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Office of  
**Sponsored Programs & Research**

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**Managing ISRC/TLT Grants**

**How do I handle reassigned time that I have been awarded under an ISRC/TLT Grant?**

- Discuss the reassigned time with your Department Chair and/or Dean. Your teaching schedule must be reduced in order for you to use the grant.
- Obtain a written acknowledgement from your Department Chair and/or Dean that your teaching load has been or will be reduced by the number of Equivalent Lecture Hours (ELHs) that were awarded with your ISRC/TLT grant during the year in which the grant is in effect. Forward the acknowledgement to the Office of Sponsored Programs and Research (OSPAR).
- Just prior to the beginning of the semester in which you intend to take the ELHs, have your departmental administrator prepare a Faculty Compensation record (FacComp) in Datatel for each Adjunct who will teach a course instead of you. The FacComp for the Adjunct should use the account number for your department, as usual. A copy of this FacComp should be sent to OSPAR. After reviewing the FacComp, OSPAR will ask the Budget Manager to credit your department with the amount of internal grant funds awarded for Adjunct stipends from the account for internal grants (124011).
- At the beginning of the spring semester and, again, at the beginning of the fall semester, the Office of Sponsored Programs and Research will send your departmental administrator a spreadsheet indicating the number of ELHs awarded under your grant, and requesting the following information: the number of ELHs that will be taken during that semester; the dollar amount (exclusive of fringe benefits) corresponding to the number ELHs awarded; the course number; and the name of the Adjunct who will teach that course in your stead.
- Once your FacComp has been created for the semester in which you are to take your release time, have the departmental administrator add your release time to it as a stipend using the account for internal grants (124011).
- As a grantee, you are responsible for taking, with your Department Chair's and/or Dean's prior approval, the reassigned time that you have been awarded. Failure to take reassigned time deprives another prospective grantee of the opportunity of taking it. Any unused reassigned time will be forfeited and returned to NYIT.

**How do I recruit and hire student employees for ISRC or TLT Grant-funded positions?**

Before the employee can begin work, the following is required:

1. Ask the Administrative Assistant in your department to complete a Temporary Recruitment Authorization (RA) in Oracle. The Temporary RA should specify the start and end dates of the work assignment, the number of hours per week, the hourly rate, the total funds required, and the responsibilities and qualifications of the position. The Activity field should be completed with the activity number corresponding to the department where the temporary employee will be working. ISRC/TLT funds must be transferred from the ISRC/TLT grant account to the department account; **please contact OSPAR to request the transfer**. Under Object, enter the appropriate Object Code, 64110, for "full time temporary employee." All temporary employees, part time and full time, are under this object code.

2. Once the Temporary RA has been approved and you have identified a suitable candidate, contact the Human Resources Office (HR) at 516-686-7667 to set up an appointment for the candidate to come to HR to complete the required paperwork. **Before contacting HR, please make sure the candidate has a Social Security number. No one can work without a Social Security number.** If the candidate is unable to come to HR, the candidate's department can complete the new hire forms with the candidate and submit them to HR on his/her behalf. These forms are posted at <https://my.nyit.edu/group/human-resources/hr-forms> and may include an Employment Notice, an I-9 form, a W-4 form, IT-2104 form, Wage form and a Direct Deposit form. Do not hesitate to call HR with any questions you may have when completing the new hire paperwork. All fully completed paperwork must be submitted to HR. Please do not send paperwork to HR unless it is fully completed.
3. After the HR paperwork has been properly completed, the employee can begin work. Have him/her record time worked, and date and sign a Weekly Time Record (<https://my.nyit.edu/group/human-resources/hr-forms>). Date and sign the form as his/her Supervisor and submit the original signed time record to Payroll on a weekly basis, no later than Monday of the week following the week worked. Submit a copy of the signed time sheet to OSPAR.

#### PLEASE NOTE:

- Temporary RAs run on a fiscal year cycle, and expire on August 31st each year.
- The NYIT Graduate Assistantship Program, run by Sheri Kelleher in the Office of Academic Affairs, is completely different from what is listed above. **ISRC/TLT funds cannot be used to cover tuition credits for an NYIT Graduate Assistant.** ISRC/TLT funds can only be used to pay for hourly wages as outlined above.

#### How do I buy office and/or other supplies?

- Send an e-mail to Gina Arms in Purchasing ([garms@nyit.edu](mailto:garms@nyit.edu)) with details about the items: vendor, item number, model number, price, features, etc. Purchasing will verify prices/vendors and reply with these details.
- Forward this information to OSPAR via e-mail or regular mail. OSPAR will requisition the requested items in Oracle.
- Note that NYIT has an agreement with Office Depot and other vendors through which items can be purchased at a discount. Working with Purchasing will help you get the most from your grant funds.

#### How do I get reimbursed for purchases?

- Please note that under NYIT Purchasing Policy, personal funds should not be used for college purchases. Furthermore, NYIT will not reimburse employees for purchases of capital equipment, the latter being defined as an article of nonexpendable, tangible personal property having a useful life of more than a year, and an acquisition cost of \$2,500 or more per unit. However, if an outlay of personal funds for a non-capital item for an ISRC-TLT project should prove necessary, complete and sign a Check Requisition (obtainable at [http://www.nyit.edu/ospar/grant\\_management/](http://www.nyit.edu/ospar/grant_management/)) and submit the completed form and receipts to OSPAR.

## How do I get reimbursed for travel expenses?

- NYIT's Travel & Entertainment Policy can be found in the NYIT Employee Handbook at <https://my.nyit.edu/group/policies-and-procedures/>. Reimbursement for project-related travel will be made in accordance with the provisions of this policy.
- To arrange for reimbursement:
  - After the trip has been completed, fill out a Travel and Entertainment Expense Report (available at <https://my.nyit.edu/group/human-resources/hr-forms>), and attach all receipts.
  - Submit the expense report to OSPAR.

## How do I hire a consultant?

- Prepare a written agreement with the consultant, specifying the scope of their work and the rate.
- Send a copy of the agreement to OSPAR, and provide the name of the consultant, his/her address, and his/her Social Security number. If checks should be made payable to a company name associated with the consultant, rather than to the consultant's name, please also provide the company name.
- OSPAR will then work with Purchasing to have the information entered into Oracle.
- When work is completed, send OSPAR a copy of the final invoice to initiate payment.
- Note that NYIT employees may not serve as consultants on grants made to NYIT.

## How do I obtain permission to extend the project period at no cost (no-cost extension), to rebudget grant funds, or to otherwise change the scope of my project?

- Grantees are expected to complete the project as awarded. Any extension of the project period, significant rebudgeting of grant funds, change in key personnel or aims, or other change in the scope of a funded project requires prior approval from the Provost. Prior approval requests should be e-mailed to the attention of Dr. Andors ([aandors@nyit.edu](mailto:aandors@nyit.edu)).

## How do I handle other issues?

- Call the Office of Sponsored Programs and Research. We want to help you manage your account smoothly. For specific questions, call or e-mail us!

## Useful Contact Information:

### Office of Sponsored Programs and Research

Allison Andors [aandors@nyit.edu](mailto:aandors@nyit.edu) x7737  
Eileen Gazzola [egazzola@nyit.edu](mailto:egazzola@nyit.edu) x 7488

### Human Resources

Corina Hendea [chendea@nyit.edu](mailto:chendea@nyit.edu) x7853

### Payroll

Patricia Depase [pdepase@nyit.edu](mailto:pdepase@nyit.edu) x7468

### Purchasing

Gina Arms [garms@nyit.edu](mailto:garms@nyit.edu) x7902