

MLFTC Internal Grant Budget Frequently Asked Questions  
2020-21 Grant Cycle

**1. What is the timeline for spending my budget?**

You have 12 months to expend your grant funds; the final written report can be submitted at a later date when results/findings are complete (you must notify [Clarin.Collins@asu.edu](mailto:Clarin.Collins@asu.edu) with updated timeline for report). Budgets will be available aligning with the fiscal year calendar (July 1, 2020 - June 30, 2021). All funds must be expended and closed out prior to the end of June, 2021.

*Budget extension requests will only be considered by college leadership in extenuating circumstances.*

**2. What are the different kinds of student workers I can hire to support my grant?**

**a. Hourly student worker**

- i. Hourly student workers cannot work more than 50% FTE during the Academic Year, with a rolling average of 25 hours per week.
- ii. Hourly student workers must be posted for a minimum of 3 working days, interviewed, and approved to work before beginning on a project.
- iii. Hourly student workers cannot work as a Research Assistant at the same time.
- iv. Wage placement must be in relation to type of duties performed and in consideration of other student worker wage rates in similar jobs.
  - Level 1: \$10.50-\$11.07 Duties routine and simple
  - Level 2: \$10.65-\$12.12 Duties varied moderate degree of responsibility
  - Level 3: \$11.34-\$14.22 Duties technical and complex high degree of responsibility
  - Level 4: \$12.91-\$25.00 Duties highly technical significant degree of responsibility

**b. Graduate Service Assistant**

- i. Graduate Service Assistants cannot work more than 50% FTE during the Academic Year (they can be hired to work over winter, spring and summer breaks)
- ii. Graduate Services Assistants are not hired through Kenexa, but do require department approval before hiring.
- iii. Graduate Service Assistants are not hourly employees, so they do not complete time sheets.
- iv. Graduate Service Assistants cannot work as a Research Assistant at the same time.

**3. How can I use grant funding to support a co-PI or someone internal to ASU (e.g., consultant)?** This could be another faculty, staff or research professional within the college or university.

**a. Within the Teachers College**

They can receive summer pay starting the first pay period in July, as long as they have not already gone over their summer salary cap.

**b. Outside of the Teachers College**

Faculty from outside of the Teachers College require prior approval before submitting proposal; Contact Clarin Collins ([Clarin.Collins@asu.edu](mailto:Clarin.Collins@asu.edu)) to discuss.

**4. How can I use grant funding to support a co-PI or someone external to ASU (e.g. contractor consultant)?**

If you will be working with someone outside of ASU, please contact Billie Cruz ([Billie.Cruz@asu.edu](mailto:Billie.Cruz@asu.edu)) directly. Each situation varies depending on a number of factors. Most will have to be hired as an Independent Contractor and be approved by tax services and register as a supplier in Workday.

**5. How can I purchase software?**

Please do not purchase any software before obtaining approval from the Business Office beforehand. This includes reimbursements. Hardware and software purchases are routed through University Technology Offices (UTO) for vetting purposes and standard time for delivery and installation is 3-4 weeks. Contact Billie Cruz ([Billie.Cruz@asu.edu](mailto:Billie.Cruz@asu.edu)) to begin the process as these items need college approval before orders can be completed.

\*\*\*Note: MAXQDA licenses for students cannot be purchased via internal grant funds (per MAXQDA terms and conditions)

**6. Can I purchase gift cards for incentive pay?**

Gift cards can be purchased, please contact Billie Cruz ([Billie.Cruz@asu.edu](mailto:Billie.Cruz@asu.edu)) for the Gift Card FAQ document for further information.

**7. What items/services cannot be covered by internal grant funds?**

Membership fees or dues, publication charges, conference travel, scanners and printers, textbooks (if for some reason, this is critical for data collection or your research, justification must be explicit).

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**8. How can I offer gift cards or cash incentives to human subjects or participants?**

If you do plan on providing incentives, please contact Billie Cruz ([Billie.Cruz@asu.edu](mailto:Billie.Cruz@asu.edu)) to receive the necessary forms and information before making any commitments.