

Frequently Asked Questions for Grant Awardees

<http://www.rpcc.edu/sponsoredPrograms.cfm>

I HAVE QUESTIONS ABOUT MY AWARD – WHO DO I ASK?

Lisa Jackson – Financial questions concerning a **FEDERALLY** funded grant?

Christina Ocmand - Financial questions concerning a **STATE** funded grant?

Denise DeLany - For **all other questions**, including but not limited to; Allowable expenses, can I move funds, when are my reports due, I must change a component of my grant, etc. You may be directed to someone else, but start here.

***** PIs must receive prior approval from Denise DeLany before contacting a granting agency concerning an award.**

REPORTS

All grants require at least a final report and most require interim reports. To maintain compliance, please forward all reports to Denise DeLany for final submission at ddelany@rpcc.edu . For any report assistance, please contact Denise.

CONTACTS

Federal Restricted Funds Accountant, Lisa Jackson
ljackson@rpcc.edu675-0240

State Restricted Funds Accountant, Christina Ocmand
cocmand@rpcc.edu675-0250

Grant Coordinator, Denise DeLany
ddelany@rpcc.edu644-6247

STEPS FOR PURCHASE REQUISITIONS

1. Please plan with allowable time in mind for processing, ordering and shipping of orders.
2. Review the monthly budget summaries you receive from Accounting for funds availability. If you have any funding questions on a federal grant please contact Lisa Jackson and on a state grant please contact Christina Ocmand.
3. For questions related to an expense being allowable, please contact Denise DeLany.
4. Choose a vendor and complete the Grant purchase requisition form with all pertinent information (i.e. vendor, item number, item name price and shipping).
5. In all cases, shipping must be included. Sometimes in speaking with the vendor, they will indicate shipping is an estimate, which is fine, but a number must go there even if "0."
6. Please bring the purchase requisition for federal grants to Lisa Jackson and state grants to Christina Ocmand for processing.

STEPS FOR TRAVEL

1. Current state travel regulations must be followed and can be found at www.doa.state.la.us.osp.travel.traveloffice.htm
2. A completed "Grant Funded Authorization to Travel" form, with appropriate approval by the Dean or supervisor, must be completed **PRIOR** to submittal to Restricted Funds Accounting Department at least ten business days **BEFORE** travel.
3. All airfare is purchased through a designated RPCC Short's Travel Administrator from the business office.
4. To be reimbursed for travel expenses, a Grant Travel Reimbursement form must be submitted to the Restricted Funds Accounting Department within ten business days of returning. Reimbursement claims must include all details requested on the form, all original receipts for lodging, taxi, rental vehicles, parking, tolls, airfare, etc. must be attached.