

PAYING FOR ITEMS USING RCAP FUNDS – FY21 (21-80XX)

IMPORTANT

Please read the following before spending on your award:

- All expenses associated with your RCAP award must be consistent with the approved project budget.
- Expenses charged to your department's index or Pcard will be reimbursed from the **RCAP index 227021**.
- All reimbursements must be approved the RCAP Financial Manager (or proxy).
- Reference your RCAP award number on all expenditures, and don't spend out-of-pocket unrelated to travel.
- Spending may only occur during the project dates and only when all compliance approvals are obtained.
- Deviations from the application budget must be approved by RCAP administrators ([request a reallocation](#)).
- All Pcard and requisition/purchase orders must be made 30 days prior to the project end date.

TRAVEL

NOTE: All travel must be approved by the Office of Academic Affairs via the [Employee Authorized Travel Form](#) (consistent with WKU travel policies). For specific questions and policy information please contact the Travel Office.

RCAP will only reimburse the least expensive method of travel. When possible, pay for up-front travel expenses (such as airline tickets and lodging) using your department Purchasing Card (Pcard). Once the charges hit Payment Net, your office support personnel can e-mail internal.grants@wku.edu to request that the charges be transferred (hardcoded) to the RCAP Index #227021 ("HARDCODES" in subject line).

Out-of-pocket travel expenses (such as subsistence, mileage, taxi fare, etc.) can be reimbursed AFTER you travel by submitting a Travel Voucher. After departmental approval, make sure the Travel Voucher is routed to the Office of Research and Creative Activity (ORCA) in Wetherby Administration Building 209 for approval.

Please reference the RCAP Award Number (21-80XX) on all documents and payment requests!

ORDERING MATERIALS AND EQUIPMENT

NOTE: All supplies and equipment become the property of the department in which they were purchased after the RCAP award has ended. Software, digital media, ebooks, etc. may only be downloaded on university devices. Equipment/computers purchased with RCAP funds must be permanently housed at WKU.

Order materials and supplies (individual items under \$2,000) using your department Pcard. Once the charge hits Payment Net, your office support personnel can e-mail internal.grants@wku.edu (put "HARDCODES" in the subject line) to request that the charge is transferred (hardcoded) to the RCAP Index #227021. RCAP administrators will then email the approval to pcard.admin@wku.edu for processing. (When purchasing, make certain to mention that WKU is tax-exempt. The tax-exempt number is located on the Purchasing Card.)

To order equipment (individual items over \$2,000 or with an inventory control number) or computers, work with your office support personnel to complete a Purchase Requisition via TopShop, utilizing your department's index. Once the purchase is complete, initiate an inter-account to reimburse your department. It is strongly suggested to obtain pre-approval from internal.grants@wku.edu before purchasing equipment or computers via TopShop.

Please reference the RCAP Award Number (21-80XX) on all documents and payment requests!

PAYING FOR STUDENTS/PERSONNEL

Please follow standard WKU procedures for paying personnel and contact internal.grants@wku.edu with questions regarding personnel payment options. All requests must be approved by the RCAP Financial Manager (or proxy), who must also approve EPAFs and Payment Authorizations. All students to be paid with RCAP funds via Student Financial Assistance must first be approved by the RCAP Financial Manager (or proxy), using the [RCAP Student Employment Form](#). WKU faculty/staff and other collaborating investigators cannot be paid with RCAP funds.

If paying human subjects participants, refer to the [Office of Research Integrity website](#) for additional information.

Please reference the RCAP Award Number (21-80XX) on all documents and payment requests!

UNALLOWABLE COSTS

- Faculty/staff/investigator/post-doc salary and fringe benefits
- Memberships/Dues
- Costs in connection with faculty degree requirements
- Travel to professional meetings or conferences (including associated presenting costs)
- Tuition
- Publication costs, including indexing and editing services (exception: performing arts production costs)
- Presentation costs, including poster printing
- Meals (exceptions: allowable travel per diem, participant support stipends)

Questions? Email internal.grants@wku.edu