

## **PAYING FOR ITEMS USING RCAP FUNDS – FY23 (23-80XX)**

**Please reference the RCAP Award Number (23-80XX) on all documents and payment requests!**

### **IMPORTANT**

- 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 227023**.
- All reimbursements must be approved by RYANNE GREGORY, the RCAP Financial Manager (or proxy).
- Spending may only occur during the project dates and only when all compliance approvals are obtained.
- All Pcard and requisition/purchase orders must be made 30 days prior to the project end date.

### **TRAVEL**

- 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 JPMC, you can e-mail [internal.grants@wku.edu](mailto:internal.grants@wku.edu) to request that the charges be transferred (hardcoded) to the RCAP Index #227023 ("HARDCODES" in subject line).
- Out-of-pocket travel expenses (such as subsistence, mileage, taxi fare, etc.) can be reimbursed AFTER travel has occurred by submitting a Travel Voucher.

**Make sure the Travel Voucher is routed to the Office of Research and Creative Activity in Wetherby Administration Building 209 for approval.**

### **ORDERING MATERIALS AND EQUIPMENT**

#### **NOTE:**

- *All supplies and equipment become the property of the department 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.*

#### **PCARD Orders**

- Order materials and supplies (individual items under \$2,000) using your department Pcard. Once the charge hits JPMC, e-mail [internal.grants@wku.edu](mailto:internal.grants@wku.edu) (put "HARDCODES" in the subject line) to request that the charge is transferred (hardcoded) to the RCAP Index #227023. RCAP administrators will then email the approval to [pcard.admin@wku.edu](mailto:pcard.admin@wku.edu) for processing.

#### **REQUISITION Orders**

- 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. You may use the RCAP index and route for approval only to RYANNE GREGORY. If TopShop will not allow you to use the RCAP index, use your department 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](mailto:internal.grants@wku.edu) before purchasing equipment or computers via TopShop.

### **PAYING FOR STUDENTS/PERSONNEL**

**All requests must be approved by the RCAP Financial Manager (or proxy), who must also [approve EPAFs](#) and Payment Authorizations.**

Please follow standard WKU procedures for paying personnel and contact [internal.grants@wku.edu](mailto:internal.grants@wku.edu) with questions regarding personnel payment options. 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.

### **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)