- **HIRING UNDERGRADUATE STUDENTS** – If the award funds involve hiring undergraduate students, please discuss with Julie Love to determine the best way to pay them (hourly or lump sum). Be aware that, depending on the timing of the students’ work, FICA (7.65%) may need to be calculated with the students’ pay. Your award funds would be responsible for covering this. *Note: As of 2015, all students being paid with JMU funds must have indicated a payment preference through their MyMadison accounts. All students must have signed up for a Higher One Account or some other method to receive deposits or payments. If they have not signed up for a preference, their payments as subjects, employees or reimbursements may not get deposited correctly. The University Business Office can be contacted for further explanation.* All student payrolls for this award must be completed no later than *May 30, 2017*.
  
- **HIRING GRADUATE LEVEL STUDENTS** - Graduate Level students may be hired only after approval through the Graduate School (contact Laura Ryman). If the graduate student holds a GA or TA position that pays a stipend and tuition, the Graduate School needs to review the student’s financial aid package to make sure the additional pay does not harm the student’s financials. Once hiring is approved (usually through email) by the Graduate School, the ePAR can be processed. *Note: As of 2015, all students being paid with JMU funds must have indicated a payment preference through their MyMadison accounts. All students must have signed up for a Higher One Account or some other method to receive deposits or payments. If they have not signed up for a preference, their payments as subjects, employees or reimbursements may not get deposited correctly. The*

*University Business Office can be contacted for further explanation. All student payrolls for this award must be completed no later than May 30, 2017.*

- HIRING PART-TIME WAGE/HOURLY – If the award funds are used to pay someone that is not a JMU employee, please discuss with Julie Love to determine the best way to pay them (hourly or lump sum). You are responsible for using award funds to cover FICA (7.65%) with the part-time pay. Please allow enough time for recruitment if necessary. If you wish to pay a current hourly wage employee to perform a task, you must make sure the task is not part of the individual’s regular duties. For instance, if you need graphic work done and the employee already does graphic work as part of their part-time duties, most likely they would not be able to receive additional pay. If the work caused overtime for the individual, that might be acceptable. All of this would need to be discussed with the supervisor. All part-time payroll for this award must be completed no later than *May 30, 2017*.
- PAYMENTS TO CONSULTANTS OR SPEAKERS – If the award funds are used to hire a consultant or speaker, we need to develop a contract of services document before a commitment is made. Signatures must be obtained and Procurement may possibly need to review the contract, depending on the terms. Please discuss with Julie Love to determine the contract and the best way to make the payment to the individual.
- INCENTIVE PAYMENTS – If the award funds involve paying individuals for participating in a survey, focus group or a competition, please discuss with Julie Love. Some incentive payments need to be pre-approved by Financial Accounting. If approved, all incentive payments must be paid no later than *May 30, 2017*.
- PAYMENTS TO HUMAN SUBJECTS – If the award includes using human subjects for research, please make sure you review IRB Policy # 1104 before you begin working with your subjects. All subjects must complete a W-9 Tax Form as well as a participant worksheet. If the subject is a JMU employee, they will not need to complete a W-9 form. Please contact Julie Love to explain your research so we can ensure that all subjects get paid in a timely manner and that all documentation is in compliance with university policies. *Note: As of 2015, all students being paid with JMU funds must have indicated a payment preference through their MyMadison accounts. All students must have signed up for a Higher One Account or some other method to receive deposits or payments. If they have not signed up for a preference, their payments as subjects, employees or reimbursements may not get deposited correctly. The University Business Office can be contacted for further explanation. All human subjects must be paid no later than May 30, 2017.*
- EXCLUSIONS FOR PAYING INDIVIDUALS
  - We may not purchase gift cards as a way to pay subjects or give incentives.
  - We may not donate any food, personal items, equipment or supplies to participants once the research is completed. This is considered a gift. Items may be provided to the participants during the study if required as part of the study; however, unused supplies and all equipment must be returned to the researcher upon completion of the study. *See Equipment Loan Agreement page 5.*
  - [Policy 1301](#): Nepotism and Employment of Family Members. We are prohibited from involving subjects, students and faculty members who are related to the researcher(s) for research or competitions.
- FORMS AND POLICIES  
[Affordable Care Act Guidance](#)

[IRB Policy #1104](#)

[Participant Payment Procedures](#)

[Participant Worksheet](#) (scroll through form index)

[W-9 Tax form](#) (scroll through form index)

## **EQUIPMENT AND SOFTWARE**

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- **PURCHASING EQUIPMENT** - The University requires that we use eVA or a departmental small purchase card to purchase equipment or software. Any equipment or software that is over \$5,000 must be considered for bid. We should choose registered eVA vendors when at all possible. If the award funds will involve bids, please allow time for the bidding process (30 days) and the order to be placed. All items must be received and paid for before *May 15, 2017*.  
*ANNOUNCEMENT FROM PROCUREMENT - February 2017 Amazon.com is not a registered vendor with eVA. Any purchases from Amazon will cause the university to be out of compliance. Any item that is originally priced on Amazon should be researched to find a registered eVA vendor. Please contact Procurement staff when needing to find items from other vendors instead of Amazon. Using Amazon prices in a research budget proposal may cause purchasing problems and may cause the award funds to go over budget.*
- **PROPERTY** - Any equipment purchased with these award funds remain the property of CHBS. We are prohibited from donating any equipment or software to an outside entity not associated with JMU.
- **EQUIPMENT LOAN AGREEMENTS** – **Effective June 1, 2015** all departments engaged in loaning equipment must adhere to the new guidelines in [Financial Policy 4115.230](#). Use the appropriate Equipment Loan Agreement template(s) when loaning university materials and/or equipment to community members, employees or students. If loaned items are not returned as agreed, use the standard JMU Invoice to bill the named borrower for the replacement costs per the completed Equipment Loan Agreement. Use only the standard equipment loan agreement template located in the JMU FPM Forms Index unless written authorization is received from the Assistant Vice President for Finance and kept on file.
- **REPLACING DAMAGED OR BROKEN EQUIPMENT** - Funds are not available for equipment repair or replacement after the initial purchase.
- **FIXED ASSETS AND EQUIPMENT INVENTORY** – All equipment must be on the university inventory list and decal. Once your equipment is ordered and delivered to your department, please notify your Administrative Assistant who handles the departmental Fixed Assets inventory that there is a new piece of equipment and where it is located. Your Fixed Assets Coordinator will notify Peggy Armentrout in PC Services that a piece of equipment needs to be decal.
- **EQUIPMENT RENTALS OR MAINTENANCE** - Award funds cannot be used for renting equipment or future maintenance on equipment purchased. If the award involves buying equipment and the equipment requires future maintenance, please discuss the cost plan with your department head.

- SOFTWARE - Funds for software can only be for a one-time cost. If the purchase involves renewal fees or maintenance, it will be the responsibility of the faculty member and the department to cover those costs. Software must be received and paid for before *May 15, 2017*.
- INTELLECTUAL PROPERTY - Please be familiar with University [Policy 1107](#) regarding Intellectual Property and be sure to complete appropriate forms if applicable and/or consult with the IP Committee regarding questions or advice.

## **TRAVEL**

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- TRAVEL AUTHORIZATIONS - All travel **MUST BE COMPLETE AND REIMBURSED NO LATER THAN MAY 15, 2017.** Please see Julie Love before you travel to get the rules and regulations of travel.
- TRAVEL GUIDELINES AND PER DIEMS - Normal processing of reimbursement after the travel will follow state guidelines and per diem rates.
- FORMS AND POLICIES  
  - [Travel Per Diem Rates Chart](#)
  - [Travel Reimbursement Policy](#)

*If your award includes travel, the Dean's Office will send you a travel authorization form to fill out before travel.*

## **MATERIALS AND SUPPLIES**

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- PURCHASING MATERIALS AND SUPPLIES - The University requires that we use eVA or a departmental small purchase card to purchase materials and supplies. **Effective March 1, 2015**, JMU has contracted with The Supply Room only for purchasing office supplies and materials. We are prohibited to buy office supply type items from any other vendor. Please give your order and vendor information to Julie Love. You may send that in the form of quotes or website links. All materials and supplies must be received and paid for before *May 15, 2017*.
- REIMBURSING FACULTY FOR PURCHASES - In order to stay within the state guidelines for employees to receive reimbursement for making a purchase, the Dean's Office must approve item prior to purchase. The preferred method of purchase is using eVA or the departmental small purchase card. Since The Supply Room is now our contracted vendor for all office supplies, faculty may not make these types of purchases on their own. To stay in compliance with reimbursements, receipts must be received within 30 days of purchase. Please contact Julie Love before you make a purchase to see what other options might exist for purchase and delivery.
- FOOD OR CATERING ITEMS – When planning an event involving food on campus, we must use our state contract vendor, Aramark. To ensure that the food purchase is allowed, please check with Julie Love when planning your event.
- CHEMICAL SUPPLIES – If chemicals are purchased with these funds, please be sure to follow the [CHBS Laboratory/Facility Safety Guidelines](#). Some chemicals may need a barcode for tracking. All chemicals and supplies must be received and paid for before *May 15, 2017*.

- DONATING AWARD FUNDS - We are not allowed to donate state funds to another organization or individual outside of JMU. We are also prohibited from transferring state funds to internal grant accounts for the purpose of donating to a grant. It is possible to match state funds with grant funds to make a legitimate purchase. Please see Julie Love for further information about matching funds.
- UNUSED FUNDS - If you find that your award funds cannot be used as your original proposed budget indicated, please notify the Dean's Office, through Julie Love, **before May 1, 2017**. Any unused funds will stay within the Dean's budget. It is not possible to roll over these funds from one fiscal year to the next.