

2023-2024 EGRA Award Procedure

Equipment/Supply Purchase Procedure:

1. Contact the person who handles fiscal matters for your department (typically the Fiscal Clerk or Business Manager) to create and process an LVPO (“Limited Value Purchase Order”) for your EGRA equipment/supply purchase. We recommend providing them with a copy of the EGRA award letter and the EGRA budget form.
2. This fiscal administrator will need a Chartfield account number from the Graduate School to process payment. They should contact Kathy Kantor at the Graduate School, kathykantor@uri.edu or (401) 874-4334, prior to creating the LVPO to obtain the information needed.

**Note: if the order plus cost of shipping exceeds your award, the Graduate School will not pay the difference. Another source of funding MUST be provided or it will not be paid.*

3. Once the order of equipment/supplies is received at your department, the packing slip and a copy of the LVPO must be dated with the date it was received and sent to Kathy Kantor, Graduate School, Quinn Hall 204 to complete the purchasing process. Please note that if the receiving report is not signed by the Graduate School and returned to the Accounting department, **the bill will not be paid.**

Travel Expense Procedure:

1. Graduate students must work with their Major Professor or Advisor to make travel arrangements. Students are not able to create a Direct Travel account. All travel must comply with the [University's Travel Guidelines](#).
2. Prior to creating the Travel Authorization (TA) form, the person creating the form must contact Kathy Kantor at the Graduate School, kathykantor@uri.edu, or (401) 874-4334, for the Chartfield account number. An approved Travel Authorization form must be in the system before booking any travel arrangements.
3. After your travel is completed, your Major Professor or Advisor must complete an Expense Report (ER) form and attach original receipts. See <https://web.uri.edu/controller/travel/returning/>
4. Copies of all supporting documents for the travel arrangement must be submitted to Kathy Kantor at the Graduate School through email at kathykantor@uri.edu or dropped off at Quinn Hall 204 by the deadline:
 - a. Expenses and travel conducted during December 1, 2023 – June 25, 2024, are due no later than by June 30, 2024.
 - b. Expenses and travel conducted during July 1, 2024 – November 30, 2024, are due no later than by December 5, 2024.

Research Participation Incentives:

There are special instructions if you are using EGRA funding for participation incentives in research studies. Please contact Kathy Kantor (kathykantor@uri.edu) directly for these instructions and to see if you qualify.

- If you qualify to use the award in this manner, your Major Professor will need to sign a form indicating that he/she will oversee the distribution of incentives.
- Any incentives will need to be documented: recipients of incentives must sign a document that includes their name, signature, the incentive they received, the purpose for which they received it, and a signature confirming that they have received the incentive. All documentation, for every incentive provided, must be returned to Kathy Kantor at the Graduate School kathykantor@uri.edu (401) 874-4334 prior to the documentation deadlines. Failure to do so will result in a hold on your e-campus account that will prevent you from registering, getting an official transcript, and/or your official diploma until it is received in full.