



1) Who do I see if I want to appoint a RA?

Answer: Your grant coordinator
Go to the ECE website and obtain the RA Appointment form:

2) What is the minimum you can appoint a RA during the AY? Summer?

Answer: 50% AY, Summer 50%
50% = \$10,800 - \$1,200
\$11,700 - \$1,300

3) What is the maximum you can appoint a RA during the AY? Summer?

Answer: 67% for US Citizen and Legal Resident for AY, 100% for Summer
50% for International Students, 100% for Summer

4) Who do I see, if I want to charge a second phone to my grant?

Answer: grant coordinator

5) What information do I need when I want to get reimbursed on my grant?

Answer: Your complete name, address, and social security number

6) Where is the Grants and Contracts Office?

Answer: 912 SEO

7) Do I need to do anything before I take a trip?

Answer: Yes; You need to fill a departmental Travel Approval Form:
_____ prior to the trip, then submit
that to your grant coordinator or the business manager (only if it is to be
charged to the department's accounts and not your grant account).

8) What do I need to do to purchase an item?

Answer: First fill out completely a request Purchase Order Form:
_____ then submit to your grant
coordinator or business manager for approval of funds.

9) Where do I get the request a Purchase Order Form?

Answer: On web: _____