Athletics Research Grant Program Notification

Dear Kendon,

Congratulations! You have been awarded a GPSA Spring 2016 Athletics Research Grant, for your project entitled Kendon Jung.

To preface this letter, we do have questions about your budget and some specific items, namely around the incentives. To get more information on the project and to offer you some feedback on what your budget can/cannot cover, we would like to meet with you in person next week.

This letter details so me of your requirements for funding. Please read this letter carefully to ensure that you follow all the guidelines. Failure to do so may result in a denial of your request for reimbursement.

Please note that this program currently operates as a reimbursement-only program. Original receipts may be submitted dating back to January 1, 2016. Expenses submitted after December 2, 2016 will not be reimbursed. Below are guidelines for requesting reimbursement from GPSA for this program:

I. Accept your award by emailing gpsa.research@gmail.com stating you 1) Accept the Award and 2) agree to the Athletics Research Grant Conditions no later than Friday, March 25, 2016, at 5 PM. Failure to do so will result in forfeiture of your award.

II. Purchase the items you need to complete the study, if you have not done so already. We recommend that you review the list of prohibited expenses below and/or confirm the eligibility of the expense with our office prior to making any purchases.

III. Submit your required materials to the Tempe campus Graduate Student Center (CFS Building) as soon as all documentation is complete (and no later than December 2, 2016, at 5pm):
   a. To be eligible for reimbursement, you will need to:
      i. Complete a Request for Funds (RFF) form, available for download here (https://drive.google.com/drive/folders/0B2OoeGxwIj7ASWQi2kTbJRNZTO), or in the Tempe campus Graduate Student Center (Center for Family Studies Bldg). *** A separate form must be completed for each purchase (Only submit RFFs for expenses approved by this grant). Pay particular attention to 'Description of Purchase', 'Justification' (how your research benefits ASU), your address, ASU Affiliate ID number, phone number, etc. Sign your name under 'Requestor Signature'.
      ii. Attach all original receipts to the RFF.
      iii. Attach your project abstract.
      iv. Attach your project budget.

IV. Please pay particular attention to the program guidelines and restrictions. We are unable to reimburse you for any of the items below, under any circumstances:

   ELIGIBLE EXPENSES:
   Research expenses may include, but are not limited to:
   - Participation Awards (maximum $25.00 per participant per session, not to exceed $100 to participant in a calendar year; only cash equivalents are acceptable [e.g. gift cards, etc.])
   - Equipment rental
   - Materials and supplies
   - Professional services for data analysis, typing, transcription, or copying
   - Travel to research facilities to collect pertinent data or conduct research
   - Per diem (meals) while in travel status
   - Conference travel (only applicable to undergraduate students)
   - Statistical analysis software
   - Please contact gpsa.research@gmail.com for any questions regarding eligible expenses.
PROHIBITED EXPENSES:
The Athletics Research Grant will not reimburse the following:

- Cash incentives
- Equipment purchase (no laptops, no camera, etc.)
- Purchase cost of a transaction greater than or equal to $1,000
- Tuition or remuneration of time spent on project
- Lodging for 30 days or more
- Terminal publication charges (e.g., binding/printing of thesis or dissertation)
- Final project expenses (i.e., printing, editing, translation, etc.)
- Salaries and wages for research assistants, ASU affiliates or employees

Again, on behalf of all of us at GPSA, we wish you the best of luck in your research. We look forward to reading the final report of your project. Please remember that all of the required information is due to the Tempe campus GPSA office (Center for Family Studies Building) no later than December 2, 2016, at 5pm. During the course of your project, you may contact Stacy Porche (Sporche@asu.edu or 480-727-9870) with any questions you may have related to the reimbursement procedures.

Sincerely,
Jordan Hughes
Vice President of Internal Affairs, GPSA

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