



**Graduate Student Association**  
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## **OBLIGATIONS OF GRANT RECIPIENTS**

1. All equipment purchased with MDRF funds will remain the property of the Mark Diamond Research Fund and must be returned by the end of the grant period. Extensions may be requested. Equipment here includes all items having a use-life beyond the term of the grant. Recipients will be informed of the status of equipment under their responsibility. By signing the Certificate of Understanding and Acceptance, you agree that you are personally and legally liable for the retention and return of these items in normal, functional condition.
2. The grant term will ordinarily be one year, beginning on the first day of the granting period. All funds must be requisitioned at least two weeks before grant termination. All expenses must be incurred and expended within the grant period while conducting research for one's thesis, dissertation, or final project as a registered graduate student. All reimbursement documents and/or invoices must be in the GSA office no later than two weeks after grant termination. Grant periods may span two fiscal years, but as per GSA Financial Policies and Budgetary Guidelines, they must be paid or reimbursed out of the budget from the fiscal year in which they were incurred. No expenses, therefore, may be incurred between July 15<sup>th</sup> and July 31<sup>st</sup> each year in order to allow for the proper closing of the fiscal year. Be sure to heed any warnings and reminders sent by the MDRF and/or GSA staff for the end of each fiscal year, regardless of your grant termination date, to avoid missing important deadlines. Unused funds will be reabsorbed into the general MDRF fund for future awards.
3. Funds may be expended **ONLY** for items in your approved Budget Section C. Line changes require formal approval of the Director and are rarely approved.
4. When the recipient wishes to expend for budget items, the transaction may take place in several ways depending upon the desire of the recipient. The grant recipient is expected to follow the Guidelines in expending for budget items. In **ALL** cases, expenditure requires pre-approval by the MDRF Director and the University.
5. Recipients should be aware that purchases made under this program are exempt from NYS sales tax, and therefore tax expenses are not reimbursable.
6. Each grant recipient is requested to submit a final progress report describing the results of funded research. This report should be received no later than one month after the closing of the granting period. The Mark Diamond Research Fund Council also requests that award recipients acknowledge the support granted to them by the University at Buffalo Graduate Student Association Inc. Acknowledgements should take the form of a short statement included within the final these paper and/or acknowledgements in an artistic project.
7. A file will be set up for each recipient, which will include the amount of the grant. All requests for information of expenditures should be directed to the Director at the email address: [gsa-mdrf@buffalo.edu](mailto:gsa-mdrf@buffalo.edu)

**Note: Any variance from the above must be pre-approved, in writing, by the MDRF Director.**

## GUIDELINES TO USING YOUR MDRF GRANT

Note: all necessary forms are available on the GSA website: <https://ubwp.buffalo.edu/gsa/mdrf/>  
You may only purchase what is in your original budget section C (unless it was an item not approved by the MDRF Review Council). Any changes require a formal request to the MDRF Director and a written prior approval.

### Purchasing Guidelines

#### I. *Supplies, equipment, animals or physical things you need to buy*

##### 1. For items you buy yourself:

- a. Fill out the [requisition request form](#) first. Use your name and mailing address as the vendor information. Submit this at least two weeks before you make the purchase.
  - i. Event information
    1. Can just put the first date of travel, survey collection, etc.
  - ii. Estimated total cost
    1. Put it in if you know it; if not, use the budget line amount. The specific amount can always be adjusted later based on actual expenses (up to your approved budget amount).
  - iii. Last 3 questions are all “No”
- b. You will get an email when the requisition is approved.
- c. Buy your item(s). Hand in the original, itemized receipt(s) and corresponding proof of payment to the GSA office (or email copies to [gsa-mdrf@buffalo.edu](mailto:gsa-mdrf@buffalo.edu)). You will receive a reimbursement check in the mail, so please be sure to verify your correct mailing address when you submit for reimbursement. Depending on the time of year, checks will generally be received within two to three weeks. Note: if you've gone to a physical store and received a physical receipt, we need the original, physical receipt (we cannot accept scanned copy).
  - i. If you are paying up front and are being reimbursed (i.e. gift cards), YOU are the vendor for reimbursement
  - ii. If the vendor is being paid directly by MDRF with an invoice (e.g. LAF), their billing name and address would be the vendor information
  - iii. One requisition needs to be filled out PER DIFFERENT VENDOR (you are still the vendor if you are being reimbursed, but you only need one requisition if you are being reimbursed for multiple items)
  - iv. Requisition requests must be filled out and approved before you make a purchase
  - v. Students can request a “blanket PO” to remain open IF surveys or other expenses will be ongoing for LONGER THAN ONE MONTH. If within one month, a PO does not need to be requested to be left open
  - vi. We cannot reimburse advisors; if you use someone else's credit card you HAVE to be an authorized user on the account. If you are not an authorized user on the account, you have to pay the person back and then we pay you, the grant recipient.
- d. Boarding passes are needed for reimbursement of flights

##### 2. For supplies and equipment that GSA will buy for you:

- a. Fill out an [Ordering Form](#). If you need to submit a price quote to attach to your order, please email it to [slfrank@buffalo.edu](mailto:slfrank@buffalo.edu). If purchasing equipment, you must have it shipped directly to the MDRF Director at the GSA office (310 Student Union Buffalo, NY 14260). If purchasing supplies or animals, the items can be shipped directly to your department/lab/holding facility. It is required that you hand in the packing slip(s) to the GSA when the items or animals are received.
- b. Please note that recipients are responsible for reimbursing MDRF for any overages incurred when placing orders through the Purchasing office. You will be notified if an overage occurs.
  - i. Make sure that you are putting the correct ship to address (Your lab, department, whatever). Never ship to your home address.
  - ii. Put an “Attention To” person if you are not going to be receiving the item

- iii. Make the information explicitly clear by matching purchases to approved budget items to make sure we understand the terminology

## II. *Special services (translators, transcribers, coders, programmers, etc.), rental/use fees (bench fees, site fees, etc), or other invoices that will be sent to the GSA*

1. Fill out the [requisition request form](#) first. Use the service provider/facility's name and mailing address as the vendor information (however the check will need to be made payable). GSA may require a W9 tax form from the vendor if one is not on file with the accounting office. Submit this at least two weeks before you need to request services. You will get an email when the requisition is approved that will contain a copy of the approved PO for the vendor's reference.
2. Have the service completed. Obtain an original, itemized invoice from the vendor, or have them mail this information to the GSA office directly at 310 Student Union, Buffalo NY 14260 (or email [gsa-mdrf@buffalo.edu](mailto:gsa-mdrf@buffalo.edu)). Make sure your name and grant number are included on the invoice.
3. You will need to sign a receiving report verifying that the services have been completed satisfactorily and in full before a check can be cut to the vendor.
4. GSA will mail a check to the vendor directly.
5. Note: should the vendor not accept the PO and direct bill GSA, you are able to pay the vendor directly for these services and get reimbursed by the GSA. In order to go this route, you CANNOT pay the vendor with cash—there will need to be a paper trail showing what was purchased (i.e., itemized receipt or invoice) and proof of payment (i.e., cancelled check, credit card statement, PayPal statement, etc.).

## III. *Human subjects (gift cards or direct payments)*

1. Fill out the [requisition request form](#) first. Use your name and mailing address as the vendor information. Submit this at least two weeks before you make the gift card purchase(s) or make any human subject payment(s). You will get an email when the requisition is approved.
2. Purchase the gift cards or pay the human subjects.
3. Fill out the Human Subject Expense form—signed by you and your advisor.
4. Fill out the Human Subject Log.
5. Hand in the original, itemized receipt(s) and corresponding proof of payment (for gift card purchases only), and the Human Subject Expense form and Human Subject Log to the GSA office. You will get a reimbursement check in the mail. If using online survey technology like mTurk, please note that we will need a copy of the exported survey data for verification purposes. You are welcome to attach the cover page of the Human Subject Log to the printout received from mTurk rather than filling out the entire log portion.
  - a. If you are running more than 50 participants, the program can provide an output with the same information that can be attached to the cover page on this form
  - b. Excel files with the same required information included are acceptable and can be attached to the cover page
  - c. Mark somewhere on the form that you paid cash if you paid cash
  - d. If purchasing gift cards, fill out the log and submit the original, itemized receipt(s) and corresponding proof of payment(s)
    - i. Please redact the personal information of the participant if it is included in any documentation

## IV. *Campus facilities (DNA sequencing, confocal microscope, etc.)*

1. Fill out the [requisition request form](#) first. Use the facility's name and mailing address as the vendor information (however the check will need to be made payable; reference any relevant account numbers). Submit this at least two weeks before you need to request services. You will get an email when the requisition is approved that will contain a copy of the approved PO for the vendor's reference.
2. Have the service completed. The department/facility can issue an invoice to GSA/MDRF. Make sure your name and grant number are included on the invoice. Have them send it to the GSA office directly at 310 Student Union, Buffalo NY 14260 (or email [gsa-mdrf@buffalo.edu](mailto:gsa-mdrf@buffalo.edu)).
3. You will need to sign a receiving report verifying that the services have been completed satisfactorily and in full before a check can be cut to the vendor.

4. GSA will mail a check to the vendor directly.

### *V. Travel*

All travel expenses require you to fill out the [requisition request form](#) first. Use your name and mailing address as the vendor information. Submit this at least two weeks before any purchases are made.

1. Air travel
  - a. Hand in your original receipt (listing you as the passenger and including the itinerary and price/payment information) along with the ticket stubs/boarding passes and corresponding proof of payment to the GSA office.
2. Using your own car
  - a. Fill out the [Mileage Reimbursement form](#)—signed by you and your advisor.
  - b. Include a copy of an online map (MapQuest, Google Maps) that shows the approximate mileage traveled.
  - c. Include a copy of toll and gas receipts to show that you actually traveled. Tolls are only reimbursed if they are in the original budget section C. MDRF reimburses car travel at the [IRS business rate](#) in cents per mile. You will not be reimbursed for gas purchased.
3. Staying at a hotel/Airbnb
  - a. Hand in original, itemized receipt(s) and corresponding proof of payment to the GSA office.
4. Rental car
  - a. MDRF only reimburses for economy car rental. Use of any other vehicle must be warranted in your original budget justification.
  - b. Turn in original, itemized receipt(s) and corresponding proof of payment to GSA office. MDRF does not reimburse for gas used for rental cars, nor does it cover insurance.
5. Public transportation
  - a. Original, itemized receipt(s) should be attached to a blank sheet of paper and organized by day. Hand in all passes, tickets and receipts, as well as proof of payment to the GSA office.
6. Food
  - a. \$30 max per day. Original, itemized receipts should be attached to a blank sheet of paper and organized by day. Include corresponding proof of payment. If paid with cash, receipts must specify “cash payment.” This is not a per diem.

### **Notes:**

Foreign currency should be converted into US dollars. Online converters give historical amounts for each day of your travel. Include a printout of the exchange rate with your receipts. Note: if you submit credit card statements, GSA will reimburse what was actually paid rather than the converted amount you provide. GSA/MDRF does not reimburse for foreign transaction fees. All receipts paid with your credit card should have the last four digits of the card used (and your name, if possible). You must provide a copy of your credit card statement which should include your name as the account holder, the last four digits of the account number, and the posted purchase transaction(s). You can redact all other unnecessary purchases and/or personal information.

All receipts should be itemized. It is your responsibility to obtain the proper receipts. Reimbursements can only be made out to you, the grant recipient. If you need to have someone else make the purchase for you, please see the MDRF Director or the GSA professional staff.

### **Final Report**

This is an informal letter in your own words describing your research and how helpful the MDRF grant was to you being able to complete your research.

**These guidelines explain how to purchase the most common items found in MDRF budgets. If you don't understand the process, or one of your items is not explained in these guidelines, contact the MDRF Director. DO NOT proceed without contacting the Director. Doing so may result in not being reimbursed.**