

# Research & Creative Activities Program (RCAP)

## CHHS Procedures for Spending RCAP Funds

**No expenses will be allowed if Institutional Review Board (IRB) Approval is required and has not been approved**

CHHS departmental staff and the Dean's office will assist with all purchases associated with Research & Creative Activities Program ([RCAP](#)) Grants. Please forward a copy of your notification of approval to both your Office Associate and the CHHS Grant Accounts Specialist.

### **1) TRAVEL**

The departmental office staff will work with you when booking travel, with the Dean's Office assistance to ensure correct allocation to the RCAP index.

### **2) ORDERING MATERIALS AND EQUIPMENT**

The faculty member will be responsible to oversee all purchases for the RCAP Grant. The departmental office staff will provide assistance to the Faculty Mentor by helping them sign out the departmental Pro Card for in-store or online purchases. The Faculty Mentor should provide a list of supplies to the departmental office associate in order to determine if the purchase/s require/s a WKU approved vendor.

Provide invoices for procurement card purchases to the office associate noting that the charge is RCAP related. The department office associate will contact the Office of Sponsored Programs (OSP) via [internal.grants@wku.edu](mailto:internal.grants@wku.edu) to request hardcode approval for procurement card charges associated with the RCAP grant.

*Note: All supplies and equipment become property of your department after the RCAP Award has ended.*

### **3) PAYING PARTICIPANT INCENTIVES and/or PERSONNEL**

Please contact the CHHS Grant Accounts Specialist, Ms. Jo Ellen Scruggs, before attempting to pay any incentives. You must follow WKU guidelines for paying wages and participants. [http://www.wku.edu/compliance/irb\\_payments.php](http://www.wku.edu/compliance/irb_payments.php).