

# JMU CVPA Research Support Committee

## Funding Guidelines FAQ

Updated 9/26/2023

### Travel

#### What timeline restrictions are in place for travel?

- Most travel must be completed at the latest by **May 31** with receipts submitted to your school admin by **June 1** to count toward the present fiscal year.
- If your proposal was accepted to be funded through the summer, then all travel must be completed by **August 15**.

#### What expenses can be prepaid?

- Conference registration fees and airfare/train fare (all fares are economy only). Please see your admin for school-level processes.
- NOTE: International travel takes minimally **3 weeks** to be approved. Please plan appropriately.

#### What expenses cannot be prepaid?

- Hotel, rental car, meals, taxis, shuttles, and separate baggage fees.
- Rental car note: you must decline insurance from the rental company.

#### What forms of ground transportation can be covered?

- Rental cars, personal vehicle mileage, Uber/Lyft, taxis, and subways can all be reimbursed after the trip is over.
- JMU chauffeurs can be covered and will be billed directly to your department.
- Uber/Lyft travel will only be reimbursed if the addresses match noted places of business related to the funding proposal.
  - Example, between a conference location and the hotel. Accounts Payable will reject the reimbursement if the address listed is a bar, restaurant, gym, etc.
  - Hack: Taxis don't list addresses.

#### Can JMU pay for me to stay in an AirBNB or Vrbo?

- No.

#### How do I figure out what to request for per diem?

- JMU has [a page listing the per diem for every location worldwide](#).

#### Can I pay for things myself and get reimbursed from this award?

- Yes, but that means you cannot be reimbursed until after you have completed your trip. It is best to speak with your school's fiscal tech to discuss the timeline. It may be better to let the school pay directly for some expenses.

## **Residencies**

### **Can funds be used to pay for artist residency fees?**

- Yes. Residency fees may be prepaid with approval from Mark Angel, Assistant Vice President for Finance. Work with your department's fiscal tech to coordinate.

## **Equipment, Supplies, and Labor**

### **What vendors are off limits?**

- Amazon and Staples.
- NOTE: Furniture cannot be purchased with CVPA funds.

### **What are some commonly used vendors within CVPA's academic units?**

- SDAH: B&H, Supply Room, Dick Blick, Grainger, Daly Computers; there are many others so just check with Karen Gerard in advance.
- SOM: Sweetwater, Supply Room, B&H, Newegg, JW Pepper
- STAD: Supply Room, B&H, Home Depot, Barbizon Capitol, and Ragtime Fabrics
- NOTE: All vendors must provide a signed Virginia W9.

### **Can I use JMU funds to buy supplies for my project? Are there any limitations on what can be purchased?**

- Yes, but only when materials are considered "consumables:" paint, fabric, clay, wood, metal, paper, ink, yarn, photographic chemistry, etc.

### **Can I keep the equipment purchased after my project is complete?**

- No. All equipment purchased with state funds belongs to JMU and will be stored by your school. Please check with your admin to verify that your school will be able to care for any equipment purchased.

### **Can I use funds to pay artists or students for labor to assist with projects?**

- Yes, but this should be arranged well in advance of the project with your school's fiscal tech.
- Students must be finished with the JMU hiring process before employment can begin.
- NOTE: Student labor must be completed by **June 6** unless your project is given permission for summer funding.

### **Can I use the funds to pay myself?**

- Generally, no. There may be special circumstances in which you could be paid, but the reason must be documented with specific rationale and approved by the AUH and Dean.
- NOTE: Labor must be completed by **June 6** unless your project was given permission for summer funding.

### **What equipment is available for checkout from the library?**

- [This page](#) has details about equipment loans.

## **Study**

### **Can I use funds to pay for tuition?**

- Yes, but this requires prior permission. [See this link for more information.](#)

### **Can I use funds to pay for private study with a master teacher?**

- Yes, but the study must finish by **May 15** for the funds to be dispersed in the current fiscal year.
- The teacher must submit an invoice and a COVA W9 before **May 15**.

## **Ownership**

### **Who owns equipment purchased with CVPA funds?**

- All equipment purchased with state funds belongs to JMU and will be stored by your school. Please check with your admin to verify that your school will be able to care for any equipment purchased.
- JMU does not own “consumable” raw materials, i.e., paint, fabric, clay, wood, metal, paper, ink, yarn, photographic chemistry, etc.
- All software purchased is also owned by JMU, but it does not necessarily have to pay to keep the licenses updated in the future.

### **Does JMU own the creative work generated from these awards?**

- Generally it is assumed that you own the work you create. In certain cases, if the work is a product or proto-type and not a creative artifact, JMU may consider itself to have a vested interest in any potential revenue created from CVPA development funds.
- If you are unsure where your project may fall in the above spectrum, please discuss your concerns with your intellectual property rights with your AUH and Dean who will help shepherd you through the process.
- You can find out more about JMU and Intellectual Property at the office of [Technology Innovation & Economic Development](#).