

**CAROLINA
CENTER
for JEWISH
STUDIES****Faculty and Student Grants**

For 2016-2017, we have made some changes to procedures and protocol for receiving your grant. Please read our policies and sign/return the agreement form within 10 business days.

Use of Funds

All grant awards are based on information provided in your grant application and use of funds should align with the grant proposal. In rare circumstances, we understand that projects take new directions, and as such, you might like to make changes to how the funding is used. Please understand these changes may not be fundable by your grant. You must secure pre-approval of any proposed changes by submitting your request to the director of the Carolina Center for Jewish Studies; failure to notify the director *in advance* may eliminate your funding.

Please note that a grant award does not also mean the Center will provide staffing or other fiscal or human resources for your project. The only staffing provided is specifically for processing your stipend or reimbursement. There is no staffing for marketing, event planning or administrative support, so take this into consideration prior to submitting your grant proposal and/or accepting your grant.

Grants are awarded each fiscal year. On your application you specified if your project will be completed in the current fiscal year [by May 1st] or in the upcoming fiscal year, and grant awards were made based on this information. If you anticipate a need to carryover your grant to the next fiscal year, you must notify the director as soon as possible to determine if your grant is eligible to be carried over. It is not possible to carryover your grant more than one time and it will not be possible to payout your grant earlier than specified.

Grant Payment

Specific steps for setting up your stipend or reimbursement follow; please review this carefully and contact us at jewishstudies@unc.edu if you have any questions or concerns. You will receive an email [shortly after your grant award notification has been sent out] explaining if your grant will be paid out by stipend or reimbursement.

When returning paperwork for grant processing, please also include a copy of your email from the director notifying you of your grant award.

We need your full name, PID, local address, phone and email. If your address will change at the end of the school year/end of summer, please provide all your addresses with dates of occupancy so we can ensure checks are sent to the correct address.

The contacts for any Center related financial matters are Erika Huckestein and Karen Gajewski at jewishstudies@unc.edu.

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STUDIESStipends

The Center will provide a short form for you to complete in order to begin the process of setting up a stipend. Please complete and return the form within one week. Best option is to scan/email the form to: jewishstudies@unc.edu

Please be aware that setting up and processing the stipend takes several weeks.

Reimbursements:

Original receipts must be provided in order to process your reimbursement. These must be taped on an 8.5x11" plain paper, one side only. Include your name and your PID on each sheet and also include a cover page with a summary of all expenses with a total amount submitted for reimbursement. Your cover page should also include your email address and note your home department. Please note, the business office will be responsible for calculating the final reimbursement amount, based on University requirements. The business office will also calculate currency exchange rates.

Submit all receipts at one time rather than sending in a portion of receipts in several batches [with a few exceptions for travel and conferences, more details below].

All receipts for travel reimbursement must be submitted to the Center within **one week** of your return, no exceptions. You must also indicate dates of travel, travel location, and purpose of travel.

Please ensure that all of your travel destinations correspond with the destinations listed in your grant application. We are unable to reimburse for travel for other purposes or for flights that include additional travel destinations.

All air travel must be for economy seating. In order to have flight expenses reimbursed, we must have a document showing the flight numbers, destination and dates, and that the flights are paid. We *must* have boarding passes for the flights. We cannot reimburse a flight that has been booked with FF miles or other airline awards/vouchers.

If taxi, train, or shuttle receipts are included please note the origin and destination for each receipt. For instance, "\$45 taxi receipt dated 5/9/16 was from the airport to my hotel."

All bookings through AirBnB and other non-hotel lodging expenses require prior approval by the finance office. Please provide this information *prior* to booking in order to gain approval. Failure to do this may well mean we are unable to reimburse this expense.

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Items paid with a credit card must have a receipt that shows that a credit card was used to make the payment and that the expense is paid in full.

Meals that were part of travel expenses cannot be reimbursed by receipt. When requesting reimbursement for per diem meals, please indicate which dates and meals need to be processed at the per diem rate. Please note that you cannot be reimbursed for per diem meals by the Center if you have already requested reimbursement for those meals/dates by your home department.

Reimbursement for travel by automobile requires pre-approval. Please contact us at jewishstudies@unc.edu before travel to discuss best options regarding what car to use, procedure for submitting mileage claims, and for the University's current mileage reimbursement rate.

Receipts should be sent to:

Carolina Center for Jewish Studies
Pettigrew Hall, Suite 100
CB# 3152
Chapel Hill, NC 27599-3152

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Please sign and return this form to: jewishstudies@unc.edu. We cannot process your grant until we have this form returned to our office.

I have read, and will comply with, the protocol for grant awards from the Carolina Center for Jewish Studies.

Printed Name

Signature

Date