Managing ISRC/TLT/GRIG Grants

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

- Discuss the reassigned (release) time with your Department Chair and/or Dean. Your teaching schedule must be reduced for you to use awarded ELHs (Equivalent Lecture Hours). ELHs are for release time only and cannot be converted to cash. As a grantee, you are responsible for taking, with your Department Chair's and/or Dean's prior approval, the ELHs that you have been awarded. Any unused ELHs will be forfeited.

- Using the Course Release Acknowledgement Form, email Eileen Gazzola at egazzola@nyit.edu, and request the CRA form to be initiated to the Department Dean, Chair ad admin. This serves as an acknowledgment from your Department Chair and/or Dean that your teaching load has been or will be reduced by the number of ELHs that were awarded your ISRC/TLT grant during the year in which the grant is in effect. Forward the acknowledgment to the Office of Sponsored Programs and Research (OSPAR). The form must specify (i) the name of the faculty member who has been awarded reassigned time under the ISRC/TLT grant, ii) the name of the adjunct faculty member who will replace him or her, (iii) the name and number of the course that the adjunct will teach, (iv) the semester in which the replacement will occur, (v) the dollar amount of salary (exclusive of fringe benefits) that the adjunct will be paid to teach the course, and (iv) the budget code (Activity and Object Code) for the department.

- Just before the beginning of the semester in which you intend to take the ELHs, have your departmental administrator prepare a Faculty Compensation record (FacComp) in PeopleSoft for each Adjunct who will teach a course instead of you. The FacComp for the Adjunct should use your departmental account number. A copy of this FacComp will be sent to OSPAR for approval. Please include the name of the faculty member who will receive the release time and the semester to which it pertains.

- In addition, have your departmental administrator create a FacComp for you, crediting you with the ELHs that you have been awarded under your ISRC/TLT grant, and using account number 124011-61130.

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

- Student researchers can be hired directly through the Student Aid budget, using your ISRC or TLT funds.

  1) Email Eileen Gazzola from the OSPAR office egazzola@nyit.edu to have your ISRC or TLT funds transferred to the student budget.
  2) Go to the NYIT Portal -> Finances> Student Timesheet tile.
     a. Click on Supervisor - Federal Work Study/Student Aid
     b. Click on "Contract" located at the top
     c. Click "Create New Contract" (grey button on the left side).
  3) In the search box, enter the student's name, ID number, or email and click the yellow magnifying glass. The student's name should appear immediately below it.
  4) Click on the radio button next to the correct student (their information will populate the "Selected Student" section).
  5) Fill out the Supervisor section.

a. Select your funding type (SA).

Funding Subtype
When selecting Student Aid as the funding type, supervisors are now required to select a funding subtype for reporting purposes. You will use one of the two options listed below.

- SA-ISRC: funds transferred to the Student Aid budget from New York Tech's internal Institutional Support for Research and Creativity
- SA-TLT: funds transferred to the Student Aid budget from New York Tech's internal Teaching and Learning with Technology

Handshake Job Number Supervisors are required to enter the Handshake job number associated with the student contract being created. All jobs must be posted in Handshake under the employer "NYIT – On-Campus Student Employment" to provide equal opportunity to all eligible students.

If you do not have an employer account in Handshake follow these instructions to create an employer account on Handshake:

1. Visit nyit.joinhandshake.com
2. Select "Sign up here" in the top right corner
3. Select "Are you an employer? Sign up here."
4. Enter your @nyit.edu email address for approval
5. Confirm your account via email and proceed to request a connection to the "NYIT - On Campus Student Employment" company profile. Your request will be sent to CSEE for approval.

OR Contact Career@nyit.edu

- Select the campus on which the student will work.
- Enter the hourly rate (minimum rate is $15.00).
- Enter the total award
- Select a start date.

6) As the supervisor, your information has been pre-populated at the bottom. You will need to check the box for an electronic signature and select the date.
7) Enter a secondary supervisor. This will be the person responsible for approving timesheets if you are out of the office.

8) Click "Create Contract". **This does not send the contract. **
    a. The contract is now highlighted in red in your queue. Click the edit button (the eye button or the pencil). At this point, you will see the full contract. Check to make sure all of the information is correct.
9) Click the "Send Contract to Student" button.
    a. The student will receive an email notifying them that the contract has been sent to them. The email will provide a link for them to click and fill out their portion.
    b. Included in the student portion of the contract is a confidentiality agreement and FERPA statement students will need to review and acknowledge.
    c. Students are also required to participate in mandatory Harassment Training. The training is a pre-recorded 26-minute video that is incorporated into the student-employee contract. Students hired on or after 1/4/2021 will be required to complete the training to proceed with the onboarding process. Once a student completes the training, participation will satisfy the training requirement for 2 years - even if the student changes jobs over the course of the 2 years.
    d. As soon as they submit the contract, they will receive an email notifying them to go to the Career Success and Experiential Education office ON OR BEFORE their start date.

If they are new hires or have not worked in over a year, they will be asked to present **original** identification for the I-9 Employment Eligibility and Verification form. Please click here for the list of acceptable identity documents. *Do not have your student worker do ANY work until ALL the paperwork is completed.* **Students cannot begin working until Career Success and Experiential Education approves the contract and required paperwork. They cannot begin working before the start date indicated on the student contract.**

Students should fill out timesheets weekly and you should approve the timesheets weekly (by clicking Timesheets within the Student Timesheet system). Students are paid based on approved timesheets on the 15th and last day of the month. You can see how much money your students have using the Funds tab in the Student Timesheet system.

If you have depleted your student research funds, you may be able to hire a student who has federal Work-Study aid at ***no cost to your grant***. The student will receive a paycheck for hours worked.

If you want to hire a student who is a recent graduate, ask your departmental administrator to complete a Temporary Recruitment Authorization (TRA) in Oracle.

- *PLEASE NOTE: Student Aid and Graduate Assistantship budgets run on a fiscal year cycle, and are awarded on a semester basis. They expire on June 30 of each year.*

What are the general procedures governing purchases through NYIT?

- The procurement or purchasing process is as follows:

  - A faculty member may request a declining P-Card to facilitate purchases (see pg. 4 for details)
  - OSPAR can purchase on behalf of the faculty member
  - A faculty member may request that a purchase be made on their behalf if there is a designated P- cardholder in their department
  - If the purchase does not qualify for a P- card or a credit card purchase, the department (OSPAR or ISRC/TLT awardee's department) enters a requisition into Oracle with a copy of the vendor quote attached.
  - The requisition goes through the approval chain. If all documentation and approvals are in order, this process may take 48 hours. If a contract is associated with the product or service, the NYIT General Counsel must first approve the terms and conditions of the contract, the contract must be signed by an authorized official of NYIT (President, Provost, or other Vice President), and the General Counsel, Procurement, and OSPAR must be provided with a copy of the signed contract.

- Procurements over $5,000 must be completed (i.e., they must be sent out for bid via a Request for Proposals) unless a single-source or sole-source justification is provided. Single Source refers to a circumstance in which two or more vendors can supply the requirement, but one vendor is selected over another because of expertise or previous experience with similar contracts (e.g., consultants). A Sole Source refers to a circumstance in which only one vendor can supply the requirement due to the unique nature of the need. The justification, in either case, would be submitted to Procurement using a Justification for Sole Source Purchase form (http://www.nyit.edu/ospar/grant_management/).
- **ISRC ,TLT & GRIG grants adhere to a twelve-month budget cycle which mirrors the NYIT Fiscal year. All purchases must be made by the end of the fiscal year, June 30. Purchases that require a requisition, require complete approval in ORACLE by June 15th.**

How do I buy gift cards?

- Projects, such as research involving human subjects, for which gift cards have been approved as an allowable cost for use as participant incentives, must be conducted by the NYIT Gift Card Policy (posted at https://www.nyit.edu/files/academic_affairs/AA_OSPAR_GiftCardPolicy.pdf). *IRB approval is required before any use or distribution of gift cards to research subjects.* No purchase of gift cards for use with human subjects will be authorized or approved in the absence of IRB approval.

- Purchase and distribution of gift cards, where authorized, must adhere strictly to the procedures outlined in the NYIT Gift Card Policy. All gift cards are obtained through the Controller's office, via OSPAR. Please contact OSPAR to purchase gift cards.

- Please be aware, electronic gift cards (Amazon) require the PI to provide the participant(s)' name, ID# & email address.

What if I need to place a rush order?

- Please contact the NYIT Grants office, at grants.nyit@edu if you have a rush or emergency request.

- Complete, sign, and e-mail a Request for Purchase by Credit Card form (available at http://www.nyit.edu/ospar/grant_management/) to OSPAR.

- OSPAR will review, sign, and forward the request form to Procurement Services.

- Procurement Services will:
  - issue a Purchase Order to encumber funds for the purchase;
  - contact the vendor and make the purchase;
  - E-mail you (the requestor) confirmation of the purchase.

How do I buy office and/or other supplies?

- NYIT has an agreement with WB Mason 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.

- For Office Supplies, send an e-mail to Edward Schook, Senior Purchasing Specialist (eschook@nyit.edu) with details about the items: vendor, item number, model number, price, features, etc. Procurement will verify prices with vendors, and reply to you with these details.

- For Electronics such as computers, send your specifications to Laurie Harvey in the Office of Client Services & Engagement (lharve05@nyit.edu or servicecentral@nyit.edu). He will consult with NYIT's vendors, obtain a quote on your behalf, and reply to you with these details.

- Software purchases need to adhere to the Software Accessibility Guidelines and require prior approval from the General Counsel and the Office of Information Technology and Infrastructure, please contact OSPAR for assistance.

- For other items such as Laboratory Supplies, please obtain a quote from the vendor.

- For Chemicals (including reagents, preservatives, solutions, dilutions, biologicals, and any material for which there is a Safety Data Sheet), (i) a vendor quote, (ii) a Chemical Purchase Requisition Form (available at http://www.nyit.edu/ospar/grant_management/), and (iii) a Safety Data Sheet (SDS) is required. Items (i), (ii), and (iii) should be sent to OSPAR. Items (i) and (ii) should be sent to Procurement. Items (ii) and (iii) should be sent to Environmental Health and Safety (Brian Kelleher; bkellehe@nyit.edu).

- NYIT maintains an Institutional Biosafety Committee (IBC) for review, approval, and oversight of the use of biological materials and hazardous chemicals at NYIT. Any project personnel intending to conduct any research involving a biological material or hazardous chemical must receive appropriate training, and the Principal Investigator (PI) must complete and submit an Institutional Biosafety Committee Biosafety Protocol Form for Recombinant DNA and Microorganisms in Research to the IBC for approval. The PI or Laboratory Supervisor is responsible for enforcing safety measures in the laboratories under their supervision. Guidelines for the handling of hazardous materials are outlined in the NYIT Chemical Hygiene Plan (https://www.nyit.edu/files/academic_affairs/AA_OSPAR_ChemicalHygienePlan.pdf).

- For further information regarding chemical purchases, see https://www.nyit.edu/ospar/grant_preparation.

- Reimbursement for Amazon is NOT allowed as NYIT has Amazon business accounts. If you need to obtain an Amazon business account, you can reach out to Ed Schook (eschook@nyit.edu).
- Forward all quotes and requests for purchases to OSPAR via e-mail to grants@nyit.edu. OSPAR will requisition the requested items in Oracle. Please contact the Office of Sponsored Programs and Research (OSPAR) if you would like to use your authorized NYIT P-Card to facilitate making purchases.

How can an NYIT Procurement Card (P-Card) help streamline the purchasing process?

- NYIT has a Procurement Card (P-Card) program, described at https://www.nyit.edu/policies/collection/umb_visa_procurement_card_policies_and_procedures, under which authorized employees may make a small dollar, single transaction purchases of certain goods and services. The P-Card simplifies the procurement and disbursement process by enabling authorized cardholders to place orders directly with suppliers. The vendor validates purchases with the P-Card at the point of sale. The UMB VISA Intellilink system validates the transaction against pre-set limits established by NYIT, which may include: the number of transactions allowed per day; a single purchase limit with a not-to-exceed amount; a spending limit per month; approved Merchant Commodity Codes (MCC) that are encoded into the magnetic strip on the reverse side of the card. Authorization of transactions occurs through an electronic system (Intellilink) that supports procurement card processing services under NYIT's agreement with UMB Bank. In addition, NYIT's Director of Purchasing Services and Internal Auditor can view daily reports and effectively monitor the use of P-Cards.

  P-Cards may not be used for purchases of capital equipment, technology equipment, software, copiers, or furniture; chemicals; gift cards; cash advances; donations to organizations; visas; fines; NYIT Dining Services; NYIT bookstore; personal items; leases or lease-purchases; honorariums or any type of personal compensation; shuttle bus transportation; or services associated with a contract (for which the NYIT General Counsel's approval is required); or PayPal, Amazon, Alibaba, and eBay transactions. Other restrictions may apply.

  ISRC/TLT/GRIG grantees whose awards include funds for Supplies, Travel, and other potentially eligible purchases are encouraged to apply for a P-Card through OSPAR, Eileen Gazzola to facilitate their intended purchases. If the individual is eligible and the P-Card is determined to be the appropriate purchasing method, the prospective cardholder (and anyone else who will approve or reconcile his/her transactions) will be asked to complete a cardholder-training program and sign an Employee Cardholder Agreement before receiving the P-Card. A Declining Balance (Project) Card will then be issued. This type of P-Card has a specified dollar amount which the cardholder can then draw against. The declining P-Card expires at the end of the fiscal year on June 30th. If a declining P-Card is issued, and other methods are used to make a purchase (i.e. credit card request or Oracle), the amount on the P-Card may not be accurate. OSPAR will keep track of all purchases made.

  Cardholders are responsible for (a) making sure that funds are available before making authorized purchases; (b) ensuring that all transactions posted are legitimate purchases made on behalf of NYIT; (c) obtaining, scanning, and uploading the original itemized receipts (invoices, cash register receipts, credit card slips, e-mail confirmations, etc.) to Intellilink for all transactions; and (d) reconciling transactions monthly. Cardholders are also required to designate a proxy to reconcile cardholder transactions in the cardholder's absence. The reconciler will be required to complete cardholder training. An OSPAR staff member will serve as an Authorized Approver of the grantee's P-Card transactions, as will his/her Chair.

- Please contact the Office of Sponsored Programs and Research (OSPAR) if you would like to use request the use of an authorized NYIT P-Card to make purchases with award funds. For more information about obtaining a P-Card, please contact **Eileen Gazzola at egazzola@nyit.edu. OSPAR will prepare the application.**

How do I get reimbursed for purchases?

- Under NYIT Accounting 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 $5,000 or more per unit. If you will be purchasing numerous items, we strongly encourage you to obtain a P-Card to facilitate these purchases. However, once a (single) purchase approaches $1,000 the researcher needs to consult with OSPAR and Procurement, as the P-card is meant for small-dollar purchases. 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/) and submit the form and receipts to OSPAR. Please note: NYIT is tax-exempt with preferred vendors and will not reimburse taxes on a purchase. Contact OSPAR first if you have a question about a purchase

How do I get reimbursed for travel expenses?

- NYIT's Travel & Entertainment Policy can be found at: https://www.nyit.edu/policies/collection/travel_and_entertainment_policy. Reimbursement for project-related travel will be made per the provisions of this policy. Please note: NYIT no longer allows reimbursement on a per diem basis. All travel-related expenses must be documented with receipts.

- To arrange for reimbursement:
  - After the trip has been completed, fill out a Travel and Entertainment Expense Report (available through the Human Resources Self-Service Portal at https://www.nyit.edu/ac_human_resources/ [login required] and at https://www.nyit.edu/ospar/grant_management).
  - Attach all receipts and have them signed by your Chair
  - Submit the expense report to OSPAR.

- If traveling with a Student(s):
  - Two forms with signed approvals need to be submitted to OSPAR before travel, *Intent to Travel with Student(s)* and the *Student Waiver*
  - Forms can be found at academic_affairs/faculty_forms_resources, under the OSPAR
  - Intent to Travel with Students (DOCX)

- OSPAR Student Waiver Form (DOCX)

- Alternatively, it may be easier to make airline or hotel arrangements via our preferred vendor, Direct Travel. Contact grants@nyit.edu for the Corporate Traveler Profile Form and email the completed form to profilesOH@dt.com. Once your profile is in their system, you can call Direct Travel at 877-263-2550 and work with the agent to book your travel. This will automatically be charged directly to your ISRC or TLT grant.

How do I hire a consultant?

- In advance of any work being done by the consultant, prepare a written agreement with the consultant, specifying the scope of work, the rate, and the total fee. OSPAR will help you work with NYIT's General Counsel to secure a formal agreement. No invoices can be paid until an agreement is in place.
- Send a copy of the fully executed agreement to OSPAR, and provide the name of the consultant, his/her address, and the completed W-9 form (https://www.irs.gov/pub/irs-pdf/fw9.pdf). 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.
- When the work is completed, send OSPAR a copy of the final invoice to initiate payment.
- Note that NYIT employees may not serve as consultants on ISRC/TLT grants.

Do I need IRB Approval or Exemption?

- If your ISRC/TLT/GRIG project involves "research" and "human subjects" as defined in Federal regulations (45 CFR 46), then Institutional Review Board (IRB) approval or exemption is required.
- Per Federal regulations, "*Research* means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities" (45 CFR 46.102(l)).

  "For purposes of this part, the following activities are deemed not to be research:

  "(1) Scholarly and journalistic activities (e.g., oral history, journalism, biography, literary criticism, legal research, and historical scholarship), including the collection and use of information, that focus directly on the specific individuals about whom the information is collected.

  "(2) Public health surveillance activities…

  "(3) Collection and analysis of information, biospecimens, or records by or for a criminal justice agency for activities authorized by law or court order solely for criminal justice or criminal investigative purposes.

"(4) Authorized operational activities (as determined by each agency) in support of intelligence, homeland security, defense, or other national security missions" (45 CFR 46.102(l)).

- "*Human subject* means a living individual about whom an investigator (whether professional or student) conducting research:

  (i) Obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or

  (ii) Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens." (45 CFR 46.102(e)(1))

- For a detailed statement of your obligations as an investigator who intends to conduct research involving human subjects, please see the guidance below. For further guidance, please consult the OSPAR IRB website (https://www.nyit.edu/ospar/institutional_review_board).

Investigator's basic obligations when conducting research involving Human Subjects

All employees or agents of NYIT are required by NYIT policy to follow Federal law established in CFR 45 part 46, known as the 'Common Rule' when undertaking any research involving human subjects. In addition, in so far as the policies of NYIT go beyond the requirements of this legislation, all employees, agents, or associates of NYIT engaging in research at or in conjunction with NYIT must comply with the policies of NYIT.

IRB review is required for all research involving human subjects, and all other activities that even in part involve such research, regardless of sponsorship, if one or more of the following apply:

1. The research is sponsored by NYIT; or
2. The research is conducted by or under the direction of any employee or agent of NYIT in connection with his or her institutional responsibilities; or
3. The research is conducted by or under the direction of any employee or agent of NYIT using any property or facility of NYIT; or
4. The research involves the use of NYIT's non-public information to identify or contact human research subjects or prospective participants.

An IRB has the authority to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction as specified by both federal regulations and local institutional policy. The IRB makes its determination whether to approve or disapprove the protocol based upon whether or not human subjects are adequately protected, whether possible benefits exceed the risk involved, and whether subjects are selected fairly.

The investigator must consider two fundamental questions:

1. whether the activity involves research and
2. whether it involves human subjects.

Proposals that include both of these elements ***in any measure*** fall under the jurisdiction of the IRB, and every investigator is obligated to seek approval from an IRB. In cases where these two questions cannot be answered in the negative, it is the function of the IRB to make the determination, not the investigator. If any doubt exists, the investigator MUST contact an IRB before undertaking any activity that might be considered human subjects research. You may contact an IRB through its chair or the Office of Research and Sponsored Programs.

As part of its assurance with the Office of Human Research Protections (OHRP) in Washington, D.C., NYIT agrees to protect the welfare of all human subjects involved in research, whether or not the research is conducted or supported by a federal department or agency.

It is understood that research that has been reviewed and approved by an IRB may be subject to further review and disapproval by other officials of NYIT. However, Institutional officials may not approve research if an NYIT IRB has disapproved it. Furthermore, approved research is subject to continuing IRB review and must be reevaluated at least annually.

Do I need IACUC approval?

- If your ISRC/TLT project involves vertebrate animal subjects, then approval from the NYIT Institutional Animal Care and Use Committee (IACUC) is required. NYIT's IACUC is Animal Facility in Old Westbury, NY, and all NYIT-sponsored research involving nonhuman animals operate or are conducted under assurance from the Office of Laboratory Animal Welfare of the National Institutes of Health (NIH). Please contact OSPAR for further information.

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

- Grantees are expected to complete the project as awarded. Grants are not-transferable. For ISRC/TLT/GRIG grants awarded for Fiscal Year 2024-2025, all funds must be spent by June 1, 2025, and all projects must be completed by June 30, 2025. Any extension of the project period, significant re-budgeting 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. A **Modification Request Form** is required to be completed by the PI. Approval is required by the OSPAR Director, Department Dean, and the Provost for an Extension/ Rollover. Even if an award is extended, all grant funds must be spent within the fiscal year in which they were awarded. Grant funds will not be carried over into the next fiscal year with a no-cost extension. Any prior approval request should be e-mailed to the attention of Karen Giovanniello at kgiova01@nyit.edu, request for a Modification form can be obtained from the Award Manager.

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! Some useful contact information is given below.

Useful Contact Information:

Vice Provost for Research

Jared Littman jlittman@nyit.edu 516-686-1247

Office of Sponsored Programs and Research

Christopher P. Egan	cegan@nyit.edu	516-686-7737
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Client Services & Engagement

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Environmental Health and Safety

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