

Spending Guidelines: RCAP FUNDS

- Please reference the RCAP Award Number on all documents and payment requests.
- All expenses associated with your RCAP award must be consistent with the approved project budget.
- All direct expenditures to the RCAP index and all reimbursements to department indexes must be approved by the RCAP Financial Manager (or proxy) – internal.grants@wku.edu.
- Spending may only occur during the project dates and only when all compliance approvals are obtained.
- Deviations from the application budget must be approved by RCAP administrators. ([Request for Reallocation](#))
- All Pcard and requisition/purchase orders must be made 30 days prior to the project end date.

TRAVEL

- All travel must be consistent with WKU travel policies. For specific questions and policy information, please contact the [Travel Office](#).
- RCAP will only reimburse the least expensive method of travel. When possible, use the department Pcard to pay for fixed-cost travel expenses (such as airline tickets and lodging). Once the charges hit JP Morgan Chase, your office support personnel can email internal.grants@wku.edu to request that the charges be transferred (hardcoded) to the RCAP Index number ("HARDCODES" in subject line).
- Out-of-pocket travel expenses (such as subsistence, mileage, taxi fare, etc.) can be reimbursed AFTER you travel by submitting a Travel Voucher.
- After departmental approval, **the Travel Voucher must receive approval for use of the RCAP index by the RCAP Administrator**. Send the voucher to internal.grants@wku.edu for approval.

ORDERING MATERIALS AND EQUIPMENT

NOTE:

- *All supplies and equipment become the property of the department after the RCAP award has ended.*
- *Software, digital media, eBooks, etc. may only be downloaded on university devices.*
- *Equipment/computers purchased with RCAP funds must be permanently housed at WKU.*

PCARD Orders

- Order materials and supplies (individual items under \$2,000) using your department Pcard. Once the charge hits JPMC, email internal.grants@wku.edu (put "HARDCODES" in the subject line) to request that the charge is transferred (hardcoded) to the RCAP Index number. RCAP administrators will then email the approval to pcard.admin@wku.edu for processing. **Include a copy of the invoice/receipt with every hardcode request.**

REQUISITION Orders

- To order equipment or computers (individual items over \$2,000 or with an inventory control number), work with your office support personnel to complete a Purchase Requisition via TopShop. You may use the RCAP index – it will be routed to the RCAP administrator via Topshop for approval. *If TopShop will not allow you to use the RCAP index, use your department index.* Once the purchase is complete, initiate an inter-account to reimburse your department. It is strongly suggested to obtain pre-approval from internal.grants@wku.edu before purchasing equipment or computers for the RCAP.

CONTRACTS

- PI's are not permitted to sign any purchasing contracts on behalf of WKU. All contracts must go through Purchasing and Procurement Services per WKU policy.

PAYING FOR STUDENTS/PERSONNEL

1. [RCAP Student Employment Form](#) – complete this form for each student (hourly and graduate assistantships).
2. The RCAP staff will respond via email with approval notification (or questions).
3. Hourly Student Workers: Once an email has been received from internal.grants@wku.edu with approval to hire, you may continue with the student hiring process per usual, and you may use the RCAP index as the source for payroll.
4. Graduate Assistantship Stipends: RCAP will support stipends. RCAP does not support tuition expenses. After receiving approval, use the RCAP index in the EPAF, include Brittany Hix as approver for use of the RCAP index (EPAF approval category 10). ORCA does not require a review or pre-approval of GA contracts; however, it is helpful to share the contract with the RCAP office during the planning process.

If paying human subject participants, refer to the [Office of Research Integrity](#) website for additional information.

UNALLOWABLE COSTS

- Faculty/staff/investigator/post-doc salary and fringe benefits
- Memberships/Dues - Costs in connection with faculty degree requirements
- Travel to professional meetings or conferences (including associated presenting costs)
- Tuition
- Publication costs, including indexing and editing services (exception: performing arts production costs)
- Presentation costs, including poster printing
- Meals (exceptions: allowable travel per diem, participant support stipends)