R&D Awards, Endowed Chair, Start-Up, or Dean's Faculty Research Fund (DFRF) Reimbursement Process

- Your responsibilities:
    - Track your own spending on R&D Awards, Endowed Chair funding, Start-Up funds, or DFRF balances. Some of the information may be available in Banner, but it is not always immediately up to date.
    - Complete and submit expense reports on time.
    - Where required, complete and submit narrative reports on time.
- **No** expenses should be directly coded to accounts for R&D, Start-Up Funds, Endowed Chair Funds, or DFRF.
- More detailed information on allowable expenses can be found on the R&D Website under [Expenses and Narrative Reports](#).
- When s. This should be used when the expenses are NOT related to award.

    - Expense reports should be submitted within **30 days** of completion of your project or travel.
    - **You only need to fill out the first tab labeled "Detailed Worksheet."** Additional detailed instructions can be found on the third tab labeled "Instructions."
    - If there are international purchases that are not in US Dollars, please enter the amount on the receipt (in the foreign currency) and use X-rates.com for the exchange rate for that day in the next column, this will automatically calculate the total in USD.
    - All receipts and invoices must be in **electronic format** and preferably saved as PDFs. Instructions on saving other types of files can be found [below](#). Information on smartphone apps to use your camera to create and save PDFs can be found [below](#). Paper copies will not be accepted.
    - If you are traveling in an area where paper or electronic receipts are not common, a detailed log of all expense must be kept and submitted. The following information must be included:
        - Date, Item or Service, Store/Person, Amount, Reason for no receipt
    - If there is reimbursement to an academic department. The **FOAPAL and amount due to the department MUST be on the Expense form**. Your ADC should be able to provide this number for you. If there are no funds due to the department, please mark the cell requesting the amount due to the department with "N/A".
    - The completed copy of the [R&D Expense form](#) (in Excel format **ONLY**), copies of all receipts as attachments, and a copy of your award letter (for R&D Awards) must be emailed to RandD@dickinson.edu. Send all associated files in **ONE** email message.
    - Incomplete submissions will be returned, delaying processing.

Creating and Savings files as PDFs.

- The simplest way to save files, emails, or images as a PDF is to use the "Print" function on your computer.
    - When you select "Print" you can select the printer you wish to use. There is normally an option called "Save as PDF", "Microsoft Print to PDF", "Adobe PDF". This will allow you to save that item as a PDF in a desired location on your computer.
    - Programs such as Word, Excel, PowerPoint, and Outlook allow you to save items as a PDF as a type of document. Just as you would save a file as a ".docx" you can select ".PDF" from the same drop down menu. Newer versions even have an option under the File tab where you print, save or share documents.

Savings receipts while on the go

- Smartphones have many options to save files as PDFs. This is great way to save receipts while traveling so that none are lost or damaged. While saving them as a PDF is best, taking a picture would also be helpful as they can later be converted to PDFs using the information above.
- Using the Adobe Scan App (https://www.adobe.com/acrobat/mobile/scanner-app.html)

GENERAL POLICIES GOVERNING USE OF R&D GRANTS

Advances: